CONSTITUTION OF THE CARLETON COLLEGE STUDENT ASSOCIATION

CONTENTS

PREAMBLE

ARTICLE I: General Provisions

ARTICLE II: Organization and Structure

ARTICLE III: Elections and Appointments

ARTICLE IV: Legislative Business

ARTICLE V: Transparency and Accountability

ARTICLE VI: Impeachment and Removal

1 This Constitution is effective as of March 6th, 2022.
ARTICLE VII: Finance

ARTICLE VIII: Amendment Procedures and Ratification

PREAMBLE

We, the students of Carleton College, as an essential component of the College, do hereby establish the Constitution for the Carleton Student Association to advocate for student interests, play an active role in shaping College policy; charter and financially assist student organizations; protect student rights and freedoms, serve as a forum for the discussion and advancement of student ideas.

ARTICLE I: General Provisions

Section 1: Name.

The name of the student government shall be called the Carleton Student Association (CSA) Senate, hereafter referred to as “the CSA Senate.” The term “CSA” refers to the actively-enrolled student body at large.

Section 2: Rights and Responsibilities of the Senate.

Every current, enrolled student of Carleton College shall be a member of the CSA. As members of the College community, students have both the right and duty to actively participate in the formation of College policy. Students have the liberty to write, speak, organize, and otherwise advocate their beliefs in such a manner that respects the educational atmosphere of the College.

Section 3: Membership.

Only members of the CSA may serve as Senators and/or CSA committee members.

Section 4: Mission.

The mission of the CSA Senate is as stated in the preamble. The CSA Senate shall work to enhance the quality of student life by officially recognizing and supporting student groups and activities, advocating for student representation within the College governance structure and in other decisions pertaining to student life, improving College life for students at Carleton, and advocating for student rights and freedoms.
The CSA Senate’s principal duties shall include the following:

A. Serving as the voice of the student body by guaranteeing the representation of student values, concerns, and ideas to the Board of Trustees, College Council, administration, faculty, and staff.

B. Disseminating information about College policy and business to the student body. All students shall have the right to attend and speak before the CSA Senate on any issue of importance to the well-being of the campus.

C. Supporting the activities, initiatives, and interests of students through chartering, funding, and supporting CSA Chartered Organizations. The CSA Senate shall assist in creating opportunities for communication and collaboration among these organizations.

D. Appointing student members to College advisory committees and empowering them to fulfill their duties and responsibilities to the CSA Senate and to the student body.

E. Collaborating with student organizations to help support social causes both on and off campus.

Section 5: Authority.

The authority of this Constitution is the basis for the conduct of all business in the CSA. This Constitution also serves to provide structure for the CSA Senate.

Section 6: Nondiscrimination Policy.

The CSA Senate shall not discriminate, and shall discourage discrimination based on race, ethnicity, gender, gender expression, sex, creed, religion, age, spirituality, ancestry, national origin, citizenship status, economic status or background, sexuality, political affiliation or ideology, or ability status.

ARTICLE II: Organization and Structure

Section 1: Mission of the Senate.

The CSA Senate shall pursue the objects outlined in Article I, Section 4 of this Constitution.

Section 2: Senate Structure.

The Senate shall consist of four CSA Executives namely: the CSA President, Vice President, Treasurer, and Communications Officer. The Senate shall also consist of Office Liaisons, Committee Liaisons, and Class Representatives, all elected at large from the CSA. The CSA Executives shall appoint a Secretary from the CSA at the beginning of Fall Term.

Section 2.1: Senate Executives.
The Executives of the CSA Senate shall be CSA President, Vice President, Treasurer, and Communications Officer. These Executives must be members of the CSA. The members of the CSA shall elect the Executives during Winter Term. Their terms shall begin the following Spring Term.

Section 2.1.1: CSA President.

The CSA President shall be elected as a third-year to serve as the chief executive of the CSA. The CSA President shall perform the following functions:

A. Lead the CSA and its subsidiary bodies.
B. Serve as the official voice of the CSA and act as its primary representative.
C. Preside over General and Senate Meetings of the CSA.
D. Determine the agenda for Senate Meetings in conjunction with the other executives.
E. Recommend legislation to the CSA Senate and its subsidiary bodies.
F. Veto a CSA proposal, if necessary. The President may only veto an initiative after the CSA has voted. A veto may be issued up to a week after said vote. The Senate may overturn this veto by a three-fourths (¾) vote within a week after said veto.
G. Deliver to the proper authorities all resolutions, statements, letters, and policy proposals.
H. Serve as the Student Liaison to the Student Life Committee of the Board of Trustees.
I. Serve on the Student Life Advisory Committee and College Council in an ex-officio capacity.
J. Delegate the responsibilities of any office described in this Article that is temporarily vacant.

The President shall also preside over the Appointments Committee to fill vacant positions on CSA Senate and college advisory committees.
K. Compile the Executive Reports in conjunction with other Executives, to be shared with the student body.
L. Convene the Constitutional Review Board every Winter Term as outlined in the Bylaws.
M. Chair the Elections Committee each Winter Term.
N. Meet with the Dean of Students and the President of Carleton on a biweekly basis.
O. Perform any additional tasks the CSA shall determine.

The CSA President shall have no vote in General and Senate meetings except when a tied vote must be broken.

Section 2.1.2: CSA Vice President.

The CSA Vice President shall be elected as a second-year or third-year. The Vice President shall perform the following functions:

A. Perform the duties of the Office of the President in their absence.
B. Chair the Budget Committee.
C. Administer all CSA funds according to the CSA Financial Regulations stipulated in the CSA Constitution and Bylaws.
D. Conduct Spring Allocations for the following Fiscal Year.
E. Serve as a voting member of the Senate except in the temporary absence of the President when they shall lead the CSA.
F. Jointly compose the Executive Reports with other Executives in accordance with Article V of this Constitution.
G. Serve in an ex-officio capacity on the College Budget Committee.

H. Perform any additional tasks the CSA shall determine.

The CSA Vice President shall have no vote on the Budget Committee except when a tied vote must be broken.

Section 2.1.3: CSA Treasurer.

The CSA Treasurer shall be elected as a second-year or third-year. The Treasurer shall perform the following functions:

A. Chair the CSA Governance Committee.
B. Perform the duties of the Office of the Vice President in their absence.
C. Act as a voting member of the Senate.
D. Administer all CSA funds according to the CSA Financial Regulations stipulated in the CSA Constitution and Bylaws.
E. Present a budget, prepared in conjunction with the Budget Committee and officers of CSA chartered organizations, to the Senate for approval each academic year.
F. 
G. Jointly compose the Executive Reports with other Executives in accordance with Article V of this Constitution, in addition to the termly financial statements.
H. Perform any additional tasks the CSA shall determine.
I. Enforce mandatory Green Dot training for club leaders as outlined in the bylaws.

Section 2.1.4: CSA Communications Officer.

The CSA Communications Officer shall perform the following functions:

A. Serve as the chair of the Committee on Outreach, Media, and Publicity (COMP).
B. Attend biweekly Senate meetings.
C. Attend weekly executive meetings.
D. Gather relevant information, including updates from Office and Committee Liaisons for the weekly CSA Newsletter, to be sent via email to the student body.

E. **Disseminate information about CSA initiatives and activity via social media.**

F. Disseminate information to the CSA at their own discretion or at the request of the CSA Executives.

G. Perform any additional tasks the CSA shall determine.

**Section 2.2: CSA Secretary.**

The CSA Secretary shall be appointed by the Executives at the beginning of Fall Term to serve for the next three academic terms. The CSA Secretary shall perform the following functions:

A. Take minutes at CSA Senate and Budget Committee Meetings.
B. Operate the All-Campus Announcements System.
C. Attend CSA Executive Meetings.
D. Act as a voting member of the Committee on Outreach, Media, and Publicity (COMP).
E. Carry out the duties outlined in the CSA Secretary Guide.
F. Perform any additional tasks the CSA shall determine.

The Secretary shall have no vote on the CSA Senate and Budget Committee.

**Section 2.4: Committee and Senate Liaisons.**

All Liaisons shall be elected in accordance with Article III of the CSA Bylaws. Each Liaison shall perform the following functions:

A. Represent their respective office or college committee on the Senate by serving as the point person for CSA concerns, questions, or suggestions pertaining to their office or committee.
B. Act as voting members of the CSA Senate.
C. Keep the CSA and Senate abreast of pertinent developments and ongoing initiatives within their office or committee.
D. Create opportunities for collaboration between offices, college committees, the CSA, and the Senate.
E. Meet with their respective offices on a bi-weekly (every other week) basis to meet the objectives outlined in this Constitution and CSA Bylaws.
F. Attend all college committee meetings and update the Senate as prescribed in Article V of this Constitution.
G. Compile two reports each academic term detailing their projects, initiatives, or accomplishments of the term.
H. Volunteer two hours of service per term as per Section 4 of the Bylaws.
I. Deliver biweekly updates at Senate Meetings detailing their meetings and initiatives with their offices/committees.
J. Serve in at least one CSA working group or sub-committee.
K. Complete Green Dot training from the College.
L. Perform any additional tasks the CSA Senate shall determine.

Section 2.4: Class Representatives.

Two Class Representatives from each year shall be elected in the Winter Term to represent classmates within their year. They shall perform the following functions:

A. Represent classmates within their year and create opportunities for social and intellectual interaction.
B. Regularly update their classmates about the Senate’s initiatives, as defined in the bylaws.
C. Act as voting members of the CSA Senate.
D. Serve on the Appointments Committee in an ex-officio capacity.
E. Volunteer two hours of service per term as per Section 4 of the Bylaws.
F. Compile two reports each academic term detailing their projects, initiatives, or accomplishments of the term.
G. Serve in at least one CSA Senate working group or sub-committee.
H. Complete Green Dot training from the College.
I. Perform any additional tasks the CSA Senate shall determine.

Section 3: Committees.

The CSA Senate shall be regularly assisted by four principal committees: Appointments Committee, Budget Committee, Governance Committee, and the Committee on Outreach, Media, and Publicity.

Section 3.1: Appointments Committee.

Chaired by the CSA President, the Appointments Committee shall be responsible for making recommendations for vacant positions on the CSA Senate and college advisory committees to the Senate. The Committee shall comprise of the CSA President, all Class Representatives, and any Liaisons who wish to join. The Committee shall conduct its business in accordance with this Constitution and Bylaws. Appointments shall be approved by a majority vote and sent to the Senate for final approval.

Section 3.2: Budget Committee.
Chaired by the CSA Vice President, the Budget Committee shall be responsible for creating recommendations to the Senate for the allocation of all CSA funds and shall serve as an advisory committee to the Vice President and Treasurer as deemed appropriate. The Committee shall comprise of thirteen student-at-large members and two liaisons from the Senate and conduct its business in accordance with the CSA Constitution and Bylaws.

Section 3.3: Governance Committee.

Chaired by the CSA Treasurer, the Governance Committee shall be charged with chartering CSA organizations. Final approval shall be determined by a vote in the CSA Senate.

Section 3.4: Committee on Outreach, Media, and Publicity (COMP).

Chaired by the Communications Officer, COMP shall be charged with managing and developing the CSA's student outreach, media presence, and public image. The Committee shall pursue the objects outlined in the Bylaws.

Section 4: Sub-Committees and Working Groups.

Section 4.1: Sub-Committees.

The Senate may establish, reissue, or revise CSA sub-committees to pursue congressional work in specific areas. The CSA President has the power to propose or refer legislation to a certain committee. Committee Chairs may on their own create sub-committees and refer issues to them.

Section 4.2: Working Groups.

CSA Senators or students-at-large may establish or revise CSA working groups to work on specific issues pertaining to any aspect of student life. Coordinated by a Senator or student-at-large appointed by the group itself, working groups shall regularly meet with college administrators and students to create new initiatives, resolutions, and programming related to their issue. CSA working groups shall be temporary in nature and shall dissolve after their established goal or progress on an issue has been realized. Appeals to extend this deadline may be made, but only approved by unanimous consent of the CSA President, Vice President, and Treasurer. The designated coordinator of the working group shall be responsible for reporting the activities, initiatives, progress, challenges, future plans, and recommendations of the group as outlined in Article V of this Constitution.

The formation of a working group may occur at any time. A majority vote by the CSA Senate is required to form and dissolve a working group.

Section 5: Other CSA Committees.
The Senate or a General Meeting may establish, reissue, or revise, by a two-thirds (⅔) vote, any ad hoc committees as it deems necessary, unless otherwise specified in the CSA Bylaws or Constitution.

Section 5.1: Election Committee.

During elections, the CSA President shall convene the Election Committee to plan, conduct, monitor, and tally the election and referendum results; enforce the Election Rules outlined in Article III of the CSA Bylaws; and investigate any allegations of wrongdoing. The Election Committee shall be constituted and shall conduct its business in accordance with the CSA Bylaws. The Election Committee shall consist of the CSA President and senators who are not running for election. The committee shall not meet unless a candidate potentially violates election rules.

Section 5.2: Constitutional Review Board.

The Board, when charged by the CSA President or a majority of the Senate, shall conduct an annual review of the Constitution and Bylaws during the Winter Term and propose recommended changes to the Senate after this review. The Board shall be constituted as outlined in the Bylaws and will be tasked with interpreting the Constitution, Bylaws, and Robert’s Rules of Order; formulating referenda proposals; formalizing language in documents specified by the Senate; and ensuring compliance with the Constitution, Bylaws, and Robert’s Rules of Order as outlined in the Bylaws. The Board shall be chaired by the CSA President and consist of any Senators who wish to join.

ARTICLE III: Elections and Appointments

Section 1: Elections.

Senators shall be elected in the Winter and Spring Terms as outlined in the CSA Bylaws. Only members of the CSA may run for and serve in Senate positions. All students must follow all the election procedures and rules set forth in Article III of the CSA Bylaws.

Section 2: Tenure.

Senators elected in regular elections shall assume office at the beginning of the next academic term and shall serve for three academic terms.

A. Liaison and Class Representatives shall be allowed to miss one academic term to participate in a Carleton OCS.

B. The CSA Executives must be enrolled students on campus for all three terms of their tenure.
C. Students off campus in a non-Carleton sponsored program shall not be considered members of the CSA.

Section 3: Vacancy.

Section 3.1: General Vacancy.

Within three days of learning about a vacancy on the CSA Senate, the CSA President shall call for written applications for the vacant position.

Section 3.2: Executive Vacancy.

Any vacancy in Executive positions of the Senate shall be filled by a Special Election to be held within twenty class days of the occurrence of the vacancy. Executives must be on campus for the duration of their term barring changes in College policy.

Section 4: Appointments.

After accepting applications for a minimum of five days, the CSA President shall convene the Appointments Committee to review applications and make a recommendation for appointment to the full Senate. This recommendation must then be approved by a majority vote of the Senate. Appointed Senators shall assume office immediately and serve until the end of the academic term in which the next election for the position is held, at which point an elected Senator shall fill the position. Appointments shall be conducted in Executive Sessions and names of candidates shall not be recorded in Senate minutes.

Section 5: Removal from Office.

Elected and appointed Senators may be removed from office pursuant to the procedures outlined in this Constitution and the CSA Bylaws.

ARTICLE IV: Legislative Business

Section 1: Senate Meetings.

The Senate shall meet weekly while the College is in session and upon the request of the CSA President. When so requested by a petition signed by five members of the Senate, the CSA President shall call a meeting within three days. A quorum shall constitute fifty-one percent of voting Senate members and shall suffice to pass legislation, unless otherwise provided.

Section 2: General Meetings.
The ultimate authority of the CSA rests with a General Meeting of its members. General Meetings can be convened to discuss any issue pertaining to the CSA or to the campus as a whole.

**Section 2.1: Convening a General Meeting.**

A General Meeting may be called by a majority vote of the Senate. Alternatively, upon receipt of a petition signed by twenty percent of the CSA, the President must call a General Meeting within one week.

**Section 2.2: Quorum for a General Meeting.**

A quorum for a General Meeting shall be twenty-five percent of the CSA. Each member of the CSA shall have one vote. A majority of votes cast shall be sufficient to pass any proposal presented, except amendments to this Constitution and certain procedural motions as prescribed in the CSA Bylaws.

**Section 2.3: Powers Reserved to General Meeting.**

Decisions and actions of the CSA governing bodies can also be reconsidered or overruled in General Meetings. Any decision of the Senate may also be overruled in a Referendum as prescribed in Section 5.3 of this Article.

**Section 3: Closed Sessions.**

Although Senate Meetings are open to the public, present Senate members may, by a two-thirds (⅔) vote, move the Meeting to a Closed Session. Alternatively, the CSA President may, at their discretion, move a Senate Meeting to a Closed Session to discuss matters of a sensitive nature. The Senate will automatically be moved to a Closed Session when discussing and voting on Appointments. Only members of the Senate shall be part of the Closed Sessions. The CSA Secretary shall not record minutes during these sessions, but rather provide a brief explanation of why the Senate entered a Closed Session. In the case of Appointments, the Secretary will note who filled a position or if a position remains open, along with the total number of votes for and against approval.

**Section 4: Motions.**

The CSA Senate shall pass motions by a simple majority vote of present Senate members unless otherwise stated. Abstentions as defined in the Bylaws do not count towards the total number of Senators voting.

**Section 5: Legislative Powers of the Senate.**
The CSA Senate shall be vested with the legislative power of the CSA in accordance with Article I, Section 5 of this Constitution.

**Section 5.1: Resolutions, Statements, and Letters.**

The CSA Senate may pass a resolution, letter, or statement in support of a cause on behalf of student organizations, groups of interested students, Senators, or even the Carleton administration. The text of all resolutions passed must reflect the non-discrimination policy of the CSA. All sponsors of a resolution must conform with the guidelines outlined in the CSA Bylaws. The CSA President shall be responsible for sending the resolution, letter, or statement to all relevant parties.

**Section 5.2: The Student Activity Fee.**

The CSA Senate, by a two-thirds (⅔) majority vote, shall be responsible for setting or revising the Student Activity Fee recommended by the Budget Committee. The Budget Committee will conduct a financial analysis based on past data of student activity fees and adjust the fee percentage change due to projections of economic conditions of the next year as well as the rollover from the previous year. Budget Committee members evaluate three student activity values on a varied range (low, middle and high) and decide on a student activity number, which is then presented to CSA for approval.

**Section 5.3: Referenda and Propositions.**

The CSA Senate may propose a referendum at any time.

A. First, a referendum may be called by a majority vote of the Senate or by the CSA President upon receipt of a petition containing an actionable question and signed by twenty percent of the CSA.

B. A ballot containing a referendum question requires that at least twenty-five percent of the CSA participate in the vote for the referendum to be considered valid. Any referred proposal, except amendments to this Constitution, requires a majority of the valid ballots cast to pass.

**ARTICLE V: Transparency and Accountability**

**Section 1: Information.**

Any document or record produced by the CSA Senate, including Senate Meeting agendas, minutes, and recordings, shall be a matter of public record, with such exceptions as matters of the Closed Sessions.

**Section 2: Student Inquiry.**
Any Carleton student may request information, voice their concerns, and share new project ideas with any member of the CSA Senate. It shall be the duty of the contacted Senate member(s) to respond to this inquiry within a week. Senators may also direct student concerns to an Executive.

Section 3: Reports.

Section 3.1: Executive Mid-Tenure Report.

During Fall Term, the CSA President shall compose a summary of their mid-tenure and its major initiatives, including areas where further action is needed. The President shall prepare a summary of all major initiatives implemented or considered in CSA committees, including relevant actions taken, resolutions, challenges faced, current status, and advice on the course of any future action needed. The President shall send the mid-tenure report to the student body and the Communications Officer shall be responsible for advertising it in other mediums.

Section 3.2: Executive Annual Report.

At the conclusion of each Presidential term, the CSA President shall work with the CSA Vice President, Treasurer, and Communications Officer to compile a report detailing the activities of the CSA Senate of the previous calendar year. The Executive Annual Report, released at the conclusion of the Winter Term, shall aim to be a clear and concise summary of the CSA Senate’s successes, challenges, and future plans or further necessary action, and must be written with a student audience in mind. The CSA President shall share the annual report with the student body via email and the Communications Officer shall promote it through other appropriate mechanisms, including but not limited to the CSA website and social media platforms.

Section 3.3: Senator Bi-Termly Reports.

Each Senator shall complete two reports through the Senator Reporting System each academic term detailing projects, initiatives, or accomplishments they have been working on throughout the term. Further, a representative from each working group shall complete bi-termly reports detailing the working group’s progress, goals, and initiatives for the term. The Communications Officer shall make these reports public through the CSA Senate website.

Section 3.4: Termly Financial Report.

At the conclusion of each academic term, excluding the term in which the Mid-Tenure Report is published, the CSA Treasurer shall release a statement detailing the financial status of the CSA. The Treasurer shall charge COMP with distributing the financial statement to the CSA.

ARTICLE VI: Impeachment and Removal
Section 1: Impeachment.

CSA Executives and Senators may be removed from office by a two-thirds (⅔) majority vote of the Senate or a General Meeting. Impeachment may be moved for neglect of duties, misconduct in office as defined in the CSA Bylaws, or three unexcused absences from Senate meetings. Impeachment proceedings shall be conducted in accordance with Article VI of the CSA Senate Bylaws. Once an Executive or Senator has been impeached, they cannot run for or be appointed to a CSA position until a full academic year (three terms) has passed.

Section 2: Recall.

A recall election shall be defined as the removal of a CSA representative by the electing body. The President shall hold a recall election for any CSA member upon receipt of a petition that contains a 500-word justification for recall and the signatures of no less than 10 percent of students eligible to vote for the position in question. The President shall hold a recall election within two weeks of their receipt of the recall petition. In the case of a recall election of the President, the Vice President shall hold the recall election. Once a recall election has been announced, the electing body shall vote to recall the representative from CSA Senate or a committee. In order to recall the representative, an equal or larger percentage of the electing body must vote in the recall election than those that voted in the original election. Internally elected representatives shall be recalled by a two-thirds (⅔) vote of the electing body.

ARTICLE VII: Finance

The Budget Committee shall allocate funding for chartered student organizations to the CSA Senate in accordance with the Financial Guidelines and CSA Bylaws. However, the CSA Senate must vote on all Budget Committee recommendations above 2.5x of the CSA activity fee.

Section 1: Funding Rules.

CSA Chartered Organizations and anyone receiving CSA Senate Funds shall be held to the financial regulations set forth in the CSA Bylaws and by the College. Leaders of CSA Chartered Organizations must undergo Green Dot training during the first term of their tenure.

Section 2: Financial Guidelines.

The Senate and Budget Committee shall maintain a list of Financial Guidelines that reflect the current financial practices of the Budget Committee, as outlined in Article VII of the CSA Bylaws.

ARTICLE VIII: Amendment Procedures and Ratification
Section 1: Amendment of the Constitution.

Amendments to this Constitution may be proposed by a majority vote of the Senate, or by petition of one-fourth (¼) of all enrolled students of the CSA. Amendment proposals must be published for at least one week and then approved by two-thirds (⅔) of those voting on the referendum question in an all-school referendum, or by two-thirds (⅔) of those attending a General Meeting during the same academic term in which the amendment is proposed to take effect.

Section 2: Supremacy.

This Constitution shall serve as the governing document of the Student Body, hold supremacy over any conflicting documents, such as the Bylaws, or actions of the CSA Senate, and be binding upon all members of the Student Government. This Constitution is not subject to motions of suspension.

Section 3: Amendment and Suspension of the Bylaws.

Amendments to the CSA Bylaws may be proposed and adopted by the same procedures as defined in Section 1, or may be adopted by a two-thirds (⅔) vote of the Senate, but not before such proposed amendments have been published for at least one week. The CSA Senate may suspend any of its Bylaws at and for any time as per Article VIII of the CSA Bylaws.

Section 4: Constitutional Ratification.

This Constitution shall be ratified by the affirmative vote of two-thirds (⅔) of those voting in a CSA referendum as described in Article V, Section 1 of the Constitution, and shall take effect immediately upon passage.