

BYLAWS OF THE CARLETON COLLEGE STUDENT ASSOCIATION¹



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CONTENTS

PURPOSE

ARTICLE I: Organization and Structure

ARTICLE II: Senate Procedures

ARTICLE III: Elections and Appointments

ARTICLE IV: CSA Chartered Organizations

ARTICLE IV: Transparency and Accountability

ARTICLE VI: Impeachment and Removal

ARTICLE VII: Finance

ARTICLE VIII: Amendment and Suspension of the Bylaws

PURPOSE

The purpose of the CSA Bylaws is to define the procedures for carrying out the guidelines established by the CSA Constitution. The CSA Constitution and Bylaws shall be publicly accessible. Amendments to the CSA Bylaws shall pass with a two-thirds ($\frac{2}{3}$) majority vote of the Senate.

ARTICLE I: Organization and Structure

Section 1: Senate Structure

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

Section 1.1: CSA President

The CSA President shall be elected as a third-year student 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 ($\frac{3}{4}$) vote within a week after said veto.
- G. Deliver to the proper authorities all resolutions, statements, letters, and policy proposals.
- H. Serve as a member of the Board of Trustees with all its duties and privileges except that of voting and attending executive sessions of the Board.
- 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 the CSA Senate and college advisory committees.
- K. Compile the Executive Reports in conjunction with other Executives, to be shared with the student body. (how often should be added)

- L. Chair the Elections Committee each Spring Term.
- M. Meet with the Dean of Students and the President of Carleton on a biweekly basis.
- N. Must receive Green Dot Training valid for a period of two years.
- 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 1.1.2: CSA Vice President

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

- A. Perform the duties of the Office of the President in their absence.
- B. Chair the Governance Committee.
- C. Chair the Senate in the absence of the President.
- D. Conduct an annual review of all CSA chartered organizations to ensure compliance with Article IV of the CSA Bylaws.
- E. Jointly compose the Executive Reports with other Executives in accordance with Article V of this Constitution.
- F. Convene the Constitutional Review Committee every Winter Term as outlined in the Bylaws.
- G. Conduct the annual review of the CSA Senator Handbook.
- H. Serve as the Executive Committee Liaison to all CSA Senate Working Groups.
- I. Serve as the Executive Committee Liaison to campus partner offices.
- J. Must receive Green Dot Training valid for a period of two years.
- K. Perform any additional tasks the CSA shall determine.

The CSA Vice President shall have no vote in the CSA Senate. The CSA Vice President shall have no vote on the Governance 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 student. The Treasurer shall perform the following functions:

- A. Chair the CSA Budget Committee.
- B. Perform the duties of the Office of the Vice President in their absence.

- C. Administer all CSA funds according to the CSA Financial Regulations stipulated in the CSA Constitution and Bylaws.
- D. Maintain accurate financial records, including budget transfers, journal entries, and expense reports within Workday for all CSA financial accounts.
- E. Conduct Spring Allocations for the following Fiscal Year.
- F. Present a budget, prepared in conjunction with the Budget Committee and officers of CSA chartered organizations, to the Senate for approval in the Spring of each academic year.
- 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. Must receive Green Dot Training valid for a period of two years.
- I. Perform any additional tasks the CSA shall determine.
- J. Serve in an ex-officio capacity on the College Budget Committee.

The CSA Treasurer shall have no vote in the CSA Senate. The CSA Treasurer shall have no vote on the Budget Committee except when a tied vote must be broken.

Section 1.2: Communications Officer

The CSA Communications Officer shall perform the following functions:

- A. Gather relevant information, including updates from Office and Committee Liaisons, for the weekly CSA Newsletter to be sent via email to the student body.
- B. Disseminate information about CSA initiatives and activities via social media.
- C. Disseminate information to the CSA at their own discretion or at the request of the CSA Executives.
- D. Serve as the primary maintainer for all CSA websites, including submissions for the event calendar.
- E. Serve as the backup reviewer and approver of all messages sent to the all-campus announcements system.
- F. Review and approve all messages sent to the CSA listserv emails.
- G. Create and maintain templates and guidelines for all communications on behalf of the CSA to ensure accessibility, consistency, and professionalism.
- H. Must receive Green Dot Training valid for a period of two years.
- I. Perform any additional tasks the CSA shall determine.

The Communications Officer shall have no vote on the CSA Senate.

Section 1.3: CSA Secretary

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

- A. Take minutes at the CSA Senate and Budget Committee Meetings.
- B. Operate the All-Campus Announcements System.
- C. Attend CSA Executive Meetings.
- D. Must receive Green Dot Training valid for a period of two years.
- 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 1.4: Class Representatives.

Two Class Representatives shall be elected in the Spring 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. Act as voting members of the CSA Senate.
- C. Serve on the Appointments Committee in an ex-officio capacity.
- D. Hold biweekly office hours of at least one hour per session.
- E. Must receive Green Dot Training valid for a period of two years.

Section 1.5: Committee and Senate Liaisons.

Liaisons shall be directly elected in the Spring. They shall perform the following functions:

- A. Report the discussions and actions of their committee to the Senate
- B. Report Senate recommendations on matters of policy and action to their committees and offices.
- C. Be voting members of the Senate and their respective committees and offices.
- D. Serve as a member of at least one working group during the term.
- E. Meet biweekly with their respective offices.
- F. Must receive Green Dot Training valid for a period of two years.

Office and Committee Liaison seats shall include:

- A. Two College Council Liaisons
- B. Inter-Campus Liaison
- C. Education and Curriculum Committee (ECC) Liaison
- D. Sustainability Working Group Liaison
- E. Admissions and Financial Aid Committee (AFAC) Liaison
- F. Residential Life Liaison
- G. Center for Community and Civic Engagement (CCCE) Liaison
- H. Office of Intercultural Life (OIL) Liaison
- I. Office of International Student Life (ISL) Liaison
- J. TRIO/SSS Liaison
- K. Gender and Sexuality Center (GSC) Liaison
- L. Chaplain's Office Liaison
- M. Office of Health Promotion (OHP) Liaison
- N. Office of Accessibility Resources (OAR) Liaison
- O. Dining Hall Liaison
- P. Information Technology Services (ITS) Liaison
- Q. Security Services Liaison
- R. CEDI Liaison

Section 1.6: CSA Senate Members' Responsibilities & Expectations

Attendance is mandatory for all Senate Meetings and assigned Committee Meetings. Two (2) instances of tardiness, defined as arriving after the call to the meeting, shall constitute one (1) unexcused absence. To be considered excused, absences for illness or required academic obligations must be communicated to the CSA Executive team at least 24 hours prior to the meeting, or as soon as reasonably possible in the case of a sudden emergency. Accumulation of three (3) unexcused absences in a single trimester shall result in a meeting with the Executive team about one's position on Senate.

Section 2: CSA Committees

Section 2.1: Formation and Dissolution of Ad Hoc Committees

The Senate or General Meeting may establish, reissue, revise, or revoke, by two-thirds ($\frac{2}{3}$) vote, any ad hoc committees as it deems necessary, unless otherwise specified in the CSA Bylaws or Constitution.

Section 2.2: Ad Hoc Committee Chairs

Committee chairs shall be nominated by the President and confirmed by a majority vote of the Senate, unless otherwise specified in the CSA Bylaws or Constitution.

Section 2.3: Addition and Removal of Committee Members

- A. Committee Chairs shall recommend CSA members to fill vacancies on their respective committees.
- B. Committee members missing two or more meetings shall be removed upon the recommendation of the Committee Chair and a majority vote of the Senate.
- C. The Senate or General Assembly may, by a two-thirds vote, remove any member of a standing or ad hoc committee.
- D. Removed members shall be replaced immediately using the appointment method described in this Article or the Committee's Charter.

Section 2.4: Committee Quorums

Committees must have a quorum of voting members present to conduct business. Quorum shall be defined as the presence of a majority of voting members, unless otherwise specified in these Bylaws.

Section 2.5: Committee Meetings

Committee meetings shall be open to the CSA, unless otherwise specified in these Bylaws. Nothing in this section shall be construed as limiting the powers given to the Chair in Robert's Rules of Order.

Section 2.6.1: Appointments Committee

- A. The Appointments Committee shall be responsible for recommending vacant positions on the Senate and College Advisory Committees to the CSA Senate.
- B. The Committee shall be chaired by the CSA President, who shall not vote except when a tie must be broken. If the President is absent, the Vice President shall chair the Committee and shall not vote in this case except when a tied vote must be broken.

- C. The Committee shall be composed of Executives, Class Representatives, and any other Senate members who wish to join.
- D. Decision-making power will be vested in the Committee with a quorum, which will be defined as the presence of a majority of the voting members.
- E. The Committee is not open to the larger student body.

Section 2.6.2: Budget Committee

- A. The Committee shall be responsible for the allocation of funds and shall serve as the advisory committee to the Treasurer, as is deemed appropriate.
- B. The Committee shall have weekly meetings throughout the academic year during all weeks Budget Request Forms have been submitted as described in Item G.
- C. The Committee shall be chaired by the Treasurer, who shall not vote except when a tied vote must be broken.
- D. The Senate shall appoint two Senators and thirteen students-at-large. Students-at-large may keep their seat until they go off campus, are no longer enrolled, or graduate. Former Committee members wishing to reapply shall be given priority when considering applications.
- E. Decision-making power will be vested in the Committee with a quorum. A quorum will be defined as the presence of a majority of the voting members.
- F. The Budget Committee shall allocate from the funds as described in Article VII of these Bylaws, unless otherwise stated.
- G. The Treasurer, in conjunction with the Communications Officer, will ensure that Budget Request Forms are available to the CSA and serve as a contact for questions about the Form or the budgeting process. Budget Requests for events should be submitted well in advance of the event taking place. Budget Request Forms must be submitted by 5 pm the day before the Committee meeting. Thus, the request must be submitted nine days before the Wednesday before the event. Requests not submitted on time can be heard by the discretion of the Treasurer according to the financial guidelines.
 - a. Alternatively, if the event takes place within the first two weeks of the term, the request must be in by the Tuesday of the first week.
 - b. Events that take place before the first meeting of the term must have received funding in a previous term.
 - c. Organizations may use their Operating Budget to fund supplies for the Fall Term Involvement Fair without CSA approval.

- H. The Committee shall consider and deliberate on requests in sessions open to the CSA, except for Spring Allocations.
- I. The Committee shall consider all the following criteria when evaluating a budget request:
 - a. The most efficient use of funds within CSA Chartered Organizations and the Carleton community, paying particular attention to previously and simultaneously scheduled events, as well as the current amount of available funds.
 - b. The number of people in the community that will be served by the organization, and by the request.
 - c. The number of students in the organization, looking at past and present data.
 - d. The past performance of the organization, including the success of their previous events, management of funding, consistency in organization, and the amount of interest the group generates.
 - e. The future stability of the organization.
 - f. The organization's priorities.
- J. In addition to following the above criteria, the Committee shall encourage the organization to seek alternate sources of funding when relevant.
- K. Any organization may appeal to the Committee with an edited Request Form or return to the next Committee meeting. Organizations may also appeal to the CSA Senate as the overseeing body of the Budget Committee if they feel they have been treated unfairly in the Committee's review of their request.
- L. Instances of reported financial misconduct shall be resolved by the Treasurer in consultation with the Executives, relevant organizations, and the College.
- M. The Budget Committee may table a request to the next week with a three-fourths ($\frac{3}{4}$) vote of those present. Should this motion make it impossible for the party requesting funding to reapply to the Committee, it will be considered a zero-dollar recommendation.

Section 2.6.3: Constitutional Review Committee

- A. The Committee, when charged by the CSA President or a majority of the Senate, shall make an annual review of the Constitution and Bylaws during Spring Term and propose recommended changes to the Senate after this review. They are also charged with ensuring compliance with the Constitution, Bylaws, and Robert's Rules of Order.
- B. The Committee shall comprise all Executives, Class Representatives, and any other Senators who wish to join.

- C. At the request of one-third of the Senate, matters specifically pertaining to the interpretation of the Constitution and Bylaws or the application of their principles shall be referred to the Committee for a ruling. The Committee may, at its discretion, rule on matters directly related to the interpretation or application of the Constitution and Bylaws that have not been formally referred, provided these issues are central to the governance and functioning of the Senate.

If the Committee rules that an action of the CSA is in violation of the Constitution, Bylaws, or Robert's Rules of Order, the action is null and void. The ruling may be overturned by a three-quarters ($\frac{3}{4}$) vote of the Senate.

Section 2.6.4: Election Committee

- A. The Committee shall be charged with planning, conducting, monitoring, and tallying the election and referendum results in accordance with Article III of these Bylaws, as well as investigating allegations of wrongdoing.
- B. The Committee is chaired by the President as a non-voting member and shall be composed of a minimum of three and up to five Senators. Individuals currently running for an elected position are ineligible to serve on the Committee. Members of the Committee must not have a vested interest, whether financial, personal, or otherwise, in the outcomes of elections or referendums. This includes maintaining an outward bias for or against any candidates or referenda. The Senate, by a majority vote, shall determine the presence of such interests or biases.
- C. The Committee shall enforce the Election Rules in Article III of these Bylaws.
- D. The Election Committee shall be responsible for ensuring that all submitted platforms are made available to the student body at least three calendar days before the election begins.
- E. The Committee shall investigate any allegations of wrongdoing related to the election process, including pre-election activities, within one week after such allegations are made or after the close of voting, whichever is applicable. A closed hearing must be held, allowing the person(s) involved to present their case. If sufficient evidence is found that an individual, whether a prospective candidate, a candidate, or an elected official, has failed to comply with the election rules, the Committee, on majority vote, may recommend to the Senate a range of appropriate actions. These actions may include, but are not limited to, censure, reprimand, barring the individual from candidacy or future candidacy, or other measures as deemed

necessary. The voting results of a position in question will not be declared until the Senate has reached a verdict on the allegations.

Section 2.6.5: Governance Committee.

- A. The Committee shall be chaired by the Vice President, who shall not vote except in the event of a tie vote.
- B. The Committee shall be charged with chartering CSA organizations. If the Committee finds that a Chartered student organization no longer meets the requirements for Chartered organization status, as defined in Article IV, Section 2 of these Bylaws, the Committee will inform the organization of the finding. If the Committee receives no indication that the organization is active within one week, it will be marked inactive. If this is not corrected after one term, the Committee will automatically revoke the charter of the Organization and remove its student organization management page.
- C. Decision-making power will be vested in the Committee with a quorum. A quorum will be defined as the presence of a majority of the voting members.
- D. The Committee shall comprise at least three (3), but no more than four (4) Senators, and between four (4) and five (5) other students-at-large at the discretion of the Appointment Committee. A quorum shall be defined as four (4) voting members.

ARTICLE II: Senate Procedures

Section 1: Senate Meetings

Section 1.1: Agenda and Minutes

- A. Senate agendas must be published at least one day prior to the Senate Meeting and posted in the Monday CSA Newsletter.
- B. In the course of a Senate Meeting, the agenda may be modified by a two-thirds ($\frac{2}{3}$) vote of the Senate or by unanimous consent.

Section 1.2: Meeting Procedure

- A. Robert's Rules of Order Newly Revised shall govern Senate Meetings in all cases except where explicitly stated otherwise by the CSA Constitution or Bylaws.
- B. Senate Meetings shall be open to all members of the CSA, with speaking privileges limited only by Robert's Rules of Order. External observers (non-members of the CSA) are permitted at

the discretion of the body and may be ordered to leave the room on a majority vote of the Senate, especially in circumstances deemed sensitive or when their presence is considered to obstruct the proceedings of the meeting.

- a. In the case of appointments and impeachments, individuals directly involved or those designated as concerned parties must leave the room while the Senate deliberates. Such individuals may return once the Senate concludes its deliberations on the matter, and any decisions made will be communicated accordingly

Section 1.3: Voting Procedure

- A. The Senate shall pass motions by a simple majority vote of present Senate members unless otherwise stated. For the purposes of calculating the majority required for motion approval, only votes cast as “in favor” or “against” shall be considered. Abstentions, being neither in favor nor against, shall not be included in the total count of votes used to determine the majority. Consequently, abstaining from a vote effectively decreases the total number of votes required for a motion to pass, as the majority will be determined solely by the votes explicitly cast in favor or against the motion.
- B. Roll call votes shall be overseen by the Chair. Upon a motion for a roll call vote, or at the discretion of the Chair, a roll call will be conducted to ensure each Senator's vote is individually recorded alongside their name. The Chair will call upon each Senator in turn to cast their vote aloud, and each response will be accurately documented to provide a clear and public record of how each member voted on the issue at hand.
- C. The Senate shall follow a written Conflict of Interest policy and shall publish that policy on its website. The Senate may update the policy at any time with a two-thirds ($\frac{2}{3}$) vote.
 - a. A conflict of interest occurs when there is a conflict between a Senator's private interests and public responsibilities.
 - b. Senators must abstain from voting on votes for activities with a limited number of spots, for which they plan to apply. Senators must abstain from votes that would give them direct and exclusive monetary benefit.
 - c. Senators can vote on anything else so long as it does not violate the above.
 - d. The President will initiate a conversation with anyone accused of or admitting to violating the Conflict of Interest bylaw and discuss possible consequences, including but not limited to impeachment.

Section 1.4: Resolutions, Letters, and Statements

- A. 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 the Carleton administration.
- B. All resolutions shall be submitted to the President five days in advance of the meeting by the sponsor. This requirement may be waived via unanimous consent or a two-thirds ($\frac{2}{3}$) procedural vote of the Senate.
- C. The President shall ensure that all introduced resolutions comply with a standardized template, to be available on the CSA website.
- D. All passed resolutions relating to external (non-CSA) actors shall be emailed to the relevant persons, as defined in the resolution, within a week of passing.
- E. The text of all resolutions, letters, and statements must reflect the non-discrimination policy of the CSA.

Section 2: General Meetings

- A. The President of the CSA must be presented with a petition signed by one-fifth ($\frac{1}{5}$) of all on-campus members of the CSA in accordance with Article IV of the CSA Constitution in order to convene a General Meeting.
- B. The petition must contain the names of three sponsoring students.
- C. The petition must contain the topic to be discussed.
- D. Each signature on the petition must be accompanied by a printed name and class year. The President shall, at a minimum, conduct spot checks to ensure the validity of the signatures.
- E. Alternatively, the Senate may convene a General Meeting by a majority vote. The resolution calling for the Meeting must include the topic to be discussed.

Section 2.1: Convening a General Meeting

- A. Following receipt of a successful motion or petition for the convening of a General Meeting, the President shall schedule a General Meeting to take place within two weeks of receipt of the verified petition.
- B. The President shall schedule the meeting to enable maximum student attendance and participation.
- C. The President shall duly post and make public the time, location, and proposed agenda of the General Meeting in an all-campus newsletter, at least three days in advance of the proposed meeting.

Section 2.2: Quorum for a General Meeting

- A. Quorum for a General Meeting shall be at least one-fifth of the on-campus members of the CSA. The Meeting may not be convened if a quorum is not met.
- B. Upon entering the Meeting, all students shall sign in with their printed name and class year to assist in verifying quorum, and sign out if they leave before the close of the meeting. A teller shall maintain a running tally of the number of students presently in the meeting.

Section 2.3: Agenda and Conduct of a General Meeting

- A. The Agenda of the General Meeting shall be set by the President in consultation with the Vice President of the CSA, as informed by the topic presented in the petition or motion.
- B. Each General Meeting shall debate only one topic.
- C. The President shall preside over all General Meetings.
- D. All CSA members are eligible to attend a General Meeting. Non-CSA members shall be permitted solely at the discretion of the President.
- E. Motions submitted for general consideration at General Meetings will be reviewed by the President, based on criteria that ensure relevance, feasibility, and alignment with the General Meeting's topic and goal.
- F. Except where explicitly stated in the Constitution and Bylaws of the CSA, General Meetings shall be conducted according to Robert's Rules of Order, Newly Revised.

Section 3: Closed Sessions

- A. Senate members may, by a two-thirds ($\frac{2}{3}$) vote, move the Meeting to a Closed Session. Alternatively, the CSA President may, at their discretion, move a Senate Meeting to an Executive Session to discuss matters of a sensitive nature.
- B. Only members of the Senate shall be part of the Closed Sessions.
 - a. The present advisor from SAO counts as a member of the Senate in this context.
- C. The Senate may vote to let non-Senate members attend a Closed Session by a two-thirds majority, except if that member is being considered for appointment.
- D. The CSA Secretary shall not record the minutes during these sessions but rather will provide a brief explanation as to why the Senate moved to a Closed Session.
- E. Votes on appointments must be conducted in a Closed Session.

ARTICLE III: Elections and Appointments

Section 1: Election Procedures

- A. One election for all CSA positions, excluding Secretary and appointed Liaisons, shall be held in the Spring Term. Class Representatives must be members of their respective class year. Two rising sophomores, two rising juniors, and two rising seniors shall be elected.
- B. Position announcements shall be made before or during the fifth week of the respective term and must include the position descriptions, due dates of platform submission, any required petitions, and the date of the election.
- C. Candidate platforms shall be due by a date determined by the President with the advice and consent of the CSA Senate before the eighth week of the respective term and submitted to the Election Committee.
- D. Prospective candidates must confirm their candidacy for the upcoming Election at least one week before platforms are due via an online commitment form administered by the CSA President. Platforms and petitions will be due on the same date.
- E. The election shall be concluded before the ninth week of the respective term.
- F. Online polls must be open for a minimum of twenty-four hours.
- G. Adjustments to the election timeline may be made at the discretion of the CSA President and must be conveyed to the Senate, candidates, and student body.

Section 2: Position Requirements

- A. Candidates for all elections must be current members of the CSA.
- C. Students may run for no more than one position in the Executive/Class Representative category and no more than one position in the Liaison.
- D. A student may only hold one position at a time. Executive/Class Representative positions take precedence over Liaison positions if a candidate wins multiple races.

Section 3: Voting System

- A. For the election of Executives and Liaisons, with the exception of College Council Liaisons and class representatives, positions will be awarded to the candidate with the plurality of the votes.
- B. For the election of College Council Liaisons and Class Representatives, positions will be awarded to the two candidates with the highest and second-highest number of votes.
- C. Students may only vote for the Class Representatives for their respective class year.
- D. A voter may not give more than one vote to the same candidate.
- E. Voting rules and instructions shall be on the online ballot.

- F. Write-in votes must clearly distinguish, to the satisfaction of the majority of the Election Committee, the person intended to receive the vote. All ambiguous votes shall be declared void.
- G. If a portion of a ballot is inconsistent with the rules in this Section, that entire portion is void.
- H. If a true tie exists between candidates in a regular election, a runoff election shall be held within one week of the original election. If a true tie exists between candidates in a special election, the tie-breaking vote goes to the Senate. The candidate receiving a plurality of votes in the Senate shall be declared the winner of the vote.
- I. If there is a true tie in the Senate, the tie shall be broken by the CSA President.

Section 4: Election Rules

- A. Candidates must commit to maintaining respectful and civil discourse throughout their campaign. This includes interactions with other candidates, supporters, and the general student body.
- B. Candidates are prohibited from making false or misleading statements about their own or another candidate's campaign, policies, or personal character.
- C. Candidates are expressly prohibited from destroying, defacing, or tampering with the campaign materials, physical or digital, of any other candidate. This includes, but is not limited to, posters, flyers, digital advertisements, and social media content.
- D. All campaign materials produced by a candidate or their campaign team must be original and not infringe upon the intellectual property rights of others, including fellow candidates. This encompasses design elements, slogans, logos, and other creative works.
 - a. The imitation or unauthorized use of another candidate's campaign design, slogans, or themes in a manner that could cause confusion or imply endorsement or association without explicit permission is strictly forbidden.
 - b. Candidates are required to maintain records of the creation, design, and distribution of their campaign materials. They should be prepared to present evidence of originality and permissions in case of a dispute regarding intellectual property rights.
 - c. Candidates are permitted to repost or share content directly from official CSA communications, including emails and posts from the official CSA Instagram account, without modification. All reposted content must adhere to the CSA's policies regarding respectful communication and non-discrimination
- E. Candidates are prohibited from spending more than \$25.00 on their campaign. This does not include Carleton's internal printing money.

- F. Candidates may not receive or act upon inside information regarding the progress of the election before the polls close.
- G. No CSA Chartered Student Organization may spend any money on a candidate.
- H. A candidate shall not use any email list to campaign. Email addresses shall be typed manually and distributed thereafter.
- I. Candidates must consult any relevant student group, club, or organization before referencing them in their platforms, future plans, and other campaign activities.
- J. Candidates must include signatures of all clubs and organizations referenced in their platforms. These must be submitted to the CSA President on the due date of the platform.
- K. A candidate may have a maximum of 30 posters, with a maximum of 4 per building, at any one time during the campaign.
- L. Willful violation of election rules by candidates or elected officials may be referred by a majority vote of the Election Committee to the Senate. The Senate may, by a two-thirds ($\frac{2}{3}$) vote, take actions including but not limited to removing guilty candidates from the ballot or overturning election results. In cases where election results are overturned, a special election must be held in the same term for the vacant seat. Recommendations for actions that could significantly impact the election outcome, such as removing a candidate from the ballot or overturning election results, should be made with utmost caution.

Section 5: Elected Candidate Responsibilities

- A. Newly elected Senators, Liaisons, and Officers are encouraged to attend CSA Senate and Budget Committee meetings in advance of their service.
- B. Newly elected Liaison Senators must meet with the chairs of their respective committees or the director of their respective offices to discuss their role as a Liaison during the term they are elected.

Section 6: Appointments

Section 6.1: Internal Appointments

- A. As necessary, the Senate shall conduct a series of internal appointments to the CSA Senate and College Committees and offices.
- B. The following positions shall each be filled by Senators:

- a. Governance Committee Liaisons: At least two, and no more than three, appointed Senators shall serve as Senate Liaisons to the CSA Governance Committee as defined in Article I, Section 2.6.5 of these Bylaws.
- b. Two CSA Budget Committee Liaisons: Two appointed Senators shall serve as defined in Article I, Section 2.6.2 of these Bylaws.
- C. Within the first week of any academic term, a Proxy Senator shall be appointed to serve in place of any Senator who is off campus. Proxy Senators shall serve until the end of the academic term in which they are appointed. These Senators should be selected by the departing Senator and approved by the President, without going through the standard Appointments Committee process.

Section 6.2: External Appointments

- A. As necessary, the Senate shall conduct a series of external appointments to CSA and College Committees and offices.
- B. External appointments shall be defined as positions to be filled by students-at-large and Senators drawn from the CSA.
- C. A student-at-large shall be defined as any non-Senator member of the CSA.
- D. Announcement of the position must be made at least three days prior to the Senate meeting, when the position will be confirmed.
- E. The following external committee positions, which include but are not limited to the following, shall each be filled by the Senate:
 - a. Advisory Committee on Student Life: Two senior students-at-large, selected by the CSA President and not confirmed by the Senate.
 - b. Education and Curriculum Committee (ECC): Four students-at-large
 - c. Sustainability Working Group (SWG): Three students-at-large
 - d. Admissions and Financial Aid Committee (AFAC): Three students-at-large.
 - e. Academic Standing Committee (ASC): Three students-at-large.
 - f. Committee on Convocation and Common Conversation: Two students-at-large.
 - g. Dining Board: Four students-at-large.
 - h. Distinguished Women Visitor's Committee: One student-at-large.
 - i. Judicial Hearing Board: Two students-at-large..
 - j. Library Committee: Two students-at-large.
 - k. Recreation Center Committee: Two students-at-large.
 - l. Carleton Responsible Investment Committee (CRIC): Five students-at-large.

- m. College Council: two students-at-large
- F. It is the responsibility of the Executives to ensure that these positions are filled, to maintain communication with appointed students and faculty chairs, and to fill additional Committees and vacancies as necessary.
- G. Student-at-Large external committee members may be removed from their positions by a majority vote of the Senate.

ARTICLE IV: CSA Chartered Organizations

Section 1: Chartered Organizations

- A. Chartering is the process by which the Senate officially recognizes student groups.
- B. Recognition as a CSA Chartered Organization implies neither approval nor disapproval of the aims, objectives, or policies of the group.
- C. Recognition as a CSA Chartered Organization does not have bearing on whether the Budget Committee shall choose to provide funding to said groups.
- D. An Organization may be classified as active, probationary, inactive, or dissolved.

Section 2: Chartering Process

- A. Groups desiring Chartered Organization status must contact the CSA Vice President, Chair of the Governance Committee, who will send them a charter application.
- B. Ten unique signatures must be obtained to proceed in the Chartering process.
- C. Groups desiring Chartered Organization status must submit all governing documents to the Governance Committee for review. Chartered Organization status will be given if approved by a majority vote of both the Committee and the Senate.
- D. If approved, the Organization must manage their organization's information in Workday.
- E. Groups may request an initial \$75 operating budget from the Budget Committee, should they demonstrate a need for it.
- F. Groups seeking Chartered student organization status that fall under the jurisdiction of a current Chartered Organization must join that Organization for a trial period of one (1) academic term. If the groups' specific needs are not addressed or met by the Organization, they shall be considered for chartering. Groups associated with nationality or cultural identity are exempt from this requirement.

Section 3: Organization Governing Documents

- A. The Constitution is the document outlining the principles, functions, and organization of a Chartered student organization. The Bylaws are the governing rules that make up the internal function of the Organization.
- B. Chartered student organizations are obligated to act in accordance with their governing documents at all times.
- C. Violation of the governing documents and/or inactivity is cause for a change of the organization's status (e.g., active, probationary, inactive, dissolved).
- D. Amendments to an Organization's Constitution require the approval of the Governance Committee and the CSA Senate.
- E. Amendments to an Organization's Bylaws can be made without notice to Governance or the CSA Senate.
- F. The following elements must be included in the governing documents:
 - a. Title and purpose of the Organization.
 - b. Description and duties of Officers.
 - c. Procedure for officer election and removal.

Section 4: Compliance for Chartered Organization Status

- A. The following requirements must be met for a group to attain and maintain "active" Chartered Organization status:
 - a. The group must create and maintain governing documents that demonstrate that its existence as a Chartered student organization will benefit the Carleton community. Governing documents are defined as the Constitution and Bylaws. (See CSA Student Organization Handbook for example documents)
 - b. At least one (1) Officer of each Chartered Student Organization must have completed Green Dot Training within the last two years. If no Officers have completed the training, at least one (1) must attend a session within the first term of their tenure.
 - c. Chartered student organizations must update their organization's membership rosters in Workday at the beginning of every term or as requested by the Student Activities Office.
 - d. The organization must maintain a minimum requirement of ten (10) members on its roster in Workday. Organizations without 10 members will be placed on "probationary" status until the membership requirements are met. If this requirement is not met by the end of the following academic term, the organization will be

considered to be “inactive.” Cultural or affinity groups should maintain at least five (5) members on their roster in Workday.

- e. The group must be open to the entire CSA student body, which is defined as currently enrolled students.
 - f. Hold regular termly meetings or events.
 - g. Represent their organization at the annual Fall Involvement Fair.
 - h. A Chartered organization must not engage in illegal activities, operate in violation of its governing documents, CSA/SAO policies, or Carleton’s Community Standards Policy, or adversely affect the College’s maintenance of a residential and educational community.
 - i. Chartered organizations may not use the College's name without the express authorization of the Student Activities Office for any other purposes except to identify the institutional affiliation.
 - j. At least one (1) Officer of a Chartered organization must participate in the Student Organization Leader Training, offered by the Student Activities Office at the beginning of each Fall term.
- B. Any Chartered organization found violating any of the above bylaws may be required to meet with the Governance Committee and/or the Student Activities Office for review.

ARTICLE V: Transparency and Accountability

Section 1: Information

Any document or record produced by the CSA, including Senate Meeting agendas and minutes, shall be a matter of public record, with such exceptions as matters of the Executive Sessions. It is the responsibility of the CSA Secretary to post the minutes to the CSA website, and the responsibility of the Communications Officer to publish agendas and minutes in the weekly newsletter.

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.

Section 3: Reports

Section 3.1: Mid-Tenure Report

At the beginning of the Winter Term, the CSA President shall compose a summary of their mid-tenure and their 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 the President's tenure, the CSA President shall work with the CSA Vice President and Treasurer to compile a report detailing the activities of the CSA of the previous calendar year. The Executive Annual Report shall aim to be a clear and concise summary of the CSA's successes, challenges, and future plans or goals, written with a student audience in mind. Written and published at the conclusion of the Spring Term, it will also outline, as applicable, any future goals or further action necessary for CSA initiatives. The CSA President shall be responsible for publishing the report to the campus community. It is at the discretion of the Executives to ask the Communications Officer to further promote the report.

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 update the Senate on the financial status of the CSA.

ARTICLE VI: Misconduct, Disciplinary Action, Impeachment, and Removal

Section 1: Misconduct

Misconduct shall include:

- A. Infringement upon the rights of another student: Any actions that violate the rights of other students as outlined in the college's student code of conduct, Community Standards, or other relevant documents.
- B. Willful hindrance of the CSA activities or any CSA Senator in their legitimate work: Intentionally obstructing the work of the CSA or any CSA Senator in their official duties.
- C. Failure to fulfill the duties of members and violations of CSA rules: Neglecting assigned responsibilities or breaching CSA rules as detailed in the Constitution and Bylaws. as outlined in the Constitution and Bylaws.

- D. Actions Contrary to CSA Ethos: Conduct that is fundamentally opposed to the established character and values of the CSA, especially relating to the non-discrimination policy.
- E. Disobeying or Ignorance of Directives: Failing to follow or intentionally ignoring instructions given in the context of CSA activities, or ignoring an instruction.
- F. Negligence: Carelessness or neglect of duties that results in harm to the CSA's operations or reputation.
- G. Conspiracy to Commit Misconduct: Planning or conspiring to engage in any of the aforementioned acts.

Section 2: Disciplinary Action

Section 2.1: Censure

- A. Grounds for Censure: A member may be subject to censure for misconduct, including but not limited to violations of the Bylaws, ethical breaches, or actions that significantly undermine the integrity or reputation of the Senate.
- B. A motion for censure must be submitted in writing to the Senate and sponsored by at least 1 Senator or introduced by the President. The member in question should be allowed to present a defense or explanation regarding the alleged misconduct.
- C. The introduction of a motion for censure is subject to all standard procedures under Robert's Rules of Order. This includes the requirement for a second to the motion before the Senate can discuss the reprimand.
- D. A censure requires a two-thirds ($\frac{2}{3}$) majority vote of the entire Senate.
- E. Any Senator who has been censured three times in their tenure is automatically subjected to the impeachment proceedings.

Section 2.4: Impeachment and Removal of Senators and Executives

- A. In accordance with Article VI, Section I of the CSA Constitution, CSA Senators and Executives may be removed from office by a two-thirds ($\frac{2}{3}$) majority vote of the Senate or a General Meeting.
- B. Impeachment may be moved for any of the following reasons:
 - a. Neglect of duties as outlined in these Bylaws.
 - b. Misconduct in office as defined in Section 1 of this Article.
 - c. Three unexcused absences from Senate Meetings.
 - d. Actions contrary to the character of the CSA.

- C. Executives or Senators with three unexcused absences shall undergo an automatic hearing and consequent impeachment vote by secret ballot in accordance with the CSA Constitution and these Bylaws.
 - a. An absence shall be considered missing a complete meeting from the Approval of the Minutes to the Adjournment.
 - b. Tardiness shall be considered arriving after the Approval of the Minutes.
 - c. Tardiness shall count as half an absence.
- D. Motions of impeachment shall be voted on in the meeting in which they are introduced.
- E. If the President is being impeached, the Vice President shall preside over the meeting while impeachment is being discussed.
- F. Impeachment proceedings must permit the accuser(s) and the accused to have equal time to present evidence and call witnesses, not less than 10 minutes each.
- G. Following a successful impeachment vote, Senators and Executives are immediately removed from office and may not run in any elections for one academic year (three terms). This election ban shall be waived if they present to the President a petition seeking reinstatement signed by one-fifth ($\frac{1}{5}$) of the CSA.
- H. Expelled Executives and Senators shall be replaced as prescribed in Article III of the CSA Constitution.

Section 3: 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. Once a recall election has been announced, the electing body shall vote to recall the Senate representative from the CSA Senate. In order to recall the representative from the CSA Senate, an equal or larger percentage of the electing body must vote in the recall election than those who voted in the original election. Internally elected representatives shall be recalled by a two-thirds ($\frac{2}{3}$) vote of the electing body.

ARTICLE VII: Finance

The Budget Committee shall recommend funding allocations for chartered student organizations to the CSA Senate in accordance with the Financial Guidelines and CSA Bylaws. The Senate shall have the final say on all Budget Committee recommendations above 2.5x of the student activity fee.

Section 1: Fiscal Year

The Fiscal Year shall be from July 1 to June 30.

Section 2: Financial Accountability

CSA chartered organizations and anyone receiving CSA Funds, shall be held to the financial regulations set forth in this Article and by the College.

Section 3: CSA Chartered Organization Officer Financial Responsibility

- A. At least one officer of each Chartered student organization must attend a Budget Committee meeting prior to obtaining funding. Their attendance indicates their acceptance of CSA financial regulations and all liability arising from the use of such funds.
- B. No Chartered student organization may spend or contract to spend more CSA funds than it is allocated.
- C. The Organization's officers must correct overspending in consultation with the Treasurer.
- D. The Treasurer or financial officers of the Chartered student organizations will be responsible for retaining a financial account statement and for presenting it when requested.
- E. Any Chartered student organization not in compliance with any part of this Section shall not be eligible to receive CSA funding until the Treasurer deems them in compliance.

Section 4: CSA Funds

- A. All CSA monies shall comprise the CSA General Fund. From this fund, the Treasurer shall, with the advice of the Budget Committee and the approval of the Senate, as well as other processes specified below, allocate monies to students and student groups through the Spring Allocation process, Capital Reserves, and the various funds as specified below.
- B. The Capital Reserves Fund provides funding for one-time or emergency expenditures that are essential to the operation of a CSA Chartered Organization and for large-scale projects and capital purchases. The Fund shall be replenished to \$15,000 at the beginning of every academic year using unspent monies allocated during the previous academic year (rollover).
 - a. Additional rollover may be distributed to the other Funds at the discretion of the Treasurer with the advice of the Budget Committee and the approval of the Senate.
 - b. Expenditures that leave the balance of the Fund below \$15,000 shall be for emergencies and shall require a two-thirds ($\frac{2}{3}$) vote of the Senate. The Senate shall decide what constitutes an emergency on a case-by-case basis.

- c. The Fund may not be voluntarily spent below \$15,000, as it serves as a budget emergency reserve guarding against cases of fiscal irresponsibility or debt.
- C. The Treasurer's Discretionary Fund allows for the Treasurer to have some leeway in awarding funding to those everyday events or ordinary operations that happen on campus without necessarily engaging in the CSA bureaucratic apparatus.
 - a. The Treasurer's Discretionary fund is composed of the following funds in addition to the principal one:
 - i. The Senate Fund is reserved to fund all Senate operations and outreach. The Treasurer shall spend from this fund at the discretion of the CSA Executives.
 - ii. Alt-Bev Fund supports non-alcoholic beverages and/or food at registered events where alcohol is available.
 - iii. The Common Meal Fund shall foster community by funding meetings that connect students with faculty, administrators, trustees, staff, and alumni. The Fund shall not support any event with more than nine students and fewer than two students per faculty, trustee, administrator, staff member, or alum. Applications for the Common Meal Fund are limited to one occurrence per term, per group.
 - b. The Treasurer may also use the principal fund on an as-needed basis to allocate funding for food and/or beverages that would (a) not ordinarily be funded by the Budget Committee, or (b) be too small a request as to warrant the time.
 - c. The Treasurer must provide a record of spending from the Treasurer's Discretionary Fund to the CSA Senate and Budget Committee on a monthly basis. The Treasurer must also make available the record to the entire school online once a term in the financial status of the CSA.
 - d. CSA Budget Committee shall require a chartered organization's presence at one of its meetings once the group has made three or more requests of the Treasurer's Discretionary Fund in a year.
- D. The Metro Access Fund, co-sponsored by the Student Activities Office, shall help fund trips to events in the Twin Cities area.
- E. CSA Activity Fee and Support Fund:
 - a. The CSA Activity Fee Support Fund (also known as the Support Fund) shall be used to support students with financial need in paying the CSA Activity Fee. The Office of Student Financial Aid will administer this fund according to rules jointly established between them and the Senate.

- b. The Senate shall set the Support Fund and Activity Fee as follows:
 - i. Budget Committee recommends to the Senate a Support Fund and Activity Fee by a majority vote.
 - ii. Senate approves the Support Fund and Activity Fee together by a majority vote or revises either or both by a two-thirds ($\frac{2}{3}$) vote.

Section 5: Spring Allocations

- A. Spring Allocations shall be defined as the process during Spring Term by which all CSA Chartered Organizations that have fixed costs and ongoing expenditures submit a budget request for the upcoming Fiscal Year.
- B. The Treasurer shall hold a mandatory informational meeting once by the fourth week of Spring Term, where the Spring Allocation Request Form will be made available. The form shall include:
 - 1. The Organization's itemized request for fixed costs and ongoing expenditures.
 - 2. Information pertaining to the Organization's goals and plans for improvement.
 - 3. Information pertaining to the Organization's cost efficiency.
- C. CSA Chartered Organizations may request an operating budget of up to \$75. Given extraordinary circumstances of fiscal irresponsibility, the Budget Committee may deny such requests. The operating budget may be used at the group's discretion in accordance with CSA Guidelines.
- D. All budgets shall be due by the fifth week of the term to ensure their consideration by the Committee. Any budget submitted after the set deadline will be considered at the discretion of the Committee.
- E. Hearings shall be held by the seventh week of the term and take place over no more than two days.
- F. Appeals of the Committee's decision must be made in writing to the Committee within two days of the public posting of the decision. Any appeals submitted after this time will be considered at the discretion of the Committee. Committee appeals must be held by the sixth week.
- G. Appeals of the Committee's final decision must be made in writing to the Senate within two days of the public posting online of the Committee appeal results. Any appeals submitted after this time will be considered at the discretion of the Senate. Senate appeals must be held by the seventh week.

- H. The Committee must submit the budget for the upcoming Fiscal Year by the eighth week to be ratified by the Senate. The budget must be passed by a two-thirds ($\frac{2}{3}$) vote of the Senate.

Section 6: Funding Rules

- A. All-campus mailings shall not be funded.
- B. Political campaign contributions, lobbying efforts, alcohol, and tobacco shall not be funded.
- C. All goods purchased with the CSA's funds belong to the CSA. No goods shall be funded that will become personal property, except for those goods that have been funded each year for the past five years. Personal property shall be defined as material goods that remain in the possession of an individual (or individuals). Publications shall not constitute personal property.
- D. Funding requests shall not be accepted retroactively.
- E. Honoraria for performers shall not be funded until the availability and willingness of the performer have been confirmed.
- F. Contracts
 - a. An authorized employee of the Student Activities Office shall sign all contracts for performers.
 - b. All contracts for goods and services other than one-time performances made on behalf of the CSA or a CSA Chartered Organization must be reviewed by the CSA President and Treasurer prior to engagement or renewal. Following the majority approval of the Senate, the Treasurer and the relevant employee of the College must sign all contracts.

Section 7: Financial Guidelines

- A. Separate from the financial bylaws, the Senate and Budget Committee shall maintain a list of Financial Guidelines that reflect the current financial practices of the Budget Committee. Each guideline should be accompanied by a written justification. Bids on requests that go against the posted Financial Guidelines shall be accompanied by a justification from the Budget Committee.
- B. The Budget Committee, when charged by the CSA Treasurer, a majority of the Senate or a majority of the Budget Committee, will review the Financial Guidelines.
- C. The current Financial Guidelines must be published and publicly posted online. The Budget Committee may propose revisions to the Financial Guidelines at any time during

the year. Any proposed revisions must be approved by a majority vote of the Budget Committee and then a majority vote of the Senate.

ARTICLE VIII: Amendment and Suspension of the Bylaws

Amendments to the CSA Bylaws may be proposed and adopted by a two-thirds ($\frac{2}{3}$) vote of the Senate, but not before such proposed amendments have been published for at least one week. The CSA may suspend any of its Bylaws by a three-fourths ($\frac{3}{4}$) vote of the Senate in all cases except where explicitly stated otherwise in the Constitution or Bylaws.