

## Bowdoin Student Government / Bylaws

### Article D) 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 Bowdoin Student Government Assembly should not be required to know them in order to contribute meaningfully to dialogue.
- B. 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 1/5<sup>th</sup> 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 s/he does 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.
- C. 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. 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 § B 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.
- D. Agenda
  - i. The President, as part of his constitutional authority, sets the Agenda for the meeting. Public Comment Time must be included at the beginning. Any member may introduce a piece of legislation as per § C.ii.b which will be included on the agenda.

- E. 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 in order to protect the Assembly from being sued for defamation. If the subject of an impeachment proceeding waives his right to sue for defamation, the proceeding may take place outside of Executive Session.
- F. Chairperson
  - i. All meetings will be chaired by the President of the Bowdoin Student Government.
  - ii. The President may designate a member of the Executive Committee as Chair for a meeting which s/he is unable to attend.
  - iii. The President may designate any member of the Assembly as Chair while s/he presents a piece of legislation.

## **Article II) Rules, Procedures, and Guidelines of the Student Organizations Oversight Committee**

- A. Definitions
  - i. The Student Organizations Oversight Committee (SOOC) is responsible for reviewing charter submissions, chartering qualified clubs, and helping those clubs develop and reach their intended purpose. The ultimate goals of the SOOC are to:
    - a. Foster student leaders on campus.
    - b. Enhance campus life through club programming and community building.
  - ii. The SOOC essentially does three things:
    - a. Charters clubs
    - b. Maintains the records and charters of those clubs
    - c. Supports clubs
- B. Annual Tasks
  - i. There are several annual tasks that must be completed for the SOOC to operate successfully.
  - ii. All-year

- a. Event planning: Assist clubs plan good events.
  - b. Club advertising: Assist clubs with advertising meetings, events, lectures, etc.
  - c. College policy: Keep club leaders in the loop of new college policies that affect them and advocate on their behalf on issues concerning club life.
  - d. Maintain the Student Events Calendar (SEC): The SOOC is responsible for approving events and updating the events calendar with funded events.
  - e. Maintain binders: Make sure that clubs are using their binders and updating them regularly.
- iii. Fall
- a. Update Contact Sheet: Make sure the contact information on the SOOC contact sheet is up-to-date.
  - b. Information Session: go over goals for the year and refresh College/SOOC/SAFC policies.
  - c. Student Activities Fair: Work with the Student Activities Office to hold the Activities Fair so clubs can recruit members.
  - d. Update SOOC website/mail list: Refresh the members list after elections on the SOOC website and mail list (sooc@list.bowdoin.edu).
  - e. Training: Inform new members of the SOOC of relevant processes.
  - f. New Charters Process: Begin considering new charters.
- iv. Spring
- a. Review Charters: Make sure club charters/constitutions are up to date, relevant, and clubs are completing their missions.
  - b. Check-ins: All clubs must check-in at the end of the year to update who the new leaders/treasurer are and give yearly reports.
  - c. Update mail lists: The following mail lists need to be updated with the new leader information:
    1. studentorgs@list.bowdoin.edu (club leaders)
    2. treasurers@list.bowdoin.edu
    3. accapellacouncil@list.bowdoin.edu (a cappella leaders)
    4. culturalclubs@list.bowdoin.edu (cultural club leaders)
  - d. Update database: Review the check-ins and set clubs as inactive or active.
  - e. Update SOOC website/mail list: Refresh the members list after elections on the SOOC website and mail list (sooc@list.bowdoin.edu).
  - f. Officiate elections: If clubs so desire, an SOOC member can officiate an election and count the votes.
- C. The Club Chartering Process
- i. Unchartered Clubs may submit a new charter request online at the BSG website. New requests are considered through the first through the first semester and chartered on a rolling basis.
  - ii. Club Chartering Guidelines: for a club to be chartered it must reach the following requirements:
    - a. Inclusive & Respectful: All students may join regardless of race, religion, age, ethnic or national origin, gender, physical ability, or sexual orientation. The club must also abide by the Bowdoin Social and Honor Code.
    - b. Distinct Mission: The mission of the club is distinct from all other club missions.
    - c. Continuity: The leadership and its structure are solid and will be continuous from year to year.

- d. Financial Feasibility: The club's financial needs are within reason considering current SAFC funds.
- e. Campus Benefit: The club will ultimately benefit the Student Body
- iii. If a club does not reach all of these goals they can be declined or asked to revise their charter so that they meet all of the guidelines.

#### D. New Club Tasks

- i. After a club is chartered, several tasks must be completed by the SOOC:
  - a. Add leaders/treasurers to their respective mail lists
  - b. Get a club account number
  - c. Assign SOOC/SAFC contacts
  - d. Update SOOC excel sheets
  - e. Set-up a club mail list/email/website
  - f. Create their binder
  - g. Training session (if first-time leaders)

#### E. Supporting Clubs

- i. The SOOC can offer many ways to assist clubs from IT guidance to event planning. Every SOOC member is responsible for categories of clubs for which they are their SOOC contact. SOOC members should be receptive to those clubs requests and do all they can to make sure they are running a successful club and contributing to the campus community.

#### F. Club Membership Activities Policy (CMAP)

- i. Scope of this Policy
  - a. This policy applies to organized club activities upon which club membership is contingent or can reasonably be understood as contingent. This policy shall apply only to clubs and club-sponsored activities; it will not apply to individual activities involving team members.
- ii. Affirmative Practices
  - a. There are many practices which are perfectly acceptable ways of welcoming new members to a club and building team unity. These practices should always be conducted in positive and affirmative manner. Note that the "opt out" clause under the rules of conduct section below still applies. Examples of acceptable activities include:
    - 1. Nicknaming, provided names are not vulgar, insulting, demeaning or discriminatory on the basis of gender, gender identity, sexual orientation, religion, race, ethnicity, physical traits or socioeconomic status.
    - 2. Games and challenges of a clearly innocent nature.
    - 3. Specifically-assigned, functional responsibilities for the maintenance of club activity.
    - 4. Club parties in accordance with College policies.
    - 5. Group activities that include all members.
    - 6. Ceremonies that are not explicitly intended to create fear or embarrassment.
  - b. This list is not intended to include all acceptable practices. Club leaders are welcome to consult the VP for Student Organizations in advance of any activities regarding the propriety of a particular element.
- iii. Rules of Conduct
  - a. Clear standards guide the conduct of club leaders and members as they plan and implement club membership activities. These include:
    - 1. Sensitivity to issues of gender, gender identity, sexual orientation, religion, race, ethnicity, physical traits and socioeconomic status.

2. Providing clear and specific processes by which members can opt out of any activity.
  3. Members have a corresponding responsibility to use these processes when provided and make all possible efforts to make leaders aware of any concerns they might have.
  4. There should be no implication that the use of controlled substances is required for inclusion in a club.
  5. Club activities cannot include the structured consumption of controlled substances.
  6. Opportunities for individual experiences should be consistent and equivalent for all members.
  7. Leaders should be conscious and respectful of personal knowledge they already have of club members in designing club activities. This knowledge should be used to avoid the adverse effects of activities that relate to negative life experiences.
- iv. Unacceptable Activities
- a. The BSG will have no tolerance for structured activities that include the potential for: physical harm, fear, intimidation, physical restraint, nudity, verbal abuse, violations of the Sexual Assault and Misconduct Policy, or disrespect for gender, gender identity, sexual orientation, religion, race, ethnicity, physical traits or socioeconomic status. Also, activities intended to cause reputation-harming public embarrassment or compel members to break laws or College policy are strictly prohibited.
- G. Procedure for Responding to Concerns of Violations of the CMAP
- i. All concerns regarding policy violation will be brought to the attention of the BSG by any member of the Student Affairs division of the college.
  - ii. The Student Organizations Oversight Committee (SOOC) will address all concerns related to Club Membership Activities. Club leaders will be asked to provide a written response and will be given the opportunity to address the committee. A majority vote of the committee will recommend a response to the Executive Committee of the BSG. The Executive Committee will accept or modify the SOOC's proposed response and make all relevant parties aware of its decision.
  - iii. These responses could include issuing a conditional public warning, reducing it to Charter II status, or revoking the club's charter. Reduction to Charter II status can be imposed for no more than two semesters from the response being issued. The SOOC will strive to ensure that the long-term impact of any punishment is limited.
  - iv. A public report will be issued after the consideration of every concern with the names of those involved omitted. The BSG will make every effort to protect the anonymity of all students involved in this process.

### **Article III) Elections Rules**

#### **A. Definitions**

- i. Campaign materials shall be defined as materials purchased and/or used by the candidate or his/her campaign, for the purpose of advancing said candidacy.
- ii. Campaigning shall be defined as any act used by the candidate, or his/her 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 personally obtain at least fifty signatures from their respective constituency. If abroad, candidates must have a proxy complete this task in their place.
- iv. Bowdoin Student Government Officers and Elected At-Large Representatives: Candidates must personally obtain at least fifty signatures from the entire student body. If abroad, candidates must have a proxy complete this task in their place.
- 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 includes but is not limited to college printers and the student digest). This does not include the use of college-funded media outlets (Such as BCN, WBOR, and The Orient).
- 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 provided with limited funding at the College Copy Center for campaign materials.

**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.
- 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 IV) Handling of Funds and Contracts**

##### **A. Allocations**

- i. All allocations from the Bowdoin Student Government account must be approved by the Bowdoin Student Government Assembly.
- ii. 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 which 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 her/his 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 her/his sole responsibility.