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of the

GCSA Constitution, Bylaws, & Guide to Procedures

EDITION 2016.01

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CONSTITUTION

of the

Gordon College Student Association

EDITION 2016.01

I. Preamble

We, the Student Body of Gordon College, establish this constitution for a student administrative and representative body to be known as the Gordon College Student Association (GCSA), with the representative body to be known as the Student Government. The GCSA shall endeavor to honor the Lord our God and serve the community of Gordon College by enhancing the lives of students academically, spiritually, physically, and socially. By the authority given to it by the students and the administration of the College, the Student Government shall hereby be the official, representative voice of the students to the administration, faculty, staff, and trustees of the College, and to outside concerns; and the overseeing administration for all student organizations chartered by the Student Government.

II. Structure

The GCSA shall consist of all Chartered Student Organizations, the Executive Council, and the Student Government, including the Executive Cabinet and the Representatives to Forum.

III. Student Government

A. Executive Cabinet

1. Membership

The Executive Cabinet shall be constituted by the Executive President of the Student Body, the Executive Vice President of the Student Body, the Executive Secretary, the Vice President of Communication, the Vice President of Finance, the Vice President of Academic Affairs, the Vice President of Student Life, the Vice President of Club Development, and the Advisor to the Student Government.

2. Selection

- a) The Executive President, Executive Vice President, Executive Secretary, Vice President of Communication, Vice President of Finance, Vice President of Academic Affairs, and the Vice President of Student Life shall be elected by the Student Body.
- b) The Advisor to the Student Government shall be appointed by the College Administration.

3. Structure

The Executive President shall preside over all meetings of the Executive Cabinet.

4. Powers and Responsibilities

- a) To be the executive body of the GCSA.
- b) To administer all legislation approved by the Representatives to Forum.
- c) To ensure the proper operation of all activities of the GCSA and Student Government.
- d) To provide for the representation of the GCSA to the student governments and organizations of other colleges and universities, and to other institutions.
- e) To meet as directed by the Executive President.

B. Representatives to Forum

1. Membership

The Representatives to Forum shall be constituted by six Representatives-at-Large, one Freshman representative, one Sophomore representative, one Junior representative, and one Senior representative.

2. Selection

- a) Representatives-at-Large shall be elected by the Student Body.
- b) Class Representatives shall be elected by their respective classes.

3. Powers and Responsibilities

- a) To be the legislative body of the GCSA.
- b) To research the needs, concerns, and desires of students.
- c) To communicate the needs, concerns, and desires of students to the faculty, staff, administration, and trustees of the College.
- d) To establish, sponsor, and administer programs and organizations, which will enhance the lives of students.
- e) To adjudicate matters of interpretation of the Constitution, Bylaws and Handbook of the GCSA via a simple majority vote.
- f) To meet as directed by the Executive President.

C. Forum

1. Structure

- a) Forums shall be any routinely scheduled public meetings of the Student Government.
- b) The Executive President shall preside over Forums except when the Executive Vice President is acting as Executive President pro tempore. Each Representative to Forum shall have one vote. The Executive Vice President, Executive Secretary, Vice President of Communication, Vice President of Finance, Vice President of Academic Affairs, Vice President of Student Life, and Vice President of Club Development shall hold no voting privileges. The Executive President shall hold no voting privileges except when a tie occurs among the Representatives to Forum, in which case the Executive President shall cast the deciding vote. The Executive President shall reserve the power of veto over any decision of the Student Government.

2. Quorum

A quorum, of more than half of the Representatives to Forum shall be required to hold Forum and to pursue any subsequent actions.

IV. Executive Council

A. Membership

The Executive Council shall be constituted by the Directors of the Councils and Agencies as dictated by presence in the Bylaws, Editors-in-Chiefs of the Publications, and the Directors of any such acting Councils appointed by the Executive President. Student leaders of other organizations may be invited to sit on the Executive Council as dictated in the Bylaws.

B. Selection

The Directors of the Councils and Agencies and the Editors-in-Chiefs of the Publications shall be appointed by the Executive President-elect and Executive Vice President-elect with the consent of the Representative to Forum.

C. Structure

The Executive Vice President shall preside over all meetings of the Executive Council.

D. Powers and Responsibilities

1. To provide a means of communication, organization, and accountability among the members of the Executive Council.
2. To research needs, concerns, and desires of students related to specific areas of responsibility.
3. To develop and propose actions and solutions which benefit the Student Government, the students, and the faculty, administration, and staff of the College.
4. To propose official legislation to the Representative to Forum.
5. To meet as directed by the Executive Vice President.

V. Amendments

This Constitution may be amended by the following procedure:

1. A member of the Student Government must present a typed proposal for amendment(s) to each member of the Student Government at a regularly scheduled Forum;
2. At the following Forum the Representatives to Forum may approve the proposal by a three-fourths majority vote;
3. After approval by the Representatives to Forum, the amendment(s) require ratification by a two-thirds majority vote of the voting Student Body.
4. Ratified amendments shall appear where appropriate within the text of the Constitution.

BYLAWS

of the

Gordon College Student Association

EDITION 2018.03

- I. Executive Cabinet
 - A. Powers and Responsibilities of the Executive President:
 1. To be the chief administrator and executive officer of the GCSA;
 2. To serve as the official representative of the GCSA to the faculty, staff, administration, and trustees of the College, as well as to outside interests;
 3. To call and preside over Forums and meetings of the Executive Cabinet;
 4. To set the agenda for each Forum and meeting of the Executive Cabinet with the approval of the Executive Cabinet;
 5. To possess a working knowledge of the Constitution, Bylaws, and Guide to Procedures of the GCSA, and ensure the proper execution of the provisions of the Constitution, Bylaws, and Guide to Procedures;
 6. To consult with the College President and Vice President of Student Life regarding matters of the College President's Cabinet;
 7. To keep each member of the Student Government accountable to his/her respective responsibilities;
 8. To recommend to the Executive Cabinet, with the approval of the Financial Affairs Committee, leadership grants or portions thereof be withheld from members who are not fulfilling their responsibilities as required;
 9. To propose legislation to the Representatives to Forum;
 10. To administer legislation approved by the Representatives to Forum;
 11. To cast the deciding vote when a tie occurs among the Representatives to Forum;
 12. To reserve the power to veto legislation passed by the Representatives to Forum and actions of the Executive Council when deemed necessary;
 13. To appoint and establish, with the approval of the Representatives to Forum, special committees as deemed necessary for the improvement or maintenance of the effectiveness of the Student Government.
 14. To fill vacancies in the GCSA with the approval of the Representatives to Forum;
 15. To authorize or deny financial transactions of Chartered Student Organizations in the absence of the Vice President of Finance;
 16. To approve by signature all grants distributed by the Undergraduate Research Council;
 17. To perform all official duties and protocol inherent in the Office of the Executive President;
 18. To keep a journal of work done throughout the year, which shall be submitted to the Executive Secretary and compiled into the "Annual Report of the GCSA;"
 19. To orient the Executive President-elect to the Powers and Responsibilities of the Office.
 - B. Powers and Responsibilities of the Executive Vice President

1. To be the primary counsel to the Executive President;
 2. To attend all Executive Cabinet meetings and Forums;
 3. To act as Executive President pro tempore in the absence of the Executive President;
 4. To assume the duties of the Executive President in the permanent absence, resignation, or impeachment of the Executive President;
 5. To possess a working knowledge of the Constitution, Bylaws, and Guide to Procedures of the GCSA;
 6. To consult with the College President and Vice President of Student Life regarding matters of the College President's Cabinet;
 7. To coordinate all training and team building activities of the Student Government;
 8. To provide counsel to the Executive Cabinet;
 9. To oversee parliamentary procedure for all Forums;
 10. To call and preside over all meetings of the Executive Council;
 11. To set the agenda for each meeting of the Executive Council;
 12. To meet and provide assistance to all leaders and advisors of the Executive Council and other Chartered Student Organizations;
 13. To maintain files of the minutes of each organization that sits on the Executive Council;
 14. To attend, in conjunction with a Financial Affairs Committee representative, at least one regular meeting per semester of each organization that sits on the Executive Council;
 15. To encourage organizations to combine endeavors and resources in order to benefit the campus community;
 16. To assist the Gordon College Office of Alumni and Parent Relations.
 17. To perform all official duties and protocol inherent in the Office of the Executive Vice President;
 18. To keep a journal of work done throughout the year, which shall be submitted to the Executive Secretary and compiled within the "Annual Report of the GCSA;"
 19. To orient the Executive Vice President-elect to the Powers and Responsibilities of the Office.
- C. Powers and Responsibilities of the Executive Secretary:
1. To assist and advise the Executive President and Executive Cabinet;
 2. To attend all Executive Cabinet meetings, Executive Council meetings, and Forums;
 3. To possess a working knowledge of the Constitution, Bylaws, and Guide to Procedures of the GCSA;
 4. To collect and compile notes, procedures, and changes to procedures for the Executive Cabinet, the Executive Council, and the Representatives to Forum, into the Guide to Procedures of the GCSA;
 5. To keep and maintain a current master copy of the Constitution, Bylaws, and Guide to Procedures of the GCSA and to provide an annual version for public and Student Government use;
 6. To record minutes of all meetings of the Executive Cabinet, Executive Council, and Forums, and to maintain files of these minutes;
 7. To provide a copy of the Forum agenda to all Representatives to Forum prior to each meeting;
 8. To provide a copy of the previous Forum minutes to all Representatives to Forum prior to each meeting;
 9. To post a copy of the agenda and minutes of each Forum for public review;

10. To be responsible for all correspondence, paperwork, filing, and office maintenance of the Student Government;
 11. To manage the internal communication of Student Government;
 12. To call and preside over the Elections and Appointments Committee, and be responsible for all actions of that committee;
 13. To call and preside over regular meetings of the Representatives to Forum outside of the Forum;
 14. To perform all official duties and protocol inherent in the Office of the Executive Secretary;
 15. To keep a journal of work done throughout the year, which shall be submitted and compiled into the "Annual Report of the GCSA;"
 16. To collect and compile the journals of the Executive Cabinet members, Council Directors, Forum Representatives and the Class Representatives into the "Annual Report of the GCSA;"
 17. To orient the Executive Secretary-elect to the Powers and Responsibilities of this office.
- D. Powers and Responsibilities of the Vice President of Communication
1. To assist and advise the Executive President;
 2. To attend all Executive Cabinet meetings, Forums, and other meetings as directed by the Executive President;
 3. To possess a working knowledge of the Constitution, Bylaws, and the Guide to Procedures of the GCSA;
 4. To call and preside over the Communications Committee and to be responsible for all actions of that committee;
 5. To set the agenda for each meeting of the Communications Committee;
 6. To act as the primary liaison between the Communications Committee and the GCSA;
 7. To facilitate the communications of the GCSA and its member organizations via email;
 8. To participate in drafting resolutions, which shall be submitted to the Executive Cabinet and the Representatives to Forum;
 9. To be the primary assistant to the Director of Design;
 10. To form and maintain the Student Government brand in consultation with the Director of Design;
 11. To be responsible for the communications and marketing of the GCSA to the Student Body;
 12. To maintain physical marketing spaces for all Chartered Student Organizations, the Executive Council, and the Student Government;
 13. To perform communication and brand consultation of all Chartered Student Organizations on an as-needed basis, in collaboration with the Director of Design;
 14. To perform all official duties and protocols inherent in the Office of the Vice President of Communication;
 15. To keep a journal of work done throughout the year, which shall be submitted and compiled into the "Annual Report of the GCSA;"
 16. To orient the Vice President of Communication-elect to the powers and responsibilities of the Office.
- E. Powers and Responsibilities of the Vice President of Finance
1. To assist and advise the Executive President;

2. To attend all Executive Cabinet meetings, Forums, and other meetings as directed by the Executive President;
 3. To possess a working knowledge of the Constitution, Bylaws, and Guide to Procedures of the GCSA;
 4. To call and preside over the Financial Affairs Committee and to be responsible for all actions of that committee;
 5. To set the agenda for each meeting of the Financial Affairs Committee;
 6. To act as the primary liaison between the Financial Affairs Committee and the GCSA;
 7. To participate in drafting resolutions which shall be submitted to the Executive Cabinet and the Representatives to Forum;
 8. To act as the treasurer of all of the GCSA accounts, including Student Government accounts and accounts of all Chartered Student Organizations;
 9. To evaluate Chartered Student Organizations in conjunction with the Director of Business Management and the Vice President of Club Development
 10. To produce and maintain all fiscal aspects, and those related to the organizational charter process for the Guide to the Procedures of the GCSA;
 11. To attend in conjunction with the Executive Vice President at least one regular meeting of each member organization of the Executive Council;
 12. To authorize or deny financial transactions of Chartered Student Organizations and the Student Government as deemed appropriate;
 13. To perform all official duties and protocols inherent in the Office of the Vice President of Finance.
 14. To keep a journal of work done throughout the year, which shall be submitted and compiled into the "Annual Report of the GCSA;"
 15. To orient the Vice President of Finance-elect to the powers and responsibilities of the Office.
- F. Powers and Responsibilities of the Vice President of Academic Affairs
1. To assist and advise the Executive President;
 2. To attend all Executive Cabinet meetings, Forums, and other meetings as directed by the Executive President;
 3. To possess a working knowledge of the Constitution, Bylaws, and Guide to Procedures of the GCSA;
 4. To call and preside over the Academic Affairs Committee;
 5. To set the agenda for each meeting of the Academic Affairs Committee;
 6. To participate in drafting resolutions which shall be submitted to the Executive Cabinet and the Representatives to Forum;
 7. To direct and be responsible for all actions and activities of the Academic Affairs Committee and the Undergraduate Research Council;
 8. To act as the primary liaison between the Academic Affairs Committee, the Undergraduate Research Council, and the GCSA;
 9. To fill vacant positions on the Academic Affairs Committee and the Undergraduate Research Council in consultation with the Advisor and the Assistant Directors of each council;
 10. To evaluate the efficiency and effectiveness of the Academic Affairs Committee and the Undergraduate Research Council structures, and to make recommendations for improvement to the Executive Cabinet and the Representatives to Forum;

11. To appoint all Representatives to Forum on committees of academic nature as dictated in the Faculty/Staff Handbook;
 12. To build council membership in addition to Representatives to Forum appointed to the Academic Affairs Committee;
 13. To serve as the Student Representative on the College Academic Programs Committee;
 14. To serve as the Student Representative to the Academic Support Center;
 15. To coordinate activities with the other member organizations of the Executive Council;
 16. To perform all official duties and protocols inherent in the Offices of the Vice President of Academic Affairs and the Director of the Undergraduate Research Council;
 17. To keep a journal of work done throughout the year, which shall be submitted and compiled into the “Annual Report of the GCSA;”
 18. To orient the Vice President of Academic Affairs-elect to the powers and responsibilities of the Office.
- G. Powers and Responsibilities of the Vice President of Student Life
1. To assist and advise the Executive President;
 2. To attend all Executive Cabinet meetings, Forums, and other meetings as directed by the Executive President;
 3. To possess a working knowledge of the Constitution, Bylaws, and Guide to Procedures of the GCSA;
 4. To call and preside over the Student Life Committee and to be responsible for all actions of that committee;
 5. To set the agenda for each meeting of the Student Life Committee;
 6. To act as the primary liaison between the Student Life Committee and the GCSA;
 7. To participate in drafting resolutions which shall be submitted to the Executive Cabinet and the Representatives to Forum;
 8. To voice the concerns of the Student Life Committee, the Director of Diversity, and the Director of Student Care to the Executive Cabinet of Student Government, as well as faculty, staff, and administration of the College;
 9. To appoint and advocate for College Committee Student Representatives on committees of a student life nature as dictated in the Faculty/Staff handbook (e.g. Chapel, Athletics, Judicial, and First Year Experience committees);
 10. To perform all official duties and protocols inherent in the Office of the Vice President of Student Life;
 11. To keep a journal of work done throughout the year, which shall be submitted and compiled into the “Annual Report of the GCSA;”
 12. To orient the Vice President of Student Life-elect to the powers and responsibilities of the Office.

II. Representatives to Forum

- A. Powers and Responsibilities of the Representatives to Forum
1. To communicate with their fellow students in order to understand the needs, concerns, and desires of the Student Body;
 2. To share those needs, concerns, and desires of the Student Body in Forum, as well as with the faculty, staff, administration, and trustees of the College;
 3. To attend all Forums;
 - A. To attend all Representative Meetings as called by the Executive Secretary;

4. To possess a working knowledge of the Constitution, Bylaws, and Guide to Procedures of the GCSA;
 5. To form initiatives which will address student issues and to vote on such legislative matters;
 6. To consider initiatives put forth by the Executive Cabinet, the Executive Council, and all Chartered Student Organizations;
 7. To establish and sponsor programs, organizations, or events which will enhance the lives of students;
 8. To research issues as directed by the Executive President;
 9. To approve appointments for the positions of the Directors of Councils and Agencies, Editors-in-Chief of Publications, and College committee student representatives;
 10. To vote on charters for all student organizations which meet the requirements delineated in the Bylaws;
 11. To approve adjustments to the budget throughout the year, and to approve the Annual Budget for the following academic year;
 12. To serve by appointment of the Executive President on either the Financial Affairs Committee, the Communications Committee, the Academic Affairs Committee, or the Student Life Committee, and on any such committees or groups requested by the Executive President as provided for in the Bylaws;
 13. To adjudicate matters of interpretation of the Constitution, Bylaws, and Guide to Procedures via a simple majority vote;
 14. To approve amendments to the Constitution by a three-quarters majority vote;
 15. To approve amendments to the Bylaws by a two-thirds majority vote;
 16. To approve amendments to the Guide to Procedures by a simple majority vote;
 17. To perform all official duties and protocols inherent in the Office of the Representative to Forum;
 18. To keep a journal of work done throughout the year, which shall be submitted and compiled into the "Annual Report of the GCSA;"
 19. To orient the Representatives to Forum-elect to the powers and responsibilities of the Office.
- B. Additional Duties of the Class Representatives
1. To communicate with their fellow classmates in order to understand the needs, concerns, and desires of their respective class;
 2. To share those needs, concerns, and desires of their respective class in Forum, as well as with the faculty, staff, administration, and trustees of the College;
 3. To call and preside over meetings of the entire class at their discretion;
 4. To support such programs, organizations, and events as will enhance the lives of their fellow classmates academically, spiritually, physically, and socially.

III. Student Government Directors

A. Powers and Responsibilities of the Director of Design

1. To assist and advise the Vice President of Communication;
2. To attend all Communications Committee meetings and other meetings as directed by the Vice President of Communication;
3. To possess a working knowledge of the Constitution, Bylaws, and Guide to Procedures of the GCSA;

4. To act as the Vice President of Communication *pro tempore* in the absence of the Vice President of Communication;
5. To work with the Vice President of Communication by:
 - a. assisting in forming the Student Government brand;
 - b. regularly relaying input on the status of Student Government design as a whole;
 - c. assisting on special projects for the Student Government;
1. To be a resource for advertising and design strategies and policies to all Chartered Student Organizations as requested and deemed appropriate by the Executive President, Executive Vice President, or the Vice President of Communication;
2. To perform all official duties and protocols inherent in the Office of the Director of Design;
3. To keep a journal and portfolio of work done throughout the year, which shall be submitted and compiled into the “Annual Report of the GCSA;”
4. To orient the Director of Design for the next academic year to the powers and responsibilities of the Office.

B. Powers and Responsibilities of the Director of Business Management

1. To act as the controller of all GCSA accounts, including Student Government accounts and accounts of all Chartered Student Organizations;
2. To authorize financial transactions of Chartered Student Organizations and the Student Government as deemed appropriate;
3. To alert the Vice President of Finance, who then has the authority to approve or deny the financial transaction as deemed appropriate, if a financial transaction should be denied;
4. To assist and advise the Vice President of Finance;
5. To attend all Financial Affairs Committee meetings and other meetings as directed by the Vice President of Finance;
6. To possess a working knowledge of the Constitution, Bylaws, and Guide to Procedures of the GCSA;
7. To act as the Vice President of Finance *pro tempore* in the absence of the Vice President of Finance;
8. To assist with the evaluation of Chartered Student Organizations in conjunction with the Vice President of Finance and the Vice President of Club Development;
9. To maintain and reconcile accurate financial data for each organization in the GCSA as a whole in regard to spending;
10. To produce monthly financial reports and to provide financial reports as requested;
11. To perform all official duties and protocols inherent in the Office of the Director of Business Management;
12. To keep a journal of work done throughout the year, which shall be submitted and compiled into the “Annual Report of the GCSA;”
13. To orient the Director of Business Management for the next academic year to the powers and responsibilities of the Office.

C. Powers and Responsibilities of the Director of Diversity

1. To advocate for representation and consideration of diversity including but not limited to gender, sexual, class, racial, ethnic, and national identities within the policies and actions of the College;
2. To assist and advise the Vice President of Student Life;

3. To attend all Student Life Committee meetings, Forums, and other meetings as directed by the Vice President of Student Life;
4. To possess a working knowledge of the Constitution, Bylaws, and Guide to Procedures of the GCSA;
5. To act as the Vice President of Student Life *pro tempore* in the absence of the Vice President of Student Life, jointly with the Director of Student Care;
6. To participate in drafting resolutions which shall be submitted to the Executive Cabinet and to the Representatives to Forum for voting;
7. To voice concerns regarding campus diversity to the Student Government, as well as to faculty, staff, and administration of the College;
8. To communicate with the representative seats of ALANA, International Student Organization, the Chapel Office, the Student Life Office, and any other group or organization deemed appropriate for the purpose of integrating advocacy and awareness of diversity into campus life;
9. To advocate for diverse representation within the faculty, staff, administration, and trustees of the College;
10. To advocate for appropriate recruitment of a diverse student body;
11. To advocate, in coordination with the Academic Affairs Committee as appropriate, for diverse representation and understanding in the College curricula;
12. To advocate, in coordination with the Student Life Committee, for appropriate sensitivity and awareness throughout campus and the student experience;
13. To provide recommendations to the Vice President of Student Life and the Student Government as necessary and appropriate;
14. To perform all official duties and protocols inherent in the Office of the Director of Diversity;
15. To keep a journal of work done throughout the year, which shall be submitted and compiled into the "Annual Report of the GCSA;"
16. To orient the Director of Diversity for the next academic year to the powers and responsibilities of the Office.

D. Powers and Responsibilities of the Director of Student Care

1. To advocate for the care of the Student Body in relation to emotional, psychological, and physical wellness, safety and security, harassment and assault, disabilities and accommodations, spiritual formation, and Title IX regulations;
2. To assist and advise the Vice President of Student Life;
3. To attend all Student Life Committee meetings, Forums, and other meetings as directed by the Vice President of Student Life;
4. To possess a working knowledge of the Constitution, Bylaws, and Guide to Procedures of the GCSA;
5. To act as the Vice President of Student Life *pro tempore* in the absence of the Vice President of Student Life, jointly with the Director of Diversity;
6. To participate in drafting resolutions which shall be submitted to the Executive Cabinet and to the Representatives to Forum;
7. To advocate for the adequate representation of students to faculty, staff, and the administration of the College;
8. To advocate, in coordination with the Student Life Committee, for appropriate sensitivity and care throughout campus;

9. To advocate, in coordination with the Student Life Committee, for appropriate handling of sensitive student situations within College procedures;
10. To provide recommendations to the Vice President of Student Life and the Student Government as necessary and appropriate;
11. To perform all official duties and protocols inherent in the Office of the Director of Student Care;
12. To keep a journal of work done throughout the year, which shall be submitted and compiled into the “Annual Report of the GCSA;”
13. To orient the Director of Student Care for the next academic year to the powers and responsibilities of the Office.

F. Powers and Responsibilities of the Director of Social Media

1. To direct and be responsible for all actions and activities of the GCSA website, students.gordon.edu and general technology needs;
2. To manage all GCSA social media platforms, performing the following duties inherent to this responsibility:
 - a. Plan and schedule regular posts pertaining to the activities of the GCSA;
 - b. Attending events of the GCSA and its member organizations in order to take and acquire photos;
 - c. Communicate with the GCSA and its member organizations about advertising through GCSA social media;
 - d. Seek wider audience engagement with the GCSA social media presence;
3. To assist and advise the Vice President of Communication;
4. To attend all Communications Committee meetings and other meetings as directed by the Vice President of Communication;
5. To possess a working knowledge of the Constitution, Bylaws, and Guide to Procedures of the GCSA;
6. To work with the Vice President of Communication in management of:
 - a. Email, Google Drive, Sharepoint, Slack, GCSA Server maintenance, questions, or information
 - b. Audio/video editing and development
 - c. Website and programming requests
 - d. Media/event setup requests
7. To be a resource to Chartered Student Organizations as requested and deemed appropriate by the Executive President, Executive Vice President, or the Vice President of Communication;
8. To recommend and assist with the implementation of technology that helps GCSA run more efficiently;
9. To perform all official duties and protocols inherent in the Office of the Director of Social Media;
10. To keep a journal and portfolio of work done throughout the year, which shall be submitted and compiled into the “Annual Report of the GCSA”;
11. To orient the Director of Social Media for the next academic year to the powers and responsibilities of the Office.

IV. Executive Council

A. Purpose

The purpose of the Executive Council is to facilitate the major bodies of the Gordon College Student Association, including Councils, Agencies, Publications, and the Student Government.

B. Councils

1. Purpose

To enhance student life as permanent Chartered Student Organizations which focus on an essential aspect of the mission of the GCSA.

2. Council Director Selection Process

Director positions for the various councils shall be chosen by an application process, open to the entire Student Body, wherein the Executive Vice President shall work in cooperation with the presiding director of each council to choose an applicant to succeed that position. Once chosen, each nominee must be presented to the Representatives to Forum for approval by a simple majority vote. If rejected, the Executive Vice President and presiding council director must reexamine the applicants and make another recommendation. The aforementioned application process shall be formatted in a manner to be agreed upon by both the Executive Vice President and the presiding director of each respective council.

3. Advocates for Sustainable Future (ASF)

a. Purpose

- 1) To promote awareness of God's mandate for creation care and the importance of collective stewardship in order to reverse the effects of environmental degradation and support a sustainable future;
- 2) To provide resources on sustainable living and responsible lifestyle choices to the greater campus community (students, faculty, staff, alumni) thereby encouraging conscientious choices concerning daily behavior and use of resources;
- 3) To promote environmental awareness and dialogue within the campus community through education and outreach events;
- 4) To expose environmental degradation as a social justice issue and provide solutions and outlets for action;
- 5) To work alongside area churches and community members to foster cooperation in local creation care efforts with a vision of effecting change in the national and international community;
- 6) To collaborate with the administration, physical plant, existing student organizations, and academic departments to promote and maintain a distinctly Biblical stewardship ethic in the future vision and development of the College.

b. Membership

The Advocates for a Sustainable Future shall be constituted by the Director of the Advocates for a Sustainable Future, the Assistant Director of the Advocates for a Sustainable Future, and an undefined number of student members.

c. Powers and Responsibilities of the Director of the Advocates for a Sustainable Future

- 1) To direct and be responsible for all actions and activities of the Council;
- 2) To call and preside over all meetings of the Advocates for a Sustainable Future;

- 3) To attend all meetings of the Executive Council; and to report on the activities of the Advocates for a Sustainable Future at every Executive Council meeting, or as requested by the Executive Vice President;
 - 4) To fill vacant positions on the Council in consultation with the Advisor;
 - 5) To coordinate activities with the other member organizations of the Executive Council;
 - 6) To be a resource for questions and concerns pertaining to environmental stewardship and sustainability to other Chartered Student Organizations as requested and deemed appropriate by the Executive President and Executive Vice President;
 - 7) To participate in drafting resolutions which shall be submitted to the Representatives to Forum;
 - 8) To evaluate the efficiency and effectiveness of the Council structure; and to make recommendations for improvement to the Representatives to Forum;
 - 9) To perform all official duties and protocol inherent in the Office of the Director of the Advocates for a Sustainable Future;
 - 10) To keep a journal of work done throughout the year, which shall be submitted and compiled into the "Annual Report of the GCSA;"
 - 11) To orient the Director for the next academic year to the powers and responsibilities of the Office.
- d. Powers and Responsibilities of the Assistant Director(s) of the Advocates for a Sustainable Future
- 1) To be the primary assistant and advisor to the Director;
 - 2) To attend all meetings of the Advocates for a Sustainable Future;
 - 3) To act as Director pro tempore in the absence of the Director;
 - 4) To act as secretary for the Advocates for a Sustainable Future;
 - 5) To act as treasurer for the Advocates for a Sustainable Future;
 - 6) To orient the Assistant Director for the next academic year to the powers and responsibilities of the Office.
- e. Powers and Responsibilities of the Advisor to the Advocates for a Sustainable Future
- 1) To advise the Director and other members of the Advocates for a Sustainable Future;
 - 2) To regularly attend meetings of the Advocates for a Sustainable Future and/or meetings with its student leadership;
 - 3) To be a liaison between the Advocates for a Sustainable Future and the Student Life Office;
 - 4) To work closely with all members of the Advocates for a Sustainable Future on such matters as policy decisions, significant financial decisions, and intra-staff relations;
 - 5) To develop the leadership skills of the members of the Advocates for a Sustainable Future via personal counseling, workshops, and other effective means;

- 6) To orient the Advisor for the next academic year to the powers and responsibilities of the Office.

6. Social Justice Initiative (SJI)

a. Purpose

- 1) To promote awareness of God's mandate for social justice as exemplified in Micah 6 and summarized in verse eight: "He has shown you, O mortal, what is good. And what does the Lord require of you? To act justly and to love mercy and to walk humbly with your God;"
- 2) To educate our peers and colleagues on the importance of social justice and raise awareness about the injustices of the world;
- 3) To provide a platform for dialogue on campus about issues of injustice;
- 4) To alert the campus community to specific ways in which they may address problems of social justice by living justly with a heart of mercy and humility while at the College;
- 5) To inspire students to make a long-term difference using their skills, abilities, and interests, in their respective fields over the course of their lives;
- 6) To coordinate the healthy functioning of clubs within the Social Justice Initiative.
- 7) To organize an annual Human Rights Week in the spring to address specific issues of injustice, including but not limited to:
 - i. Inviting individuals who are active in relevant areas of social justice to speak on campus, providing students with the opportunity to hear from and interact with individuals who are doing practical justice in the areas in which they are passionate;
 - ii. Incorporating ways in which social justice issues affect every academic field;
 - iii. Creating intentional spaces for informed dialogue about the issues presented;
 - iv. To present Christian understandings of and approaches to issues of injustice.

b. Membership

The leadership of the Social Justice Initiative shall be constituted by the Director of the Social Justice Initiative, the Assistant Director of the Social Justice Initiative, a Treasurer, a Secretary, and an undefined number of student members.

c. Powers and Responsibilities of the Director of the Social Justice Initiative

- 1) To direct and be responsible for all actions and activities of the Council;
- 2) To call and preside over all meetings of the Social Justice Initiative;
- 3) To attend all meetings of the Executive Council; and to report on the activities of the Social Justice Initiative at every Executive Council meeting, or as requested by the Executive Vice President;
- 4) To fill vacant positions on the Council in consultation with the Advisor;
- 5) To coordinate activities with the other member organizations of the Executive Council;

- 6) To be a resource for questions and concerns pertaining to social justice to other Chartered Student Organizations as requested and deemed appropriate by the Executive Vice President;
 - 7) To participate in the drafting of resolutions which shall be submitted to the Representatives to Forum;
 - 8) To evaluate the efficiency and effectiveness of the Council structure, and to make recommendations for improvement to the Representatives to Forum and Executive Cabinet;
 - 9) To perform all official duties and protocol inherent in the Office of the Director of the Social Justice Initiative;
 - 10) To keep a journal of work done throughout the year, which shall be submitted and compiled into the "Annual Report of the GCSA";
 - 11) To orient the Director for the next academic year to the powers and responsibilities of the Office.
- d. Powers and Responsibilities of the Assistant Director of the Social Justice Initiative
- 1) To be the primary assistant and advisor to the Director;
 - 2) To attend all meetings of the Social Justice Initiative;
 - 3) To act as Director pro tempore in the absence of the Director;
 - 4) To participate in drafting resolutions which shall be submitted to the Representatives to Forum;
 - 5) To orient the Assistant Director for the next academic year to the powers and responsibilities of the Office.
- e. Powers and Responsibilities of the Advisor to the Social Justice Initiative
- 1) To advise the Director and other members of the Social Justice Initiative;
 - 2) To regularly attend meetings of the Social Justice Initiative and/or meetings with its student leadership;
 - 3) To be a liaison between the Social Justice Initiative and the Office of Student Life;
 - 4) To work closely with all members of the Social Justice Initiative on such matters as policy decisions, significant financial decisions, and intra-staff relations;
 - 5) To develop the leadership skills of the members of the Social Justice Initiative via personal counseling, workshops, and other effective means;
 - 6) To orient the Advisor for the next academic year to the powers and responsibilities of the Office.
7. Student Venues Council (SVC)
- a. Purpose
- 1) To create environments for students to socialize, study, and cultivate community, by establishing, maintaining and staffing campus venues, and by voluntarily serving the Student Body via setting the mood for events held in student venues and taking part in the management of these events;
 - 2) To specifically work with the Student Body, the Student Government, the Campus Events Council, and Dining Services.
- b. Powers and Responsibilities of the Director of the Student Venues Council
- 1) To direct and be responsible for all actions and activities of the Council;
 - 2) To call and preside over all meetings of the Student Venues Council;

- 3) To attend all meetings of the Executive Council; and to report on the activities of the Student Venues Council at every Executive Council meeting, or as requested by the Executive Vice President;
 - 4) To fill vacant positions on the Council in consultation with the Advisor;
 - 5) To coordinate activities with the other member organizations of the Executive Council;
 - 6) To meet weekly with the Assistant Director of the Student Venues Council and the Director of Dining Services;
 - 7) To advocate for adequate space on behalf of students as guided by the Representatives to Forum;
 - 8) To actively contribute to the development or sustainment of a student union center;
 - 9) To hire and train staff members for venues with the help of the Assistant Directors;
 - 10) If the Assistant Director is unable to do so, the Director is to work as an emergency cover for any staff who are unable to work their shift;
 - 11) To hire and train an assistant manager for each venue run by students on campus;
 - 12) To maintain reservations and approval for on-campus groups using a student venue;
 - 13) To monitor upkeep of all furniture and electrical equipment, and to write Physical Plant work requests as needed;
 - 14) To maintain work schedules and event calendars for Council members;
 - 15) To participate in drafting resolutions which shall be submitted to the Representatives to Forum;
 - 16) To evaluate the efficiency and effectiveness of the Council structure; and to make recommendations for improvement to the Representatives to Forum;
 - 17) To perform all official duties and protocol inherent in the Office of the Director of the Student Venues Council;
 - 18) To keep a journal of work done throughout the year, which shall be submitted and compiled into the "Annual Report of the GCSA";
 - 19) To orient the Director for the next academic year to the powers and responsibilities of the Office.
- c. Powers and Responsibilities of the Assistant Director(s) of the Student Venues Council
- 1) To be the primary assistant and advisor to the Director of the Student Venues Council;
 - 2) To attend weekly meetings with the Director of the Student Venues Council and the Director of Dining Services;
 - 3) To act as Director pro tempore in the absence of the Director;
 - 4) To assist the Director in advocacy for adequate space on behalf of students as guided by the Representatives to Forum;
 - 5) To work at least one weekly shift in each staffed venue;
 - 6) To assist in leading the meetings of the Council;
 - 7) To assist in the training of the staff;
 - 8) To work as an emergency cover for any staff who are unable to work their shift;
 - 9) To manage the budget; specifically, to fill out payroll paperwork each pay period and submitting monthly budget statements to the Student Government Director of Business Management;
 - 10) To work closely with the Director and respond to any duties the Director assigns;
 - 11) To orient the Assistant Director for the next academic year to the powers and responsibilities of the Office.

- d. Powers and Responsibilities of the Advisor to the Student Venues Council
 - 1) To advise the Director and other members of the Student Venues Council;
 - 2) To regularly attend meetings of the Student Venues Council and/or meetings with its student leadership;
 - 3) To be a liaison between the Student Venues Council and the Office of Student Life;
 - 4) To work closely with all members of the Student Venues Council on such matters as policy decisions, significant financial decisions, and intra-staff relations;
 - 5) To develop the leadership skills of the members of the Student Venues Council via personal counseling and other effective means;
 - 6) To orient the Advisor for the next academic year to the powers and responsibilities of the Office.

8. Undergraduate Research Council (URC)

- a. Purpose

To promote student research by creating an atmosphere for academic growth and achievement, accomplished through scholarship to conferences, research endeavors and collaboration between the faculty and students of the College.
- b. Structure
 - 1) The Vice President of Academic Affairs shall act as a student Advisor to the Council;
 - 2) The Director shall appoint an Assistant Director with the approval of the Executive Cabinet;
 - 3) The Undergraduate Research Grant Committee (URGC) shall be a branch of the Undergraduate Research Council;
 - 4) The Vice President of Academic Affairs shall be asked to sign all grant applications of the Undergraduate Research Grant Committee as final approval before the distribution of awarded funds.
- c. Powers and Responsibilities of the Director of the Undergraduate Research Council
 - 1) To direct and be responsible for all actions and activities of the Undergraduate Research Council;
 - 2) To call and preside over all meetings of the Undergraduate Research Council;
 - 3) To attend all meetings of the Executive Council, and to report on the activities of the Undergraduate Research Council at every Executive Council meeting, or as requested by the Executive Vice President;
 - 4) To fill vacant positions on the Council in consultation with the Advisor and the Assistant Director;
 - 5) To coordinate activities with the other member organizations of the Executive Council;
 - 6) To create or modify subcommittees for particular initiatives as they deem fit, with the advice of the Assistant Director and the Vice President of Academic Affairs;
 - 7) To participate in drafting resolutions which shall be submitted to the Representatives to Forum;
 - 8) To evaluate the efficiency and effectiveness of the Council structure; and to make recommendations for improvement to the Representatives to Forum;
 - 9) To perform all official duties and protocol inherent in the Office of the Director of the Undergraduate Research Council;
 - 10) To keep a journal of work done throughout the year, which shall be submitted and compiled into the "Annual Report of the GCSA";
 - 11) To orient the Director for the next academic year to the powers and responsibilities of the Office.

- d. Powers and Responsibilities of the Assistant Director of the Undergraduate Research Council
 - 1) To be the primary assistant and advisor to the Director of the Undergraduate Research Council;
 - 2) To attend all meetings of the Undergraduate Research Council;
 - 3) To act as Director pro tempore in the absence of the Director;
 - 4) To be the supervisor of the Undergraduate Research Council budget;
 - 5) To orient the Assistant Director for the next academic year to the powers and responsibilities of the Office.
- e. Powers and Responsibilities of the Advisor to the Undergraduate Research Council
 - 1) To advise the Director and other members of the Undergraduate Research Council;
 - 2) To regularly attend meetings of the Undergraduate Research Council and/or meetings with its student leadership;
 - 3) To be a liaison between the Undergraduate Research Council and the Office of Student Life;
 - 4) To work closely with all members of the Undergraduate Research Council on such matters as policy decisions, significant financial decisions, and intra-staff relations;
 - 5) To develop the leadership skills of the members of the Undergraduate Research Council via personal counseling, workshops, and other effective means;
 - 6) To orient the Advisor for the next academic year to the powers and responsibilities of the Office.

C. Publications

1. Purpose

To enhance student life by producing print media for distribution to the College community.

2. Editor-in-Chief Selection

Editor-in-Chief positions for the various publications, with the exception of *If I Told You*, shall be chosen by an application process, open to the entire Student Body, wherein the Executive Vice President shall work in cooperation with the presiding Editor-in-Chief of each publication to choose an applicant to succeed that position. Once chosen, each nominee must be presented to the Representatives to Forum for approval by a simple majority vote. If rejected, the Executive Vice President and presiding Editor-in-Chief must reexamine the applicants and make another recommendation. The aforementioned application process shall be formatted in a manner to be agreed upon by both the Executive Vice President and the presiding Editor-in-Chief of each respective publication.

3. *If I Told You*

a. Purpose

To provide a space where students and alumni can share personal stories about topics that are typically difficult to openly discuss within the Church due to fear of shame or judgment, to combat a sense of isolation these individuals experience through stories and dialogue, and to assist the College community to thoughtfully and compassionately engage with these topics.

b. Publication

- 1) Written publication shall be released on different topics selected by the *If I Told You* staff. Topics shall not be repeated in consecutive years;
- 2) All publications shall be made available on the *If I Told You* website, in order to extend the reach and impact of these stories;
- 3) In the event that there are authors who feel comfortable sharing their stories, an Authors Panel shall be organized for such a purpose;

- 4) A forum of students, designated as the Students Panel, shall be organized for students who may not personally deal with a specific issue, but who may have thoughtfully considered such due to experience with others.
- c. Censorships
- 1) At the discretion of the *If I Told You* editing staff, limited censorship shall be permissible for publications. This censorship shall be limited to the removal or exclusion of the following:
 - i. Names of individuals or other sources of identification to ensure the protection of identity;
 - ii. Any excessively graphic content that may be deemed unnecessary to the message of the publication;
 - iii. The explicit stating of personal opinion that is not present alongside personal experience;
 - iv. Pieces which are considered slanderous or do not coincide with the mission of the *If I Told You*.
 - 2) The number of submissions published for each issue shall be regulated at the discretion of the editors.
 - i. Submitted content may not be censored for actions which contradict the Life and Conduct Statement, except in such instances where said content contradicts the guidelines set forth by the *If I Told You* bylaws;
 - ii. Members of the Office of Student Life staff and the Executive Cabinet shall be invited to dialogue on the content of each issue prior to publication.
- d. Disclaimers
- Each publication and event shall have a disclaimer, stating that the views expressed do not necessarily reflect the views of the College, the GCSA, or of the editing staff.
- e. Staff Responsibilities
- 1) There shall be an Editor-in-Chief, who shall be the senior editor of the publication who has final responsibility for all operations and policies;
 - 2) There shall be a Publication Designer, who shall be responsible for the aesthetic presentation of the publication;
 - 3) There shall be a Website Designer, who shall be responsible for the aesthetic presentation of the website;
 - 4) There shall be a Marketing/Distribution Director, who shall be responsible for all advertising and distribution of the publication;
 - 5) There shall be a team of multiple student Editors, who shall be responsible for reviewing submissions for proper grammar, structure, and content.
- f. Selection
- The aforementioned staff shall be selected by the Executive President and Executive Vice President in close consultation with the *If I Told You* Advisor and other members of the publication.
- g. Powers and Responsibilities of the *If I Told You* Advisor
- 1) To advise the Editor-in-Chief and other members of the *If I Told You* staff;
 - 2) To regularly attend meetings of *If I Told You* and/or meetings with its student leadership;
 - 3) To serve as a liaison between *If I Told You* and the Office of Student Life;
 - 4) To work closely with the Editor-in-Chief on such matters as policy decisions, staff and volunteer training and development, hiring, significant financial decisions, intra-staff relations, and other decisions;

- 5) To develop the leadership skills of the staff of *If I Told You* via personal counseling, workshops, and other effective means;
- 6) To defend the mission, authors, and staff of *If I Told You*, as well as the decisions made by the student editors;
- 7) To be in discussion with the editing staff on topics of censorship and content;
- 8) To hold the power to edit content of the *If I Told You* after consultation with the Editor-in-Chief;
- 9) To be chosen by the *If I Told You* staff;
- 10) To orient the Advisor for the next academic year to the powers and responsibilities of the Office.

4. *Idiom*

To offer an outlet for creative expression to the Student Body. To represent the quality work of Student Body in a bi-annual publication. To foster creativity and appreciation for the arts among the Student Body through open group meetings and the dissemination of publications throughout the College community.

5. *Tartan*

The *Tartan* exists as a student voice to serve the College community through the reporting of news and expression of opinion. The *Tartan* strives to report high-quality news with accuracy and integrity.

6. *Vox Populi*

To serve as a volunteer, student initiated and directed journal that upholds the standards of care in crafting and integrity of presentation expected from formal journals. It serves to strive to produce a dynamic publication that features the writing of students, faculty, and other writers who are relevant and challenging to the College community, and to serve that community in the development and distribution of their work. It serves to seek to create a window into the heart and head of the Student Body, exploring our human intellect, creativity, passion and activity through the lens of our shared faith in Jesus Christ. It seeks to publish these works to illuminate and inspire voices from all areas of the community and to unify them aesthetically and thematically issue by issue.

7. *Hypernikon*

a. Purpose

To capture the essence of a given Gordon College school year in the form of an annual publication. The *Hypernikon* strives to accurately represent the broad spectrum of the past year's student life, academics, and athletics through a wide selection of student-submitted and staff-edited quotes, pictures, and records.

b. Staff Responsibilities

- 1) There shall be an Editor-in-Chief, who shall be the senior editor of the publication who has final responsibility for all operations and policies and shall be responsible for the aesthetic presentation of the publication, including that of the customization process through the designated yearbook editing software;
- 2) There shall be a Chief Content Manager, who shall be responsible for keeping and recording content for the publication in an orderly fashion;
- 3) There shall be Photographers, appointed at the Editor-in-Chief's discretion, who shall attend campus events in order to obtain photographic content for the publication and who shall present said content to the Chief Content Manager;
- 4) There shall be a Communication Manager, who shall be responsible for the contacting of all clubs, teams, organizations, and academic departments to ensure the awareness of the opportunity of being represented in the publication;

- 5) There shall be a Technology Manager, who shall be responsible for the contacting of the Center for Technology Services (CTS) and the responding to students regarding editing software and troubleshooting thereof;
 - 6) There shall be a Publicity Manager, who shall be responsible for the advertisement of the *Hypernikon*.
- c. Powers and Responsibilities of the *Hypernikon* Advisor
- 1) To advise the Editor-in-Chief and other members of the *Hypernikon* staff;
 - 2) To proof-read and confirm that the content is appropriate and consistent with Gordon College's standards for publications;
 - 3) To perform any other duties inherent to the office of an Advisor as stated in the Chartered Student Organization guidelines.

8. *Princemere*

- a. Purpose
- The *Princemere* Academic Journal is a collection of undergraduate work nominated by Gordon College faculty for its academic excellence and innovation. Through its annual publication, *Princemere* creates a forum for thoughtful dialogue and celebration of student scholarship. It seeks to publish work that faithfully and critically engages the ideas and questions of the College and the wider academic community.
- b. Powers and Responsibilities of the Editor-in-Chief of the *Princemere*
- 1) To serve as the head officer of the *Princemere* Academic Journal;
 - 2) To call and preside over all meetings of the Academic Journal;
 - 3) To oversee the submission, editing, publication, and promotion of the Academic Journal.
- c. Powers and Responsibilities of the Advisor to the *Princemere*
- 1) To advise the Editor-in-Chief and other members of the *Princemere* Staff;
 - 2) To serve as a liaison between the *Princemere* and the Administration of the College;
 - 3) To work closely with all members of the *Princemere* on such matters as policy decisions, significant financial decisions, and intra-staff relations;
 - 4) To perform any other duties inherent to the office of Advisor as stated in the Chartered Student Organization guidelines.

D. Agencies

1. Purpose

To enhance student life by providing sustainable services which the institution does not offer in a professional manner for the betterment of the College community.
2. Agency Director Selection Process

Director positions for the various agencies shall be chosen by an application process, open to the entire Student Body, wherein the Executive Vice President shall work in cooperation with the presiding director of each agency to choose an applicant to succeed that position. Once chosen, each nominee must be presented to the Representatives to Forum for approval by a simple majority vote. If rejected, the Executive Vice President and presiding council director must reexamine the applicants and make another recommendation. The aforementioned application process shall be formatted in a manner to be agreed upon by both the Executive Vice President and the presiding director of each respective agency.
3. Scot Radio
 - a. Purpose

To provide students and the greater College community with the opportunity to stay connected and engaged through the medium of online radio broadcasting.

- b. Powers and Responsibilities of the Director of Scot Radio
 - 1) To direct and be responsible for all actions and activities of the Agency;
 - 2) To call and preside over all meetings of Scot Radio;
 - 3) To attend all meetings of the Executive Council and to report on the activities of Scot Radio at every Executive Council meeting, or as requested by the Executive Vice President;
 - 4) To fill vacant positions on Scot Radio in consultation with the Advisor;
 - 5) To coordinate activities with the other member organizations of the Executive Council;
 - 6) To develop an accounting system for all Scot Radio expenditures and maintain records of all income, expenditures, financial forms, and account procedures;
 - 7) To participate in drafting resolutions which shall be submitted to the Representatives to Forum;
 - 8) To evaluate the efficiency and effectiveness of Scot Radio structure; and to make recommendations for improvement to the Representatives to Forum;
 - 9) To perform all official duties and protocol inherent to the Office of the Director of Scot Radio;
 - 10) To keep a journal of work done throughout the year, which shall be submitted and compiled into the “Annual Report of the GCSA”;
 - 11) To orient the Director for the next academic year to the powers and responsibilities of the Office.
- c. Powers and Responsibilities of the Associate Director of Marketing for Scot Radio
 - 1) To be the primary assistant and advisor to the Director;
 - 2) To attend all meetings of Scot Radio;
 - 3) To act as Director pro tempore in the absence of the Director;
 - 4) To be the point person for all content related questions and concerns;
 - 5) To evaluate the weekly show proposals submitted by Scot Radio show hosts;
 - 6) To organize sports broadcasting announcers and maintain a relationship with the Bennett Center broadcasters;
 - 7) To orient the Associate Director of Marketing for the next academic year to the powers and responsibilities of the Office.
- d. Powers and Responsibilities of the Advisor of Scot Radio
 - 1) To advise the Director and other members of Scot Radio;
 - 2) To regularly attend meetings of Scot Radio and/or meetings with its student leadership;
 - 3) To serve as a liaison between Scot Radio and the administration of the College;
 - 4) To work closely with the Director, Associate Director of Content, and Associate Director of Technology, on such matters as policy decisions, staff training and development, hiring, significant financial decisions, intra-staff relations, and other important decisions;
 - 5) To develop the leadership skills of the members of Scot Radio via personal counseling, workshops, and other effective means;
 - 6) To orient the Advisor for the next academic year to the powers and responsibilities of the Office.

4. The Student Design Agency

a. Purpose

To provide students with free design work by voluntarily serving the Student Body, promoting the education of designs as a visual and academic language, and providing opportunities for the Student Body to further develop their designing skills.

- b. Powers and Responsibilities of the Director of Design
 - 1) To direct and be responsible for all actions and activities of the Student Design Agency;
 - 2) To assist and advise the Vice President of Communication;
 - 3) To attend all Communications Committee meetings and other meetings as directed by the Vice President of Communication;
 - 4) To attend all meetings of the Executive Council and to report on the activities of the Student Design Agency at every Executive Council meeting, or as requested by the Executive President or Executive Vice President;
 - 5) To call and preside over all meetings of the Student Design Agency;
 - 6) To possess a working knowledge of the Constitution, Bylaws, and Guide to Procedures of the GCSA;
 - 7) To act as the Vice President of Communication pro tempore in the absence of the Vice President of Communication;
 - 8) To work with the Vice President of Communication by:
 - 1) assisting in forming the Student Government brand;
 - 2) regularly relaying input on the status of student design as a whole;
 - 3) assisting on special projects for the Student Government;
 - 4) relaying projects to the Student Design Agency at his or her own discretion;
 - 9) To be a resource for advertising and design strategies and policies to all Chartered Student Organizations as requested and deemed appropriate by the Executive President, Executive Vice President, or the Vice President of Communication;
 - 10) To fill vacant positions on the Student Design Agency in consultation with the Advisor;
 - 11) To evaluate the efficiency and effectiveness of the Student Design Agency structure, and to make recommendations for improvement to the Student Government;
 - 12) To perform all official duties and protocols inherent in the Office of the Director of Design;
 - 13) To keep a journal and portfolio of work done throughout the year, which shall be submitted and compiled into the “Annual Report of the GCSA”;
 - 14) To orient the Director of Design for the next academic year to the powers and responsibilities of the Office.
- c. Powers and Responsibilities of the Assistant Director of the Student Design Agency
 - 1) To be the primary assistant and advisor to the Director;
 - 2) To attend all meetings of the Student Design Agency;
 - 3) To act as Director pro tempore in the absence of the Director;
 - 4) To act as secretary and office manager for the Student Design Agency;
 - 5) To orient the Assistant Director for the next academic year to the powers and responsibilities of the Office.
- d. Powers and Responsibilities of the Advisor to the Student Design Agency
 - 1) To advise the Director and other members of the Student Design Agency;
 - 2) To regularly attend meetings of the Student Design Agency and/or meetings with its student leadership;
 - 3) To serve as a liaison between the Student Design Agency, the Office of Student Life, and the Design Center;

- 4) To work closely with the Director, Assistant Director, and Business Manager on such matters as policy decisions, staff training and development, hiring, significant financial decisions, intra-staff relations, and other important decisions;
 - 5) To develop the leadership skills of the members of the Student Design Agency via personal counseling, workshops, and other effective means;
 - 6) To orient the Advisor for the next academic year to the powers and responsibilities of the Office.
5. The Common Exchange
- a. Purpose

To provide a service to the Student Body by facilitating the exchange of used clothing and household appliances from individuals who no longer want the items to those who have a need of them.
 - b. Powers and Responsibilities of the Director of The Common Exchange
 - 1) To direct and be responsible for all actions and activities of the Agency;
 - 2) To call and preside over all meetings of The Common Exchange;
 - 3) To attend all meetings of the Executive Council and to report on the activities of The Common Exchange at every Executive Council meeting, or as requested by the Executive Vice President;
 - 4) To fill vacant positions on The Common Exchange in consultation with the Advisor;
 - 5) To call and preside over all meetings of The Common Exchange;
 - 6) To guide The Common Exchange in the logistics of day-to-day operations;
 - 7) To participate in drafting resolutions which shall be submitted to the Representatives to Forum;
 - 8) To evaluate the efficiency and effectiveness of The Common Exchange structure; and to make recommendations for improvement to the Representatives to Forum;
 - 9) To perform all official duties and protocol inherent to the Office of the Director of The Common Exchange;
 - 10) To keep a journal of work done throughout the year, which shall be submitted and compiled into the "Annual Report of the GCSA";
 - 11) To orient the Director for the next academic year to the powers and responsibilities of the Office.
 - c. Powers and Responsibilities of the Assistant Director to The Common Exchange
 - 1) To be the primary assistant and advisor to the Director;
 - 2) To attend all meetings of The Common Exchange;
 - 3) To act as Director pro tempore in the absence of the Director;
 - 4) To coordinate volunteers for The Common Exchange;
 - 5) To assume the responsibilities of the Director in the permanent absence, resignation, or impeachment of the Director;
 - 6) To orient the Assistant Director for the next academic year to the powers and responsibilities of the Office.
 - d. Powers and Responsibilities of The Common Exchange Advisor
 - 1) To advise the Director and other members of The Common Exchange;
 - 2) To regularly attend meetings of The Common Exchange and/or meetings with its student leadership;
 - 3) To serve as a liaison between The Common Exchange and the Office of Student Life;

- 4) To work closely with the Director and Assistant Director on such matters as policy decisions, staff and volunteer training and development, hiring, significant financial decisions, intra-staff relations, and other decisions;
- 5) To develop the leadership skills of the members of The Common Exchange via personal counseling, workshops, and other effective means;
- 6) To orient the Advisor for the next academic year to the powers and responsibilities of the Office.

V. Student Government Committees

A. Financial Affairs Committee

1. Purpose

The Financial Affairs Committee shall convene in order to draft budgets for the GCSA and to evaluate the financial stewardship of Chartered Student Organizations.

2. Membership

The Financial Affairs Committee shall be constituted by the Vice President of Finance, the Director of Business Management, a minimum of two Representatives to Forum, and other student representatives.

3. Structure

The Vice President of Finance shall be the Chair of the Financial Affairs Committee. A Financial Affairs Committee Assistant Vice President and a Financial Affairs Committee Secretary may be established at the discretion of the Chair.

4. Powers and Responsibilities of the Financial Affairs Committee

- a. To meet as directed by the Vice President of Finance;
- b. To draft the GCSA budget, including appropriations to Chartered Student Organizations seeking funding from the GCSA, and to submit drafts of the budget at Forum and to respective organizations for debate and approval;
- c. To evaluate the financial needs of Chartered Student Organizations throughout the year and to propose adjustments;
- d. To call on a leader of any Chartered Student Organizations to report or to give opinions regarding financial matters of their respective organization or council;
- e. To work alongside the Vice President of Club Development to call the Representatives to Forum to repeal the charter of a Chartered Student Organization which holds Inactive or Poor Status for at least six months over the course of two consecutive years;
- f. To make proposals to improve the Financial Affairs Committee to the Representatives to Forum.

B. Communications Committee

1. Purpose

The Communications Committee shall convene in order to facilitate effective communication between the GCSA and the Student Body.

2. Membership

The Communications Committee shall be constituted by the Vice President of Communication, the Director of Design, a minimum of two Representatives to Forum, and other student representatives.

3. Structure

The Vice President of Communication shall be the Chair of the Communications Committee. A Communications Committee Assistant Vice President and a Communications Committee Secretary may be established at the discretion of the Chair.

4. The Powers and Responsibilities of the Communications Committee

- a. To meet as directed by the Vice President of Communication;
- b. To be responsible for the publications of any GCSA newsletters, social media posts, and website developments;
- c. To provide communication services and advice to members of the Student Government upon request;
- d. To provide communication advice to all Chartered Student Organizations and Executive Council members at the discretion of the Vice President of Communication;
- e. To propose initiatives, which shall better facilitate communication between the Student Government and the Student Body;
- f. To make proposals to improve the Communications Committee to the Representative to Forum.

C. Academic Affairs Committee

1. Purpose

The Academic Affairs Committee shall convene in order to advocate for the best possible academic experience of the Student Body; to evaluate the academic and advising programs of the College; to oversee all academically oriented Chartered Student Organization; to work with the Academic Deans and the College Academic Programs Committee to actively promote programs and policies that will positively affect the academic environment of the College and student academic experience.

2. Membership

The Academic Affairs Committee shall be constituted by the Vice President of Academic Affairs, the Academic Affairs Committee Assistant Vice President, a minimum of two Representatives to Forum, a representative from the Undergraduate Research Council, a representative from the Princemere, and other student representatives.

3. Structure

- a. The Vice President of Academic Affairs shall be the Chair of the Academic Affairs Committee. An Academic Affairs Committee Assistant Vice President and an Academic Affairs Committee Secretary may be established at the discretion of the Vice President.
- b. The Academic Affairs Committee Assistant Vice President shall be appointed by the Vice President of Academic Affairs with the approval of the Executive Cabinet. The powers and responsibilities of the Assistant Vice President are as follows:
 - i. To act as treasurer for the Academic Affairs Committee;
 - ii. To be the primary assistant to the Vice President of Academic Affairs;
 - iii. To attend all meetings of the Academic Affairs Committee;
 - iv. To act as Vice President pro tempore in the absence of the Vice President of Academic Affairs.

4. Powers and Responsibilities of the Academic Affairs Committee

- a. To meet as directed by the Vice President of Academic Affairs;
- b. To actively seek to improve the academic experience of the Student Body by gathering student opinions;
- c. To represent and advocate for the improvements to the academic experiences of the Student Body;
- d. To consider the reports of the student representatives on College, faculty, and staff committees of an academic nature including but not limited to: Core Committee, First Year Experience Committee, Global Education Committee, etc;

- e. To consider the reports of Undergraduate Research Council and Princemere as necessary and called for by the Vice President of Academic Affairs;
 - f. To evaluate the effectiveness of College policies, programs, and opportunities of an academic nature;
 - g. To submit summaries of student input and compile recommendations at the discretion of the Academic Affairs Committee to be submitted to the Office of the Provost, or other appropriate faculty offices as needed;
 - h. To make proposals to improve the Academic Affairs Committee to the Representatives to Forum.
5. Powers and Responsibilities of the Academic Affairs Committee Advisor
- a. To act as liaison to Administration to the College;
 - b. To advise the Vice President of Academic Affairs and other members of the Academic Affairs Committee;
 - c. To work closely with the Vice President of Academic Affairs and the Assistant Vice President on such matters as policy decisions, faculty training and development, significant financial decisions, and interpersonal relations;
 - d. To develop the leadership skills of the members of the Academic Affairs Committee via personal counseling, workshops, and other effective means;
 - e. To attend Academic Affairs Committee-sponsored events when able and appropriate;
 - f. To orient the advisor for the next academic year to the powers and responsibilities of the Office.

D. Student Life Committee

1. Purpose
- The Student Life Committee shall convene in order to evaluate the student life programs of the College; to develop and implement student life programs for students; to collaborate with all student life oriented Chartered Student Organizations; to work with the College's Vice President of Student Life and the Office of Student Life to actively promote programs and policies that will positively affect the student life environment of the College.
2. Membership
- The Student Life Committee shall be constituted by the Vice President of Student Life, the Student Life Committee Assistant Vice President, the Director of Diversity, the Director of Student Care, a minimum of two Representatives to Forum, other student representatives, and the invited seats of Residence Life, Athletics, Career Services and other campus areas as deemed appropriate by the Vice President of Student Life.
3. Structure
- The Vice President of Student Life shall be the Chair of the Student Life Committee. A Student Life Committee Assistant Vice President and a Student Life Committee Secretary may be established at the discretion of the Chair.
4. Powers and Responsibilities of the Student Life Committee
- a. To meet as directed by the Vice President of Student Life;
 - b. To actively seek to improve the experience of the Student Body related to student life issues;
 - c. To serve as a catalyst by articulating specific student concerns to appropriate departments of the College;
 - d. To partner with Chartered Student Organizations and other departments of the College to address student life issues on an as needed basis;

- e. To represent and advocate for the improvement of the student life experience on behalf of the Student Body;
- f. To evaluate the effectiveness of College policies, programs, and opportunities of a student life nature;
- g. To submit summaries of student input and compile recommendation to be submitted to the Office of Student Life or other appropriate College offices as needed;
- h. To make proposals to improve the Student Life Committee to the Representatives to Forum.

E. Club Development Committee

- 1. Purpose
The Club Development Committee shall convene in order to conduct the club charter process and evaluate club participation.
- 2. Membership
The Club Development Committee shall be constituted by the Vice President of Club Development, a member of the Financial Affairs Committee as directed by the Vice President of Financial Affairs, a minimum of one Representative to Forum, and other student representatives.
- 3. Structure
The Vice President of Club Development shall serve as the Chair of the Club Development Committee. A Club Development Committee Secretary may be established at the discretion of the Chair. Each member carries one vote.
- 4. Powers and Responsibilities of the Club Development Committee
 - a. To meet as directed by the Vice President of Club Development;
 - b. To evaluate the participation of Chartered Student Organizations;
 - c. To produce club charter certificates to be signed by the Executive President;
 - d. To call the Representative to Forum to appeal the charter of a Chartered Student Organization, which holds Inactive or Poor Status for at least six months over the course of two consecutive years;
 - e. To make proposals to improve the Club Development Committee to the Representatives to Forum.

F. Commencement Committee

- 1. Purpose
The Commencement Committee shall convene monthly in order to oversee the communication, planning, and execution of Commencement activities in coordination with the faculty, staff, and administration of the College.
- 2. Membership
The Commencement Committee shall be constituted by the Director of Commencement Activities, the Senior Class Representative, and other student representatives.
- 3. Structure
The Director of Commencement Activities shall be appointed by the Executive Cabinet and approved by the Representatives to Forum directly after the Spring Election of the Student Government, and shall serve as the Chair of the Commencement Committee. A Commencement Committee Secretary may be established at the discretion of the Chair. Each member carries one vote.
- 4. Powers and Responsibilities of the Commencement Committee
 - a. To meet as directed by the Director of Commencement Activities;

- b. To provide a channel of communication between the Senior Class, faculty, staff, and administration of the College and the Student Government in order to coordinate Senior Class concerns (e.g. Graduation speakers, Last Lecture, Senior Gift, etc.);
- c. To foster Senior Class spirit during the final year of college by organizing class events prior to and during Baccalaureate and Graduation;
- d. To meet with the Student Government Executive President as deemed necessary;
- e. To work with the College's Development Office;
- f. To keep a journal of work done throughout the year, which shall be compiled into the "Annual Report of the GCSA";
- g. To make proposals to improve the Commencement Committee to the Representatives to Forum.

G. Elections and Appointments Committee

1. Purpose

The Elections and Appointments Committee shall convene in order to organize the elections and appointments for all offices of the Student Government.

2. Membership

- a. Those running or applying for the Student Government positions are ineligible to be members of the Elections and Appointments Committee;
- b. The Spring Elections and Appointments Committee shall be chaired by the Executive Secretary of the GCSA, unless the Executive Secretary is running for office themselves, in which case the Spring Elections and Appointments Committee shall be chaired by the most senior (determined by credits completed at Gordon, then, if tied, by recommendation of the Forum) eligible members of the GCSA, excluding the President and Vice President, who shall be approved by a simple majority of the Representatives to Forum prior to the adjournment of the Fall semester;
- c. The Fall Elections and Appointments Committee shall be chaired by the Executive Secretary;
- d. The membership of the Elections and Appointments Committee shall be constituted by whomever the chair chooses to assist them, and must be approved by a simple majority of the Representatives to Forum at least one month prior to the date of the election;
- e. Should the Chair of the Elections and Appointments Committee decide to run or apply for a Student Government position, the next most senior eligible member of GCSA shall be appointed as chair and approved by a simple majority of the Representatives to Forum;
- f. Should an Elections and Appointments Committee member decide to run or apply for a Student Government position, the Executive President shall appoint another current Student Government member to take their spot. This shall be approved by simple majority of the Representatives to Forum;
- g. Should an Elections and Appointments Committee member have direct connection (e.g. sibling) with a candidate resulting in potential conflict of interest, that member should recuse his or herself from the Committee;
- h. Any other member of the Student Government not applying or running for a position may be added to the Elections and Appointments Committee by request of the Chair of the Elections and Appointments Committee and approval of the Executive President.

3. Powers and Responsibilities

- a. To meet as directed by the Chair;
- b. To report at Forum as deemed necessary, and when requested by the Executive President;

- c. To address and appropriately penalize infringements of the campaigning rules, the application procedures, and/or the Statement of Life and Conduct, in the following manner:
 - i. In the event that an infringement is discovered before the close of the election, the candidate(s) will receive a written warning of the violation from the Elections and Appointments Committee;
 - ii. In the event that further infringements by a previously warned candidate, or an egregious first-time infringement, are discovered by the Elections and Appointments Committee before the close of the election, the Committee shall determine if the candidate should be disqualified by a majority vote of the Elections and Appointments Committee;
 - iii. In the event that an infringement is discovered after the close of the election, the Chair of the Elections and Appointments Committee will report the substantiated infringement at the next Forum and the candidate(s) will receive a written notice of the violation from the Elections and Appointments Committee;
 - iv. In the event that an infringement is discovered after the close of the election and is deemed by the Elections and Appointments Committee to have unfairly influenced the result of the election, the Committee shall determine if the candidate should be disqualified by a majority vote of the Elections and Appointments Committee;
- d. To coordinate all elections and appointments for offices of the Student Government, including:
 - i. Setting and publishing the Elections calendar;
 - ii. The advertisement of vacancies;
 - iii. The distribution of nomination packets and other application materials;
 - iv. Collecting and reviewing all election materials;
 - v. Certifying that each candidate satisfies the qualifications for the respective office;
 - vi. Organizing the public event where speeches are to be given;
 - vii. Announcing election and appointment results;
 - viii. Handling infringements of application procedures.

H. Special Committees

- 1. Purpose

To address student concerns and work towards the improvement or maintenance of the effectiveness of the GCSA administration.
- 2. Procedures and Regulations for Establishing a Special Committee
 - a. The Executive President will submit a Special Committee Proposal to be approved by simple majority vote of the Representatives to Forum;
 - b. A Special Committee Proposal will include the appointment of a Committee Chair, a committee purpose, and a committee target date;
 - c. Approved Special Committees will exist from the date of their approval to their target date, at which point the Representatives to Forum can approve a target date extension by simple majority vote if necessary.

VI. Procedures and Regulations for Elections and Appointments

A. Qualifications for Candidacy

1. Candidates running for a position should meet and obtain the recommendation of the current position holder (if there is currently a student in the position).
2. Executive President and Executive Vice President
 - a. Have a minimum 2.85 GPA and maintain that standard during tenure of office;
 - b. Be a full-time, degree candidate at the time of nomination and during tenure of office;
 - c. Attend at least one meeting of the Forum prior to the election;
 - d. Run as a team-ticket; collect all signatures together from 10% of the student population.
3. Executive Secretary, Vice President of Academic Affairs, Vice President of Communication, Vice President of Finance, and Vice President of Student Life.
 - a. Have a minimum 2.85 GPA and maintain that standard during tenure of office;
 - b. Be a full-time, degree candidate at the time of nomination and during tenure of office;
 - c. Attend at least one meeting of the Forum prior to election.
4. Representative-at-Large
 - a. Have a minimum 2.50 GPA and maintain that standard during tenure of office;
 - b. Be a full-time, degree candidate at the time of nomination and during tenure of office;
 - c. Attend at least one meeting of the Forum prior to the election;
 - d. Collect signatures from 5% of the student population.
5. Class Representatives
 - a. Have a minimum 2.50 GPA. And maintain that standard during tenure of office;
 - b. Be a full-time, degree candidate at the time of nomination and during the tenure of office;
 - c. Attend at least one meeting of the Forum prior to the election;
 - d. Collect signatures from 10% of the respective class.
6. Student Government Directors
 - a. Have a minimum 2.75 GPA and maintain that standard during tenure of office;
 - b. Be a full-time, degree candidate at the time of nomination and during the tenure of office.
7. Council Directors
 - a. Have a minimum 2.75 GPA and maintain that standard during tenure of office;
 - b. Be a full-time, degree candidate at the time of nomination and during the tenure of office;
 - c. Attain the signature of a member of the faculty, administration, or staff who endorses the nomination and would be willing to serve as an Advisor to the respective Council.
8. Agency Directors
 - a. Scot Radio Agency Director, Associate Director of Content, and Associate Director of Technology
 - 1) Have a minimum 2.75 GPA and maintain that standard during tenure of office;
 - 2) Be a full-time, degree candidate at the time of nomination and during the tenure of office.
 - b. The Common Exchange Director
 - 1) Have a minimum 2.75 GPA and maintain that standard during tenure of office;
 - 2) Be a full-time, degree candidate at the time of nomination and during the tenure of office.
 - c. Student Design Agency Director and Assistant Director
 - 1) Have a minimum 2.75 GPA and maintain that standard during tenure of office;
 - 2) Be a full-time, degree candidate at the time of nomination and during the tenure of office;

- 3) Attain the signature of a member of the faculty, administration, or staff who endorses the nomination and would be willing to serve as an Advisor to the respective Council;
 - 4) Must be proficient and able to pass Adobe tests provided at the interview.
9. Editors-in-Chief
 - a. Have a minimum 2.75 GPA and maintain that standard during tenure of office;
 - b. Be a full-time, degree candidate at the time of nomination and during the tenure of office.
 10. Write-in Candidates

Unregistered candidates who receive one or more write-in votes in an election shall meet any and all requirements for candidacy outlined in the Bylaws before being declared winner of an election, and if elected, shall meet and maintain any and all requirements for the office they are elected to. Elections and Appointments Committee is authorized to verify candidate eligibility before declaring a winner.
 11. All GPA requirements must be confirmed by the Registrar at the beginning of the spring semester.
- B. Voting Procedures and Regulations
1. Elections shall be carried out by electronic ballot during a single day, after candidates have been approved by the Elections and Appointments Committee and been provided sufficient time to campaign.
 - a. Candidates' statements of purpose will be listed on the ballot and available to all students.
 - b. Candidates may, if they so choose, present speeches publically to the Student Body, under the supervision of the Elections and Appointments Committee.
 2. Names of candidates for Elections and Appointments Committee office shall appear alphabetically on the ballots.
 3. Run-off elections to break tie votes shall be held within 5 days of the original election.
 4. If the regular general Fall or Spring election fails to elect a simple majority of the open Representative positions or the entirety of Cabinet positions, the Elections and Appointments Committee will propose a Supplemental Election, in compliance with the procedures and regulations, which will take place no later than 30 days after the first election.
- C. Procedures and Regulations for Spring Elections and Appointments
1. Election
 - a. Nomination forms, applications for candidacy, job descriptions, election/appointment calendar, and election/appointment procedures and regulations shall be made available at least 14 days before the beginning of Spring Break.
 - b. Application materials will be made available and must be completed and returned within the deadline established by the Elections and Appointments Committee to allow sufficient time for the verification of candidates' qualifications.
 - c. The deadline for application will not be extended after the official election timeline has been set and publicized.
 - d. A candidate can only run for one elected office; those losing an election, however, may apply for an appointed office.
 - e. A candidate who has been disqualified by the Elections and Appointments Committee may appeal to the Executive President. If there is reasonable doubt about the basis of the declaration of disqualification, the Executive President may call a special meeting of the Forum to hear and vote on the case.

- f. Election shall be held no further into the Spring Semester than 20 days following the conclusion of Spring Break
 - g. Results of the election, including the official vote count, shall be posted within 24 hours of the close of the ballot box.
 - h. All Student Government-elect members should attend all meetings of the Forum for the remainder of the academic year.
 - i. If the legitimacy of the election is called into question, inquiring parties may present a formal complaint to the chair of the Elections and Appointments Committee to be reviewed by the Executive President and the Advisor to the Student Government.
2. Appointments
- a. Student Government and Council Directors shall be selected by the Executive President-elect with the advice of
 - 1) The Vice President-elect,
 - 2) The current Executive President and Executive Vice President,
 - 3) Current Council Director,
 - 4) And the current Advisor to the Council.
 - b. Selection of appointees shall be completed within 10 days of the election in order to allow ample time to prepare for the LEAD Conference. The Elections and Appointments Committee will post appointments in a timely manner.
3. Current officers must initiate meetings with their successors in order to orient them to their job.
4. The elected/appointed officers assume their positions on the day after Commencement.
- D. Procedures and Regulations for Fall Elections and Appointments
- 1. Advertisement for Freshman Class Representatives and other vacancies shall take place and nomination packets application materials shall be made available within the first two weeks of the academic year.
 - 2. Application materials will be made available and must be completed and returned within the deadline established by the Elections and Appointments Committee to allow sufficient time for the verification of candidates' qualifications.
 - 3. Elections and appointments shall be completed within the first five weeks of the year.
 - 4. The deadline for application will not be extended after the official election timeline has been set and publicized.
 - 5. A candidate who has been disqualified by the Elections and Appointments Committee may appeal to the Executive President. If there is reasonable doubt about the basis of the declaration of disqualification, the Executive President may call a special Forum to hear and vote on the case.
 - 6. The Election Convocation shall be held before the end of September.
 - 7. Results of the election, including the official vote count, shall be posted within 24 hours of the close of the ballot box.
 - 8. If the legitimacy of the election is called into question, inquiring parties may present a formal complaint to the chair of the Elections and Appointments Committee to be reviewed by the Executive President and the Advisor to the Student Government.
- E. Campaigns
- 1. The electorate for the Executive President, Executive Vice President, Executive Secretary, Vice President of Academic Affairs, Vice President of Communication, Vice President of Finance, Vice President of Student Life, and Representatives-at-Large is the entire Student Body,
 - 2. The electorate for Class Representatives is the respective class as designated by the Registrar.

3. Official candidates may campaign during the period designated in the Elections and Appointments Calendar.
 - a. Candidates may not begin campaigning until their application has been certified by the Elections and Appointments Committee Chair;
 - b. Candidates may not make appearances during Chapel services, campaign directly outside the Chapel immediately before or after the service, or disrupt the normal course of classes or the business of the College;
 - c. Candidates are not allowed in the voting area on the day of elections, however they are permitted to enter the voting area to exercise their own right to vote;
 - d. Candidates are not allowed to observe any other student practicing their right to vote, electronically or in the voting booth, and candidates may not coerce students to vote;
 - e. The students assisting in the voting area may not campaign for or promote candidates;
 - f. Any campaign posters must be approved by the Office of Student Life and emailed to the Chair of the Elections and Appointments Committee before they may be posted according to Student Handbook regulations and the Elections and Appointments Calendar;
 - g. Mailbox stuffing must be approved by the Director of Mail Services and follow established procedures;
 - h. E-mail mass-mailings are not permitted; candidates can submit announcements and text to Student News;
 - i. Students may use social media platforms to campaign only during the official campaign window designated by the Elections and Appointments Calendar;
 - j. Door-to-door campaigning in dormitories is allowed only during a building's visitation hours and/or outside of quiet hours;
 - k. Candidates must remove campaign advertisements from College property within 24 hours of the close of the ballot box;
 - l. The use of monetary incentives, in any form, for support of a candidate is prohibited;
 - m. Candidates are responsible for informing the students campaigning for them of these rules and shall be responsible for any infringements by those students;
 - n. Infringements of advertising or campaign rules will be addressed by the Elections and Appointments Committee unless otherwise specified;

VII. Chartered Student Organizations

A. Purpose

The Representatives to Forum shall grant charters to student organizations in order to integrate the organization into the larger network of the GCSA and to offer the organization official representation before the administration, faculty, staff, trustees, and outside interests of the College. GCSA Charters are used to institutionally legitimize and endorse groups that would otherwise not receive such recognition.

B. Qualifications for Charter

1. The stated or implicit purpose of the organization shall be consistent with the purpose of the GCSA, and shall not be in violation of the College's current policies.
2. The pledged participating membership of the organization must equal and be maintained at or above 1% of the student population.
3. A member of the faculty, administration, or staff shall pledge to be the Advisor to the organization.

C. Procedure

1. An organization may submit an application for Charter at any time during the academic year to the Vice President of Club Development who shall present applications for Charter at the next Forum. Once they have completed all of the required steps in the Charter proposal procedure (see GCSA procedures section), the potential organization will be required to attend Forum in order to answer any questions asked by the Representatives to Forum.
2. The Representatives to Forum may approve applications by a simple majority vote.
3. The Executive President shall present an official Charter to approved organizations at the following Forum.

D. Powers and Responsibilities of Chartered Student Organizations

1. To affirm the purpose of the GCSA by working to enhance the life of the campus community.
2. To be eligible for funding from the GCSA and while in Active Status.
3. To inform the Vice President of Club Development of any changes in the leadership of the organization, or in the change of Advisor, and to respond in a timely manner to emails and questions of the Vice President of Club Development.
4. To submit budget applications in a timely manner.
5. To be subject to financial accountability under the Financial Affairs Committee.
6. Chartered Student Organizations are entitled to:
 - a. Use of Gordon College facilities at the discretion of hosting departments and within the guidelines for facility spaces and other conditions.
 - b. Use of GCSA supplies and provisions including office supplies, telephone, named email accounts, photocopying, etc.
 - c. Opportunity to advertise the group at various promotional events in collaboration with GCSA and the Communications Committee.
 - d. Representation to the College Administration.
 - e. Access to the Gordon College Student Association Guidebook for reference and clarification, provided by the Vice President of Club Development.

E. Powers and Responsibilities of Advisors to Chartered Student Organizations

1. To serve to advise the organization and its members on matters of administration, finance, organizational development, and to assist in navigating through the traditions, policies, and procedures of the College; to possess a working knowledge of the College's policies; and to aid the organization in understanding and complying with these policies.
2. To provide assistance in understanding and navigating the College's mission, educational philosophy, faith position, organizational structure, policy, and procedure. Such assistance includes:
 - a. Providing assistance regarding purchases and the budget-review process.
 - b. Providing advice and direct involvement in issues related to club activity, student performance, or violations of College policy.
 - c. Providing assistance in College risk management for club projects and activities.
3. The following is required of a faculty advisor to a Chartered Student Organization:
 - a. To actively participate with student leadership and active members.
 - b. To have regular and meaningful contact with club leadership and in club planning which includes attendance at meetings involving the club leadership and the College Administration as well as routinely attending internal club leadership meetings.
 - c. To meet one-on-one with club leader(s) to offer advice and direction for their development as effective organizational leaders.

- d. To hand over any necessary duties to the Director of Student Activities in the event of a sabbatical
 - e. To orient any new Advisor to the Powers and Responsibilities of the Office.
4. Possible extensions of involvement relating to the role of a faculty advisor to a chartered organization include:
- a. Participation in club activities and projects; modeling living, leading, and learning.
 - b. Aiding in the promotion of the club and related projects and activities.
 - c. Connecting club leadership with external sources related to club mission and values.
 - d. Traveling with club leadership to conferences or other opportunities to extend learning.
 - e. Cultivating an expectation of learning and service in projects and activities of the club.
 - f. To orient oneself to the Gordon College Student Association Guidebook, provided by the Vice President of Club Development, as it relates to activities and requirements of Chartered Student Organizations.

F. Repeal of Charter

1. Upon the recommendation of the Vice President of Club Development the Representatives to Forum may vote to repeal the Charter of an organization that holds Inactive or Poor Status for six months over the course of two consecutive semesters.
2. Upon recommendation of the Club Development Committee the Representatives to Forum may vote to repeal or suspend the Charter of an organization which commits violations of the College Statement of Life and Conduct, behavior inconsistent with the stated purpose of the GCSA, misuse or abuse of privileges or funds granted in the Charter process, activities which pose an active risk or potential risk to individuals or the Gordon College community, or actions contrary to the laws of the Town of Wenham, County of Essex, Commonwealth of Massachusetts or the United States of America.
 - a. Action to suspend activities and fiscal privileges of a Chartered Student Organization may be taken immediately.
 - b. Action may be proposed by any Representative to Forum, or the Executive President.
 - c. A vote of 2/3 majority of the Representatives Forum is required for any action. At the conclusion of the session, members of the Executive Cabinet will proceed with the necessary steps to suspend the club's activities and freeze their financial account(s).
 - d. Members of a Chartered Student Organization may be forwarded to the Office of Student Life for possible judicial proceedings under the advice of the Dean of Students or his or her designee.
 - e. The Vice President of Finance is charged with making every effort to reclaim unused funds, and to recommend to the administration of the College possible actions for recovering lost funds due to the conduct of the Chartered Student Organization.
3. A Chartered Student Organization, and or its members, facing possible repeal or suspension of Charter is entitled to due process and may, along with the organization's Advisor, consult with the Dean of Students or his or her designee for advice and guidance.

G. Unchartered Organizations

1. Unchartered organizations who operate contrary to College policy are not permitted. Students and other participants conducting such activity are subject to disciplinary action upon referral to the VP of Student Life or his or her designee. Such groups may receive written warning from the Executive Cabinet of the GCSA, and a copy will be forwarded to the Dean of Students. Written notice may include an invitation to apply for GCSA charter.
2. Unchartered organizations may not use the name of Gordon College in their identity, nor any of the College's identity marks, or in any way represent themselves as a Gordon College entity.
3. Unchartered organizations and self-named clubs and groups may not be permitted to receive College support and services.

VIII. Evaluation on Chartered Student Organizations

A. Purpose

The Vice Presidents of Finance and Club Development, and their respective committees, shall evaluate the performance of Chartered Student Organizations throughout the year in order to ensure that the appropriated funds are used wisely, and that leaders are committed to their organization's stated purpose and serving it in a manner that enhances the life of the campus community.

B. Procedure

1. The Club Development Committee shall distribute evaluation forms to organizations prior to the end of the first semester. The Club Development Committee may also request updates and information (e.g. meeting times, minutes) throughout the year as they see fit.
2. Organizations must complete and return any evaluation forms to the Vice President of Club Development by the required due date.
3. The Club Development Committee shall meet with each chartered organization prior to the end of the first semester to evaluate their performance, financial expenditures, and provide additional support as needed to ensure for the success of all chartered student organizations.
4. The Club Development Committee shall report the results of their club evaluations to the Forum no later than the last Forum held in the Fall semester;

C. Evaluation

Chartered Student Organizations shall be evaluated according to their own bylaws and submissions, rated on the following scale, and worked with accordingly; any actions taken are to be implemented with remedial intent, that a chartered organization may be restored to Active status, resuming effective service of the Student Body as soon as possible:

1. Active Status: shall be held by an organization that submits reports on time, maintains good stewardship of its budget, adequate active enrollment, and shows evidence of benefiting the campus community.
2. Unsatisfactory Status: shall be held by an organization that fails to submit any information that is requested by the Club Development Committee, is negligent in its financial stewardship, or fails to keep an active enrollment, or acts inconsistently with the purpose of the GCSA. An organization that falls into Probationary Status shall immediately be notified by the Vice President of Club Development. The organization will regain Active Status upon reconciling the situation to the satisfaction of the Club Development Committee.
3. Probationary Status: shall be held by an organization that fails to submit any information that is requested by the Club Development Committee a consecutive time, neglects to reconcile its finances, or maintains inadequate active enrollment, or continues to act inconsistently with the purpose of the GCSA. The Vice President of Club Development shall notify the organization of its status and, with the approval of the Club Development Committee, Financial Affairs

Committee and Representatives to Forum, shall deduct 20% from its current budget. The organization shall regain Active Status upon reconciling the situation to the satisfaction of the Club Development Committee.

4. Inactive Status: shall be held by an organization that fails to submit any information that is requested by the Club Development Committee a third consecutive time, continues to neglect its financial responsibilities, persists in failing to maintain adequate active enrollment, or persists in acting contrary to the purpose of the GCSA. The Vice President of Club Development shall notify the organization of its status, and with the approval of the Financial Affairs Committee and Representatives to Forum, shall deduct 50% from the organization's current budget. The organization shall be placed on Probationary Status upon reconciling the situation, and shall be reinstated to Active Status upon continuance of good conduct.

IX. Appropriations, Regulations, and Principles

A. Annual Budget

1. The Financial Affairs Committee must initiate the budget creation process for the Annual Budget of the following academic year no later than the ninth week before the end of the academic year. Only Chartered Student Organizations are eligible to apply for funding.
2. The Financial Affairs Committee is to hold a meeting no later than the ninth week before the end of the academic year introducing the budget creation process to all Chartered Student Organizations. At this meeting, budget applications are to be distributed to all Chartered Student Organizations; allowing at least 14 days for the completion of applications. Leaders of all organizations are required to attend, but if they are unable to, they must send a representative in their place.
3. The Financial Affairs Committee receives and evaluates applications by deadlines set by the Vice President of Finance.
4. The Vice President of Finance consults the College's Vice President of Finance and Administration regarding the prospective GCSA Department Account for the following academic year.
5. The Financial Affairs Committee produces Budget Draft #1 and circulates copies of Draft #1 to the Executive Cabinet and to all organizations applying for a budget in the following academic year.
6. The Financial Affairs Committee gives each organization applying for a budget in the following academic year a seven-day grievance period in which they may examine Budget Draft #1 and submit a written appeal for a revision of the budget.
7. The Vice President of Finance consults the College Vice President of Finance and Administration for an update on the prospective GCSA Department Account.
8. The Financial Affairs Committee produces Budget Draft #2, incorporating each organization's budget drafts and appeals from all applying organizations and circulates copies of Draft #2 to the Executive Cabinet, to all applying organizations, and to the Representatives to Forum.
9. The Representatives to Forum shall consider Budget Draft #2 at the next Forum; representatives from applying organizations are encouraged to attend; the budget shall be debated and may be amended.
 - a. If the Representatives to Forum approve Draft #2, it becomes the Annual Budget for the following academic year, and will be published and circulated to all Chartered Student Organizations.
 - b. If the Representatives to Forum do not approve Draft #2, the Financial Affairs Committee produces Budget Draft #3 which shall be circulated to the Executive Cabinet, to all

applying organizations, and to the Representatives to Forum. Draft #3 shall be debated and may be amended at the next Forum.

- c. If the Representatives to Forum approve Draft #3, it becomes the Annual Budget for the following academic year, and will be published and circulated to all Chartered Student Organizations.
- d. If the Representatives to Forum do not approve Draft # 3, this process continues until a viable Annual Budget for the following academic year is approved.

10. Adjustments

- a. Any positive adjustments to the Gordon College Student Association Department Account after the Annual Budget has been approved shall be appropriated to the Executive Cabinet Account.
- b. Any negative adjustments to the Gordon College Student Association Department Account after the Annual Budget has been approved shall be reconciled by evenly deducting from all line-accounts the percentage difference between the actual Department Account and the approved Annual Budget.
- c. If, over the course of the academic year, an approved budget is not being properly disbursed, the Director of Business Management will then alert the Vice President of Finance, who has the authority to deny financial transactions of both Chartered Student Organizations and the Student Government as deemed appropriate, in accordance with the procedure outlined in Section VII of the bylaws: Evaluation of Chartered Organizations.
- d. The Executive President, the Executive Vice President, the Vice President of Finance, and the Advisor to the Student Government will determine how to disburse end of year leftover resources in accordance with the GCSA's guiding principles. Any remaining balance in the GCSA Department Account shall then be transferred to the College's General Account.

B. General Principles

1. Food should be used not as the main focus of any event, but as a complementary component of a specific event, or series of events. Therefore, food should not exceed 40% of any organization's budget.
2. Funds given by the Student Government are primarily to be used for student activities to enhance student life and only for capital expenditures in extenuating circumstances.
3. Appropriations of Student Government funds to chartered clubs should endeavor to provide opportunities to the student body as a whole. Thus, events which primarily serve to foster interdepartmental camaraderie should not receive funding from the student government.
4. Principles for the apportionment of funding for expensive business:
 - a. If a chartered club wishes to obtain funding for an event, trip, etc. in which the price-per-student exceeds the student activities fee price-per-semester (currently \$91), each participating student must either contribute the amount by which the student activities fee price-per-semester is exceeded **or** a minimum of 20% of the price-per student for the event. Whichever method incurs the lowest cost to the student will be utilized;
 - i. A limited number of scholarships may be awarded to provide for the additional expense incurred due to the principle stated above. This will be determined at the discretion of the representatives to forum;

- b. Chartered clubs are to be limited to one such 'expensive' event per semester, provided extenuating circumstances are not found to exist by the representatives to forum.

X. Disciplinary Action

A. Purpose

Disciplinary action should be taken against members of the GCSA not in order to condemn them, but rather to encourage fellow members to edify one another, to keep one another accountable, to help one another overcome difficulties, to enhance one another's leadership skills, and to develop a virtuous ethos.

B. Disciplinary Procedures

1. A member who notices a problem in the performance of another member shall endeavor to reconcile the situation on a private level;
2. Should the situation continue, or if the offense is flagrant, the Executive President shall intervene and endeavor to reconcile the situation;
3. Discipline may include peer counseling, professional counseling, deduction of leadership grant, and request of resignation;
4. Impeachment shall be the last resort in disciplinary actions.

C. Causes for Impeachment

1. Unexcused absence at 30% of meetings;
2. Consistent failure to uphold powers and responsibilities;
3. Inability to maintain reasonable academic performance;
4. Persistent hostility towards other members;
5. Violation of College policy or the Statement of Life and Conduct.

D. Impeachment Procedures

1. A member of the GCSA shall present a petition at Forum, including a detail of the indictment and the signatures of three members of the Student Government;
2. The member in question shall answer the charge;
3. The Representatives to Forum shall debate the issues;
4. A two-thirds majority shall be required to pass the impeachment and remove the member from office.

XI. Presidential Veto Power

A. Purpose

The Executive President shall have the power to veto any legislation approved by a simple majority of the Representatives to Forum or any action undertaken by a Committee or Chartered Student Organization that is deemed inconsistent with the purpose of the GCSA and principles and practices described in the Student Handbook and in other institutional policies, including the Statement of Life and Conduct.

B. Procedure

1. Within 48 hours of the Representative to Forums' approval or the Committee or Chartered Student Organization's undertaking, the Executive President must issue a typed explanation for the veto to each Representative to Forum and, if necessary, to each member of the respective organization;
2. The Representatives to Forum may override the veto by a two-thirds majority vote at the next scheduled Forum. The Executive Vice President shall preside over this vote.

XII. Establishment and Amendments to Bylaws

A. Organization

1. The Representatives to Forum shall be responsible for the establishment and amendment of the Bylaws;

2. The Executive Secretary shall be responsible for the upkeep of the Bylaws and preserving their accuracy from year to year;
3. Any Representative to Forum can propose changes to the Bylaws;
4. Anything placed within the Bylaws must be in agreement with the Constitution, the Student Handbook as well as other institutional policies, including the Statement of Life and Conduct;
5. Procedure and regulation as dictated in the Bylaws must be carried out, unless the Representatives to Forum deem it otherwise by a two-thirds majority vote of its members.

B. Amendment Procedure

1. A Representative to Forum or the Executive President must present a typed proposal for the amendment(s) to each Representative to Forum at a regularly scheduled Forum;
2. At the following Forum, the Representatives to Forum may approve the proposal by a two-thirds majority vote;
3. After approval by the Representatives to Forum, the ratified amendment(s) shall appear where appropriate within the text of the Bylaws for the following year, and Executive Secretary shall add the cited text of the original article along with the revised text of the article to an Appendix to the Bylaws, with a succinct explanation of the change, the date of the amendment's approval, and its initiator(s), and shall provide a printed copy for each Representative to Forum, the Advisor, the Executive Council, and shall publish the notification of the change to the Student Body within 48 hours;
4. Amended Bylaws become active and binding once printed for the Appendix and distributed.

GUIDE TO PROCEDURES

of the

Gordon College Student Association

EDITION 2016.01

I. Purpose, Personnel, and Departments

A. Purpose

The Guide to Procedures shall provide service to newly elected Representatives of the Forum and leaders of all GCSA chartered organizations who are initially unfamiliar with important policies and procedures. This section shall also provide service to students seeking information on general policies and procedures.

B. Guide to Appropriate Personnel

The following people should be used as resources in the following circumstances.

1. With concern to food, catering, and general affairs of the Lane Student Center, email either the Director of Auxiliary Services (currently Ron Hilton) or the Director of Dining Services (currently Jack Lawrence).
2. With concern to small or simple physical and structural changes to the Gordon College campus (i.e. bike racks), contact the Assistant Director of Physical Plant (currently Mark Stowell).
3. With concern to large or complex physical and structural changes to the Gordon College campus (i.e. building projects), contact Executive Vice President and Chief of Staff (currently Daniel Tymann).
4. With concern to any type of development initiative (i.e. receiving facts and figures on large projects) contact the Vice President of Finance and Administration (currently Michael Ahearn).
5. With concern to transportation, in regards to reserving a van for use, contact the Office of Student Life (CSD).
6. With concern to transportation, in regards to reservations for larger logistical concerns, contact the Assistant Director of Physical Plant (currently Mark Stowell).
7. With concern to transportation, in regards to faculty support, contact the Vice President of Finance and Administration (currently Michael Ahearn).
8. With concern to changes within the Bennett Center, contact the Director of Campus Recreation (currently Greg Scruton).
9. With concern to changes involving athletes and sports in particular, contact the Director of Athletics (currently Jonathan Tymann).

C. Guide to Appropriate Campus Departments

1. Dining and Food service provides nutritional, economical and interesting meals and snack to sustain the student body, faculty and staff.
 - a) Catering provides a high quality dining experience for participants in special campus programs and for guests from off campus. Catering must be used in some reserved spaces on Gordon's campus including any room in the Lane Student Center and reception rooms in the Ken Olsen Science Center.
2. Residence Life and Housing is located in CSD. It coordinates and oversees all activities related to both

on and off-campus housing at Gordon.

3. Recreation and Intramurals encompasses all unofficial athletic activity at Gordon. It is overseen by the Dean of Student Engagement (currently Nicholas Rowe) and functions in conjunction with the Athletics department.
4. Athletics encompasses all activities of the official sports at Gordon. Its locations include the Bennett Athletic Center, Brigham Athletic Complex, J. Tec White Field, the Softball field, and the Quad.
5. The Admissions Office is located in Frost Hall and coordinates all activities related to the admission of students to Gordon.
6. Physical Plant strives to keep up the facilities and grounds of Gordon and contains sub departments including Carpentry, Custodial, Electrical/ Mechanical, Grounds, and Vehicle Care. Its main offices are located in a building behind Jenks library.
7. Auxiliary Services manages student ID cards and student meal plans. Its office is located in the first floor of Lane Student Center.
8. The Development Office centers on the charitable giving of students, families, and friends of Gordon along with fundraising.
9. The Chapel Office is located on the third floor of the Chapel and is in charge of multiple branches including Gordon College Student Ministries (GCSM), mission trips, service learning, Companions for the Journey, IRON mentoring, and planning chapel and convocation activities. It is responsible for determining and administering Christian Life and Worship credit.
10. The Center for Educational Technologies serves as a support center for students and faculty in need of technical assistance. Its office is located on the second floor of Jenks library.
11. The Alumni and Parent Relations Office is located on the third floor of Emory and oversees the involvement of alumni and parents at Gordon. The Office is a resource for GCSA in projects related to senior activities.
12. The Controller's Office is located in the basement of Emory Hall and consists in part of payroll personnel and the cashier's office, which are located in the Student Financial Services office in Frost Hall.
13. The Design Center is responsible for designing materials used by students, staff, and faculty, with offices located on the top floor of the Physical Plant building.
14. Public Safety serves to ensure the safety of people on Gordon's campus through the emergency call-in system and the operations of the Gordon Police. It is also in charge of all car registrations and can be called to open doors to rooms reserved for the sake of GCSA events.

II. Committees

A. Campus and Faculty Committees

1. Standing committees
Existing or statutory committees, established or formatted to continue from year to year. They are built for routine and important processes for the organization and usually require appointment or assignment and regular attendance and activity.
2. Ad hoc committees
Latin for "for this [purpose]." These are usually special committees appointed or formed to take on a particular task or assignment, or can be used for self-appointing of a committee that may take on a task. They are not permanent committees in stature or usefulness and have looser conclusion goals and usually result in recommendations for action.
3. Select committees
A longer term project oriented committee with political or value weight with a special selected task or outcome goal; can have appointed or assigned members; usually has a fixed conclusion date or goal.

They can also be described as a "commission," like the Provost's Commission on the First-Year Experience.

B. Student Government Committees

1. Standing committees

Serve to carry out major Student Government functions on an annual basis, such as academic endeavors (AAC), finances (FAC), communication (CMC), elections (EAC), etc.

2. Ad hoc committees

Serve to carry out minor Student Government functions with temporary needs, such as student transportation and dining services concerns.

3. Appointments

Appointments to ad hoc committees are generally made by the President with the approval of the Forum, although a Forum motion may exercise the same action. Standing committees (AAC, FAC, CMC, and EAC) are chaired by the members of the Executive Cabinet. The Commencement Committee is chaired by the Director or Commencement Activities, who is appointed each year by the President-elect.

III. Meetings

A. Scheduling

1. Current lists of student leadership and advisors to GCSA organizations are maintained by the Vice President of Finance and the Executive Vice President and can be provided to anyone attempting to schedule a meeting.
2. Room reservations with on the Master Calendar or with the Student Venues Council are required for official meetings.

B. Agenda

Agendas are the outline for a meeting as determined by the chair, prior to the meeting time. They serve to provide direction, organization, and structure to meetings.

C. Minutes

1. Minutes function to record proceedings of meetings and serve as a reference for future GCSA leadership.
2. Basic elements of minutes include the time and location of a meeting, attendees, and what decisions are made.
3. Minutes should be recorded by the secretary of an organization and used in the reporting process to the Student Government.

D. Chair

The chair of a meeting is responsible for calling the meeting, setting the agenda, and running the meeting proceedings. This person is typically the Director, Editor-in-chief, or President of a GCSA organization.

IV. Executive Council

A. Councils

Established sub-organizations within the GCSA that facilitate major services to the student body, such as events for campus life (CEC), venues for student use (SVC), cultural awareness (ACD), environmental stewardship (ASF), and undergraduate research (URC).

B. Publications

Provide students with an outlet to express themselves in various ways. This includes the Vox Populi (opinion articles), the Idiom (written and visual artwork), If I Told You (anonymous pieces about personal struggles), the Princemere (Academic Journal), and the Tartan (Newspaper).

C. Agencies

Unique sub-organizations within the GCSA that carry out specific, task-oriented goals throughout the year.

They do not qualify as Councils because they are more specific in their nature and are generally smaller in budget and personnel. Current agencies include Scot Radio, the Student Design Agency (SDA), and the Common Exchange (TCE).

V. Clubs

A. Social clubs

Clubs that exist for the purpose of cultivating social relationships among the campus, community, or among other colleges.

B. Recreation clubs

Clubs that exist for the purpose of promoting and partaking in leisure and recreation activities, on or off campus.

C. Competitive clubs

Clubs that exist for the purpose of cultivating certain skills among their members in order to compete, either officially or unofficially with similar groups, on or off campus.

D. Academic clubs

Clubs that focus primarily on one area of academia; these clubs most often originate within an academic department.

E. Advocacy/Awareness clubs

Clubs that exist to increase campus awareness of a certain contemporary issue, most likely related to social justice.

VI. Communications and Intercollegiate Relations

A. Boston Intercollegiate Assembly (BIA)

BIA is an intercollegiate body that seeks to promote a forum of general dialogue and cooperation between various student governments in the Boston area. Each year, the Forum and Cabinet should collectively choose members to represent the GCSA

B. Boston Council of Undergraduate Student Presidents (BCUSP)

BCUSP is an intercollegiate body that seeks to provide a forum of general dialogue and cooperation between student government executives as they strive to run their respective student-led organizations.

Below is the BCUSP Constitution in its entirety:

1. Preamble

The Boston Council of Undergraduate Student Body Presidents has been formed to strengthen higher education and student growth and responsibility in learning. By convening, elected student body officers can learn from one another in how best to serve their student bodies and the undergraduate students of Boston area colleges as a whole. Working together helps the members exchange ideas on how positively impact our respective universities, and deepens a shared commitment to community among the upcoming generation of young people who hope to contribute to their world.

2. Name

The name of this Body shall be the "Boston Council of Undergraduate Student Presidents"; hereinafter it will be referred to as BCUSP.

3. Purpose

A. The purposes of the BCUSP shall be to:

- i. Represent students of colleges and universities in the greater Boston area;
- ii. Facilitate student body presidents and vice presidents in collaborating on projects helpful to the students of the greater Boston area.

B. The BCUSP does not exist to advance particular points of view, and will not take stances on contested matters or university affairs on behalf of any students; rather it exists

to provide mutual insight and encouragement for student body officers as they seek to serve their varied campuses.

4. Membership

The presidents and vice presidents of colleges and universities in the greater Boston area – and presidents-elect and vice presidents- elect are voting members of the BCUSP. Each institution may send two voting representatives. If so desired by the board, a secretary may also attend meetings, but is not a voting member.

5. Chair

BCUSP shall be co-chaired on a rotating basis by presidents of student governments of two institutions within the council. This provides sharing of responsibility and allows for effective partnership within the group. Chairs shall be nominated and elected by the council at the end of each academic year. The same institution cannot hold a chairship for more than two academic years.

6. Meetings

The official meetings of the BCUSP will occur at periodic intervals throughout the year, as decided upon by members of the council and facilitated by the Co-Chairs. There will be no fewer than four meetings in each school year, which may take place on the campus of any participating institution. The Co-Chairs shall notify all members of meetings two weeks prior to their taking place.

(This concludes the BCUSP Constitution.)

VII. Finance

A. Budget

1. Regular accounts
2. Agency/Reserve accounts

B. Accounting

C. Purchasing

1. Purchase orders are for physical orders of goods and are handled by the VP of Finance.
2. Gordon College does not reimburse sales tax. Tax-exempt forms for purchases (i.e. food) can be found at the following site: <https://go.gordon.edu/departments/business/forms.cfm> .

D. Reimbursement

1. Petty Cash Vouchers

To receive a Petty Cash Voucher for any Student Government expenditures,

2. Mileage on Personal Vehicles

In order to receive reimbursement for mileage on personal vehicles for GCSA trips, mileage must be documented by an online site such as MapQuest and presented to the Vice President of Finance. The reimbursement rate is 45 cents per mile.

E. Payroll

1. GCSA employees are paid semi-monthly, shortly after midnight on each pay day. The first pay period of the month begins on the first day of the month and runs through the 14th; the second pay period begins on the 15th and runs through the last day of the month. GCSA Council Directors and Assistant Directors get a Leadership Grant through intercampus mail.

2. Leadership Grants

For payment, bring appropriate forms to the Student Employment office, located in Emory Hall.

3. Leadership Grant

A. *The core value of the leadership grant is that students in high-level leadership positions within the GCSA should be compensated according to the responsibility endowed in their position.*

Further, the tier system...

- I. *serves as a marker of the level of responsibility accorded to a position in comparison to other positions;*
- II. *serves to impart a greater understanding of the level of responsibility associated with leadership positions in GCSA;*
- III. *serves to eliminate or diminish the need for student leaders to maintain employment outside of their leadership position so that they can be devoted to serving the student body.*

B. *The tier system is divided into 5 tiers, which are as follows:*

Tier 1: Executive President

Tier 2: Executive Vice President, VP's, CEC Director and Tartan Editor-in-Chief

Tier 3: Directors of Agencies and Councils (with exceptions)

Tier 4: Representatives to forum, CEC Assistant Director and Tartan Managing Editor

Tier 5: Assistant Directors (with exceptions)

4. Wage Stipend

Stipend awarded according to hours worked.

5. Hourly Wage

The amount of money earned per hour for a wage stipend.

VIII. Chapel and Convocation

A. Chapel

On Mondays and Wednesdays, chapel services include contemporary and traditional worship music and a message by a guest speaker or a member of Gordon's faculty.

B. Convocation

Usually on Fridays, Convocations are events where Gordon hosts speakers to discuss a variety of issues that are relevant to the student body and the Christian community. Special Convocations are often used to suit academic needs (i.e. Departmental Meetings) or even for GCSA events such as Election Convocations.

IX. Events

A. Event planning

1. Reserving a Room for Use

- a) In order to reserve any room for a specific purpose, is it necessary to contact the Executive Assistant to the Directory of Auxiliary Services (currently Jeremy DePace) in order to request the reservation.
- b) Following the approval of the reservation, it shall be necessary to make note of the room reservation on the Master Calendar. This can be done through the GO-Site, under the section "News and Events," subsection "Event Calendar," and via the link "Add Event."
- c) In the event that the reserved room remains locked at the time requested, the Gordon Police are the most efficient resource in quickly gaining access to the room.

2. Reserving Chester's or Gillies for an Event

In order to reserve Chester's or Gillies, one must contact the Director of the Student Venues Council (SVC) through email, clearly stating the purpose of the reservation and also providing a date for use, a specific time frame needed, and a projected number of guests.

- a) The decision in regards to such a request is at the discretion of the Director of the SVC.

3. Receiving Technical Support

When a student or faculty member needs technical support, contact the Center for Educational Technologies (CET), located on the first floor of Jenks.

4. Providing Christian Life and Worship Credit for an Event

- a) In order to offer students Christian Life and Worship Credit for an event on campus, an application must be completed.
 - 1) Such an application may be obtained from the center of Student Development (CSD), located on the second floor of the Lane Student Center.
 - 2) It is also possible to obtain such an application on the Go-Site (go.gordon.edu) through the Master Calendar. A link to the application is available on the web page where one might apply to have an event added to the Master Calendar.
- b) Applications for providing Christian Life and Worship Credit must be turned in to the Chapel Office, located on the third floor of the A.J. Gordon Chapel. Submissions may not be made electronically.
- c) If approved, the event for which Christian Life and Worship Credit may be received must be posted on the Master Calendar.

5. Paid Speakers

- a) Speakers can be paid by submitting a check request to the Controller's Office in Emory.
- b) W9 forms are also to be filled out and submitted to the Controller's Office. They can be located at the following site:
<https://go.gordon.edu/departments/business/forms.cfm> .

B. Forum activities

1. Training An informal meeting of the Forum for the purpose of providing helpful information and developing leadership skills within the Student Government.
2. Social events It may be advisable to occasionally meet in a social manner in order to promote good relationships that are based on more than Student Government interactions, as well as to de-stress after periods of vigorous work and planning.

C. Class activities

1. Class Meetings

Meetings run by Class Representatives that provide a venue for students in each class to voice their opinions and to be updated on Student Government activities.

- a) It is possible to offer Chapel Credit for Class Meetings by working with the Chapel Office and planning all Class Meetings for the same day. (There can be no discrimination based on class standing to offer credit; there must be equal opportunity for all.)

2. Class events Class events, which may be planned in part by Class Representatives, should be planned in cooperation with the Campus Events Council (CEC).

D. New Student Orientation

Orientation is an annual program that takes place at the end of August prior to the start of fall classes. It is organized by the Director of Orientation and Student Activities (currently Josh Wymore) along with an appointed group of Core Staff members. It is designed to orient First Year and Transfer students to life in college and life at Gordon specifically.

E. Club and Organization Fair

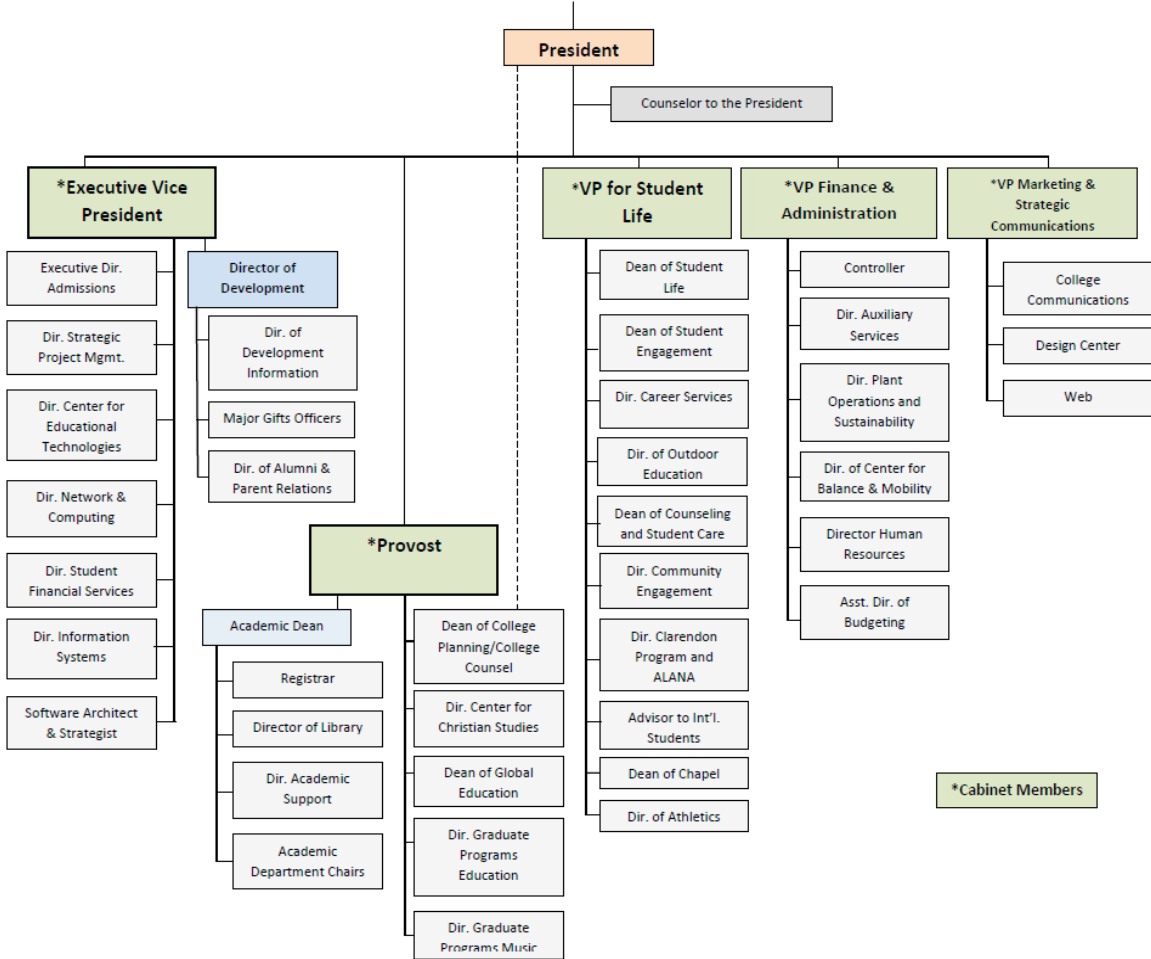
1. Scottie Faire Fair that takes place in the beginning of the fall semester for the purpose of exposing current students to all activities open to the student body. GCSA and its contingencies should each be present with its own station.
2. Spring fair Fairs hosted by the Admissions Office to expose accepted and perspective students to all of the activities available on campus. Upon collaboration with the Admissions Office, GCSA may be present with its own station.

Administration Structure



GORDON
COLLEGE

Board of Trustees



Simplified Organization Guild



GORDON
COLLEGE

Parliamentary Procedure: “Toward the Good Order of the University”

*Advice from Dr. John A. Cagle, Parliamentarian of the Academic Senate and
Professor of Communication at California State University, Fresno*

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Making Meetings Work

1. Effective meetings require planning in advance, both on the part of the person who chairs them and of the people who participate.
2. Do not have a meeting unless it is necessary.
3. Don't engage in political game playing or parliamentary maneuvering. Members must commit themselves to the group purpose.
4. Listen to what others at the meeting have to say.
5. Make sure you understand the reason for a meeting and do your homework in accordance with this understanding.
6. Actively engage in the discussion.
7. Recognize that five kinds of knowledge are all needed for a successful meeting participant:
 - Knowledge of the subject matter at hand
 - Knowledge of parliamentary rules of order
 - Knowledge of rhetoric-the power to persuade
 - Knowledge of problem solving and decision making
 - Knowledge of human social-emotional dynamics
8. Be sure the purpose of each meeting, and each item on the agenda, is clear to the members:
 - To share ideas and information only
 - To brief members before action
 - To generate new ideas
 - To make a decision
 - To make a recommendation
9. Be sensitive to the physical, informational, and social needs of others.
10. Suggest committee work when an issue is too big for the group or the group hasn't adequately considered the topic. Demand hard work and good reports from the committee.

Basic Principles

1. Parliamentary procedure exists to facilitate the transaction of business and to promote cooperation and harmony.
2. All members have equal rights, privileges, and obligations.
 - * The majority has the right to decide.
 - * The minority has rights which must be protected.
3. A quorum must be present for the group to act.
4. Full and free discussion of every motion considered is a basic right.
5. Only one question at a time can be considered at any given time.
6. Members have the right to know at all times what the immediately pending question is, and to have it restated before a vote is taken.
7. No member can speak until recognized by the chair.
8. No one can speak a second time on the same question as long as another wants to speak a first time.
9. The chair should be strictly impartial.

Handling a Motion

Three steps by which a motion is brought before the group:

1. A member makes a motion.
2. Another member seconds the motion.
3. The chair states the question on the motion.

Three steps in the consideration of a motion:

1. The members debate the motion (unless no member claims the floor for that purpose).
2. The chair puts the question to a vote.
 - A. The chair restates the question.
 - B. The chair takes the vote: "All in favor of the motion, say aye." ... "Those opposed, say no."
3. The chair announces the result of a vote. A complete announcement should include:
 - A. Report on the voting itself, stating which side prevailed (and giving the count if a count prevailed)
 - B. Declaration that the motion is adopted or lost.
 - C. Statement indicating the effect of the vote or ordering its execution.
 - D. Where applicable, announcement of the next item of business or stating the question of the next motion that consequently comes up for a vote.

Voting

Basic Methods of Voting:

Unanimous consent A vote by called by the chair which requires no response unless there is an objection; by consent of silence, the motion passes; used as a means to move motions and actions of the group along.

Voice vote A vote by voice is the regular method of voting on any question that does not require more than a majority vote for its adoption.

Show of hands As an alternative to the voice vote or as a way to verify an inconclusive result, members show their vote by raising their hand. A vote by show of hands should be limited to very small meetings.

Rising vote Used principally when a voice vote has produced an inconclusive result and as the normal method of voting on motions requiring a two-thirds vote, members indicate their vote by standing.

Other methods which may be ordered:

Ballot Voting by ballot is used when secrecy of the member's votes is desired. Voting by ballot is sometimes required in certain cases by the bylaws of an organization. Any vote relating to charges or proposed charges against a member or an officer should always be by ballot.

Roll call A roll call vote has the effect of placing on record how each member votes. It should not be used when members are not responsible to a constituency.

Bases for determining a voting result:

Majority vote The basic requirement for approval for action, except where a rule provides otherwise, is a majority vote. The term "majority" means "more than half," excluding blanks and abstentions, at a properly called meeting with a quorum.

Two-thirds vote Two-thirds vote means at least two-thirds of the votes cast, excluding blanks and abstentions, at a properly called meeting with a quorum.

Modifications

Majority of members present (or two-thirds of . . .)

Majority of entire membership (or two-thirds of . . .)

Rules Governing Debate

The term debate applies to the discussion on the merits of a pending question. [Note that less formal rules apply to boards and committees. Also, smaller groups may relax the formality of these rules.]

1. A member may not speak until recognized by the chair.
2. When no special rule relating to the length of speeches is adopted by the group, a member can speak no longer than ten minutes unless the consent of the group is obtained.
3. Rights in debate are not transferable. A member cannot yield an unexpired portion of his/her time to another member (the chair controls who speaks) or reserve any portion of time for later.
4. No member may be allowed to speak more than twice to the same question on the same day.
5. Proper decorum in debate must be observed:
Remarks must be germane to the question before the group.
 - Speakers should speak loudly and clearly.
 - Speakers should refrain from attacking another member's motives.
 - Remarks should be addressed through the chair.
 - Speakers should stand when speaking.
 - Thomas Jefferson's advice is still good: "No one is to disturb another in his speech by hissing, coughing, spitting, speaking or whispering to another, etc."
 - If any member objects, a speaker has no right to read from or to have the secretary read from any paper or book as part of his/her speech, without permission of the assembly.

Boards and Committees

The rules for small committee and board meetings are different from the rules which apply to large meetings of assemblies or plenary bodies. The GCSA Executive Cabinet or GCSA Council is a board of administrators/directors and probably its business is best transacted normally using the rules for boards. On the other hand, the GCSA Forum is a much larger body and operates normally under general plenary rules, as would many student organizations (such as fraternities and sororities) at meetings.

1. Members are not required to obtain the floor before making motions or speaking, which they can do while seated.
2. Motions need not be seconded.
3. There is no limit to the number of times a member can speak to a question, and motions to close or limit

debate generally are not allowed. [Note: In practice, even these motions are in fact usually allowed.

4. Informal discussion of a subject is permitted while no motion is pending.
5. The chair can speak in discussion, make motions, and usually votes on all questions.
6. Sometimes, when a proposal is perfectly clear to all present, a vote can be taken without a motion's having been introduced. Unless agreed by general consent, however, all proposed actions of a committee must be approved by vote under the same rules as an assembly.

Making Committees Work

A committee, as understood in parliamentary law, is a body of one or more persons, elected or appointed by an assembly to consider, investigate, or take action on certain matters or subjects, or to do all these.

To function effectively, a committee, and especially its chair, needs to have...

1. A list of committee members.
2. A copy of the motion or problem referred to the committee.
3. Special instructions to the committee, if any. These instructions should include a statement of exactly what the committee is expected to do, and whether the question is referred to it for discussion, study, hearings, investigations, recommendations, or action.
4. A statement of the powers and duties of the committee.
5. Copies of all papers or correspondence relating to the subject assigned to the committee.
6. Copies of any rules, policies, or decisions of the organization relating to the subject.
7. Information on the type of report desired and the date set for its presentation.

Reports from committees should minimally contain...

1. A statement of the charge to the committee
2. A statement of the methods employed by the committee in accomplishing its charge.
3. A summary of information gathered or work done.
4. A statement of conclusions or findings.
5. A specific recommendation, together with a rationale for that recommendation.
6. The names of the members on the committee.
7. An "Executive Summary" at the start of the report is helpful for long reports.

The Committee Report

By whom should the report be prepared? Usually a member of the committee (often the chair or a recorder, but it could be anyone) prepares a draft of the report. All members of the committee should be given opportunity to review and revise the draft before it is submitted. It is not the drafter's work product, but the product of the entire committee.

To whom should the report be made? In most cases the committee is addressed to the appointing or supervising authority. Occasionally, particularly at the direction of the authority, a report may go to other individuals or organizations.

What form should the report take? There is no universally mandatory form, but some principles help guide us. Reports should go forward with a written and an oral report; both should be planned carefully to be effective. Exactly what goes into each depends on a large number of factors: the audience, the nature of the problem and the solution, time available, how much information is needed by the higher authority for decision making, and so forth. The report should be prepared and organized to accomplish two ends: (1) to persuade the higher authority to adopt the report & its recommendations and (2) to facilitate the decision-making of the higher authority. A reports need not necessarily be long (being too long may discourage anyone from reading it), but needs to be long enough to competently and persuasively present the plan and justify it to the higher authority. Whatever format is decided upon, the report should meet high professional standards: typed, spell and grammar checked, etc.; a computer and printer makes this easier.

What content should the reports contain? The report should be written to have an impact on those who read it. After reading the content, the reader must be convinced the conditions the proposal seeks to remedy are serious enough to justify action, understand the details of the proposal and how it will remedy the problem conditions, and be assured that the proposal is practical, reasonable, and will bring no undesirable side outcomes. The reader must also believe the proposal is the best alternative. Although the content and organization of the content is flexible and should be adapted to each situation, several content elements are usually "necessary" to fulfill the functions of a report.

Executive Summary. Especially in longer reports, it is a good idea to have an Executive Summary in which the whole report (including purpose, problem, solution, rationale, and recommendations) is summarized in a few paragraphs, not to exceed one page in length. Explain the purposes of the report. Is it an interim or final report? Is it to outline factual findings, conclusions, or recommendations? Is it to summarize actions of the committee or does it propose a project or program in solution to a problem?

Preamble. A preamble or introduction contains boilerplate information (such as the name of the committee and the names of the members), a statement of the charge or mission given to the committee (making the organizational context of the report clear), and a review of the procedures used in the problem solving process.

Background. The report should give needed background on the nature of the problem indicating a need for a solution. Succinctly and objectively, the committee's factual findings and conclusions about the nature of the problem, its causes, its effects, and related matters should be presented. Appropriate documentation should be given. If there is a large amount of material as a result of the committee's work, often this material is best summarized briefly in the report with supporting documents placed in an appendix.

Proposed solution. The report should give a detailed presentation of the solution to the problem, including an implementation plan, organizational chart, and budget. An implementation plan can include such things as

1. **Goals and objectives.** Goals point to the qualitative ideals or values the solution supports; they inspire motive and enable unity of action. Objectives are the statement of particular activities which, if achieved, result in the accomplishment of the goals.
2. **Statement of personnel.** From goals and objectives, we derive particular tasks that can be done by particular individuals. Often an organization chart makes clear the various task roles and their interrelationships. Reports should make clear what people will be assigned to which tasks and task roles.
3. **Space, materials, and logistics.** The proposal must make clear what resources are needed, including facilities, communications, computers, telephone, mailing, etc.
4. **Finances and budget.** Linked to the above, the costs of the program (personnel, materials, mailing, gasoline, etc.) should be clearly and accurately projected. If possible, the plan should also indicate the source of funds.
5. **Time.** The report should project a timetable for the accomplishment of the various objectives and tasks to facilitate the operation of the plan. Who is to do what by when?
6. **Evaluation and impact.** Proposals are more likely to be approved if the higher authority has a clear idea of how to tell if the investment of time and money was worth it. Explain how to evaluate the success of the program. Specify who will be affected or inconvenienced by the new program.

Rationale. The report should make an argued defense of the proposed solution, generally including (1) how the plan will meet the need; (2) why the plan is desirable in light of relevant absolute and/or relative criteria; and (3) why the plan has advantages and fewer disadvantages compared to alternative responses to the problem, including doing nothing.

Recommendation. The report should clearly present a request for the higher authority to take some action on the work of the committee; sometimes this function is done in the Preamble. For example, if the committee's function is largely advisory, then the report should request that the committee be informed of actions or decisions on the matters covered in the report. If the committee's role was to provide information, then the request might be that the receipt of the information be acknowledged. If the committee's role was decision-making or action-taking, then the request should be for feedback to guide future work.

Minutes

1. Minutes are the official record of the proceedings of a deliberative assembly, board, or committee.
2. Robert's says that minutes "should contain a record of what was done at a meeting, not what was said by the members."
3. As with other parliamentary rules and devices, minutes should serve the needs of the organization and its special character. While the parliamentary rule advises not to put the flow of discussion and debate into minutes, in practice many organizations do in fact do just that. In the minutes for an Academic Senate and many of its committees, for example, the minutes record not only the decisions (motions) but also the flow of discussion points, so that the rationale for decisions may be clear in the future. The amount of such detail in minutes depends on the nature of the group and its custom. Similarly, the minutes of many groups include comments and humorous remarks; while not technically correct, the "spirit of the group" may be enhanced and nourished by giving a personality to the minutes.
4. Who does the minutes? Of course, the answer to this question varies with the group. Normally a person is formally designated as the secretary or recorder to prepare the minutes. In some groups, a staff member performs this function. In some committees, the chair of the committee prepares the minutes.
5. The minutes are the property of the assembly, board, or committee. As such, after the minutes are submitted to the members at a meeting, the members approve the minutes (by a formal vote or by consent as when the chair says, "If there are no corrections or objections, then the minutes will be approved as distributed"). In practice often a draft of minutes is circulated among the members and interested parties (such as a person who presented a report at a meeting from a subcommittee) for corrections and improvements before the final and official minutes are distributed and acted upon by the group.
6. The format should be appropriate for the group. Each minutes should have the name of the group (board or committee), the date, time, and place of the meeting, the name of the chair and recorder for the meeting, a record of those attending the meeting, and whether the minutes of the previous meeting was approved (as read or as corrected). The body of the minutes should contain a separate paragraph for each subject matter. Motions and decisions should be clearly stated. The secretary or recorder signs the minutes (especially the official record).

Frequent Things You Want to Do

Based on Alice Sturgis's *The Standard Code of Parliamentary Procedure*; modified for motions in *Robert's Rules of Order Newly Revised*

Objective	Appropriate Motion
Present idea for consideration	Main motion or Resolution; Consider subject informally
Improve a pending motion	Amend; Division of the question
Regulate or cut-off debate	Limit or extend debate; Previous question (vote immediately)
Delay a decision	Refer to Committee; Postpone definitely/indefinitely (kills motion)
Suppress a proposal	Object to consideration; Postpone indefinitely; Withdraw motion
Meet an Emergency	Question of privilege; Suspend rules; Lay on the table
Get Info on pending motion	Parliamentary inquiry; Request for information; Question of privilege; Request to ask member a question
Question decision of chair	Point of order; Appeal from decision of chair
Enforce right/privileges	Division of assembly; Division of question; Parliamentary inquiry; Point of order; Appeal from decision of chair
Consider a question again	Resume consideration; Reconsider; Rescind
Change an action taken	Reconsider; Rescind; Amend motion previously adopted
Terminate a meeting	Adjourn; Recess

Incidental Motions (No Order of Precedence)

Motion	Interrupt	Second	Debatable	Amendable	Vote
Appeal from Decision of Chair	Yes	Yes	Sometimes	No	Majority
Suspend the rules	No	Yes	No	No	2/3
Object to consideration	Yes	No	No	No	2/3 against
Point of order	Yes	No	No	No	Chair
Withdraw a motion	Yes	Yes	No	No	Majority
Division of question	No	Yes	No	Yes	Majority
Division of assembly	Yes	No	No	No	None

Table Of Rules Related to Motions

John A. Cagle, 2001 – Based on *Robert's Rules of Order Newly Revised*

Motion	Interrupt	Second	Debatable	Amendable	Vote
Adjourn	No	Yes	No	No	Majority
Recess	No	Yes	Sometimes	Yes	Majority
Question of Privilege	Yes	No	No	No	Chair
Personal Privilege	Yes	No	No	No	Chair
Parliamentary Inquiry	Yes	No	No	No	Chair
Point of Information	Yes	No	No	No	Chair
Orders of the Day	No	No	No	No	Chair
Lay on the table	No	Yes	No	No	Majority (2/3)
Previous Question	No	Yes	No	No	2/3
Limit or extend debate	No	Yes	No	Yes	2/3
Postpone to a certain time	No	Yes	Yes	Yes	Majority
Refer to committee	No	Yes	Yes	Yes	Majority
Amend	No	Yes	If motion is	Yes	Majority
Postpone Indefinitely	No	Yes	Yes	No	Majority
Main Motion	No	Yes	Yes	Yes	Majority
Reconsider	Yes	Yes	If motion is	No	Majority
Rescind	No	Yes	Yes	No	2/3 (Majority)
Amend motion previously adopted	No	Yes	Yes	Yes	2/3 (Majority)