BYLAWS

of the

MIDDLEBURY COLLEGE

STUDENT GOVERNMENT ASSOCIATION

Last Amended Feb. 28, 2016

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(Rev. Jul. 30, 2016)
Section I. President and Student Co-Chair of Community Council

(A) President of the SGA
The President represents the student body at meetings or functions within and outside of the College community. The President serves as the chair of the Presidential Cabinet, and ultimately makes all Cabinet decisions. The President is responsible for setting the agenda for Student Senate meetings. While the President may recommend postponing legislation, the President may not block legislation from coming to the Senate. The President is ultimately responsible for the execution of all SGA action.

(B) Student Co-Chair of Community Council
The Student Co-Chair of Community Council (SCOCC) serves as the principal student leader on the Community Council. The SCOCC is a voting member of the Student Senate. The SCOCC appoints the eight other students serving on Community Council in concert with the Director of Membership.

Section II. The Presidential Cabinet
The following officers are members of the Presidential Cabinet. Cabinet officers are appointed by the President and confirmed by the Senate.

(A) Chief of Staff
The Chief of Staff is responsible for carrying out and implementing all elements of the President's agenda. The Chief of Staff supervises the Cabinet officers and serves as Senate parliamentarian. The Chief of Staff develops, keeps current, and publicizes an official codification of the SGA Constitution and Bylaws. The Chief of Staff is responsible for other miscellaneous tasks as delegated from the President.

(B) Deputy Chief of Staff
The Deputy Chief of Staff is responsible for carrying out and implementing all elements of the President’s agenda in conjunction with the Chief of Staff. The Deputy Chief of Staff shares responsibilities with the Chief of Staff as the President sees fit. The Deputy Chief of Staff is responsible for other miscellaneous tasks as delegated by the President. The Deputy Chief of Staff is appointed as needed at the discretion of the President and Chief of Staff.

(C) Director of Membership
The Director of Membership is charged with ensuring that all members of the SGA (Cabinet officers, committee members, and members of the Senate) fulfill their obligations as stated in the Constitution and Bylaws. The Director of Membership chairs the Elections Council and is personally responsible for conducting all SGA elections. The Director of Membership coordinates the committee application process and ensures that committees are appointed in a fair and open manner.

(D) Treasurer
The Treasurer chairs the Finance Committee and oversees its work. The Treasurer serves as the liaison between the President, the Senate, and the Finance Committee. The Treasurer
maintains the SGA budget, and prepares and presents the mid-year report and the annual budget to the Senate. The Treasurer shall keep a record of all Finance Committee decisions, minutes, and financial statements. The Treasurer shall have had prior experience on the Finance Committee.

(E) Director of Student Organizations
The Director of Student Organizations chairs the Constitution Committee and oversees its work. The Director of Student Organizations is responsible for coordinating the Spring Student Leadership Awards. The Director of Student Organizations serves as an ex officio non-voting member of the Finance Committee.

(F) Director of Publicity
The Director of Publicity is responsible for SGA publicity and chairs the Publicity Committee. The Director of Publicity is responsible for executing all visibility campaigns for SGA initiatives, updating college bulletin boards used by the SGA, and managing all social media channels operated by the SGA.

(G) Director of Academic Affairs
The Director of Academic Affairs chairs the Student Educational Affairs Committee, serves as a liaison between the SGA and the Office of the Dean of Faculty, and is responsible for the oversight of all SGA activity pertaining to academic affairs.

(H) Director of Institutional Affairs
The Director of Institutional Affairs chairs the Institutional Affairs Committee, works with various College offices to facilitate infrastructural and programmatic improvements, and is responsible for newspaper subscriptions.

(I) Director of Environmental Affairs
The Director of Environmental Affairs chairs the Environmental Affairs Committee, serves as an ex-officio voting member of Environmental Council (or appoints a proxy), serves as a liaison between the SGA, Environmental Council, and environmental groups, and oversees SGA activity relating to environmental matters.

(J) Director of External Affairs
The Director of External Affairs chairs the External Affairs Committee and serves as the liaison between students, parents, alumni, and the SGA. The Director of External Affairs maintains consistent communication with student governments at other institutions and researches initiatives and concepts of these other student governments. The Director of External Affairs serves as a liaison between the SGA and the Town of Middlebury, Addison County, the State of Vermont, and other governmental and non-governmental bodies external to the College.

(K) Director of Institutional Diversity
The Director of Institutional Diversity chairs the Institutional Diversity Committee and oversees SGA initiatives relating to diversity.
(L) **Director of Athletic Affairs**
The Director of Athletic Affairs chairs the Athletic Affairs Committee and oversees SGA initiatives relating to athletics.

(M) **Director of Transportation**
The Director of Transportation coordinates the break bus program and other SGA transportation initiatives.

(N) **Director of Technology**
The Director of Technology coordinates the SGA website and oversees all other technology needs of the SGA.

(O) **Director of Student Health and Wellness**
The Director of Student Health and Wellness serves as a liaison between the SGA and the Student Wellness Leaders as well as a liaison between the SGA and the Office of Health and Wellness. The Director of Student Health and Wellness oversees SGA activity relating to the physical and mental health and well-being of the student body.

(P) **Director of Sexual and Relationship Respect**
The Director of Sexual and Relationship Respect organizes initiatives and conversations on how to foster greater sexual and relationship respect on campus. They facilitate programming and policy on sexual respect and related issues, including bystander training. The Director of Sexual and Relationship Respect is an ex-officio member of the Sexual Assault Oversight Committee. The Director of Sexual and Relationship Respect serves as a liaison between student groups, administrators, and community partners on issues of sexual respect.

(Q) **Director of Social Affairs**
The Director of Social Affairs addresses social life on campus. They can also act as a liaison between the Middlebury College Department of Public Safety and the SGA.

### Section III. Responsibilities of Members of the Senate

(A) **SGA Coffee Hour**

(1) **Time and Location**

   (a) The President shall host and attend a weekly SGA Coffee Hour.

   (i) During the fall and spring semesters, a Coffee Hour shall be held during each of Weeks 3 through 10.

   (ii) During winter term, a Coffee Hour shall be held during each of Weeks 2 and 3.

   (b) At the first Senate meeting of each term, the President shall propose a weekly time and location for the Coffee Hour, subject to Senate approval.

(2) **Publicity**

   (a) The President shall be responsible for:
(i) Posting the time and location of each Coffee Hour on the SGA bulletin board;  
(ii) Sending an email to all students notifying them of each Coffee Hour.

(3) Funding
The Senate shall allocate $60 for each Coffee Hour.

(4) Attendance
(a) Every member of the Senate shall attend at least three Coffee Hours during the fall and spring semesters, as well as both Coffee Hours during winter term.
(b) The President shall be responsible for keeping attendance.
(c) If there is a term during which one or more senators do not attend the required number of Coffee Hours, unless their absence is due to a regular scheduling conflict, then at the first Senate meeting of the following term, the Senate shall discuss how to ensure consistent attendance.

Section IV. SGA Representatives to College Bodies

(A) Student Liaison to the SGA on Endowment Affairs
(1) The Student Liaison to the SGA on Endowment Affairs (SLSEA) shall be the official student body liaison to the Board of Trustees Investment Committee and shall attend all three Investment Committee meetings during the academic year.
(2) The SLSEA shall, at the request of any member of the Senate, report to the Senate on their work, while abiding by all relevant confidentiality measures.
(3) The SLSEA shall publicize and hold at least one forum, at least one week prior to each Board of Trustees meeting, to gather student input and educate the community on the current state of the endowment.
(4) The SLSEA shall write a summary within one week of all issues addressed during each Investment Committee meeting, while abiding by all relevant confidentiality measures. The SLSEA will send this summary to the chief financial officer of the College, who will be given one week to review the summary for proprietary information, after which the SLSEA shall send the document to the Senate.
(5) If the Senate determines the SLSEA is not adequately performing the above listed responsibilities, it may remove the SLSEA by a simple majority. In such an event, the Senate shall form the Student Liaison to the SGA on Endowment Affairs Selection Committee to select a new SLSEA as outlined in Section V(A)(3) of the Bylaws.
(6) The Senate shall post the summary on the SGA website for viewing by the campus community.
Section V. Standing Committees

(A) Special Committees

(1) Appeals Committee

(a) The Appeals Committee shall hear appeals from the Finance and Constitution Committees, as stipulated by Section VIII of the Constitution and Section VII of the Bylaws.

(b) The committee shall examine complaints requesting the removal of Elections Council members pursuant to Section VI(A)(2)(e-f), and shall determine whether to remove the member. The committee shall not refer the matter to the Senate in these cases.

(c) The committee shall hear requests from individual party hosts for damage reimbursements greater than the automatic reimbursement limit established by the Senate.

(2) Impeachment Committee

The Impeachment Committee shall examine impeachment petitions and statements and recommend to the Senate whether or not a member should be removed from office, as stipulated by Section IX of the Constitution and Section VIII of the Bylaws.

(3) Student Liaison to the SGA on Endowment Affairs Selection Committee

(a) The committee shall consist of the President, the Director of Membership, and three senators chosen by the Senate.

(b) The committee shall examine applications for Student Liaison to the SGA on Endowment Affairs (SLSEA) during Week 8 the spring semester.

(c) The committee shall design the application and make it accessible to the student body at least one week before applications are due to the Director of Membership.

(d) After consulting student opinion on the endowment, the committee shall read through the applications and recommend a limited number of qualified candidates to the Senate to interview.

(e) The committee shall brief the Senate on student opinion on the endowment and then the Senate shall hear statements from the recommended candidates.

(f) The Senate shall appoint one of the recommended candidates as the SLSEA no later than one week before the Spring Trustees Meeting.

(4) Awards Committee

(a) Description and responsibilities

The Awards Committee shall determine the recipients of the Marjorie Lamberti Faculty Appreciation Award and the Rodney and Beverly DeGray Staff Appreciation Award pursuant to Section IX of the Bylaws. The committee shall plan the awards ceremony.
(b) Membership

(i) The committee shall consist of the President and four students appointed jointly by the President and the Director of Membership.

(ii) The President shall chair the committee.

(iii) The Dean of the Faculty may attend committee deliberations.

(5) First Year Committee

(a) Description and responsibilities

The First Year Committee promotes community in the first year class, provides a vehicle for addressing first year student concerns, assists in the promotion of campus resources and works with event planning bodies, Commons staff, and residential life staff in enhancing inclusive social and cultural experiences on campus.

(b) Membership

(i) The two first-year senators shall chair the committee.

(ii) The two first-year senators shall jointly appoint members of the committee.

(6) Honor Code Committee

(a) Description and responsibilities

(i) The committee is responsible for discussing, evaluating, and promoting (as the committee deems fit) Middlebury’s Honor Code through research, outreach, and collaboration.

(ii) The committee shall investigate the perceptions, experiences, and implementation of the Honor Code in the Middlebury community.

(iii) The committee shall actively promote the mission of the Honor Code to students and administrators.

(iv) The committee shall recommend and work to implement any changes or improvements to the Honor Code as deemed appropriate and necessary through its research.

(b) Membership

(i) The Director of Academic Affairs shall chair the committee, or appoint the chair.

(ii) If the Director of Academic Affairs is not chair, they shall be an ex officio member of the committee.

(iii) The Director of Academic Affairs, the Director of Membership, and the President shall jointly appoint at least five students, representing diverse perspectives, class years, and academic interests, to the committee.

(iv) All committee members’ terms expire at the end of the academic year.

(c) Meetings

(i) The committee shall meet at least six times over the course of each semester and twice during winter term.
(ii) The committee chair shall determine the interval at which these meetings occur.
(iii) At least one meeting per term shall be open to the student body.

(B) Cabinet Committees

(1) Elections Council
The Elections Council is responsible for the election process, as stipulated in Section VII of the Constitution and Section VI of the Bylaws.

(2) Finance Committee
(a) Description
The Finance Committee is responsible for serving the financial needs of recognized student organizations and the needs of the SGA in its management of the Student Activities Fee.

(b) Responsibilities
(i) The Finance Committee allocates the Student Activities Fee as a primary funding source for student organizations.

(A) The Senate must, by majority vote, approve individually each allocation exceeding $10,000.

(ii) The committee uses its expertise in an advisory role to student organizations and initiatives, providing guidance and information to students.

(iii) The committee offers outreach programs, constituting meetings and information sessions, in an effort to orient new leaders and interested parties with the funding process and create an open and supportive financial environment.

(iv) The Senate has fiduciary responsibility for the oversight of the Student Activities Fee and may request funds through the budget process and by requesting additional allocations from the committee.

(v) The committee serves as a check against irresponsible spending but may not refuse an allocation to the Senate. Committee guidelines do not apply to Senate allocations. All College financial regulations do apply.

(c) Membership
(i) The Treasurer shall chair the committee and may not vote, except in a tie.

(ii) At the beginning of each semester, a selection panel shall convene to review applications and, by majority vote, appoint new members to the committee. The selection panel shall consist of:

(A) The SGA President;

(B) Four senators, who may not be Finance Committee members, chosen by the Senate;

(C) Four Finance Committee members chosen by the Finance Committee.

(iii) All committee members’ terms expire upon graduation.
(d) Regulations

(i) The Finance Committee shall publish its guidelines online annually.
(ii) The committee shall publish the budget and new money requests with rationale online.
(iii) The Office of the Dean of Students (ODS) will conduct a formal audit of the committee’s process on a biannual basis. In addition, ODS may audit committee accounts at any time. Should an anomaly be found, action may be taken as advised by the College administration.

(iv) Submission of mid-year and end-of-year review

(A) The Finance Committee is required by the College to produce a mid-year report of its activities detailing the allocations and expenditures for each student organization.

(B) A completed document must be submitted to the Associate Dean of Students for Student Activities no later than the last day of classes in winter term. The report will be reviewed for accuracy and approved by ODS. A failure to submit this report will result in all student organization budgets being frozen until the report is submitted.

(C) The mid-year reports shall be made available for Senate review as early as possible, but no later than one week before they are voted on.

(D) The Treasurer shall consult the Senate on broad-based budgetary issues when the mid-year report is presented.

(E) The budget shall be made available for Senate review as early as possible, but no later than one week before it is voted on.

(F) The Treasurer shall prepare bi-weekly reports to the Senate detailing new money requests granted along with rationales and new money requests to be reviewed. These reports shall be made available to the Senate prior to its weekly meeting.

(e) Student Activities Fee Increases

(i) The Finance Committee shall make a non-binding recommendation to the Senate on the Student Activities Fee (SAF) as part of the Mid-Year Report. The committee may recommend:

(A) that the Senate increase the SAF by the Consumer Price Index (CPI);

(B) that the Senate increase the SAF by an amount greater than CPI but no greater than CPI + 1%;

(C) that the Senate increase the SAF by an amount less than CPI, or decrease the SAF;

(D) or that the Senate increase the SAF by an amount greater than CPI + 1%, due to extreme or emergency circumstances.

(ii) The Senate shall discuss the SAF annually during its meeting directly after the Finance Committee submits the Mid-Year Report.
(iii) The SAF shall increase by CPI unless the Senate votes to set it at a different level.

(iv) The previous year’s CPI shall be used to calculate the next year’s SAF. The calculated increase shall be rounded down to the nearest whole dollar.

(3) Constitution Committee

(a) Description and responsibilities

(i) The Constitution Committee is responsible for the recognition process for new and existing student organizations.

(ii) The committee also uses its expertise in an advisory role to student organizations and initiatives, providing guidance and information to students.

(iii) The committee offers outreach programs, constituting meetings and information sessions, in an effort to orient new leaders and interested parties with the funding process and create an open and supportive financial environment.

(b) Membership

(i) The Director of Student Organizations and the Director of Membership shall jointly appoint members of the committee

(ii) All committee members’ terms expire at the end of the academic year.

(iii) At the discretion of the Director of Student Organizations and the Director of Membership, past members may be reappointed without a written application.

(iv) The Director of Student Organization shall serve as the non-voting chair.

(c) Regulations

(i) Procedure for Starting a New Student Organization

Student organizations can be started at any time between October and April. Procedures may be found online on the Student Activities website.

(ii) Club Review

(A) All student organizations will be reviewed after three years, on a rotating basis. Student organizations will be notified that they are up for review on or by October 1.

(B) The Director of Student Organizations shall direct leaders of each student organization being reviewed to submit responses to a questionnaire by the end of the Thanksgiving Recess.

(C) Student Activities and the Director of Student Organizations shall determine the content of the questionnaire on an annual basis. The questionnaire will also require the submission of a constitution, to be revised, amended and ratified by the current membership.

(D) The Constitution Committee shall approve of all submissions.

(E) During winter term, no applications for new student organizations will be accepted.
(F) During winter term, the committee shall review organization submissions and schedule in-person meetings with those organizations whose responses are unsatisfactory.

(G) At the end of winter term, the committee may inactivate any organization whose questionnaires and in-person meetings were unsatisfactory.

(H) If no leadership is available, the club shall be classified as inactive. Organizations that fail to submit the required information shall have their spring budgets frozen and may be inactivated at the discretion of the Director of Student Organizations.

(I) The Director of Student Organizations shall submit an end-of-year report to the Senate detailing which new organizations were approved and which were inactivated that year.

(4) Publicity Committee

(a) Description and Responsibilities
The Publicity Committee shall publicize all SGA activity, and be responsible for keeping all records of the SGA.

(b) Membership
(i) The Director of Publicity shall chair the committee.
(ii) The Director of Publicity and the Director of Membership shall jointly appoint members of the committee.
(iii) All committee members’ terms expire at the end of the academic year.

(5) Student Educational Affairs Committee

(a) Description and Responsibilities
The Student Educational Affairs Committee shall have oversight of all SGA activity pertaining to academic affairs, and shall serve as a liaison to the Dean of the Faculty and the Educational Affairs Committee.

(b) Membership
(i) The Director of Academic Affairs shall chair the committee.
(ii) The Director of Academic Affairs and the Director of Membership shall jointly appoint members of the committee.
(iii) All committee members’ terms expire at the end of the academic year.

(c) Relationship with EAC
The Student EAC shall invite one faculty member of the EAC to serve in an advisory capacity.
(6) Institutional Affairs Committee  
(a) Description and Responsibilities  
The Institutional Affairs Committee shall serve as the liaison between the SGA and College offices pertaining to the physical infrastructure of the College.

(b) Membership  
(i) The Director of Institutional Affairs shall chair the committee.  
(ii) The Director of Institutional Affairs and the Director of Membership shall jointly appoint members of the committee.  
(iii) All committee members’ terms expire at the end of the academic year.

(7) Environmental Affairs Committee  
(a) Description and Responsibilities  
The Environmental Affairs Committee shall have oversight of all SGA activity pertaining to environmental initiatives.

(b) Membership  
(i) The Director of Environmental Affairs shall chair the committee.  
(ii) The Director of Environmental Affairs and the Director of Membership shall jointly appoint members of the committee.  
(iii) All committee members’ terms expire at the end of the academic year.

(8) External Affairs Committee  
(a) Description and Responsibilities  
The External Affairs Committee shall serve as the liaison between the SGA and alumni, the Town of Middlebury, other colleges and universities, and other external organizations.

(b) Membership  
(i) The Director of External Affairs shall chair the committee.  
(ii) The Director of External Affairs and the Director of Membership shall jointly appoint members of the committee.  
(iii) All committee members’ terms expire at the end of the academic year.

(9) Institutional Diversity Committee  
(a) Description and Responsibilities  
The Institutional Diversity Committee shall consider and discuss matters related to diversity issues within the student community. The committee shall also make proposals to the administration and trustees.

(b) Membership  
(i) The Director of Institutional Diversity shall chair the committee.
(ii) The Director of Institutional Diversity and the Director of Membership shall jointly appoint members of the committee.

(iii) All committee members’ terms expire at the end of the academic year.

(10) Athletic Affairs Committee

(a) Description and responsibilities
The Athletic Affairs Committee shall serve as the liaison between the SGA and Middlebury athletics.

(b) Membership
(i) The Director of Athletic Affairs shall chair the committee.
(ii) The Director of Athletic Affairs and the Director of Membership shall jointly appoint members of the committee.
(iii) All committee members’ terms expire at the end of the academic year.

Section VI. Elections

(A) Elections Council

(1) Description
The Elections Council shall administer the elections of Senators, the President and the SCOCC. The council shall administer all referendums. The council shall also be responsible for certifying the results of all elections and referendums.

(2) Membership
(a) The Elections Council shall consist of a chair and four other members appointed by the Director of Membership. At least two of these members shall be Senators.
(b) No council member may be a candidate for SGA office.
(c) The Director of Membership shall chair the council, unless the Director of Membership is a candidate for SGA office. In this event, the President shall appoint another Cabinet officer to chair the council and the Director of Membership shall abdicate their election responsibilities.
(d) Council members shall be appointed and publicly announced by the end of the first week of the academic year. All members’ terms expire at the end of the academic year.

(3) Removal of members
(a) In the event that a candidate objects to the participation of any council member based on a conflict of interest or other relevant circumstances, the Appeals Committee shall conduct a hearing to decide whether the member should be removed.
(b) Complaints filed accordingly must be filed at least 4 days prior to the opening of the polls. When a proper complaint has been filed, the Appeals Committee hearing shall take place as soon as is reasonably possible, and no later than 2 days prior to the opening of polls.
(4) Guidelines

The Elections Council may adopt and publish guidelines for conducting elections and referendums. The Senate may amend the guidelines by a two-thirds vote.

(B) Eligibility of Voters and Candidates

(1) Eligibility of voters

(a) For President, SCOCC, and referendums: all current and enrolled students, including students abroad and graduating seniors.
(b) For Commons senators: all current and enrolled students, including students abroad and graduating seniors, who are members of the relevant Commons.
(c) For class senators: all current and enrolled students, including students abroad, who have academic standing in the relevant class, not including Febs.
(d) For Feb senators: all current and enrolled students, including students abroad, who have academic standing in a Feb class.

(2) Eligibility of candidates

(a) For President and SCOCC: all current and enrolled students, including students abroad.
(b) For Commons senators: all current and enrolled students, including students abroad, who are members of the relevant Commons.
(c) For first year, sophomore, and senior senators: all current and enrolled students, including students abroad, who have academic standing in the relevant class, not including Febs.
(d) For junior senators: students shall run and hold office on a semester basis. Students may run for either semester or both. Students are not eligible to be candidates for semesters during which they plan to study off-campus.
(e) For Feb senators, all current and enrolled students, including students abroad, who have academic standing in a Feb class.

(C) Elections Procedures

(1) Spring General Elections

The Elections Council Chair, with the support of the Elections Council, shall carry out the following duties prior to the spring general elections:

(a) During Week 6, notification of the upcoming election cycle and details regarding election procedures shall be sent to the entire student body via email.
(b) During Week 7, an informational meeting for potential candidates shall be held where candidate petitions shall be distributed. The Elections Council Chair shall arrange an alternative way to give petitions and necessary information to students unable to attend. After the meeting, the campaign period officially begins.

(i) If, after the meeting is held, no more candidates have expressed interest in a given position than there are seats to fill, the Elections Council Chair shall declare an uncontested race.
(ii) For each uncontested race, students shall be given an additional 48 hours to meet with the Elections Council Chair to receive candidate petitions. No other election deadlines may be delayed as a result of an uncontested race.

(iii) The President, in concert with the Elections Council, shall send an email to all constituencies for which there is an uncontested race, informing those constituencies of the uncontested nature of the upcoming election and announcing the 48-hour extension. This email shall include a provocative but appropriate title to ensure maximum readership, and shall state the importance of competition in elections and the powers of the SGA to affect campus policy and student life. The email may not identify any existing interested candidate(s) in any way.

(c) Candidates will have one week after the meeting to collect petitions as follows:

(i) Commons and class senator: 25 signatures;
(ii) President and SCOCC: 200 signatures;
(iii) Signatories to candidate petitions must be eligible to vote in the election for the candidate.

(d) During Week 8, candidates must submit petitions and statements of intent to the Elections Council Chair. Statements must be 100-400 words in length.

(e) The Elections Council shall certify all valid candidate petitions.

(f) At least three days prior to the voting period, statements of intent shall be sent to the student body via email, along with an explanation of online voting procedures.

(g) Within seven days prior to the voting period, the Elections Council Chair shall host a candidate debate for candidates for President and SCOCC. The Elections Council Chair shall designate a moderator for the debate.

(h) During Week 9 on a weekday, the Elections Council Chair shall hold voting online for a twenty-four hour period. The Elections Council may extend the voting period in the case of technical difficulties.

(i) During the voting period, the Elections Council shall offer public voting stations, to be staffed by the Elections Council or its designee.

(2) First-Year and Feb Elections
The Elections Council Chair, with the support of the Elections Council, shall carry out the following duties prior to the fall first-year elections, spring Feb elections, and concurrent elections for vacant seats:

(a) On the first day of classes, notification of the upcoming election cycle and details regarding election procedures shall be sent to all relevant students via email.

(b) No later than seven days after that, an informational meeting for potential candidates shall be held where candidate petitions shall be distributed. The Elections Council Chair shall arrange an alternative way to give petitions and necessary information to students unable to attend. After the meeting, the campaign period officially begins.

(i) In the event of an uncontested race as described in Sections VI(C)(1)(b)(i-iii), the procedures of those sections shall be followed.
(c) No later than five days after the meeting, candidates must submit petitions and statements of intent to the Elections Council Chair. Petitions and statements must be as specified in Section VI(C)(1)(c) and (d).

(d) At least two days prior to the voting period, statements of intent shall be sent to relevant students via email, along with an explanation of online voting procedures.

(e) No later than two weeks after the first day of classes, the Elections Council shall hold voting online for a twenty-four hour period. Whenever feasible, the voting period shall be set so that newly elected senators can be seated at the Senate meeting on the Sunday of Week 3.

(f) During the voting period, the Elections Council shall offer public voting stations, to be staffed by the Elections Council or its designee.

(D) Voting Procedures

The Elections Council Chair, with the support of the Elections Council, shall carry out elections according to the following procedures:

(1) Elections for single-member constituencies shall be conducted such that the candidate with the highest number of votes shall win.

(2) Elections for multi-member constituencies (class senators) shall be conducted such that the two candidates with the first and second highest number of votes shall win. In multi-member constituencies, every voter will have up to two votes that cannot be applied to the same candidate.

(3) At the opening of polls, the Elections Council Chair shall send an email to the relevant electorate detailing election procedures.

(4) At the close of polls, the Elections Council Chair shall email vote totals and the winner(s) to all candidates and The Middlebury Campus as soon as possible but within six hours.

(5) The Elections Council Chair shall send an email announcing the winners to relevant student constituencies as soon as possible but no later than twelve hours after the closing of the polls. If the results are inconclusive by these deadlines, the Elections Council Chair shall inform the candidates, The Middlebury Campus, and relevant student constituencies as to the reason of the delay. The Elections Council Chair shall also post results to the SGA website before the beginning of the next SGA meeting.

(6) Candidates for President or SCOCC may simultaneously be a candidate for one class or Commons senator seat. In the event that the candidate wins the election for President or SCOCC, they shall be disqualified from the senate election and any votes they received shall be redistributed in accordance with the IRV or STV process.

(E) Campaign Rules

(1) The Elections Council Chair, with the support of the Elections Council, shall enforce the following rules:
(a) Candidates may only campaign during the official campaign period, which begins immediately after the informational and mandatory meeting, and which ends at the close of the voting period.

(b) Campaigning is defined as soliciting votes or support orally, in written form, in graphic form, or on the Internet.

(c) No student may willfully observe any student voting. Notwithstanding the public voting stations provided for in Section VI(C)(1)(i), no student may provide an internet-enabled device to any student for the purpose of voting.

(d) Candidates for President and SCOCC may spend no more than $200 per ticket on any campaign activity, all of which shall come from the Student Activities Fee.

(e) Candidates for Commons or class senator may spend no more than $50 per ticket on any campaign activity, all of which shall come from the Student Activities Fee.

(f) All candidates must submit campaign receipts to the Elections Council Chair by the close of voting for the results to be certified and elected members to be seated.

(g) From one week prior to the voting period until the end of the voting period, no member of the SGA may use pre-permissioned email lists (all-students, all-class, all-Commons). However, such emails may be sent if their text is approved by the Director of Publicity and the Elections Council Chair.

(h) Candidates may not disrupt or interfere with the campaigning of any other candidate.

(2) Challenges to campaign elections violations should be submitted to the Elections Council. Upon review of the challenge, the Elections Council shall have the power to call a special meeting of the Senate. During this meeting, the Elections Council shall make a recommendation to the Senate regarding the eligibility of the involved candidate. The Senate, by a two-thirds vote, may then nullify the candidacy, delay the election, and/or hold a new election.

(F) Vacancies

(1) No candidate

(a) If, after the 48-hour period stipulated by Sections VI(C)(1)(b)(i-iii), there is still no candidate for a Senate seat, the sitting President will appoint a student as interim senator, subject to Senate ratification, until a special election can be held, at the discretion of the Elections Council Chair. The appointee is eligible to run in this election.

(b) If, after the 48-hour period stipulated by Sections VI(C)(1)(b)(i-iii), there is still no candidate for President or SCOCC, the Elections Council Chair shall extend the petition deadline by five days and adjust the elections calendar as necessary.

(c) If there is no candidate for President after the five-day extension, the sitting President shall appoint a student to serve as interim President until a fall special election.

(d) If there is no candidate for SCOCC after the five-day extension, the President shall serve as interim SCOCC, until a fall special election.
(2) Resignation, impeachment, or removal

(a) If the President, the SCOCC, or a senator resigns, or is removed from office via impeachment or automatic removal, the Elections Council shall hold a special election.

(b) Notwithstanding the above section, if a vacancy occurs due to resignation, impeachment, or automatic removal during or after Week 7 of the spring semester for all offices except Feb senator, or Week 7 of the fall semester for Feb senator, the vacancy shall be filled as follows:

(i) For senators, the President shall appoint a student to serve in the vacant seat, subject to Senate ratification.

(ii) For the President, the SCOCC shall serve as President.

(iii) For the SCOCC, the President shall serve as SCOCC.

Section VII. Finance and Constitution Appeals

(A) Grounds for Appeal

A student or organization will not be granted appeal until they have exhausted communication between themselves and the Finance or Constitution Committee. Appeals will be granted for at least one of the following reasons:

(1) The decision is contrary to committee guidelines.

(2) The committee acts with derision, personally or collectively, toward the complaining party.

(B) Appeals Process

(1) A group of students or a student organization that is dissatisfied with decisions made by the Finance or Constitution Committee has the right to appeal to the SGA President within five class days of receipt of the original decision.

(2) Immediately following receipt of a written appeal, a written statement from the responding party (either the Finance or Constitution Committee) will be requested by the President and should be received no later than two class days following the receipt of the original appeal.

(3) Two Appeals Committee members shall review the appeal and shall make a recommendation to the full committee on the appropriate course of action. At least four of the five committee members must agree on the course of action. Committee members may choose among the following options:

(a) Refer the matter to the Appeals Committee in its entirety.

(b) Deny the appeal on stipulated grounds.

(4) If the matter is granted appeal to the Appeals Committee, the written grievance will be forwarded to the parties involved. This written grievance will include the date, time, and location of the hearing, which will occur no sooner than five class days and no later than 15 class days following the formal filing of complaint. The parties involved may reschedule the hearing only one time.
Section VIII. Impeachment

(A) Impeachment Committee

(1) Purpose

The Impeachment Committee shall examine any petition or written statement submitted to it pursuant to Section IX of the Constitution, and shall recommend to the Senate whether the member should be removed from office.

(2) Procedures

(a) The Impeachment Committee shall meet when it receives a petition for removal of a cabinet member or senator and, based on a hearing, make a determination on whether the charges merit impeachment procedures.

(b) Only the Impeachment Committee Chair has the power to call an impeachment hearing in the Senate.

(c) If a Senate hearing is called, the hearing must occur at the next Senate meeting. If needed, the Impeachment Committee may call for an emergency meeting of the Senate.

(B) Hearings

(1) Impeachment Committee Hearings

(a) The Impeachment Committee Chair presides over this hearing.

(b) The petitioner or their designee shall present their case to the committee.

(c) The accused or their designee may present a rebuttal to the petitioner’s charges.

(d) Committee members may question petitioner and accused.

(e) The Committee shall vote on whether to refer the matter to the Senate for impeachment procedures.

(2) Senate Hearings

(a) The petitioner or their designee shall present their case to the Senate.

(b) The accused or their designee may present a rebuttal to the petitioner’s charges.

(c) Member of the Senate and Cabinet officers may pose questions to Impeachment Committee members, the petitioner, and the accused.

(d) Once concluded, the Senate shall vote by secret ballot on whether to remove the accused from office. Removal requires a two-thirds vote.

Section IX. Faculty and Staff Appreciation Awards

(A) Marjorie Lamberti Faculty Appreciation Award

(1) Nominations for this award come from current students.

(2) The Dean of the Faculty shall facilitate the process by sending an email to all students on behalf of the SGA, requesting nominations of faculty members for this award.
(3) Nominations must be made by email or letter to the Dean of the Faculty, including the following information:
   
   (a) Name of the student making the nomination;
   
   (b) Name of the faculty member;
   
   (c) Statement about why the instructor deserves the award.

(4) The Awards Committee shall review all nominations and select a recipient.

(5) The recipient will receive a research grant, to be coordinated and funded by the Dean of the Faculty.

(B) Rodney and Beverly DeGray Staff Appreciation Award

(1) Nominations for this award come from current students.

(2) In April, the SGA President shall facilitate the process by sending an email to all students, requesting nominations of staff members for this award.

(3) Nominations must be made by email or letter to the SGA President, including the following information:

   (a) Name of the student making the nomination;

   (b) Name of the staff member;

   (c) Statement about why the staff member deserves the award.

(4) The Awards Committee shall review all nominations and select a recipient.

(5) The recipient shall receive a check for $500, with funds from the SGA Operations budget.

(C) Awards Reception

(1) The SGA President shall announce the recipients to the College community at a special presentation event before the conclusion of spring classes and shall present each recipient with a framed certificate.

(2) The SGA shall assist in the arrangements for a reception. The SGA shall be responsible for funding the reception from the SGA Operations budget.

(3) Nominated faculty and staff members who have not been selected as award recipients shall be notified of their nomination and invited to attend the presentation event.