

**Allegheny Student Government**  
**By-Laws**  
Last Revised: Fall 2009

**Article I Legislative Branch**

**Section 1. Senate Meetings**

- A. Robert's Rule of Order
  - 1. The rules contained in Robert's Rule of Order (revised) will govern Senate meetings in all cases to which they are applicable, and in which they are not inconsistent with the Constitution or By-Laws.
- B. A roll call vote will be in order when a motion for a roll call vote has two affirmative votes.
- C. A quorum will consist of 50% plus 1 of all Senators.
- D. All Senate meetings will be open to all Allegheny College students

**Section 2. Membership Policies & Requirements**

- A. Attendance
  - 1. Senators are required to attend all Senate and Committee meetings. Two unexcused absences from Senate meetings are permitted per semester. No more than four absences, of any kind, are permitted per semester.
    - a. Standing committees will determine their own attendance requirements.
    - b. A Senator who must miss a meeting must appoint a student from his/her respective class to serve as a proxy, applicable to all general meetings and specified committee meetings.
- B. Community Service
  - 1. Senators must complete five (5) hours of approved community service per term of office.
- C. Representation
  - 1. Senators are responsible for actively assisting in at least one sponsored / cosponsored event per year.
  - 2. Senators are responsible for two (2) representation hours each semester. These service hours must comply with a predetermined location and time frame. The objectives of this responsibility are to discuss relevant issues with, gather ideas and input from the Allegheny student community.
  - 3. Each class must hold one class function per year, the function of which is to help to bring the respective class together.

**Section 3. Elections**

- A. Senior, Junior, and Sophomore Senators will be sworn in during the first Senate meeting of the academic year. First-year Senators will be sworn in during the first Senate meeting following their election.
- B. Senators will be elected by an at-large, class structured model.
- C. If at any time the total number of vacant seats in the Senate reaches four, the Student Voting Committee must conduct an election within 10 (ten) days of the formal recognition to fill the vacant seats.
- D. If fewer than four seats on Senate are vacant at any given time, the President of the respective class will nominate permanent proxies to fill the vacancies, upon supermajority approval of the Senate.
  - 1. A permanent proxy will take the oath of office at their first Senate meeting.
  - 2. Upon completion of the oath, the permanent proxy shall be considered a full member of the Senate.

- E. The authority to break any ties in voting results shall be reserved to the Senate upon recommendation by the Student Voting Committee.
- F. Pre-Election Obligations
  - 1. All recognized Senate candidates are obligated to spend one hour meeting and talking with the Allegheny student community and to make a good faith effort to attend one Senate meeting prior to the election. These efforts will be determined by Senate upon recommendation of the Student Voting Committee.
- G. Post-Election Obligations
  - 1. Prior to their taking office as a Senator, each Senator-Elect must attend an orientation session. At this session, the Constitution, By-Laws, and other relevant materials will be distributed and reviewed in order to inform the Senator-Elect on how the organization operates.

#### **Section 4. Standing Committees**

- A. The following committees will stand each academic year: Finance, Rules, Student Life, Public Relations, and Concert & Special Events.
- B. For all committees to conduct official business, a quorum is required.
- C. Committees
  - 1. Finance Committee
    - a. The Finance Committee will oversee expenditures of funds and make recommendations on all proposals concerning the Treasury.
      - i. Will be advised and assisted by the Treasurer and Controller, the Controller being a voting member.
    - b. Finance Committee will consist of two (2) representatives from each class plus the Controller and Treasurer. The Controller will serve as the chairperson of the committee.
    - c. During second semester each year, the members of the Finance Committee will serve as voting members on the Special Committee of the Budget.
  - 2. Rules Committee
    - a. The Rules Committee will investigate, review, and recommend proposed changes in the rules and regulations, and will review and approve proposed or amended constitutions of recognized organizations.
    - b. Will, under the direction of the Director of Student Voting, review all aspects of elections, including but not limited: to review of election procedures, ensuring candidates have fulfilled their pre-election requirements, and verification of election results.
    - c. Will see that the Constitution and By-Laws are abided by, and report infractions to the Senate.
    - d. Will have the authority to resolve any conflict over interpretation of the Constitution and/or By-Laws, with approval of a majority of the Senate.
    - e. The Rules Committee will consist of the Attorney General, the Parliamentarian, and two (2) representatives from each class. The Attorney General will serve as the chairperson of the committee.
      - i. The Attorney General and Parliamentarian will be voting members of the committee.
  - 3. Student Life Committee
    - a. The Student Life Committee will investigate, review, and recommend action concerning any matter brought to it concerning students. This includes but is not limited to colleges services provided through the student affairs division of the college.

- b. The Student Life Committee will consist of the Director of Student Affairs, Director of Educational Affairs, and three (3) representatives from each class. The Director of Student Affairs will serve as the chairperson of the committee.
- 4. Concert and Special Events Committee
  - a. The Concerts and Special Events Committee will review and recommend ideas for concerts and/or special events to bring to campus.
    - i. The Committee may propose a concert and/or special event to Senate only after the President, Treasurer, and the Finance Committee approve it as being fiscally reasonable and responsible.
    - ii. If an event is found fiscally reasonable and responsible, the Committee will bring it to Senate for a vote. If approved, the Committee may schedule the concert and/or special event
  - b. The Concert and Special Events Committee will consist of the Director of Concerts and Special Events and one (1) representative from each class. The Director of Concerts and Special Events will serve as the chairperson.
- 5. Public Relations Committee
  - a. The Public Relations Committee shall endeavor to seek out student body opinion, especially in regard to organization's image and report findings to the Senate.
  - b. The Public Relations Committee shall publicize all sponsored events to the fullest measure possible.
  - c. The Public Relations Committee shall consist of the Director of Public Relations and two (2) representatives from each class. The Director of Public Relations shall serve as the chairperson of the Committee.

## **Section 5. Special Committees**

### **A. Committee of the Budget**

- 1. The Committee of the Budget will be formed at the end of spring semester to review monetary requests from recognized organizations for the following fiscal year. It will create and submit a proposed budget to Senate by the eleventh week of the spring semester.
- 2. The voting members of the committee will consist of the President (chairperson), Vice President, President-Elect, Vice President-Elect, Treasurer, Controller, and Finance Committee.
- 3. Budgetary Equalization Act
  - a. The Committee of the Budget may not allocate or disburse more than seven percent of the total budget expenditures after revenue application to any one organization or any group of such sponsored organizations applying jointly.
- 4. All groups seeking budgetary allocations must disclose all other sources of funding during the previous fiscal year, including, but not limited to: revenues, grants, awards, material gifts, and expenditures made on the groups behalf.
- 5. Each group requesting funding will be required to provide a list of members. The committee may also request a signed membership roster, verifying the members are active.
  - a. The committee may also opt to request that each person named on the membership list provide a signed letter stating they are a current member.
  - b. If the committee deems a membership list to be inflated or otherwise falsified, they may refuse to allocate funds on this ground.
- 6. Upon receiving the budget proposal, the Senate may make any changes it deems necessary by a majority vote.

7. The proposed budget must be presented before Senate no later than the second Tuesday following the hearings. The final proposed budget must be approved by supermajority vote of Senate present at two consecutive meetings.
  8. An organization that wishes to petition the proposed budget may do so in accordance with the following procedure.
    - a. File a grievance in writing with the Controller within 48 hours of receiving the proposed budget. If this deadline is met, a meeting of the Committee of the Budget and persons presenting the grievance will be held to review the complaint.
    - b. This meeting will be held within a week after the hearings. The Committee will present reasons as to the allotted budget and any concerned persons can present their case.
    - c. At any point and time, students can appeal to the Senate, with or without having exercised the above ability.
- B. Student Voting Committee
1. The Student Voting Committee will consist of the Director of Student Voting and the members of the Standing Committee on Rules.
    - a. The Director of Student Voting will serve as a voting member.
  2. The Committee shall review all aspect of elections, including but not limited to: review of election procedures, ensuring candidates have fulfilled their pre-election requirements, and verification of election results.

## **Article II Executive Branch**

### **Section 1. Executive**

- A. The President and Vice President will be sworn in and begin to serve from the last Senate meeting of the academic year in which they were elected, until the last Senate meeting of the following academic year.
- B. The President and Vice President must attend the Senate meetings.
- C. The Senate will have the power to summon any Executive or their appointees to disclose information regarding the organization.

### **Section 2. Cabinet**

- A. The President and Vice President will appoint a cabinet for advisory and administrative purposes. Cabinet members must fulfill their duties delegated to them by both the Executives and these By-Laws. Cabinet members are required to attend all assigned committee meetings and all Senate meetings. Two unexcused absences are permitted per semester. No more than four absences, of any kind, are allowed in a semester. Cabinet members must also complete five (5) hours of approved community service per term of office. The President may call a Cabinet meeting as often as he/she deems necessary.
- B. The Cabinet shall include:
  1. Chief of Staff
  2. Attorney General
  3. Director of Student Affairs
  4. Treasurer
  5. Controller
  6. Secretary / Office Manager
  7. Director of Public Relations
  8. Director of Student Voting
  9. Director of Concerts & Special Events

10. Director of Educational Affairs

11. Parliamentarian

12. Any additional Cabinet offices or assistantships to Cabinet shall be created at the discretion of the Executives.

C. Duties of the Cabinet

1. Chief of Staff

- a. Will serve as the general assistant to the Executives and as liaison between the Executives and Cabinet.
- b. Will assist in all Cabinet functions, when and where necessary.
- c. Will oversee Cabinet members and ensure they are fulfilling their duties.
- d. Will coordinate meetings of Cabinet and ensure the office is running efficiently.
- e. Will assist in student-faculty committee appointments.
- f. Will be responsible for the hiring of any work-study student the organization employs.

2. Attorney General

- a. Will endeavor to protect, extend, and define student rights, and will act as chief counsel, prosecutor and defense for the organization whenever necessary.
- b. Will act as the liaison with the judicial structure, namely the Academic Integrity Board and the Community Standards Board.
- c. Will be the chairperson and voting member of the standing committee on Rules.
- d. Will review yearly, in conjunction with the Rules Committee, the constitution of all recognized organizations and make changes where necessary. These changes must be approved by a majority vote of Senate present at one meeting.

3. Director of Student Affairs

- a. Will be responsible for all matters regarding student concerns, including but not limited to the College's student affairs division.
- b. Will be the chairperson and a voting member of the standing committee on Student Life.
- c. Will serve as a student liaison to the Campus Life Committee.
- d. Will serve as a student liaison to the Trustee committee on Student Affairs.
- e. Will assist in student-faculty committee appointments.
- f. Will be responsible for all related student services not dispensed by other Cabinet members, including but not limited to: oversight of the organization vehicle(s) and the coordination and distribution of the college directory.

4. Treasurer

- a. Will supervise and administer the use and budgeting of any and all funds.
- b. Will serve as a member of the standing committee on Finance, as well as act as a voting member of the special committee of the Budget.
- c. Will submit a financial statement to Senate once a semester.
- d. Has the right to audit any funded organization
  - i. This will be used to determine if funds should be limited or increased.
  - ii. This can occur at any time.
- e. Once appointed, the Treasurer will not serve as a financial officer of any other funded organization.

5. Controller

- a. The Controller will be the chairperson and a voting member of the standing committee on Finance.

- b. The Controller will review and give signed approval of the financial statements before these statements are presented to Senate.
  - c. Once appointed, the Controller will not serve as a financial officer of any funded organization.
  - d. The Controller will assist the Treasurer in overseeing the usage of all funds and review the financial records once a semester.
6. Secretary/Office Manager
- a. Will be the official organization scribe and will maintain all secretarial duties for the organization.
    - i. Will be responsible for recording, duplication, and distributing the minutes of Senate meetings.
  - b. Will oversee the office, including but not limited to the cleanliness, and the ordering of supplies and resources.
7. Director of Public Relations
- a. Will serve as the chairperson of the standing committee on Public Relations.
  - b. Will keep channels of communication open between the student government and the College
    - i. Will serve as the liaison to The Campus, WARC, & ACTV
    - ii. Will serve as the liaison to the Office of Public Affairs.
  - c. Will keep the College community informed of Senate and Cabinet activities.
  - d. Will keep the College community informed of all available positions in organization and publicize elections, referendums, and events.
  - e. Will assist in updating the website whenever necessary.
8. Director of Student Voting
- a. Will oversee all aspects of elections and be the chairperson of the Student Voting Committee.
  - b. Will be responsible for ensuring voting procedures, as outlined in these By-Laws, the Constitution, and the campaign guidelines, are followed.
  - c. Will endeavor to improve student participation in elections.
9. Director of Concerts and Special Events
- a. Will serve as the chairperson of the standing committee on Concerts and Special Events.
  - b. Will be responsible for reporting to the Senate on behalf of the Concerts and Special Events Committee.
  - c. Will strive to collect student opinion and organize concerts and special events that reflect student opinion.
10. Director of Educational Affairs
- a. Will serve as a liaison to the Student-Faculty Committee on Curriculum and Academic Standards and Awards.
  - b. Will serve as the student liaison to the Trustee committee on Academic Affairs.
  - c. Will assist any student who wishes to submit proposals regarding academic curriculum matters to the Curriculum or Academic Standards and Awards Committees.
  - d. Will be the student liaison to Faculty Council and Administration regarding academic issues.
  - e. Will assist in student-faculty committee appointments.
11. Parliamentarian

- a. Will advise the Vice President in conducting meetings in accordance with Roberts Rules of Order.
- b. Will advise the Rules Committee in updating and maintaining the Constitution and By-Laws whenever necessary.
- c. Will serve as a voting member of the standing committee on Rules.

### **Article III Ex-Officio Members**

#### **Section 1. Ex-Officio Members**

- A. The President and Vice President will accept Ex-Officio members for advisory purposes. Ex-Officio members will be appointed by the campus interest for which they represent, with subsequent Senate approval. Ex-Officio members are required to attend all assigned committee meetings and all Senate meetings. Two unexcused absences are permitted per semester. No more than four absences, of any kind, are allowed in a semester. Ex-Officio members may be removed from their position should their duties go unfulfilled.
- B. Ex-Officio member for Gator Activities Programming (GAP)
  1. Will represent the interests and needs of Gator Activities Programming.
  2. Will serve as an advisor to the Director of Concerts and Special Events on campus-wide programming related affairs.
  3. Will be a non-voting member of the Concerts and Special Events Committee.
- C. Ex-Officio member / Liaison for Inter-Fraternity Council (IFC)
  1. Will represent the interests and needs of the Inter-Fraternity Council and its member organizations.
  2. Will serve as an advisor to the Director of Student Affairs on student life related affairs.
  3. Will be a non-voting member of the Student Life Committee.
- D. Ex-Officio member / Liaison for Pan Hellenic Council (Panhel)
  1. Will represent the interests and needs of the Pan Hellenic Council and its member organizations.
  2. Will serve as an advisor to the Director of Student Affairs on student life related affairs.
  3. Will be a non-voting member of the Student Life Committee.
- E. Ex-Officio member / Liaison for Student Athletic Advisory Committee (SAAC)
  1. Will represent the interests and needs of the Student Athletic Advisory Committee and its member organizations.
  2. Will serve as an advisor to the Director of Student Affairs on student life related affairs.
  3. Will be a non-voting member of the Student Life Committee.

### **Article IV Student-Faculty and All-College Committees**

#### **Section 1. Duties**

- A. Members shall serve as representatives of the students.
- B. Members will keep ASG up to date on the functioning of the committee.

#### **Section 2. Appointments**

- A. During the end of second semester, the Vice President will make available to all students applications for all Student-Faculty and All-College committees, with the exceptions of the Pre-Health and Pre-Law Committees.

- B. Specific committee nominations will be made by the Vice President, in consultation with designated Cabinet members, making every effort to ensure representation of the many facets of student life. These nominations are subject to supermajority approval of the Senate.

### **Section 3. Requirements and Restrictions**

- A. Only Allegheny College students are eligible for appointment to the student seats of these committees.
- B. Any student member of an All-College or Student-Faculty committee may be impeached by a supermajority vote of Senate present. Grounds for impeachment may include lack of attendance and/or participation on the part of the member.
  - 1. Lack of attendance will be defined as two unexcused absences per semester.
- C. In the event of a vacancy, the Vice President will nominate a student based on recommendations by the Senate and Cabinet. These nominations are subject to supermajority approval of the Senate.

## **Article V Recognition of Student Organizations**

### **Section 1. Recognition & Status**

- A. All student organizations are encouraged to seek recognition
  - 1. Recognition of an organization is prerequisite for the petitioning of the Special Committee on the Budget for an annual budget.
  - 2. Recognition of a student organization is prerequisite to use the name Allegheny College as part of an official title.
- B. Chartering Procedure
  - 1. Any organization will be recognized provided that:
    - a. A petition for its formation, signed by fifty (50) students of Allegheny College, is presented to the Attorney General.
    - b. A copy of its constitution is presented that contains:
      - i. The name of the organization.
      - ii. The aims and objectives of the organization.
      - iii. Regulations relating to membership, eligibility including a promise of non-discrimination
      - iv. Establish quorum as needed to conduct official business.
      - v. Provisions for the selection of officers and a means for impeachment.
      - vi. Organizations must hold officer elections prior to the month of April.
      - vii. The responsibilities of the officers.
      - viii. Detailed provisions for the exercise of financial control.
      - ix. Designated officer as official liaison between organization and ASG.
    - c. Within two weeks the standing committee on Rules will submit copies of the proposed constitution to the Senate with its recommendations for action. Recognition will require a supermajority vote of Senate present at two (2) consecutive meetings.
  - 2. All organizations constitutional amendments will be submitted to the standing committee on Rules for review. The proposed amendments will be submitted to Senate with the recommendation of the Rules Committee. The Senate must approve the amendment by supermajority vote of members.
  - 3. The recognition of an organization may be withdrawn by a supermajority vote of Senate present at two (2) consecutive meetings.
  - 4. Organizations budgets will be formed in accordance with financial policies.
  - 5. Any alleged violation by recognized organizations in regard to their constitution, the ASG Constitution and ASG By-Laws will be reported to the Attorney General. The Senate

holds the right to withdraw recognition of the organization if the infraction is sufficient enough to warrant such action.

6. Any alleged violations by recognized organizations in regard to State laws/regulations and/or College policies will be reported to the Office of Student Activities. The Office of Student Activities reserves the right to withdraw recognition of the organization if the infraction is sufficient enough to warrant such action.

**Section 2. Requirements**

- A. Recognized organizations will be open to all students without respect to sex, race, creed, religion, national origin, sexual orientation or ability/disability.
  1. Exclusion based on immutable characteristics is defined as discrimination.
- B. Officers of recognized organizations must be members of Allegheny College community.
- C. Organizations are required to have a faculty or administrative staff advisor.
- D. Each organization is responsible for notifying ASG of their newly elected officers.

**Article VI Other Policies**

**Section 1.** All other organization policies will be attached as appendices to these By-Laws.

**Section 2.** Policies will be reviewed at the beginning of each academic year by the committee with jurisdiction over given policy area.

**Section 3.** All policy changes must be approved by a majority vote of the Senate, upon recommendation by the committee with jurisdiction.

**Article VII Amendments**

**Section 1.** These By-Laws may be amended by a supermajority vote of the Senate present at two (2) consecutive meeting of Senate.

**Section 2.** These By-Laws supersede all other By-Laws heretofore adopted by this organization, the same being hereby repealed.

## **Appendix I: Finance Policies**

### **I. General Policies**

- A. All funded organizations must have a treasurer who is not another officer of that organization. All treasurers must be students, faculty, or staff members of Allegheny College.
- B. Organization treasurers must keep records of all transactions. These records are subject to audit by Finance Committee.
- C. Treasurers will be responsible for turning in all of an organization's revenue to the ASG Treasurer. They will also be responsible for submitting bills and receipts for their organization.
- D. Funded organizations must submit a finance request form prior to spending budgeted funds.
- E. The Finance Committee and Senate must approve the spending of all non-budgeted funds.
- F. The Finance Committee and Senate must approve all contracts binding any ASG funded organization.
- G. All budgeted funds at the end of the fiscal year (June 30th) will be placed in the Surplus Fund. Money may be released from this fund with the approval of Finance Committee and two-thirds of Senate for the following:
  1. Capital purchases, which shall remain within the campus community for future two fiscal years.
  2. Emergency spending.
  3. Spending which shall significantly increase the exposure of Allegheny College to prospective students, the media, or the greater campus community.
  4. Recognized organizations requesting a budget, which do not currently have funds budgeted cannot receive monies greater than 700 dollars or two-thirds of the funds received in the most recent year of fiscal activity for organizations that previously held budgets.
- H. Organizations' surplus will be returned to the Surplus Fund at the end of the fiscal year. Any organization that accumulates a deficit or has acquired a loan will be responsible for paying the deficit the next year, unless resolved through other means.
- I. Uniforms and equipment purchased with ASG funds are the property of and must be managed by ASG.
- J. ASG will not allocate budgeted funds directly to charitable organizations, unless a motion for a specific purpose is accepted through the standard finance approval process. Funded organizations may contribute revenue that they have raised to charitable organizations.
- K. Budgeted funds may be withdrawn from a sponsored organization found to have engaged or be engaging in any activity that is in violation of the ASG Constitution, By-Laws, general college policies, or state/local laws.
  1. The Finance Committee may demand repayment of funds used to partake in any activity that was found to be in violation of above listed policies.
    - a. These funds must be repaid by the close of the standing fiscal year. Failure to make repayment will result in a budgetary cut or suspension for the organization found in violation for the following fiscal year.
  2. In the event of a violation of the above listed policy, the following procedure will be implemented:
    - a. A review of the alleged violation will be conducted by a joint session of the Rules and Finance committees.
    - b. The organization in question will have an opportunity to be heard during this review.
    - c. Members of the reviewing body will pay special attention to any individual or unique situation as determined on a case-by-case basis.

- d. A decision, consistent with the severity of the incident, will be made by a simple majority of the combined Finance and Rules Committees and must be approved by a supermajority vote of Senate.
  - e. An appeal may be made within 5 business days to the Senate.
- L. Any individual or group may petition for funding.

## **II. Budgetary Transfers**

- A. Monies appropriated must be spent within the category for which it was allocated, unless the Finance Committee gives approval.
- B. All budgetary transfers concerning funded organizations will require the approval of the Controller.
- C. No transfers between capital funds (Surplus or Sinking) and operating budgets will be permitted without the approval of Senate.

## **III. Special Committee of the Budget & Budget Hearings**

- A. Any group that fails to complete a budget request before Budget Hearings will not receive a budget for the following year.
- B. When allocating budgets for the coming fiscal year the Committee will give preference to groups in the following manner:
  - 1. Existing - Good Standing
  - 2. New Group
  - 3. Existing - Poor Standing
- C. Groups that have a positive or zero balance at the end of the previous fiscal year are in good standing. Groups that have a negative balance or have broken policy in the previous fiscal year are in poor standing.
- D. Within each of the classifications in the preceding article, groups shall be evaluated by the Committee and be granted any change in their budget (positive or negative) for the next fiscal year based on, but not limited to the following criteria:
  - 1. Amount of the current year's budget utilized.
  - 2. Size of membership and participation within the organization.
  - 3. Compliance with finance policies and other policies.
  - 4. Cooperation with the Finance Committee and the organization.
  - 5. The contribution that the organization has made to the College and community.
- E. Only organizations officially recognized (under Section IV) may petition the Committee for funds.
- F. Only representatives who have attended at least 80% of the Senate meetings during the second (2<sup>nd</sup>) semester will be able to vote on the budget.

## **IV. The General Fund**

- A. The General Fund must be at least 20% of the year's budget.
- B. Groups not receiving a budget in the current fiscal year cannot request more than 10% of the balance in the General Fund.

## **V. The Finance Committee**

- A. The Finance Committee shall be defined as the Treasurer, Controller, other appointees, and the President.
- B. When the Finance Committee cannot hear an issue, the Controller and the Treasurer may decide the issue with full authority. In the event the Controller and Treasurer cannot reach a decision on an issue, the President may decide the issue.

- C. Any funded organization will be subjected to complete financial control if deemed fiscally irresponsible by the Treasurer, Controller, or Finance Committee.
- D. Organizations under financial control will surrender all financial records to the Finance Committee. All financial matters of the organization will require the approval of the Finance Committee.

## **Appendix II: Van Policies**

### **I. Driver Policies**

- A. Only drivers with a Gator License (issues by Allegheny College Safety & Security) will be permitted to operate the ASG van. No responsibility will be assumed by ASG if unauthorized drivers operate the van.
- B. Each driver must:
  - 1. Be a licensed driver for at least 1 year and be at least 18 years of age.
  - 2. Be willing to take responsibility for the vehicle and its passengers.
  - 3. Receive approval by the ASG President, ASG Vice President, or ASG Director of Student Affairs to use the van.
  - 4. Complete an ASG van contract for each driver of the vehicle.
- C. All traffic regulations must be adhered to.
- D. All traffic violations are the responsibility of the driver. Any violations will result in the revocation of his or her ASG van driving privileges. Traffic violations must be reported to ASG.
- E. ASG reserves the right to refuse to issue the key to any person that appears to be incapable of the safe operation of the van.
- F. The consumption or use of illegal drugs or alcoholic beverages either prior to or during the operation of the van is strictly prohibited.

### **II. Van Policies**

- A. Keys must be picked up at Safety & Security. Usage of the van may be denied based on weather conditions or other extenuating circumstances by Safety & Security.
- B. The van may hold a maximum of 7 passengers at one time (including the driver).
- C. The van must be locked at all times.
- D. The van must be returned with a full tank of gas.
- E. All trash and personal belongings must be removed from the van upon its return. If not, a \$30 dollar fine will be charged to you and/or your organization.
- F. The van must be returned to the parking lot between the Wise Center and Edwards Hall.
- G. If the van and keys are not returned within 12 hours of your scheduled arrival back to campus, you and/or your organization will be charged \$20. Every additional day the van and keys are not returned you and/or your organization will be charged \$20 in addition to the \$20 late fee. If due to an unforeseeable emergency the van must be returned late, the ASG Director of Student Affairs must be notified immediately.
- H. Probation and suspension from ASG van use will be given when deemed necessary by conference of ASG President, Vice-President, and Director of Student Affairs or ASG Senate by a majority vote.

### **III. Priority**

- A. The Director of Student Affairs shall base the van allocations on the following priorities taken in their respective order:
  - 1. ASG recognized organizations will have first priority.
  - 2. If there is a clear difference in the number of passengers being transported, the organization with the greater number of passengers shall have priority.

## **Appendix II: By-Laws of Major Events Committee** (Adopted: September 2009)

### **Article I: Definition**

#### Section 1: Name

The name of the Committee established by these by-laws will be the Major Events Committee (M.E.C.).

#### Section 2: Purpose

The Major Events Committee will serve as the coordinating body for all major events and programs hosted by Allegheny Student Government (ASG), Gator Activities Programming (GAP), and the Office of Student Involvement (OSI). The Committee will serve as the facilitating body between these groups, ensuring equitable decisions are made in the best interest of the Allegheny College community.

### **Article II: Membership**

#### Section 1: Voting Membership

ASG and GAP shall each hold five (5) voting seats on the Committee. These shall be filled by members selected by the respective organization. These members should be considered permanent/active members by the respective organizations' guidelines. When possible, membership should remain consistent for the duration of an academic year.

#### Section 2: Advisory Membership

The Office of Student Involvement shall hold two (2) non-voting advisory seats on the Committee. These shall be filled by the Director and Assistant Director of Student Involvement or their designees. These members should advise the voting membership on all aspects regarding the events discussed and are encouraged to participate in general discussion as they see fit.

#### Section 3: Observatory Membership

ASG and GAP members wishing to participate in Committee meetings shall contribute as non-voting observatory members. These seats shall be open to any member of the respective organizations. These members are strictly observers and advisers during Committee meetings, unless serving as a proxy. These seats are created to ensure information is properly communicated to the respective organizations and from the organizations to the Committee.

#### Section 4: Committee Moderators

The moderators of the Committee shall be the Presidents of ASG and GAP or their designee. The duties of the moderators include calling and moderating Committee meetings. These members shall be equitable in all functions and duties.

#### Section 5: Proxy

If any voting member is absent, a representative from the respective organization must be sent to serve as a proxy. This person will serve as proxy until the voting member returns or another proxy is sent.

### **Article III: Voting**

#### Section 1: Committee Decisions

Voting shall be conducted by the Committee moderators. Voting shall only occur when a full contingent of voting members are present. All decisions must have a supermajority vote to be affirmed unless otherwise agreed to by the voting members or designated in these by-laws.

#### Section 2: Decision Finality

All decisions made by the Committee are final and agreed to unless otherwise overturned by the Committee. As signatories to these by-laws, ASG, GAP, and OSI agree to and therefore must abide by all decisions made by this Committee.

#### Section 3: Monetary Decisions

Before voting on decisions involving money, signatory organizations (ASG, GAP, and OSI) must present individually approved budgets from their respective organizations. These budgets should be allocated and made available for use by this Committee. Once presented to the Committee, the respective organizations are then obligated to dispense all amounts previously agreed to and subsequently spent by the Committee. All monies allocated but unspent will remain dedicated to future Committee events unless otherwise agreed to by a supermajority of the Committee.

### **Article IV: Events**

#### Section 1: Events

The events under the control of this Committee include 1) Homecoming, 2) Springfest, 3) Major concert and/or other act. Participating members should also consider using this Committee for other major event coordination and decisions as applicable.

### **Article V: Meetings**

#### Section 1: General Meetings

Meetings should be called as often as necessary by the Committee moderators, on consultation with the membership.

### **Article VI: Amendments**

#### Section 1:

Amendments to these by-laws shall be initiated by the Committee and approved by a supermajority of the voting members. Upon passage, the amendments must then be approved to by ASG, GAP, and OSI by their respective approval processes.

## **Appendix III: All-College Committee Policies**

### **I. College Committees**

- A. Faculty-Student Committees:
  - 1. Academic Standards & Awards Committee (ASAC)
  - 2. Academic Support
  - 3. Animal Research Committee
  - 4. Campus Life Committee
  - 5. Curriculum Committee
  - 6. Diversity and Gender Equity  
Institutional Review Board (IRB)
  - 7. Public Events Committee
- B. College Committees (Administrative):
  - 1. Academic Integrity Board (AIB)
  - 2. Community Standards Board (CSB)
  - 3. Discriminatory and Sexual Harassment Committee (DSHC)
  - 4. Finance & Facilities Committee (FFC)
  - 5. Library & Information Technology Committee (LITC)

### **II. Committee Descriptions**

- A. Academic Integrity Board (AIB) [College Committee]
  - 1. Committee description: The Academic Integrity Board is the hearing board for all cases of alleged violations of the Honor Code. The board will conduct a hearing to consider relevant facts about the alleged violation, to discuss the alleged violation, to determine whether the Honor Code has been violated, and to determine sanctions, if appropriate. After a decision has been reached, the board will reconvene the hearing to inform the student of the decision. Additionally, the Board will report the outcome to the Assistant Dean of Students who will notify the accused student of the decision in writing within 5 calendar days from the date of the AIB hearing. (Source: Allegheny College *Compass*)
  - 2. Student seats: Eight full-time students appointed by Allegheny Student Government and approved by a two-thirds vote of the ASG Senate. The ASG President, Vice-President, and members of the Honor Committee are not eligible to serve on the board. (Source: Allegheny College *Compass*)
- B. Academic Standards & Awards (ASAC) [Faculty-Student Committee]
  - 1. Committee description: The principal function of this committee is to make certain that students meet the academic requirements established by the faculty. The Committee's specific responsibilities are: (a) To recommend to the Faculty grade standards students are expected to satisfy and consequences for not doing so. (b) To consider the cases of students eligible for dismissal and to determine which will be dismissed and which will be allowed to register for another semester. The Committee will report the results of these decisions to the Faculty. (c) To consider petitions for readmission from students who have been dismissed and make a favorable or unfavorable decision in each case. (d) To recommend to the Faculty the policies and procedures for dropping a course without grade penalty. (e) To establish a Dean's Exemption Committee to consider and decide upon requests from students for exemption from College academic regulations. (f) To recommend to the Faculty standards for the awarding of Latin Honors. (g) To serve, in conjunction with the office of the Dean of Students, as a review board in the selection of student recipients of various College awards for superior performance in scholarship and general merit. (h) To provide advice and support to the Dean of Students and the Dean of the College in implementing the above responsibilities. (Source: Allegheny College *Faculty Handbook*)
  - 2. Student seats: Four students, appointed by the Allegheny Student Government each year for up to a two-year term with no more than two majors (or prospective majors) in any academic division. Additionally, the Allegheny Student Government Director of Educational Affairs shall serve as a non-voting consultant. (Source: Allegheny College *Faculty Handbook*)
- C. Academic Support [Faculty-Student Committee]
  - 1. Committee description: Allegheny College must have talented faculty members who remain vital and current both as teachers and as scholars. To this end, the College provides a variety of resources to support faculty in their teaching and professional development. The Academic Support Committee is concerned with providing access to both on and off-campus resources for teaching, learning and research. Faculty representatives, and the Dean of the College work together to maintain a forum for discussion of academic support issues: enhancement of teaching and scholarship, information resources and information technology. The Committee's functions are: (a) To consider faculty applications for

- grants to support teaching and scholarship, and to award funding where possible and appropriate. (b) To advise the Dean of the College on faculty development issues including applications for sabbatic leaves and the budget to support such initiatives. (c) To support and encourage on-campus programs dealing with teaching and other aspects of academic professional development. (Source: Allegheny College Faculty Handbook)
2. Student seats: Six students selected by the Allegheny Student Government to serve two-year staggered terms. The students will be excused from meetings devoted exclusively to the review of faculty application for grants or sabbatical leave. (Source: Allegheny College Faculty Handbook)
- D. Animal Research Committee [Faculty-Student Committee]
1. Committee description: The principal function of the Animal Research Committee (ARC) is to insure the welfare of animals used in teaching and research that originates at the College. The Committee conducts initial and continuing review of all research and classroom projects involving animals carried out by members of the college community. The ARC reviews research proposals initiated by faculty members in connection with their respective academic pursuits. (a) The specific responsibilities of the ARC are: i. To conduct both initial and continuing review of all research and classroom projects carried out by faculty and students in connection with their normal academic pursuits; ii. To provide such review and certification of research and classroom projects as requested by appropriate outside agencies, including state and federal governments; iii. To review alleged violations of the Statement of Principles Regarding Research of animals or established professional codes when such a review is requested; if in the judgment of the ARC a violation has occurred, it will be reported, in the case of faculty, to the Dean of the College and, in the case of students, to the College Judicial Board. Appeal in each case follows established procedures; iv. To conduct a continuing review of state and federal guidelines regarding the care and use of animals in research; v. To conduct a continuing review of all research guidelines published by various academic disciplines involved in non-human research; vi. To establish and publish College procedures that will govern the initial approval and subsequent review of all research and classroom projects with animals. (b) Projects to be reviewed by the ARC include those: i. Involving animals to be conducted in the classrooms or laboratories of the College; ii. To be submitted for funding for outside agencies, if required by that agency; iii. For which any member of the college community requests a review. (Source: Allegheny College Faculty Handbook)
  2. Student seats: None. (Source: Allegheny College Faculty Handbook)
- E. Campus Life (CLC) [Faculty-Student Committee]
1. Committee description: The Campus Life Committee provides advice and consultation on the quality of campus life and the nature of student involvement in out-of-class activities. All members of the community may raise issues for the Committee's consideration, but the Committee will pay particular attention to matters related to the residential college experience, intercollegiate athletics, religious life, experiential learning, admissions, and student activities. The Committee will formulate and recommend policy as appropriate on these and other questions related to the nature and quality of life on campus. (a) To provide consultation and advice on: student affairs programs, student government, intercollegiate athletics and the intramural and club sports programs, religious life activities and programming, and the Public Events program; (b) To represent the faculty on the Community Standards Board. (Source: Allegheny College Faculty Handbook)
  2. Student seats: The Allegheny Student Government, Director of Student Affairs and five other students selected at-large and appointed by the student government, making every effort to ensure representation of many facets of student life, including (but not limited to) athletics, religious life, cultural activities, residence life, social, service, and governance activities. (Source: Allegheny College Faculty Handbook)
- F. Community Standards Board (CSB) [College Committee]
1. Committee description: Any student wishing to appeal the outcome of a disciplinary conference may do so by notifying the Student Conduct Officer, in writing, within 5 calendar days of the date of written notification of the decision. An appeal of the findings established during a disciplinary conference will be referred to the Community Standards Board. The board will conduct a hearing to consider relevant information about the alleged violation, to discuss the alleged violation, to determine whether College policy has been violated, and to determine sanctions, if appropriate. After a decision has been reached, the board will reconvene the hearing to inform the student of the decision. Additionally, the Board will report the outcome to the Assistant Dean of Students, who will notify the accused student of the decision in writing within 5 calendar days from the date of the report from the board. (Source: Allegheny College Compass)
  2. Student seats: The board shall consist of at least four students. Final approval of all appointments will be made by the President of the College. Student members who are on academic or non-academic probation

during the time of service will not be eligible to serve as a member of the board. (Source: Allegheny College Compass)

G. Curriculum [Faculty-Student Committee]

1. Committee description: Many matters pertaining to the academic operation of the College, including the calendar, curriculum, and introduction of new courses and programs are reviewed by the Curriculum Committee, jointly chaired by a faculty member and the Dean of the College. Major proposals, including new courses and curricular changes, designed to be acted upon within a given academic year, will be presented to the committee by the end of October of that year. The principal function of this Committee is to consider and formulate the College's educational priorities and educational goals, and to recommend ways and means by which these priorities and goals should be reflected in the academic program. The Committee's specific responsibilities are: (a) To consider and recommend the degrees to be awarded by the College and therequirements for these degrees; (b) To formulate criteria and consider requests for new major, minor, and other academic programs, for recommendation to the faculty; (c) To consider, evaluate, and approve Student-Designed programs; (d) To consider, evaluate, and recommend proposals for cooperative programs with other institutions; (e) To consider, evaluate, and recommend proposals to add, delete and alter college courses; (f) To recommend to the Faculty the Academic Calendar; (g) To review the curriculum periodically and systematically, with Committee decisions and recommendations subject to Faculty approval; (h) To provide advice and support to the Dean of the College in implementing the above responsibilities. (Source: Allegheny College Faculty Handbook)
2. Student seats: Six students appointed by the Allegheny Student Government for two-year terms. The Allegheny Student Government, Director of Educational Affairs shall also serve as a non-voting consultant. (Source: Allegheny College Faculty Handbook)

H. Discriminatory & Sexual Harassment Committee (DSHC) [College Committee]

1. Committee description: Allegheny College seeks to foster a learning community that refuses to tolerate racism, sexism, religious bigotry, and other forms of discrimination. We are dedicated to furthering the potential of each member of our community, upholding learning as both an intellectual and a personal journey to states of heightened sensitivity, understanding, acceptance, appreciation and celebration of individual and group differences. The Committee on Discriminatory and Sexual Harassment (CDSH) seeks to maintain a college campus where the academic or work performance of students, faculty, administrators and staff is not hampered by an intimidating, hostile or offensive situation or environment. The specific responsibilities of the CDSH are: (a) To initiate and oversee the process of education necessary for a more understanding and culturally competent community; (b) To facilitate a process for the informal resolution of complaints of discrimination or harassment; (c) To assist in the process for the formal resolution of complaints of discrimination or harassment which cannot be resolved informally; (d) To apply the Discriminatory and Sexual Harassment policies of the college; (e) To review the Discriminatory and Sexual Harassment policies and procedures of the college as needed; (f) To be proactive in addressing potential sources of discrimination or harassment; (g) To hear and deal with related issues brought to the Committee by any member of the College community; (h) To serve as consultants to the College administration, faculty, staff and students on issues of discrimination or harassment. (Source: Allegheny College Faculty Handbook)
2. Student seats: Four student members appointed by the Allegheny Student Government for two-year, staggered terms. (Source: Allegheny College Faculty Handbook)

I. Diversity and Gender Equity [Faculty-Student Committee]

1. Committee description: The principal functions of the Diversity and Gender Equity Committee are to monitor progress on improving faculty diversity (on the basis of race, gender, religion, and/or sexual orientation) at Allegheny, to advance or increase awareness of gender equity and other forms of diversity at Allegheny, to make policy recommendations to Faculty Council on issues related to faculty diversity and gender equity, and to publish its findings and recommendations every other year in the form of a "Report on the Status of Faculty Diversity and Gender Equity." The specific responsibilities of the Diversity and Gender Equity Committee are: (a) To collect and review data on hiring, retention, and promotion of women faculty and faculty who are members of other under-represented groups, and to examine comparable data from institutions in the College's standard comparison group in order to determine if progress is being made toward the gender equity goals outlined by the Report of the Presidential Commission on the Status of Women Faculty at Allegheny College (March 2006) and the diversity goals established by the Board of Trustees Diversity Task Force. (b) To initiate projects to advance or increase awareness of gender equity and other forms of diversity on campus, including curricular and co-curricular activities in consultation with the Director of Diversity Affairs, EOE Officer, other standing committees of the faculty or college, and student organization representatives, as

- appropriate. (c) To make policy recommendations to Faculty Council on issues related to diversity and gender equity. (d) To serve as the faculty members on the Board of Trustees Diversity Task Force. (Source: Allegheny College Faculty Handbook)
2. Student seats: None. (Source: Allegheny College Faculty Handbook)
- J. Health Professions Advisory [Faculty-Student Committee]
1. Committee description: The principal functions of this committee are to help students prepare for post-graduate education in professional health and to obtain information concerning careers in this area. The Committee's specific responsibilities are: (a) To counsel students concerning career opportunities in the health field; (b) To advise students about undergraduate liberal arts curricula suitable for graduate health education; (c) To assist students compile dossiers and obtain graduate placement; (d) To plan, arrange, and supervise public lectures, symposia, visits by scholars and practitioners, and other programs designed to introduce students to the opportunities and requirements of prospective graduate health fields; (e) To represent Allegheny College at appropriate professional institutions and association meetings; (f) To provide counsel, guidance and support to the Director of The Counseling Center and the Director of Career Services. (Source: Allegheny College Faculty Handbook)
  2. Student seats: Four students elected for two-year, staggered terms, from and by the Allegheny students participating in the Pre-Health program. (Source: Allegheny College Faculty Handbook)
- K. Institutional Review Board (IRB) [Faculty-Student Committee]
1. Committee description: The principal function of the Institutional Review Board is to safeguard the rights and welfare of the subjects taking part in research activities originating in the College. The IRB conducts both initial and continuing review of all research and classroom projects involving human subjects carried out by members of the college community. The IRB reviews research initiated by faculty members and students in connection with their respective academic pursuits. The ARB acts as an adjunct committee to the IRB and reviews similar research projects when those projects originate in areas other than academic departments. The specific responsibilities of the IRB are: i. To conduct both initial and continuing review of all research and classroom projects carried out by faculty and students in connection with their normal academic pursuits; ii. To provide such review and certification of research and classroom projects as requested by outside agencies, including the state and federal governments; iii. To review alleged violations of the Statement of Principles Regarding Research on Human Participants or established professional codes when such review is requested; if in the judgment of the Board a violation has occurred, it will be reported, in the case of faculty, to the Dean of the College and, in the case of students, to the College Judicial Board. Appeal in each case follows established procedures; iv. To conduct a continuing review of current state and federal regulations regarding the protection of human participants in research projects; v. To conduct a continuing review of all research guidelines published by various academic disciplines; vi. To establish and publish College procedures that will govern the initial approval and subsequent review of all research and classroom projects with human subjects; vii. To make decisions on appeals made to the Board by department review committees. (b) Projects to be reviewed by the IRB include those: i. From departments with no review committee; ii. To be submitted for funding to outside agencies, if required by that agency; iii. Involving off-campus participants; iv. For which any member of the college community requests a review; v. From departmental committees if: A. The committee/Board decides it needs advice about a specific project; B. The person whose project has been rejected or modified wishes further review. vi. Involving human participants while a faculty member is at another institution or collaborating with colleagues from another institution, unless that faculty member has obtained the approval of an IRB at the other institution. vii. Involving the sharing of data or tissue from a previously approved project. viii. The President shall be responsible to submit for review to the IRB proposals for institutional research that collects new data or goes beyond the normal internal management uses of information analysis, and to ensure compliance with protection of human participant guidelines. (Source: Allegheny College Faculty Handbook)
  2. Student seats: Four students appointed by the Allegheny Student Government for two-year, staggered terms, with each academic division represented by at least one major or prospective major. (Source: Allegheny College Faculty Handbook)
- L. Finance & Facilities Committee (FFC) [College Committee]
1. Committee description: The principal functions of this Committee are to participate in the determination of general financial and facilities planning policy for the College and to serve as a liaison between Administration, Faculty and Staff on financial matters. The Committee's specific functions are: (a) To engage in a continuing review of the financial and facilities situation at the College and to report this information to the campus community; (b) To monitor the financial condition of the College and the

- state of the College's facilities as compared to other institutions; (c) To advise the Administration on all financial and facilities matters which concern the members of the College community, such as the size of the College, the level of tuition and fees, the size and distribution, over broad categories, of the College budget, needs for new construction, renovation, and deferred maintenance on the campus, and long-range financial and facilities planning; (d) To recommend priorities for broad financial aggregates and ratios, and for construction, renovation and maintenance projects; (e) To hear and deal with related issues brought to the Committee by any member of the College Community. (Source: Allegheny College Faculty Handbook)
2. Student seats: Four students nominated by the Allegheny Student Government and confirmed by the President of the College for two-year staggered terms. (Source: Allegheny College Faculty Handbook)
- M. Library & Information Technology Committee (LITC) [College Committee]
1. Committee description: The principal functions of this committee are to advise the leadership team of Learning, Information, and Technology Services and the Administrative Executive Committee on policy, funding, and planning for learning, information, and technology services and to serve as a liaison between administration, faculty, and staff on matters related to Learning, Information, and Technology Services. Learning, Information, and Technology Services is defined to be the campus organization comprised of the Library, Computing Services, and the Learning Commons. The Committee's specific functions are: (a) To engage in a continuing review of Learning, Information, and Technology Services; (b) To advise and support Learning, Information, and Technology Services in policy and program development; (c) To review the overall budget of Learning, Information, and Technology Services and to recommend broad budget priorities to the Dean of the College and Vice President of Finance and Planning; (d) To initiate, develop, and evaluate current projects and future initiatives of Learning, Information, and Technology Services that support the mission of the College; (e) To enhance the strategic relationship and promote coordination of the services provided by the Library, Learning Commons, and Computing Services. (f) To hear and respond to related issues brought to the Committee by any member of the College community. (Source: Allegheny College Faculty Handbook)
  2. Student seats: Two students nominated by the Allegheny Student Government and confirmed by the President of the College for two-year staggered terms. (Source: Allegheny College Faculty Handbook)
- N. Public Events Committee [Faculty-Student Committee]
1. Committee description: The principal function of this committee is to select a series of public events that enrich the intellectual and cultural life of the Allegheny and Meadville communities. The Committee's specific responsibilities are: (a) To consider and determine the nature and schedule of the public events program; (b) To consider and recommend appropriate budget expenditures and revenue; (c) To consider potential integration of the public events with other academic and artistic programs on campus by: i. soliciting responses from the Allegheny community for recommendations of events and the potential link to the curriculum and ii. working collaboratively with the faculty and other appropriate offices in the development of appropriate educational residency activities; (d) To consider recommendations from the non-Allegheny community including but not limited to: area schools, social service organizations and local arts organizations; (e) To offer educational opportunities to the Meadville community when possible and without jeopardizing the integrity of a sound adult cultural program; (f) To provide advice and support to the Director of Events. (Source: Allegheny College Faculty Handbook)
  2. Student seats: Four students appointed for one-year terms by the Allegheny Student Government. If, after two meetings the ASG representatives choose not to attend, interested students will be recruited from the general student body. (Source: Allegheny College Faculty Handbook)