

Bylaws of the Bowdoin Student Government

With Amendments

revised April 2017

Article I Meetings

A. Meetings shall be run in a respectful and welcoming environment. The following Rules of Order must be followed to ensure this environment, but those from outside the General Assembly of Bowdoin Student Government (“Assembly”) should not be required to know them in order to contribute meaningfully to dialogue.

B. The Assembly shall meet regularly by rule or at the call of the Executive Committee.

C. The Assembly shall be governed by whatever procedure the chair sees fit. Any member of the Assembly may make a motion to invoke the Rules of Order outlined in section D at any time. This motion requires a second but does not require a vote. However, in order to vote or submit legislation the rules of order must be in effect. In order to exit the Rules of Order, a motion to suspend the rules must be passed. In the event of a vote, at the conclusion of the vote we will revert to the chair’s discretion.

D. Rules of Order

- i. Legislation will receive a first reading and will be voted on at the following meeting.
- ii. Meetings will automatically adjourn at 10:00pm.
- iii. All business will be limited to an automatic 5-minute time limit, which requires a 1/5th second to extend.
- iv. Any of the above rules may be temporarily suspended by a 2/3 vote of those present.
- v. The Constitution does not allow official business to be conducted without the presence of 2/3 of the Assembly’s membership (not including unfilled seats).
- vi. The Chair only votes in the event of a tie or when the Constitution mandates that they do so.
- vii. All votes will be decided based on those present except those votes for which the Constitution requires that the Assembly’s entire membership be taken into account.
- viii. The President may enact Executive Action suspending legislation, suspending impeachment proceedings following introduction of articles of impeachment, enacting emergency procedure, and authorizing action as necessary should the Assembly not be able to meet or should procedure preclude quick action.
 - a. The President may not suspend impeachment proceedings following the introduction of articles of impeachment if they are directed at the President.
 - b. A 2/3-majority vote is necessary to overturn Executive Action.

E. Parliamentary Procedure

- i. This procedure is established to provide a structural framework for Assembly meetings,

but the Assembly is a legislature not a debating society, and the emphasis should never be on the parliamentary procedure.

ii. The current edition of Robert's Rules of Order Newly Revised shall govern any and all procedures of each meeting, excepting the rule precluding suspending the rules when it is a By-law.

iii. Motions (in descending order of precedence)

a. Point of Order: may interrupt anything in order to shed light on a procedural or parliamentary error.

b. Introduce Legislation: any member may introduce legislation to be included for discussion; requires no second or vote.

c. Amend: both legislation and motions may be amended; requires a second and a majority vote.

d. Vote: forces a vote on the matter at hand, stopping all debate and negating the 2-week rule; requires a second and a 2/3 majority vote.

e. Table: legislation may be laid on or taken from the table by a second and a majority vote; the legislation being discussed during automatic adjournment will be automatically tabled until the next meeting.

f. Suspend the Rules: rules i, ii, and iii in § C above may be suspended by a 2/3 vote of those present.

g. Extend Debate: a 1/5 second extends debate past the 5 minute mark.

h. Recess: requires a second and a majority vote to dismiss the meeting for a specific period of time.

i. Adjourn: requires a second and a majority vote to end the meeting.

j. Point of Information: anybody may ask a question of the Chair regarding procedural, parliamentary, or legislative issues.

F. Agenda

i. The President, as part of his constitutional authority, sets the Agenda for the meeting. Public Comment Time must be included at the meeting, but need not be at the beginning of the meeting. Any member may introduce a piece of legislation as per § D.ii.b, which will be included on the agenda.

G. Executive Session

i. A 2/3 vote of the Assembly present may move the Assembly into Executive Session.

ii. During Executive Session, all non-members of the Student Government must leave the room.

a. At the discretion of the Chair, Student Government Staff and Advisors and former Student Government members may be allowed to stay.

b. The subject of an impeachment proceeding has every right to remain in the room during the entirety of his impeachment proceeding, including Executive Session.

c. The members and advisors of the Judicial Board may remain in the room during Executive Session in order to communicate the names of candidates to the Assembly.

- d. Any other person may be admitted into Executive Session to communicate sensitive information by a further 2/3 vote of those present.
- iii. No computers are to be used during Executive Session except with the permission of the Chair.
- iv. Any notes taken during Executive Session must be given to the Chair before returning to normal business to ensure that no sensitive information has been copied.
- v. The Secretary may only take minutes during Executive Session if so directed by the President and a majority of the Assembly present. These minutes will be available only to the members of the Assembly.
- vi. No votes may be taken during Executive Session.
- vii. All impeachment proceedings (excepting the final vote) should take place during Executive Session.

H. Chairperson

- i. All meetings will be chaired by the President of the Bowdoin Student Government.
- ii. Should the President be unable to attend a meeting, the Chair pro tempore shall be determined by the Order of Succession to the Presidency.
- iii. The President must designate the Vice President for Student Government Affairs as Chair while they presents a piece of legislation.

Article II Attendance

A. Procedure

- i. The Vice President for Student Government Affairs shall call roll at the beginning of each regular Assembly meeting. The Chair of each Committee shall call roll at the beginning of each Committee meeting.
- ii. All absence records shall be cleared at the end of each semester.

B. An absence is defined as any member who, with no prior authorization from the Vice President for Student Government Affairs, misses more than 25% of any given Assembly meeting.

C. The Vice President for Student Government Affairs shall notify any member within one absence of expulsion from the Assembly or removal from a Committee.

D. Expulsion.

- i. Any member of the Assembly who has been absent from three or more regular Assembly meetings, three or more regular meetings of their respective primary Committee, or a combination of five absences from both the Assembly and Committee meetings shall be expelled from the Assembly *latae sententiae*, i.e. is not subject to any deliberation or vote.

ii. The Vice President for Student Government Affairs must notify the member of their expulsion no more than forty-eight hours after a regular meeting of the Assembly.

iii. The expelled member may appeal the decision to the Executive Committee and the Committee may reinstate the member by a 2/3-majority vote.

Article III
**Rules, Procedures, and Guidelines of the Student Organizations Oversight
Committee and Student Activities Funding Committee**

- A. The Student Organizations Oversight Committee and the Student Activities Funding Committee shall establish and review their rules, procedures, and guidelines every semester. They will be ratified by a 2/3-majority vote of the Assembly.
- i. Amendments to committee rules, procedures, and guidelines require legislative introduction by the Chair of the committee in question.
 - ii. All members of the committee in question should be present at the Assembly meeting when ratification will be conducted should the Assembly have pertinent questions.

Article IV
Officers of the Student Body

- A. All members or potential members of the Bowdoin Student Government shall sign an agreement stating that they are in good standing with the College, shall be automatically removed should they fall out of good standing during their tenure, and authorizing the Dean's Office to inform the President of the Bowdoin Student Government should they fall out of good standing.
- i. This removal may be appealed and overturned by a majority vote of the Executive Committee.
 - ii. The person in question may decide to inform the President of Bowdoin Student Government and not appeal their removal.
 - a. The Assembly will immediately begin the process by which the member was originally chosen to fill the empty seat.
- B. Election of the President and Vice Presidents of Bowdoin Student Government
- i. The President and Vice Presidents will be elected at-large by the Student Body in the spring.
 - ii. Elections shall be conducted as outlined by the Election Rules and Regulations.
 - a. No person who is a candidate shall be eligible to conduct elections.
 - b. All candidates must submit a statement of candidacy that shall be made available to the student body before elections.
 - c. Elections and the counting of votes will be done on-line with the assistance of Information Technology. In the event of technical failure, elections may be rescheduled or held by paper ballot.
 - d. Candidates shall be notified of results within 24 hours of closing the election.
 - iii. Unless the Assembly is in recess, when there is a vacancy in the Executive Committee, the Assembly shall elect one of its members to fill the vacancy.
 - a. In the event that the Office of the Vice President for the Treasury becomes vacant, voting rights and eligibility to run will be extended to all members of the SAFC.
 - b. In the event that the Office of the President becomes vacant, see Article IV (D).

iv. No person may fill more than one seat on the Assembly simultaneously, except the Acting President.

C. Officers and Responsibilities, in order of succession to the Presidency.

i. President – The President is the primary representative of student opinion to administrators and the leader of the Bowdoin Student Government. They chair the Assembly, the Executive Committee and the Leadership Council, sit as an ex officio member of all Student Government committees, attend Faculty Meetings, serve as a Student Representative to the Board of Trustees and as a member of the Trustee Executive Committee. The President sets the agenda for the Assembly, identifies priorities for the Executive Committee, and directs the activities of the Bowdoin Student Government. They oversee and support all functions of the Bowdoin Student Government. Students who have not served as members of the Assembly are ineligible to serve as President.

ii. Vice President for Student Government Affairs – The Vice President for Student Government Affairs is responsible for organizing and supporting all activities of the Bowdoin Student Government. S/he chairs the Student Government Affairs Committee, sits as a Student Representative to the Board of Trustees and serves as an alternate to the Executive Committee of the Trustees. The Vice President for Student Government Affairs is responsible for ensuring the smooth functioning of the Bowdoin Student Government through membership oversight and maintenance of the constitution, bylaws, budget and regular processes. S/he will also oversee elections and appointments to committees of the College. In the event that the President is temporarily unable to fulfill her/his duties, the Vice President for Student Government Affairs will serve as Acting President until the President reassumes her/his responsibilities.

iii. Vice President for Student Affairs – The Vice President for Student Affairs is responsible for all Bowdoin Student Government policy and programming initiatives in the area of student life. S/he chairs the Student Affairs Committee and sits as a member of the Trustee Committee on Student Affairs. The Vice President for Student Affairs is responsible for liaising with administrators in the Student Affairs Division of the College, crafting Bowdoin Student Government policy related to student life and providing specific programming to support Bowdoin Student Government initiatives.

iv. Vice President for Academic Affairs – The Vice President for Academic Affairs is responsible for all Bowdoin Student Government policy and programming initiatives in the area of academic life. They chair the Academic Affairs Committee and sits as a member of the Trustee Committee on Academic Affairs and on the Curriculum and Education Policy Committee. The Vice President for Academic Affairs is responsible for building relationships with faculty, liaising with administrators in the Academic Affairs Division of the College, crafting all Bowdoin Student Government academic policy and representing the Bowdoin Student Government in campus dialogue regarding the curriculum and academic program.

v. Vice President for Student Organizations – The Vice President for Student Organizations is responsible for managing all Bowdoin Student Government processes related to club life. They chair the Student Organizations Oversight Committee and sits as a member of the Student Activities Funding Committee. The Vice President for Student Organizations, along with the Vice President for the Treasury, is the Bowdoin

Student Government liaison to the Student

Activities Office and oversees all chartering, club support and review processes.

vi. Vice President for the Treasury – The Vice President for the Treasury is responsible for overseeing the club funding process. They chair the Student Activities Funding Committee and sit as a member of the Student Organizations Oversight Committee. The Vice President for the Treasury, along with the Vice President for Student Organizations, is the BSG liaison to the Student Activities Office and the primary manager of the Student Activities Fee. The Vice President for the Treasury shall also provide regular updates to the status of the BSG Funds and Student Activities Fee.

vii. Vice President for Facilities and Sustainability–The Vice President for Facilities and Sustainability is responsible for all Bowdoin Student Government policy and programming initiatives related to the physical and virtual infrastructure of the campus. They chair the Facilities and Sustainability Committee and sit as a member of the Trustee Committee on Facilities and Properties and the Campus Planning and Design Committee. The Vice President for Facilities and Sustainability is responsible for liaising with administrators in the Facilities and Information Technology Divisions of the College, crafting all Bowdoin Student Government facilities policy, advocating for improved student services and spaces and representing the Bowdoin Student Government in campus dialogue regarding future development.

D. Resignation of the President

i. In the event that the President of the Bowdoin Student Government resigns while the Assembly is in session, a special election will be held.

a. The Vice President for Student Government Affairs will become Acting President until a new President is elected.

1. The Acting President will still hold the office of the Vice President for Student Government Affairs.

2. The Acting President, unless they are elected to a full term, will remain Vice President for Student Government Affairs upon the election of a new President.

b. This special election must be held no more than 3 weeks after the date of resignation.

c. This election will be governed by all regular election rules as established in Article V of the Bowdoin Student Government Bylaws.

ii. In the event that a current member of the Bowdoin Student Government Assembly, including members of the Executive Committee, wins the special election, they will resign their current office upon assuming the Presidency.

a. This vacant office will be filled according to the procedures outlined in Article 4 (A) of the Bowdoin Student Government Bylaws (for Executive Committee Members) or Article 2 (3) of the Bowdoin Student Government Constitution (for non-Executive Committee Members).

E. Recess Appointments

- i. A recess will be defined as any period when the Assembly is not in session.
 - a. The assembly is defined as being out of session in the period between the last Assembly meeting of a spring semester and the first meeting of the following fall semester.
- ii. In the case of a recess resignation of the President, Article IV (D) applies with the following modifications:
 - a. The special election will be held no more than 3 weeks after the start of the fall semester.
 - b. All members of the Executive Committee are eligible to run in the special election.
- iii. Excepting the resignation of the President, in the event of a resignation of a member of the Executive Committee during a recess, the remaining members of the Executive Committee will proceed with the following procedure:
 - a. The Executive Committee will inform the Student Body of the resignation.
 - b. The Executive Committee will announce the search process for an Interim Vice President and will invite all members of the Student Body to apply for the position of Interim Vice President
 - 1. The Class Representatives of the Sophomore and Junior Class Councils, elected in the Spring semester preceding the recess, are eligible to apply.
 - 2. The two At-Large Representatives, elected in the Spring semester preceding the recess, are eligible to apply.
 - c. The Executive Committee will review all applications received.
 - d. The Executive Committee will, by majority vote, determine who the Interim Vice President will be from the applicant pool. The President will serve as a tie-breaker.
 - e. The Executive Committee will announce the results to the Student Body immediately following the appointment of the Interim Vice President.
- iv. As a full member of the General Assembly, the Interim Vice President will have the full voting powers and fulfill all duties and responsibilities pertaining to that of the regular Vice Presidential position.
- v. Pursuant to Article 4 (A) (iii) of the BSG Bylaws, the Interim Vice Presidential position will exist until an internal election within the Assembly is held, in which the Assembly will elect one of its members to fill the seat. This internal election must take place no later than the 4th meeting of the Bowdoin Student Government Assembly.
 - a. The same exception that applies to a vacancy in the Office of the Vice President for the Treasury will apply here, see 4 (A) (iii) (a).

F. Impeachment

- i. Any member of the Bowdoin Student Government may introduce Articles of Impeachment in Executive Session, along with the formal complaints they would like to be considered, against another member.

- a. The member filing Articles of Impeachment shall hereby be referred to as the Petitioner.
 - b. The member who is subject to impeachment shall hereby be referred to as the Respondent.
 - c. The Petitioner will inform two members of the Executive Committee of their intention to impeach. These members shall inform the respondent of the proposed Articles no less than 24 hours before the meeting where the Articles shall be introduced.
- ii. Introduction of each complaint of the articles of impeachment must be considered by the Assembly in Executive Session and can be adopted by a majority vote of the Assembly of the Bowdoin Student Government.
- a. This vote shall take place in Executive Session and shall be held at the next meeting of the General Assembly following the introduction of Articles of Impeachment.
 - b. This vote shall be taken by secret ballot.
 - c. The proposed articles of impeachment will not appear in the Agenda or Call to Order of the pertinent meeting.
 - d. If Articles of Impeachment are introduced and fail to receive a majority vote, they cannot be reintroduced.
- iii. Impeachment proceedings will be conducted as outlined in the By-Laws.
- a. The President shall be the Presiding Officer of the impeachment proceedings.
 - b. Should the President be unable to carry out this duty due to their impeachment or recusal, the Vice Presidents, in order of succession to the Presidency, shall preside.
- iv. The Respondent shall retain the following rights and privileges:
- a. The right to resign up until the appointed starting time for their impeachment proceedings.
 - b. The right to remain at the entirety of their impeachment proceedings, and also the right to remain absent for part or all of their proceedings.
 - c. The right to appoint a member of the Bowdoin Community, be they faculty, staff, or student, to be their representative during their impeachment proceedings. This person shall be automatically allowed to remain during Executive Session. The Respondent's Representative shall be allowed to remain for as long as the Respondent desires.
 - 1. This person shall hereby be referred to as the Respondent's Representative.
- v. Impeachment Procedure
- a'. The Respondent and the Petitioner will be allowed to make a statement to the public before impeachment proceedings begin.
 - a. The General Assembly will enter into Executive Session.
 - b. The Presiding Officer shall provide an opening statement and read the claims.
 - c. The Petitioner shall explain their introduction of articles of impeachment and explain the reasoning behind each complaint adopted.
 - d. The Respondent shall speak on their behalf.

1. Should the Respondent desire, the Respondent's Representative shall also be allowed to speak on the Respondent's behalf.
- e. Each member of the General Assembly shall make a statement, in order of roll call, excepting the Presiding Officer, who shall speak last.
- f. The General Assembly will enter into a question and answer session.
- g. The Presiding Officer will provide a closing statement.
- h. Voting will be conducted, by secret ballot, for each complaint the Petitioner has introduced. The Presiding Officer and one other member of the Executive Committee, chosen by the Presiding Officer, shall count the ballots and the Presiding Officer shall read the result of the vote on each complaint to the General Assembly.
 1. If there are multiple Respondents, the result of each vote shall be read after the proceedings for all Respondents have been completed.
 - 2'. Both the Respondent and the Petitioner shall be entitled to vote on the merits of the Articles of impeachment and shall vote on the final ballot.
 2. Should any complaint be adopted by 2/3 of the Assembly, the Respondent shall be removed indefinitely from their position.
 - i. The Assembly can by a further 2/3 vote decide to make this removal permanent.
 - a. Should the Assembly decide the removal is permanent, the Assembly will immediately begin the process by which the member was originally chosen to fill the empty seat.
 3. Unless the Assembly has voted to make the removal permanent, the Respondent may apply for reinstatement at any time after 2 full Assembly Meetings have occurred.
 - i. Should the Respondent choose not to apply for reinstatement after 2 full Assembly meetings have occurred, they will be considered removed permanently and the Assembly will immediately begin the process by which the member was originally chosen to fill the empty seat.
 - ii. Following the vote of removal, The Assembly can by 2/3 vote, additionally adopt stated criteria that the Respondent must achieve before reinstatement shall be considered.
 - iii. Should the Assembly reject two separate applications for reinstatement, the Respondent shall be considered removed permanently and the Assembly will immediately begin the process by which the member was originally chosen to fill the empty seat
- i. The Presiding Officer shall announce the decision of the General Assembly.

G. Staff

- i. The Executive Committee will hire a paid, independent Secretary to keep minutes at Assembly meetings as well as a Webmaster to maintain the website.
- ii. The President may create additional unpaid staff positions and make appointments to them with the approval of the Executive Committee. This includes the Programming Director who will be appointed by the Executive Committee, will act under its purview, and will attend Assembly meetings but not vote.

Article V

Elections Rules

A. Definitions

- i. Campaign materials shall be defined as materials purchased and/or used by the candidate or their campaign, for the purpose of advancing said candidacy.
- ii. Campaigning shall be defined as any act used by the candidate, or their campaign, for the purpose of advancing said candidacy.
- iii. A constituency is the pool of eligible voters for each respective office.
- iv. Private shall be defined as that which is not in the general view, not widely known, and not facilitated by College.
- v. Public shall be defined as that which is not private. For the purposes of BSG elections all College forums or forums sponsored by College Organizations shall be considered public.
- vi. A campaign shall be defined as any person acting on a candidate's behalf.

B. Qualifications

- i. No person shall be a candidate for more than one office simultaneously.
- ii. Candidates must submit a petition to the election coordinator by the designated deadline to be eligible to run.
- iii. Class Councils: Candidates must secure at least fifty signatures from their respective constituency.
- iv. Bowdoin Student Government Officers and Elected At-Large Representatives: Candidates must secure at least fifty signatures from the entire student body.
- v. Candidates for the Bowdoin Student Government President must have previously served as a member of the Bowdoin Student Government.
- vi. Candidates are required to attend an Information Session.
- vii. Candidates must be enrolled in the College for the entire academic year for which they are running excepting the BSG Representatives and Vice President of the Junior Class.

C. Campaigning

- i. Candidates shall not use College funds or resources for campaign purposes. This does not include the use of college-funded media outlets.
- ii. Candidates shall not provide gifts or giveaways to constituents while campaigning.
- iii. Candidates shall not hold election campaign parties. Furthermore, organizations cannot hold such parties on behalf of the candidate.
- iv. Candidates shall not tamper with or electronically manipulate the voting process.
- v. Campaign materials must be removed when the election ends.
- vi. Campaign materials, especially posters, are not to be hung on glass doors.
- vii. Campaigning through mass e-mails is expressly prohibited. This includes the use of

group aliases or mailing lists, including those belonging to dorms, houses, classes, and clubs.

viii. Candidates are bound to the Social and Honor Codes.

ix. Candidates will be given the choice of three packages for use at the College Copy Center for campaign materials.

Option One: 60 posters (size 11x17)

Option Two: 80 posters (size 8.5x11)

Option Three: 30 posters (size 11x17) and 40 posters (size 8.5x11)

Candidates reserve the right to petition the Election Committee for alternative uses of campaign funds. Candidates may not spend money on any campaign materials outside of the packages provided by BSG at the Copy Center.

x. Campaigning and election By-Laws will be reviewed before each spring election cycle and will be introduced to the Assembly by the President.

D. Other

i. Elections must last for at least twenty-four hours.

ii. The Elections Commission shall be composed of all non-candidate members of the Executive Committee along with the Chair and Vice Chair of the Judicial Board. The Director of Student Activities shall sit as a non-voting member. In the event that the number of non-candidate Executive Committee members falls below three, all senior members of the BSG Assembly will join the Commission.

iii. This body has the final authority related to these matters.

iv. The Elections Commission may choose to publicly warn and/or disqualify a candidate who violates the Election Rules and/or they may cancel and reschedule an election in which a candidate has committed a violation. *—when must you decide whether or not they committed the violation?*

v. All candidates have a right to a hearing in the event that they are accused of violating an election rule.

vi. Candidates may ask the Elections Commission to reconsider their ruling.

Article VI

Student Representatives to Committees of the Faculty and Trustees

A. A complete list and description of all committees shall be updated as necessary by the Vice President for Student Government Affairs, and shall be available on the web.

B. Appointments to the various College, Faculty, and Trustee committees will be made by the Executive Committee.

C. Selection Criteria

i. Any student who is currently enrolled at Bowdoin and who, to the best of their knowledge, will be enrolled for the entire term of their service is eligible for committee positions.

ii. In the event an appointed student will be absent for part of the term of office on the committee, it will be the student's responsibility to inform the Student

Government immediately and assist in the selection of a replacement.

D. Responsibilities of the Representatives

- i. Students representatives to the Faculty and Trustee Committees shall serve one-year terms from May to May, with the following exceptions.
 - a. The student representative to the Financial Planning Committee shall be appointed to a two-year term.

Article VII
Selections to the Judicial Board

A. The Judicial Board will announce the vacancies on the Student Judicial Board and the application procedure to the Bowdoin student body.

B. All applicants will be interviewed by a committee composed of the continuing Student Judicial Board members and a member of the Assembly appointed by the Executive Committee.

C. The names of the nominees are submitted for approval by the Assembly.

Article VIII
Handling of Funds and Contracts

A. All allocations from the Bowdoin Student Government account must be approved by the Bowdoin Student Government Assembly.

- i. Members of the Executive Committee may use up to \$150 in furtherance of their official duties without an allocation.

B. Withdrawals

- i. No withdrawals over \$100 may be made from the Bowdoin Student Government account without written authorization from either the President or Vice President for Student Government Affairs.
- ii. The President and Vice President for Student Government Affairs may not authorize withdrawal of funds that have not been allocated as per above.

C. Contracts

- i. No contract may be entered into on behalf of the Bowdoin Student Government without the express written authorization of the President and Vice President for Student Government Affairs.
- ii. The President and Vice President for Student Government Affairs may not enter into a contract on behalf of the Bowdoin Student Government without the authorization of the Bowdoin Student Government Assembly.
- iii. Any individual misrepresenting their ability to enter into contracts on behalf of the

Bowdoin Student Government will be subject to impeachment and dismissal and such contractual obligations will be their sole responsibility.