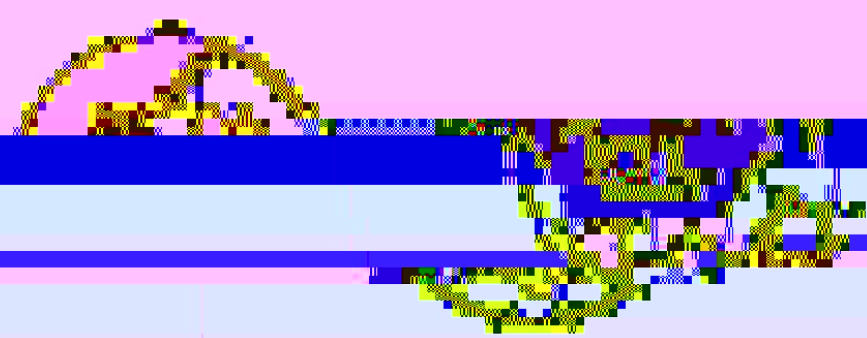


# UNIT 10: THE HISTORY OF THE UNITED STATES

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All students who serve as officers or representatives of the Student Government Association (SGA), or any SGA entity, in any capacity, must comply with these Rules of Procedure. For the purposes of consistency with other SGA governing documents, it is clarified that references to “Rules of Procedure” contained herein are synonymous with “Operating Codes” as referred to in the Student Body Constitution and any other SGA governing documents. For all intents and purposes, the terms “Rules of Procedure” and “Operating Codes” may be used interchangeably. Deliberate failure to comply shall be grounds for removal from office.

Each Rules of Procedure section shall be arranged numerically and by article in the following format:

- I. System of Rules of Procedure
- II. Senate
- III. Committee on Operations
- IV. Academic Council
- V. Budget and Finance Committee
- VI. Committee on Student Life
- VII. CSL Subcommittee on Athletics
- VIII. CSL Subcommittee on Sustainability
- IX. Committee on Institutional Diversity
- X. CID Subcommittee on ADA
- XI. Engagement and Outreach Committee
- XII. Executive Committee
- XIII. Judicial Board
- XIV. Student Events Council
- XV. SEC Subcommittee on Major Events

Legal authority to amend the SGA Rules of

Approved by the Senate: April 30, 2024

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As the legislative student body at Skidmore College, the Student Government Association Senate is responsible for conducting business in such a manner that is fair, timely, and orderly. While other governance groups may establish previously published rules for the operation of their respective legislative bodies, it can be said that the best and most effective rules are ones specifically attuned to that particular organization. With that in mind, these rules have been established to serve as a complete and cohesive guideline for the specific operation of the SGA Senate body. Unencumbered by unnecessary and obfuscating rules, it is the intention that by knowing, respecting, and adhering to these established rules set forth we, the representatives of the student body, may fulfill our pledge.

- A. The role of the Chair is filled by the SGA President.
  - a. In the absence of an SGA President, the role of





At the beginning of the Senate meeting, the Chair must call the meeting to order.

The Senate Invocation is read by a Senator chosen by the Chair following the Call to Order.

Attendance is taken by the Chair following the Senate Invocation.

- A. Attendance is taken alphabetically by last name.
- B. The Chair will mark “Yes” for Senators present, “Yes” for Senators who have established a proxy, or “No” for Senators absent without a proxy.
- ρλ C. Senators are permitted two absences, for any reason, each semester. Joining a meeting

The Chair will display the Meeting Minutes and ask for a motion to approve the Meeting Minutes.

- A. A Senator must motion to approve the Meeting Minutes.
  - a. A Senator must second the motion.
  - b. Approval of the Meeting Minutes requires a two-thirds majority vote for passage.
- B. The Chair can alternatively approve the Meeting Minutes with unanimous consent.
  - a. The Chair asks for unanimous consent. If there are no objections then the Meeting Minutes stand approved.

Open Forum occurs after the approval of the Meeting Minutes. Open Forum is a thirty minute time period at the beginning of each Senate for non-Senate guests to present issues before the Senate. Senators are not allowed to converse or address any issues brought forward by guests, unless the guests desire feedback. Each guest is limited to five minutes.

The Chair must close Open Forum when the time allotment runs out or there are no other non-Senate guests who wish to present.

The Executive Committee Reports are given after Open Forum. During the Executive Committee Reports, the members of the Executive Committee will give a brief report summarizing progress of initiatives being undertaken by their offices and any relevant news from their committees and subcommittees in descending constitutional order.

- A. Each report should be less than two minutes.
- B. The Executive Committee Reports end when all Executive Committee members have finished reporting.

Old Business begins when the Executive Committee Reports have ended. Old Business is reserved for New Business that was not finished or addressed in the previous Senate meeting. Old Business and New Business are allotted a combined timeframe of one and a half hours, unless extended by the Chair. All items pushed into Old Business are addressed as if they were in New Business.

- A. Old Business does not have to appear on the Agenda if there is no previous business.
- B. Old Business ends when all items have been addressed or the allotted time expires.

New Business begins as soon as Old Business concludes. If there is no Old Business, then New Business begins as soon as the Executive Committee reports conclude. New Business is reserved for presentations, questioning, deliberation, and interviewing about, and voting on, items like Resolutions, Nominations, SGA Annual Operating Budgets, and Program Support Expenditures.

- A. New Business ends when all items have been addressed or the allotted time expires.

Senator's Forum begins at the conclusion of New Business. Senator's Forum is for targeted discussions on particular topics added to the Agenda that is moderated by the Chair. Senator's Forum is allotted a timeframe of thirty minutes, unless extended by the Chair. Topics for Senator's Forum are not announcements, but are meant to facilitate discussion or poll the Senate body in a way that would not be appropriate for New Business. Some examples of Senator's Forum topics might include discussing solutions for a problem in the Skidmore community, asking for help or input on an initiative, or politely expressing frustration with some group and asking for a corresponding resolution.

- A. If a topic seems to be exhausted, the Chair may require that the Senate move on to the next topic.
- B. Senator's Forum ends when the allotted time has expired or all topics have been exhausted.

The Chair and Senators may make announcements after Senator's Forum has concluded. The Chair will ask



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- c. Once a Senator has explained their objection, the Chair must ask the motioning Senator if they wish to withdraw their motion.
- d. If the motioning Senator withdraws, they retain the floor if they have time remaining.
- e. If the motioning Senator chooses not to withdraw, they are allowed two minutes to explain why they think the motion should stand.
- f. The motioning Senator may yield this time to other

Motion	Result
Motion to approve the Agenda.	The Agenda is approved.
Motion to approve the Minutes.	The Minutes are approved.
Motion to adjourn	The meeting ends.
Motion to postpone indefinitely	The item is postponed until a later Senate meeting or permanently abandoned, as determined by the item's sponsor(s).
Motion to postpone until [date]	The item is postponed until said date.
Motion to amend	Document is amended.
Motion to allow non-Senators to speak	Speaking privileges are granted to non-Senate members for the duration of the agenda item.
Motion to recess for [time of recess]	Senate takes a recess of the given length.

Old and New Business items are introduced in order of their places on the Agenda.

#### § 220.1 Voting Items

A. Senate voting items are divided into four categories: Resolutions, Nominations, SGA Annual Operating Budget, and Program Support Expenditures.

a. Resolutions

- i. Resolutions are defined as any legislation related to any matter of SGA, Club, or College Policy. Such items that call for a resolution to be made by the Senate include but are not limited to the allocation of SGA retained earnings account funds, internal annual operating budget transfers, chartering of a Club, amendment of a Club charter, etc. All other items not explicitly mentioned in § 210.A.b., § 210.A.c., or § 210.A.d. of the Senate Rules of Procedure require a resolution to be approved by a two-thirds majority of the Senate, B of SGA

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- b. Nominations
  - i. Nominations are defined as SGA President nominations, SEC Chair nominations, and willingness to serve nominations in accordance with the SGA Bylaws. Nominations do not call for a resolution and are instead directly approved by a two-thirds majority of the Senate.
- c. SGA Annual Operating Budget
  - i. The SGA Annual Operating Budget is defined as the annual budget for the Skidmore College Student Government Association (SGA) that funds items including but not limited to SGA commitments, Club budgets, and the SEC budget for the academic year succeeding the academic year when it is approved. The SGA Annual Operating Budget does not call for a resolution and is instead directly approved by a two-thirds majority of the Senate.
- d. Program Support Expenditures
  - i. Program Support expenditures are annual



- viii. If a Senator has already spoken once, they may raise their hand to rejoin the list.
- ix. If someone who has not yet spoken raises their hand, they are placed on the list ahead of anyone who is on the list for the second time, and if someone has spoken twice, they are placed on the list ahead of anyone who is on the list for the third time, etc.
- x. If the Chair caps the list, the Chair will not accept any new hands raised.
- c. Part Three: The Senate body engages in a discussion period on the voting item.
  - i. Senators are allowed to share their support for, opposition to, or neutrality on the particular voting item.
    - 1. Senators who wish to engage in discussion raise their hands.
      - a. The Chair will keep a list of discussing Senators.
      - b. The Chair will refer to the list to call upon Senators.
      - c. Once called upon, a

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A. Friendly Amendments

- a. A Friendly Amendment addresses grammatical or typographic errors to an item.
- b. Any Senator, or anyone presenting an item, may make a Friendly Amendment.
- c. The Chair will amend the item if they agree that the amendment qualifies as a "Friendly Amendment."

B. Clarification Amendments

- a. A Clarification Amendment changes the language, but not the nature, of an item.
- b. Any member of the party bringing an item may make a Clarification Amendment to it.
- c. If it is not readily clear that the change is a Clarification Amendment rather than a Substantial Amendment, the Chair may ask for a recess of the Senate session.
- d. During this recess, the party presenting the item should consult privately with a member of the Office of Leadership Activities who wishes to partake, as to whether or not the amendment is solely for clarification.
- e. At the end of this time suspension, the Senate session will resume and the new language, approved by the Chair, in conjunction with the Office of Leadership Activities representative, is presented and the item so amended.

C. Substantial Amendments

- a. A Substantial Amendment changes both the language and nature of an item.
- b. Up to two Substantial Amendments may be adopted for each item requiring a resolution.
- c. A Senator with the floor may motion to make a Substantial Amendment.
- d. The Senator must describe their proposed

- m. If the amendment does not pass, the amendment does not count as one of the two amendments that may be made on the item during the New Business session.
  - n. Senators cast votes for amendments with a raise of hands.
  - o. If the vote is too close to call by a count of hands, the Chair may take a vote in accordance with § 224 of the Senate Rules of Procedure.
  - p. When the vote is completed, conversation on the newly amended item will resume.
- 
- A. A Senator may make a Motion to Reconsider on any item requiring a resolution that was previously rejected by the Senate body during the current or a previous Senate meeting.
  - B. A motion to reconsider must be made by Senator who cast a “Yes” vote for the original item.
  - C. The motion must be seconded by a Senator who cast a “No” vote for the original item.
  - D. The Motion to Reconsider requires a three-fourths majority vote for passage.
  - E. If the motion passes, the item will be reintroduced in Old Business at the next Senate meeting.
  - F. The item will be reintroduced without any amendments that may have been made when the item was previously brought to the Senate.
- 
- A. For Resolution documents:
    - a. I

- iii. A detailed budget breakdown showing a complete list of all expenses by category that includes, at a minimum, the following categories:
  1. Article II: Legislative Branch Budget
  2. Article III: Executive Branch Budget
  3. Article IV: Judicial Branch Budget
  4. Article V: Events Branch Budget
  5. Article VI: Club Budgets

D. For Program Support Expenditures

- a. Items classified as Program Support Expenditures must include the following:
  - i. The name of the VP for Financial Affairs.
  - ii. The name(s) of the party or parties receiving the funds.
  - iii. A detailed description of the allocation.
  - iv. A recommendation for passage or denial from the Budget & Finance Committee,

- E. The Chair is responsible for moderating Senate business. In the interest of efficiency, the chair may choose to conduct votes on motions and amendments by any of the following procedures:
- a. A Roll-Call Vote: A vote for which the Chair calls each Senator by their last name and that Senator voices their vote to the Chair. The Chair must alternate between calling Senators' last names in alphabetical and then in reverse alphabetical order after each motion that uses this procedure. Votes on items of New Business and Old Business must be conducted by a roll-call vote in all circumstances.
  - b. A Voice Vote: The Chair asks for all those in favor of the motion to voice their approval by saying "Yes," and then asks those opposed to the item to say "No." When inconclusive, the Chair must then move to a Roll-Call Vote.
  - c. Raise of Hands: Similar to a Voice Vote, but the Chair asks for all those in favor of the motion to express their vote by raising their hands, and then asks for all those opposed to the motion to express their vote by raising their hands. When inconclusive, the Chair must then move to a Roll-Call Vote.
  - d. Unanimous Consent: To be used only in situations that require no discussion other than minor clarifications, and which seem to have no objection in the Senate Body. To pass an item by unanimous consent, the Chair may simply ask the Senate body for any objections to the item. If none are voiced, the Chair shall declare the item approved by the Senate Body. When inconclusive, the Chair must then move to a Show of Hands vote.
- F. If a form of voting might be improper, any Senator may make a "motion to vote by [form of voting]" to ask the Chair to utilize a different voting method. The motion must be seconded and approved by a two-thirds majority of the Senate in accordance with § 224.D., conducted by a Show of Hands.
- A. If a Senator anticipates being absent for a Senate meeting, they may appoint a Proxy to cast votes in their place.
- a. The Proxy must be another Senator who will be attending that Senate meeting.
  - b. The Senator must notify the Chair via email no less than one hour before the scheduled Senate meeting.
    - i. The Senator must CC their Proxy in the email.
    - ii. The email should include all votes made by the Senator ("Yes" or "No").
    - iii. If a Senator does not wish to vote on a particular item, they should not assign their Proxy a vote.
  - c. When it is time for a vote and the absent Senator's name is called, the Proxy will respond by saying "Proxy," and then delivering the vote that the absent Senator has chosen to cast.

i. If a Senator did not assign a vote for their Proxy on a

Approved by the Senate: April 30, 2024

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This committee shall be called the Committee on Operations (CO).

The Committee on Operations shall aid the Executive Vice President with the internal management of the SGA. CO's primary purpose will be to track the completion of internal administrative tasks. CO shall coordinate with all SGA branches, committees, and subcommittees for the purpose of promoting transparency and compliance with SGA regulations.

The Executive

### § 304.3 Attendance

#### § 304.3.1 Attendance Policy

Attendance of the Committee on Operations is mandatory; the committee members listed above shall agree to meet at the discretion of the Chair as part of their responsibilities to the Skidmore College community as a leader on campus. Committee members are permitted two absences, for any reason, each semester. Three absences in one semester will result in the Chair submitting an attendance policy violation report to the SGA Judicial Board. However, absences for illness or certain other issues such as: an illness or death in their family, impassable roads or weather, religious observance, quarantine, or school-sanctioned sports are excused and are not counted toward the two permitted absences as long as the Chair receives prior notice in accordance with § 304.3.2 of the Committee on Operations Rules of Procedure.

#### § 304.3.2 Prior Notice Requirement

If for some reason a member is unable to attend a meeting, the member must contact the Chair at least three hours in advance of the meeting and follow up with the Chair after the meeting, either with a written progress update or in an individual meeting organized by the Chair.



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Approved by the Senate: April 30, 2024

Last Amended: May 10, 2024

This committee shall be called Academic Council (AC).

Academic Council shall act as the chief liaison between students and Academic Affairs. AC shall create discourse surrounding academic life at Skidmore, program academic events, address academic concerns, make policy recommendations. Comm ns IV as

### § 404.3 Attendance

#### § 404.3.1 Attendance Policy

Attendance of Academic Council is mandatory; the committee members listed above shall agree to meet at the discretion of the Chair as part of their responsibilities to the Skidmore College community as a leader on campus. Committee members are permitted two absences, for any reason, each semester. Three absences in one semester will result in the Chair submitting an attendance policy violation report to the SGA Judicial Board. However, absences for illness or certain other issues such as: an illness or death in their family, impassable roads or weather, religious observance, quarantine, or school-sanctioned sports are excused and are not counted toward the two permitted absences as long as the Chair receives prior notice in accordance with § 404.3.2 of the Academic Council Rules of Procedure.

#### § 404.3.2 Prior Notice Requirement

If for some reason a member is unable to attend a meeting, the member must contact the Chair at least three hours in advance of the meeting and follow up with the Chair after the meeting, either with a written progress update or in an individual meeting organized by the Chair.

### § 405.1 Procedure

Academic Council shall be the decision-making body for the Student Government Association funds outlined in this section with the authority to approve expenditures in accordance with Academic Council Rules of Procedure § 402 and the following additional requirements:

- A. The Vice President for Academic Affairs must create an application process that openly advertises the fund to the Skidmore community, providing at least two weeks for advertisement before applications are considered.
- B. Applications

Approved by the Senate: April 30, 2024

Last Amended: May 10, 2024

This committee shall be called the Budget and Finance Committee (B&F).

The Budget and Finance Committee shall act as the chief management body of all Student Government Association finances and funds. B&F will additionally serve as a financial resource to all SGA-affiliated groups on campus. The Committee will handle issues such as: the allocation of program support, significant line changes in budgets, the budgeting of longer organization trips, the allocation of the JSS Activism Fund, and the creation of SGA's budget for each fiscal year. Additionally, B&F will serve as a place to voice financial concerns, new ideas to help SGA better manage funds, and financial strategies to ensure that the funds that SGA is responsible for are allocated in the best possible way for the entire student body.

The Vice President for Financial Affairs shall act as Chair of the committee. All members except the Chair may have a vote. Members may not vote on any matter relating to a club in which the member serves on the executive board. Quorum for voting shall require one-half of voting members to be present. All votes require a simple majority for passage. In the event of a tie in the voting the Chair is allowed to vote on the topic. Committee meetings are public and visitors are welcome to attend, but the meetings are closed when voting and during deliberation. The Budget and Finance Committee shall operate in accordance with the SGA Constitution and Bylaws, the Budget and Finance Committee Rules of Procedure, and the Skidmore College Honor Code.

The Budget and Finance Committee shall consist of the following: the Vice President for Financial Affairs as Chair, the Vice President for Club Affairs, six Senators, two Club representatives, and two additional representatives appointed through the Willingness to Serve process. The SGA Accountant shall also sit on B&F as a non-voting member. The Budget and Finance Committee chair may select a member of their committee to serve as the Vice Chair, who holds the responsibilities of the Chair in their absence.

### § 504.1 Meeting Times

The Budget and Finance Committee shall meet once a week or at the discretion of the Chair.

### § 504.2 Agenda

The Chair is responsible for setting an agenda, sending it out to committee members in a timely manner, and bringing it to every Budget and Finance Committee meeting.

### § 504.3 Attendance

#### § 504.3.1 Attendance Policy

Attendance of the Budget and Finance Committee is mandatory; the committee members listed above shall agree to meet at the discretion of the Chair as part of their responsibilities to the Skidmore College community as a leader on campus. Committee members are permitted two absences, for any reason, each semester. Three absences in one semester will result in the Chair submitting an attendance policy violation report to the SGA Judicial Board. However, absences for illness or certain other issues such as: an illness or

§ 505.2 Student Activity Financial Aid (SAFA)

The purpose of the Student

Approved by the Senate: April 30, 2024  
Last Amended: May 10, 2024

This committee shall be called the Committee on Student Life (CSL).

The Committee on Student Life shall be an active body that promotes the highest quality standard of student life for students. CSL will work collaboratively with various departments as an advisory

## § 604.2 Agenda

The Chair is responsible for setting an agenda, sending it out to committee members in a timely manner, and bringing it to every Committee on Student Life meeting.

## § 604.3 Attendance

### § 604.3.1 Attendance Policy

Attendance of the Committee on Student Life is mandatory; the committee members listed above shall agree to meet at the discretion of the Chair as part of their responsibilities to the Skidmore College community as a leader on campus. Committee members are permitted two absences, for any reason, each semester. Three absences in one semester will result in the Chair submitting an attendance policy violation report to the SGA Judicial Board. However, absences for illness or certain other issues such as:

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Last Amended: May 10, 2024

This subcommittee shall be called the CSL Subcommittee on Athletics (CSLA).

The CSL Subcommittee on Athletics (CSLA) shall be the primary advisor to the SGA on all matters of athletics. This subcommittee shall be the liaison between the SGA and the Student Athlete Advisory Committee (SACC) to promote engagement between the two institutions.

The CSL Subcommittee on Athletics Chair shall act as Chair of the subcommittee. All members except the Chair may have a vote. Quorum for voting shall require one-half of voting members to be present. All votes require a simple majority for passage. In the event of a tie in the voting the Chair is allowed to vote on the topic. Subcommittee meetings are public and visitors are welcome to attend. The CSL Subcommittee on Athletics shall operate in accordance with the SGA Constitution and Bylaws, the CSL Subcommittee on Athletics Rules of Procedure, and the Skidmore College Honor Code.

The CSL Subcommittee on Athletics shall consist of the following: One chair, who is a member of the SAAC, and seven willingness to serve representatives who may be appointed at the chair's discretion. The CSL Subcommittee on Athletics chair may select a member of their subcommittee to serve as the Vice Chair.

#### § 704.1 Meeting Times

The CSL Subcommittee on Athletics shall meet once a week or at the discretion of the Chair.

#### § 704.2 Agenda

The Chair is responsible for setting an agenda, sending it out to committee members in a timely manner, and bringing it to every CSL Subcommittee on Athletics meeting.



§ 704.3 Attendance

§ 704.3.1 Attendance Policy

Attendance of the CSL Subcommittee on Athletics is mandatory; the subcommittee



§ 804.3 Attendance

§ 804.3.1 Attendance Policy

Attendance of the CSL Subcommittee on Sustainability is mandatory; the subcommittee members listed above shall agree to meet at the discretion of the Chair as part of their responsibilities to the Skidmore College community as a leader on campus. Subcommittee members are expected to be present for each semester. Three absences in one semester will constitute a violation of the attendance policy. Written report to the SCAU Judicial Board. However, absences for illness or certain other issues such as: an illness or death in their family, impassable roads or weather, religious observance, quarantine, or school-sanction#

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Approved by the Senate: April 30, 2024  
Last Amended: May 10, 2024

This committee shall be called the Committee on Institutional Diversity (CID).

The Committee on Institutional Diversity shall create annual diversity, equity, and inclusion (DEI) training for SGA Officers, advocate for DEI practices within the SGA, and work with the College administration to improve campus inclusivity.

The Vice President for Institutional Diversity shall act as Chair of the committee. All members except the Chair may have a vote. Quorum for voting shall require one-half of voting members to be present. All votes require a simple majority for passage. In the event of a tie in the voting the Chair is allowed to vote on the topic. Committee meetings are public and visitors are welcome to attend. The Committee on Student Life shall operate in accordance with the SGA Constitution and Bylaws, the Committee on Institutional Diversity Rules of Procedure, and the Skidmore College Honor Code.

The Committee on Institutional Diversity shall consist of the following: the Vice President for Institutional Diversity as Chair, the CID Subcommittee on ADA Chair, seven Senators, and three additional representatives appointed through the Willingness to Serve process. One of these positions will be reserved for a first-year student. The Institutional Diversity chair may select a member of their committee to serve as the Vice Chair.

#### § 904.1 Meeting Times

The Committee on Institutional Diversity shall meet once a week or at the discretion of the Chair.

#### § 904.2 Agenda

The Chair is responsible for setting an agenda, sending it out to committee members in a timely manner, and bringing it to every Committee on Institutional Diversity.

### § 904.3 Attendance

#### § 904.3.1 Attendance Policy

Attendance of the Committee on Institutional Diversity is mandatory; the committee members listed above shall agree to meet at the discretion of the Chair as part of their responsibilities to the Skidmore College community as a leader on campus. Committee members are permitted two absences, for any reason, each semester. Three absences in one semester will result in the Chair submitting an attendance policy violation report to the SGA Judicial Board. However, absences for illness or certain other issues such as: an illness or death in their family, impassable roads or weather, religious observance, quarantine, or school-sanctioned sports are excused and are not counted toward the two permitted absences as long as the Chair receives prior notice in accordance with § 904.3.2 of the Committee on Institutional Diversity Rules of Procedure.

#### § 904.3.2 Prior Notice Requirement

If for some reason a member is unable to attend a meeting, the member must contact the Chair at least three hours in advance of the meeting and follow up with the Chair after the meeting, either

Approved by the Senate: April 30, 2024  
Last Amended: May 10, 2024

This subcommittee shall be called the CID Subcommittee on ADA

### § 1004.3 Attendance

#### § 1004.3.1 Attendance Policy

Attendance of the CID Subcommittee on ADA is mandatory; the subcommittee members listed above shall agree to meet at the discretion of the Chair as part of their responsibilities to the Skidmore College community as a leader on campus. Subcommittee members are permitted two absences, for any reason, each semester. Three absences in one semester will result in the Chair submitting an attendance policy violation report to the SGA Judicial Board. However, absences for illness or certain other issues such as: an illness or death in their family, impassable roads or weather, religious observance, quarantine, or school-sanctioned sports are excused and are not counted toward the two permitted absences as long as the Chair receives prior notice in accordance with § 1004.3.2 of the CID Subcommittee on ADA Rules of Procedure.

#### § 1004.3.2 Prior Notice Requirement

If for some reason a member is unable to attend a meeting, the member must contact the Chair at least three hours in advance of the meeting and follow up with the Chair after the meeting, either with a written progress update or in an individual meeting organized by the Chair.



Approved by the Senate: April 30, 2024

Last Amended: May 10, 2024

This committee shall be called the Engagement and Outreach Committee (EOC).

The Engagement and Outreach Committee shall aid the Vice President for Engagement and Outreach with the management of SGA's engagement and outreach campaigns. EOC shall foster connections across different class years, collect valuable feedback from the student body, recruit students to SGA, and facilitate

### § 1104.2 Agenda

The Chair is responsible for setting an agenda, sending it out to committee members in a timely manner, and bringing it to every Engagement and Outreach Committee meeting.

### § 1104.3 Attendance ¶s

#### § 1104.3.1 Attendance Policy

Attendance of the Engagement and Outreach Committee is mandatory; the committee members listed above shall agree to meet at the discretion of the Chair as part of their responsibilities to the Skidmore College community as a leader on campus. Committee members are permitted two absences, for any reason, each semester. Three absences in one semester will result in the Chair submitting an attendance policy violation report to the SGA Judicial Board. However, absences for illness or certain other issues such as: an illness or death in their family, impassable roads or weather, religious observance, quarantine, or school-sanctioned sports are excuse

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Section 10.001

This committee shall be called the Executive Committee

SGA

and

The SGA Executive Committee is responsible for the administration of the SGA and serves to enhance all areas of student life by acting as a central

body

### § 1204.3 Attendance

#### § 1204.3.1 Attendance Policy

Attendance of the Executive Committee is mandatory; the committee members listed above shall agree to meet at the discretion of the Chair as part of their responsibilities to the Skidmore College community as a leader on campus. Committee members are permitted two absences, for any reason, each semester. Three absences in one semester will result in the Chair submitting an attendance policy violation report to the SGA Judicial Board. However, absences for illness or certain other issues such as: an illness or death in their family, impassable roads or weather, religious observance, quarantine, or school-sanctioned sports are excused and are not counted toward the two permitted absences as long as the Chair receives prior notice in accordance with § 1204.3.2 of the Executive Committee Rules of Procedure.

#### § 1204.3.2 Prior Notice Requirement

If for some reason a member is unable to attend a meeting, the member must contact the Chair at least three hours in advance of the meeting and follow up with the Chair after the meeting, either with a written progress update or in an individual meeting organized by the Chair.

All decisions from the Executive Committee must be made by formal resolution, with a resolution structure including a sponsor(s), whereas statements, and resolved points. While the Executive Committee is not required to take minutes, its decisions must be recorded and archived in an electronic database (Datastor) by the SGA Clerk within five consecutive weekdays during which classes are held after a resolution's passage.



§ 1302.4 Unaccepted Cases

- A. Interpretation of existing College policy independent from the SGA.
- B. Removal of SGA Officers for violation of College policy independent from the SGA policy.
- C. A case with a lack of jurisdiction, improper service of process, failure to join a party, or a plaintiff's failure to state a claim for relief.

§ 1302.5 When To Submit A Case

- A. Cases must be submitted within 10 business days of a resolution's enactment, an action of the Student Government Association, or action of a Student Government

- b. The Judicial Board will consider each case's validity in accordance with the Judicial Board Rules of Procedure.

E. Case Hearings

a. Case Introduction

- i. The Chair will introduce the case and overview the case's key questions and the Bylaw(s) cited by the Board when it accepted the case that gives the Judicial Board the authority to hear the case.

b. Oral arguments

- i. The plaintiff has a maximum of twenty minutes to present an opening statement and entirety of their argument.
- ii. The defendant has a maximum of twenty minutes to present an opening statement and entirety of their argument.

c. Questioning

- i. Following the opening statement and arguments from both the plaintiff and defendant, the Judicial Board Officers may ask questions of either party for a period not to exceed forty minutes.

Inclusion  
Officers

d. Deliberation

- i. Following questions, the Chair will ask the plaintiff and defendant to leave and the Board will deliberate for a period not to exceed forty minutes.

e. Decision

- i. A Judicial Board Officer must make a motion to approve a decision, citing the specific SGA governing document statute(s) that justifies the decision on the merits of the case and the SGA Bylaws.
- ii. A Judicial Board Officer must second the motion.
- iii. The decision must be approved by a simple majority.
- iv. Following the meeting's adjournment, the Judicial Board Officers in the majority will write a majority opinion containing the approved decision from the Judicial Board and share it with the Chief Judicial Board Officer, who upon receipt, must email it to the respective parties and Associate Dean of Student Affairs for Inclusion and Engagement within ten consecutive weekdays during which classes are held.

Judicial  
Officers

†





§ 1304.3.2 Prior Notice Requirement

If for some reason a member is unable to attend a meeting, the member must contact the Chair at least three hours in advance of the meeting and follow up with the Chair after the meeting, either with a written progress update or in an individual meeting organized

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This body shall be known as the Student Events Council (SEC).

The Student Events Council (SEC) shall serve as the SGA's event-planning body. Its purpose is to provide the Skidmore College community with events outside of the classroom and to represent the diverse extracurricular interests of the student body.

#### § 1402.1 General Procedures

The SEC Chair shall act as Chair of the committee. All members have a vote, including the Chair. Quorum for voting shall require one-half of voting members to be present. All votes require a simple majority for passage. Student Events Council meetings are open to the public. The Student Events Council shall operate in accordance with the SGA Constitution and Bylaws, the Student Events Council Rules of Procedure, and the Skidmore College Honor Code.

#### § 1402.2 Meeting Procedures

##### A. Call to Order

- a. The Chair will call the meeting to order.

##### B. Approval of the Agenda

- a. The Chair must request a motion to approve the agenda.
- b. An SEC Officer must make a motion.
- c. An SEC Officer must second the motion.
- d. The motion must be approved by a simple majority of present members.

##### C. Approval of the Minutes

- a. The Chair must request a motion to approve the meeting minutes.
- b. An SEC Officer must make a motion.
- c. An SEC Officer must second the motion.
- d. The motion must be approved by a simple majority of present members.

##### D. Reports

- a. The Chair will provide an opportunity for the members to report on their respective areas within the SEC.



religious observance, quarantine, or school-sanctioned sports are excused and are not counted toward the two permitted absences as long as the Chair receives prior notice in accordance with § 1404.4.2 of the Student Events Council Rules of Procedure.

#### § 1404.3.2 Prior Notice Requirement

If for some reason a member is unable to attend a meeting, the member must contact the Chair at least three hours in advance of the meeting and follow up with the Chair after the meeting, either with a written progress update or in an individual meeting organized by the Chair.

The Student Events Council is responsible for the allocation of the SEC funds received from the SGA Senate on an annual basis. These funds must be allocated no later than the third week of classes in the Fall semester by a formal resolution from the SEC.

#### § 1405.1 Budget Creation Process

The following Budget creation process must be followed:

- A. The SEC Treasurer will meet with the SGA Accountant to understand the amount of funding allocated to the SEC for the academic year prior to the end of the Spring semester in which the election for their position occurred.
- B. The SEC Treasurer will meet individually with each Subcommittee Chair to receive feedback on the desired allocation for their subcommittee.
- C. The SEC Treasurer will meet with the SEC Chair and the Associate Director of Leadership Activities to discuss the budget requests from each of the subcommittees.
- D. The SEC Treasurer will coordinate with the Associate Director of Leadership Activities to create a budget proposal to be considered for approval by the Student Events Council.
- E. The SEC Treasurer will bring the budget proposal as a resolution to the SEC for consideration.
- F. The SEC will vote on the SEC Treasurer's budget proposal in accordance with § 1402.2 of the SEC Rules of Procedure, with the authority to amend specific budget sections and categories.
- G. If the budget is approved, it is adopted effective immediately.
- H. If the budget is denied, the SEC Treasurer must submit a revised budget proposal at the following meeting.

#### § 1405.2 SEC Budget Requirements

The SEC budget must include the following:

- A. The name of the SEC Treasurer.
- B. An Executive Summary from the SEC Treasurer overviewing the budget that highlights overarching budget objectives and any substantial changes from prior years.





### § 1504.3 Attendance

#### § 1504.3.1 Attendance Policy

Attendance of the SEC Subcommittee on Major Events is mandatory; the subcommittee members listed above shall agree to meet at the discretion of the Chair as part of their responsibilities to the Skidmore College community as a leader on campus. Subcommittee members are permitted two absences, for any reason, each semester. Three absences in one semester will result in the Chair submitting an attendance policy violation report to the SGA Judicial Board. However, absences for iB

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This subcommittee shall be called the SEC Subcommittee on Campus Events.

The SEC Subcommittee on Campus Events shall be the advisor to the SEC on all campus and excursion-related event planning.

The SEC Subcommittee on Campus Events Chair shall act as Chair of the subcommittee. All members except the Chair may have a vote. Quorum for voting shall require one-half of voting members to be present. All votes require a simple majority for passage. In the event of a tie in the voting m



### § 1604.3 Attendance

#### § 1604.3.1 Attendance Policy

Attendance of the SEC Subcommittee on Campus Events is mandatory; the subcommittee members listed above shall agree to meet at the discretion of the Chair as part of their responsibilities to the Skidmore College community as a leader on campus. Subcommittee members are permitted two absences, for any reason, each semester. Three absences in one semester will result in the Chair submitting an attendance policy violation report to the SGA Judicial Board. However, absences for illness or certain other issues such as: an illness or death in their family, impassable roads or weather, religious observance, quarantine, or school-sanctioned sports are excused and are not counted toward the two permitted absences as long as the Chair receives prior notice in accordance with § 1604.3.2 of the SEC Subcommittee on Campus Events Rules of Procedure.

#### § 1604.3.2 Prior Notice Requirement

If for some reason a member is unable to attend a meeting, the member must contact the Chair at least three hours in advance of the meeting and follow up with the Chair after the meeting, either with a written progress update or in an individual meeting organized by the Chair.

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This subcommittee shall be called the SEC Subcommittee on Campus Traditions.

The SEC Subcommittee on Campus Traditions shall be the advisor to the SEC

### § 1704.3 Attendance

#### § 1704.3.1 Attendance Policy

Attendance of the SEC Subcommittee on Campus Traditions is mandatory; the subcommittee members listed above shall agree to meet at the discretion of the Chair as part of their responsibilities to the Skidmore College community as a leader on campus. Subcommittee members are permitted two absences, for any reason, each semester. Three absences in one semester will result in the Chair submitting an attendance policy violation report to the SGA Judicial Board. However, absences for illness or certain other issues such as: an illness or death in their family, impassable roads or weather, religious observance, quarantine, or school-sanctioned sports are excused and are not counted toward the two permitted absences as long as the Chair receives prior notice in accordance with § 1704.3.2 of the SEC Subcommittee on Campus Traditions Rules of Procedure.

#### § 1704.3.2 Prior Notice Requirement

If for some reason a member is unable to attend

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This subcommittee shall be called the SEC Subcommittee on Falstaff's.

The SEC Subcommittee on Falstaff's shall determine the mission and use of Falstaff's in collaboration with the constituencies

§ 1804.3 Attendance

§ 1804.3.1 Attendance Policy

Attendance of the SEC Subcommittee on Falstaff's is mandatory; the subcommittee









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