



STUDENT ASSOCIATION OF COVENANT COLLEGE
STUDENT SENATE BYLAWS

Updated and Approved for Fall Semester 2025



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BYLAWS OF THE STUDENT ASSOCIATION OF COVENANT COLLEGE (SACC), LOOKOUT MOUNTAIN, GEORGIA

Bylaw A - Responsibilities of the Student Senate

The Student Senate:

- A. Interprets and enforces the SACC Constitution and Bylaws.
- B. Allocates and oversees the use of SACC funds.
- C. Performs the duties assigned to individual officers in the SACC Bylaws.
- D. Exemplifies Christian principles while fulfilling its responsibilities.
- E. Works towards the fulfillment of the purpose and goals of the College and of SACC.
- F. Communicates regularly with the student body regarding issues and information affecting general student welfare.
- G. Contributes to the welfare of the members of SACC.
- H. Follows the SACC Constitution, Bylaws, Publications Handbook, and Club Handbook. The Senate will review the Bylaws annually and vote to approve any proposed changes to them.
- I. The Coordinator of Student Leadership will review and revise the Club Handbook and Publications Handbook annually. The Senate will vote to approve any proposed changes to these documents.
- J. Changes to the SACC Constitution must be voted on by the student body.

Bylaw B - Leadership Duties of Senators

Each Senator fulfills the following responsibilities:

- A. Attends all scheduled Senate meetings.
- B. Attends the Senate retreat at the beginning of each semester.
- C. Regularly communicates, formally and informally, with students about issues that come before the Senate.
- D. Presents to the Senate requests, complaints, and petitions received from members of SACC.
- E. Studies and works to implement changes to the SACC Bylaws and Constitution that are consistent with the interests of the student body or SACC organizations.
- F. Completes all Senate assignments on time.
- G. Fulfills specific responsibilities assigned in the SACC Bylaws.
- H. Trains newly-elected officers in the second semester of the year, including at least one individual meeting and one cabinet meeting if applicable to the position.
- I. Uploads an updated transition packet to the Senate Google Drive, summarizing projects undertaken and lists of tips and suggestions for future Senate officers.
 - a. Submits this packet no later than the last day of classes of the spring semester.
 - b. The Executive Committee decides if stipends are earned based on satisfaction of end of the year requirements.
- J. Keeps and updates the Google Drive folder for his/her respective position.
- K. Each position will complete the following training (failure to do so could result in removal from elected position):

- a. Newly elected officers for next year will attend, at minimum, one Senate meeting.
- b. Newly elected officers will attend one meeting pertaining to their role - i.e., Executive Committee members will attend one team meeting, RHPs will attend one team meeting, and class presidents will attend one meeting with the Coordinator of Student Leadership.
- c. Newly elected officers will attend a one-on-one meeting with the current officer in their role.
- d. Newly elected officers will partner with current officers in their role with one event in the Spring semester, as is appropriate per role.

Bylaw C - Executive Committee

Section 1—Composition

The Executive Committee consists of the Student Body President, Vice President, Treasurer, and Communications Director.

Section 2—Executive Committee Meetings

- A. The Executive Committee approves nominations for Assistant and Vice President positions before the first fourteen days of classes in the fall.
- B. The Executive Committee also meets whenever items of business are referred to the committee by the Senate, or whenever the President calls the committee to session.
- C. The Executive Committee and the Coordinator of Student Leadership may meet at the end of each semester to determine if Senators, Residence Hall Vice Presidents (RHVPs), the Senior Class VP, the Assistant to the Communications Director (ATTCD), the Assistant to the Treasurer, the Senate Graphic Designer, and the Senate Videographer have fulfilled their duties and should receive their full stipend.
- D. Executive Committee meetings are closed to non-Executive Committee members unless otherwise deemed appropriate by the President.
- E. Though not a part of the Executive Committee, other senators may meet with the Executive Committee as necessary.

Section 3—Authority

- A. The Executive Committee may bring recommendations to the Senate, but has no authority to act on behalf of SACC or of the Senate without the consent of the Senate.
- B. The Senate may, by a majority vote at the beginning of each semester, choose to grant the Executive Committee the authority to approve budget reallocations within club or organization budgets of up to \$100.

Section 4—President

Purpose Statement:

The President leads the Student Senate as it seeks to fulfill the mission of the College and the mission of the Senate. To that end, the President provides direction and facilitates collaboration for its members, holds them accountable to their duties as outlined, and represents the Senate and the student body as needed. Furthermore, he/she is responsible for the development and camaraderie of the Senate as it progresses through the year.

The President:

- A. Acts as chair of the Senate. This includes setting the agenda for each meeting, distributing the agenda at least two days prior to all meetings, arranging for appropriate facilities and materials for meetings, and calling special meetings when necessary.
- B. Plans and leads, with the Vice President, a Senate Retreat for all Senators no later than 15 days after the beginning of each semester to review SACC materials and plan for the coming semester.
- C. Acts as chair of the Executive Committee.
- D. Communicates with the student body regularly concerning the condition, activities, and goals of SACC.
- E. Brings legitimate student requests, complaints, and inquiries to the appropriate committees, departments, or individuals in SACC or in the College administration.
- F. Represents SACC to the public, when appropriate.
- G. Coordinates with Board of Trustee committee members to appoint a Senate representative when deemed necessary.
- H. Represents SACC to the Student Development Committee of the Board of Trustees. This includes presenting a formal memo at the Student Development Committee Meeting each semester regarding the condition, activities, and goals of the SACC. He/she writes and sends the memo to the Dean of Students by the deadline given in order for it to be published and placed in the packets prepared for the Board.
- I. Is an ex-officio member of all SACC committees and subcommittees.
- J. Calls a student open forum when deemed necessary.
- K. Meets with the President of the College monthly.
- L. Meets with the Coordinator of Student Leadership weekly.

Section 5—Vice President

Purpose statement:

The Vice President strives to perform his/her duties of leadership over specific committees with diligence and excellence, and aids and supports the President to the best of his/her ability. To that end, the Vice President provides direction and facilitates collaboration for college committees, holding them accountable to their duties as outlined, representing the Senate and the student body as needed.

The Vice President:

- A. Assists the President whenever possible.
- B. Presides at all Senate meetings in the absence of the President.
- C. Becomes President if that office is permanently vacated, and holds elections to fill the vacated Vice President position.
- D. Serves as chair of the following committees: Elections, Food Service, and Joint Judicial.
 - a. Coordinates assignments for the Elections Committee. Details about the required members are located in this committee's bylaws.
 - b. Coordinates assignments for the Food Service Committee. Details about the required members are located in this committee's bylaws.
 - c. Calls Food Service committee meetings at least twice a semester.
 - d. Calls Joint Judicial committee meetings as needed.

- e. Calls Elections committee meetings as needed.
- E. Appoints and serves as liaison to Student Representatives on Faculty Committees, communicating to the Senate what these committees are doing, and working to collaborate joint action when appropriate and possible.
 - A. May gather nominations from current Student Representatives and Senators for new Student Representative appointees.
 - B. Appoints Student Representatives to those Faculty Committees requiring student representation with the majority approval of the Senate within the first fourteen days of the Fall semester. These Faculty Committees include the Admissions Decisions, Academic Standards, Core Oversight, Curriculum, and Parking Appeals committees. Should be in communication the Coordinator of Student Leadership, the Dean of Academic Programs, and the Chair of the Faculty Steering Committee in order to ascertain if any other committees need Student Representatives for that year.
 - C. May appoint Residence Hall and Class Presidents to Faculty Committees as needed.
 - D. Communicates with each Student Representative on Faculty Committees at least once a semester. Is encouraged to attend Faculty Committee meetings each semester as able.
- F. Plans and leads, with the President, a Senate Retreat no later than 15 days after the beginning of each semester to review SACC materials and plan for the coming semester.

Section 6—Treasurer

Purpose statement:

The Treasurer ensures that the funds allocated and reserved to the SACC fund are managed, allocated, and used with integrity in a responsible and timely manner. The Treasurer also oversees club and organization expenditures as well as ensuring that Senate is fulfilling its financial obligation to the student body.

The Treasurer:

- A. Plans and chairs budget meetings each semester.
- B. Maintains a consistent and accurate system of bookkeeping for all SACC clubs and organizations.
 - a. This includes asset lists, advisor forms, and budget requests.
- C. Communicates to the Senate regularly regarding the status of SACC accounts as needed.
- D. Communicates budget deadlines to the Senate and clubs/organizations at least one week prior to the deadline.
- E. Develops and maintains forms which are easy for students to use and acceptable to relevant College offices.
- F. Works and communicates with club liaisons to ensure that clubs/organizations use SACC funds in a way which is consistent with their purpose and goals.
- G. Communicates financial information to club/organization leaders at club leader training at the beginning of each semester, and upon further request.
- H. Retains control of SACC accounts through the final business day before Commencement.
- I. Makes reports to the Executive Committee concerning the status of club spending as deemed necessary.

- J. Appoints an Assistant to the Treasurer before the Senate adjourns for the summer to be approved by the Executive Committee.
- K. Presents budget requests and reallocations to the Senate during meetings.
- L. Chairs the Finance Committee and organizes meetings as necessary.
- M. Acts as liaison between the Accounting Office and Student Organizations to help complete transactions between the two.

Section 7—Communications Director

Purpose statement:

The Communications Director supports and facilitates the work of the Senate by maintaining and distributing information and correspondence and creating methods to ensure open communication between the student body and the Senate.

The Communications Director:

- A. Approves and sends out campus correspondence decisions in a timely manner.
- B. Maintains and organizes the Senate Google Drive and all SACC correspondence, records, and miscellaneous items.
- C. Maintains Senate office and bulletin boards.
- D. Posts updated versions of the SACC Bylaws and the Constitution when changes are made and works with the Marketing Department and the Coordinator of Student Leadership to ensure that those changes are updated within the official documents of Covenant's website.
- E. Regarding Meetings:
 - a. Posts official minutes within two business days after adoption by the Senate and uploads a copy to the Senate Drive.
 - b. Types, duplicates, and distributes materials needed for presentation at Senate meetings.
 - c. Documents votes facilitated over email, i.e. e-votes, in the subsequent meeting's minutes in the event that a quorum meets digitally.
- F. Regarding the Publications Committee:
 - a. Serves as chair of the Publications Committee.
 - b. Schedules Publications Committee meetings as necessary.
 - c. Serves as the club liaison between the student publications and the Senate.
 - d. Meets individually with Publications editors-in-chief as necessary.
- G. With majority approval of the Executive Committee, appoints an Assistant to the Communications Director, a Graphic Designer, and a Videographer before the Senate adjourns for the summer.
- H. Communicates on an as-needed basis with the Graphic Designer and Videographer.
- I. Maintains active presence on commonly used social media platforms.
- J. In collaboration with the Student Body President, sends out a monthly Senate newsletter.
- K. Sends out all traditional emails in a timely manner.

Bylaw D - Campus Activities Board

Section 1—Purpose of Campus Activities Board

The Campus Activities Board (CAB) exists to provide quality campus programming which reflects the purpose and goals of SACC and Covenant College, and which appeals to a broad range of student interests. CAB plans traditional events while adjusting and innovating when appropriate.

Section 2—CAB Makeup

1. The CAB Director leads the Campus Activities Board.
2. The CAB is made up of three students who assist the CAB Director in planning and implementing all-campus events.
3. CAB Members:
 - a. Attend all CAB meetings and events unless excused by the CAB Director or Coordinator of Student Leadership.
 - b. Work with the Director to see that finances are managed responsibly and that funds are properly requisitioned for each event.
 - c. Reserve facilities and equipment well in advance of activities as necessary.
 - d. May be removed from their position by the Senate, or the Director and the Coordinator of Student Leadership, for failing to fulfill their responsibilities.
 - e. Meet at least once with their successor prior to the last day of classes in the spring semester.

Section 3 - CAB Director

The CAB Director:

- A. Works with the Coordinator of Student Leadership to hire CAB members from a pool of approved applicants.
- B. Directs CAB members in planning and realizing campus activities by keeping detailed event records and checklists.
- C. Requests authorization from the newly elected Senate within the first three weeks in office to spend a specific amount of SACC funds over the summer and submits an operating budget to Senate within the first 14 days of the semester.
- D. Reports regularly to the Coordinator of Student Leadership, as an advisee.
- E. Schedules and conducts regular CAB meetings to discuss and approve all activities.
- F. Updates and corrects the CAB Google Drive to include a list of the year's events and all pertinent information concerning those events, such as advertising, cost, and location, after the event.
- G. Works closely with the Senate Treasurer to ensure that finances are managed responsibly and that funds are properly requisitioned.
- H. Works closely with the next year's CAB Director-elect to ensure that he/she receives all budgeting and planning materials necessary for a smooth transition.
- I. Turns in a post-event report no later than two weeks after each event.
- J. Maintains CAB storage to the satisfaction of the Coordinator of Student Leadership.
- K. Ensures that the CAB Director-elect works closely with CAB during the spring semester to be fully trained upon assuming office.

- L. Meets with the Executive Committee as needed.

Bylaw E - Class Presidents

Section 1—All Class Presidents

Purpose statement: As facilitators of a specific constituency, Class Presidents communicate with their respective classes in a manner that fosters class unity. As they fulfill their duties, they exhibit servant leadership for their classmates and the clubs they represent as they strive to “contribute to the welfare of the members of SACC” by showing compassion and personal care to those they serve. They also support, encourage, and advise the Executive Committee in its duties, actions, and decisions.

Each Class President:

- A. Represents to the Senate concerns which are of particular importance to his/her respective class.
- B. Communicates regularly to his/her respective class.
- C. Acts as a Club Liaison by:
 - a. Communicating with club leaders bi-weekly and providing updates to the Senate.
 - b. Meeting with clubs recently taken off of probation within two weeks of the probation being lifted.
 - c. Working closely with club leaders and the Treasurer to ensure funds are being spent in an acceptable manner.
 - d. Attending at least one club meeting of each club he/she oversees per semester, if possible.
- D. Serves in primary ways on legislative Ad Hoc committees.
- E. Submits budget requests to the senate within the first 14 days of the beginning of each semester.
- F. Plans at least two events per semester that focus on building community within his/her respective class.
 - a. At least one event per year will be planned and held in conjunction with another class president.
 - b. The Senior Class President must plan at least one event in conjunction with the Freshman Class President. This event must be the Freshman Class President’s first event.
 - c. Each class president must upload a post-event summary to the Senate Google Drive no later than two weeks after each event costing more than \$100, or when deemed necessary by the Coordinator of Student Leadership.
- G. Forms a cabinet consisting of members of his/her class within the first 14 days of the semester.

Section 2—Senior Class President

Additionally, the Senior Class President:

- A. Helps the Freshman Class President plan a Freshman-Senior collaborative class event in the fall semester.
- B. Plans graduation-related events and activities and prepares itemized budgets for the events.
- C. Plans a senior social to honor December graduates in the Fall Semester and assists the President’s Office, Events Office and Alumni Office to plan graduation-related events like the Presidential Reception/Alumni Induction.

- D. Directs and coordinates his/her class in choosing a senior class gift. In choosing the senior class gift, the Senior Class President enlists the advice of the senior class, the advancement office, alumni office, facilities management, and other appropriate parties.
- E. Advises the college on choice of the faculty Commencement speaker, student Commencement speakers, and senior testimony speakers.
- F. Appoints a Senior Class Vice President within the first 14 days of the beginning of the fall semester.

Section 3—Junior Class President

Additionally, the Junior Class President:

- A. Works with the Office of Academic Affairs to appoint student volunteers for Commencement.

Bylaw F - Residence Hall Presidents

Section 1—Traditional Residence Hall Presidents

Purpose statement: As representatives of a specific constituency, Residence Hall Presidents collaborate with residence life and student life, voice the concerns of their respective residence halls to Student Senate, and facilitate organized events that promote spiritual, social, emotional, and intellectual growth. Residence Hall Presidents promote the mission of Covenant College by exhibiting servant leadership as they fulfill their duties. They also support, encourage, and advise the Executive Committee in its duties, actions, and decisions.

Each Residence Hall President:

- A. Represents to Senate concerns which are of particular importance to his/her respective residence hall.
- B. Regularly communicates with the building RD and RAs, especially before a building event.
- C. Regularly meets with the Coordinator of Student Leadership. Meets with his/her respective Resident Director as needed. Meets jointly with the two as needed.
- D. Plans two campus-wide events per year hosted by the residence hall, and one joint-building event with another residence hall per year. Plans at least one event held exclusively for their residence hall each semester, and is highly encouraged to organize more. May also work with the Admissions Department on joint events.
- E. Forms a cabinet consisting of residents of his/her residence hall within the first 14 days of the fall semester.
- F. Submits a budget request to the Senate within the first 14 days of the beginning of each semester.
- G. Sends the Executive Committee a nomination for Residence Hall Vice President within the first 14 days of the beginning of the fall semester.
- H. Is required to serve on the Food Service Committee. In addition to this, may serve on the Elections Committee, or, if a student representative outside Senate cannot be found by the Student Body Vice President, a Faculty Committee. The Student Body Vice President will coordinate these committee assignments at the beginning of each academic year.

- I. Each Residence Hall President uploads a post-event summary to the Senate Google Drive no later than two weeks after an event costing more than \$100, or when deemed necessary by the Coordinator of Student Leadership.

Section 2—The Student Apartments President

Purpose Statement:

As a representative of a specific constituency, the Student Apartment President collaborates with Residence Life and Student Life, voices the concerns of the apartments to the Student Senate, and facilitates organized events that promote spiritual, social, emotional, and intellectual growth. The Student Apartments President promotes the mission of Covenant College by exhibiting servant leadership as he/she fulfills his/her duties. He/she also supports, encourages, and advises the Executive Committee in its duties, actions, and decisions.

The Student Apartments President:

- A. Represents to Senate concerns which are of particular importance to the student apartments.
- B. Regularly meets with the Resident Assistant serving the student apartments.
- C. Regularly meets with the Coordinator of Student Leadership and his/her respective Resident Director. Meets jointly with the two as needed.
- D. Plans one campus-wide event per year hosted by the student apartments. Also plans one event per year held exclusively for the student apartments. Is highly encouraged to organize more activities and collaborate with other Residence Halls.
- E. Forms a cabinet consisting of residents of the student apartments within the first 14 days of the fall semester.
- F. Submits a budget request to the Senate within the first 14 days of the beginning of each semester.
- G. Uploads a post-event summary to the Senate Google Drive no later than two weeks after an event costing more than \$100, or when deemed necessary by the Coordinator of Student Leadership.

Bylaw G - Multicultural Liaison

Purpose statement:

As a representative of the student body, the Multicultural Liaison collaborates with the Intercultural Program, Student Senate, and Student Development to voice the concerns of the student body. The Multicultural Liaison promotes the mission of Covenant College by exhibiting servant leadership as he/she fulfills his/her duties. He/She also supports, encourages, and advises the Executive Committee and Intercultural Leaders in their duties, actions, and decisions.

The Multicultural Liaison:

- A. Represents to the Senate concerns of the Intercultural Program.
- B. Communicates regularly with the Intercultural Program and Senate. This includes meeting with the Coordinator of Student Leadership, the Coordinator for Intercultural Engagement, the Associate Dean of Students, and the executive committee as needed.

- C. Acts as a Club Liaison for clubs related to the Intercultural Program by:
 - a. Meeting with club leaders regularly and providing updates to Student Senate and the Intercultural Program.
 - b. Working closely with club leaders and the Treasurer to ensure funds are being spent in an acceptable manner.
 - c. Attending at least one club meeting of each club they oversee per semester, if possible.
- D. Submits an optional budget request for events to the Senate within the first 14 days of the beginning of each semester.
- E. Serves in primary ways on legislative ad hoc committees.
- F. Meets with the Multicultural Advising Faculty Committee as needed.
- G. Is a permanent member of the Finance Committee and Publications Committee.
- H. Plans one campus-wide event per semester that partners with both Student Senate and the Intercultural Program.
- I. The Multicultural Liaison may choose to form a cabinet at their discretion.
- J. The Multicultural Liaison will meet twice per semester with the student representatives of both the Curriculum Committee and the Core Oversight Committee
- K. Intercultural Leaders may not serve as the Senate Multicultural Liaison in the same school year.

Bylaw H - Additional Student Senate Representatives

Section 1— General Details

- A. Are nominated by the Senate supervisor over each additional representative and approved by a majority vote of the Executive Committee. This vote takes place within the first 14 days of the semester.
- B. Are not members of the Senate and exercise none of the responsibilities and privileges granted thereunto.
- C. Are removed from their position if both the Senate supervisor and Student Body President deem such action necessary. No Senate vote is required for this decision.
- D. Maintain a 2.75 GPA and remain in good disciplinary standing throughout the year.
- E. This is a stipend paid position.

Section 2 — The Assistant to the Communications Director

- A. Is responsible for recording and editing the minutes of Senate meetings and sending those minutes to the Communications Director.
- B. Works with the Communications Director to maintain Senate social media accounts.

Section 3—The Assistant to the Treasurer

- A. Helps Treasurer resolve reimbursement requests from clubs and organizations.
- B. Aids the training of the Treasurer-elect after elections.
- C. Communicates with the Accounting Office as needed.

Section 3—The Residence Hall Vice President

- A. Assists and supports the Resident Hall President in planning and implementing all building activities and as such must serve as a member of the aforementioned building committee.

Section 4- Senior Class Vice President

- A. Assists and supports the Senior Class President in planning and implementing all activities and as such must serve as a member of the aforementioned class committee.

Section 5—Senate Graphic Designer

- A. Is approved by a majority vote of the Executive Committee. This vote takes place before the Senate adjourns for the summer.
- B. Is responsible for all graphic design needs of the Student Senate. Under the oversight of the Communications Director, Graphic Designer completes all the needed posters for Senators events each semester and other tasks as assigned by Student Life.
- C. All poster requests must be submitted at least 5 business days prior to the date needed.

Section 6—Senate Videographer

- A. Is approved by a majority vote of the Executive Committee. This vote takes place before Senate adjourns for the summer.
- B. Is responsible for all video needs of Student Senate. Under the oversight of the Communications Director, the Videographer completes the Passing of the Torch video in April and the Introduction video in September, as well as any other videos the Senate deems necessary.

Bylaw I - Term of Office

Section 1—Duration of Term

The governing authority of the Senate and its corresponding responsibilities are transferred to the Senate-elect no later than the last day of classes in the spring semester.

Section 2—Resignation

All resignations are submitted in writing to the President and the Coordinator of Student Leadership and are effective upon receipt.

Section 3—Vacancies of Senate Positions

All vacancies are filled by normal election procedures, except for the presidency. The presidency, if vacated, is filled by the Vice President, who then holds elections to fill the vice presidency. If any other Senate position is vacated during the summer, the President assumes those responsibilities until the Vice President holds elections. The elections should be held within the first seven days of the academic year. If the Vice Presidency is vacated over the summer, the President holds the elections.

Bylaw J - Meeting Procedures

Section 1—Scheduling

The President coordinates with the Senators to schedule regular Senate meetings throughout the semester.

Section 2—Attendance Policy

- A. Each Senator is allowed one unexcused absence per semester. Three tardies are considered an unexcused absence.

- B. The Executive Committee determines at the beginning of each year what counts as an excused absence, an unexcused absence, and a tardy.
- C. Excused absences are arranged with the President at least one day prior to the meeting. Excused absences for the President are arranged with the Coordinator for Student Leadership at least one day prior to the meeting.
- D. If a Senator exceeds the number of permissible unexcused absences, he/she must provide a verbal explanation at the subsequent Senate meeting. If it is not received in time, or the explanation is lacking, the Senator may be removed from office by a $\frac{2}{3}$ vote.
- E. Any Senator who exceeds his/her allotted unexcused absences by two absences is considered for removal from office. The Executive Committee meets and brings a recommendation to the Senate.

Section 3—Quorum

A quorum is equivalent to 2/3 of total membership.

Section 4—Legislative Procedure

- A. The President acts as chair at all official Senate meetings. In the event that the President is absent or wishes to yield the chair, the Vice President chairs the meeting. In the absence of both the President and the Vice President, the Treasurer assumes the chair. If all three of these officers are absent, the Communications Director assumes the chair.
- B. In the circumstance that the Assistant to the Communications Director cannot take minutes, the acting chair appoints someone in charge of taking minutes Pro Tem.
- C. The Senate conducts its meetings in accordance with *Robert's Rules of Order*. Exceptions to *Robert's Rules of Order* are made by a 2/3 vote of the Senate. Exceptions are in effect only until they are overturned by a 2/3 vote, or until the following Senate takes office.
- D. All bylaw changes or proposals that involve written policy or otherwise involve "facts and figures" being presented are typed and distributed to Senate members, advisors, and the Coordinator of Student Leadership before a Senate meeting. The chair may at his/her discretion waive this policy if the proposal is deemed urgent in its nature.

Section 5—Voting

The raised-hand technique is used on all votes, with the Assistant to the Communications Director recording the number of votes in the minutes. A Senator also has the right to comment "on record" on any vote.

Section 6—Dress Code

Senators must dress appropriately and professionally for weekly Senate meetings. The dress code is business casual. Any questions and clarifications should be addressed to the Student Body President and/or the Coordinator of Student Leadership.

Bylaw K - Student Association Fee

Section 1—Changes in the Student Association Fee

If needed, increases and decreases in the Student Association Fee are proposed to the Dean of Students and the Chief Financial Officer of the College by a majority vote of the Senate. If approved, all changes are then approved by a majority vote of the members of SACC in a referendum election.

Section 2—Collection of the Student Association Fee

Funds generated by the Student Association Fee are deposited by the College Controller into the SACC Contingency Fund until they are reallocated by the Senate.

Bylaw L - SACC Budget

Section 1—Deadline for Completion and Approval of SACC Budget

The SACC budget is completed and approved each semester by the Senate ordinarily by 14 days from the first Senate meeting but no later than 21 days after the start of the semester.

Section 2—General Procedures for Completion and Approval of SACC Budget

- A. The Treasurer works with the College Accounting Department to determine the amount available in the SACC Fund. This figure, minus any previous obligations, represents the amount of funds available for the Senate to allocate in the SACC budget.
- B. Student Senate hosts a club leader training meeting within the first week of classes each semester.
- C. Each organization leader meets as necessary with the Executive Committee prior to the full Senate budget meeting to discuss his/her budget requests.
- D. The Finance Committee meets to develop a tentative SACC budget and to make recommendations regarding recognition of new organizations.
- E. The Senate meets to approve and make revisions to the Finance Committee's budget recommendations.
- F. The revised budget and recognition of new organizations is passed by a majority vote of the Senate.
- G. Budget meetings are closed to all besides Senators, faculty advisors, the Associate Dean of Students for Student Life, and the Coordinator of Student Leadership. Exceptions can be made by the approval of the Treasurer and/or President.

Section 3—General Budget Guidelines and Considerations

When determining an organization's budget, Student Senate considers the following areas:

- A. Whether the organization's mission aligns with the mission of the College.
- B. Whether the organization's proposed activities align with its stated mission.
- C. Whether the organization is actively pursuing student interest.
- D. Whether the organization demonstrates a healthy leadership structure, student participation, and financial responsibility.

Section 4—Budget Restrictions

- A. No organization, including the Senate, uses SACC funds for perk-related expenses. Exceptions to this rule are as follows:
 - 1. Organizations may purchase meals with SACC funds, provided the meal serves an essential function within the organization. Each Senate decides during budget meetings what constitutes an “essential function.”
- B. SACC funds are not used by the Senate or any other organization for the purchase or distribution of personal gifts, gift cards, or cash prizes; however, use of SACC funds for other types of prizes is acceptable at the discretion of the Senate.
 - 1. Exceptions to this rule can be made by the Senate and Coordinator of Student Leadership.
- C. SACC funds are not used to reimburse students for very small amounts of mileage (anything less than 30 miles round trip). Reimbursements for gas mileage are only disbursed when the accumulated mileage exceeds a minimum amount determined prior to their approval of the SACC budget.

Section 5—New Organizations

As stated in the Club Handbook, new organizations undergo a trial semester without funding to monitor student interest. Additionally, newer organizations should establish a strong precedent of financial accountability and accomplishment of goals before large allocations to the organization are considered.

Section 6—Senate Expense Fund

The Senate allocates to the Senate Expense Fund sufficient funds to pay for the Student Senate retreat, elections, communication with the student body, office/computer supplies, Senate stipends, and various other Senate-related events and expenses.

Section 7—SACC Contingency Fund

This Fund may be used for any unforeseen expenditures that do not fall under the jurisdiction of another SACC Fund, and must equal between 4-5% of the total SACC fund.

Section 8—Late Requests

In considering late budget requests, Senate accounts for the reason for the tardiness and the nature of the organization.

Bylaw M - SACC Funds

Section 1—Financial Accountability

- A. The Senate ensures that all SACC funds are spent wisely.
- B. The Senate reserves the option of withdrawing funding from an organization if the organization is negligent in spending its funds.
- C. The Senate exercises restraint regarding interference with organization spending and only blocks spending which does not reflect the purpose of the organization, which clearly violates another SACC rule or guideline, or which is clearly not in the best interest of SACC or the College.

- D. Any organization failing to spend 25% of its allotted budget by the halfway point of the semester or at least 70% of its allotted budget by the end of a semester is automatically put on probation unless an exception is granted by a majority vote of Senate.

Section 2—Accessing Funds

- A. Clubs and organizations work with the Treasurer to access allocated SACC funds.
- B. A SACC organization may also access its funds through in-house charges (purchases from organizations within Covenant College). At the beginning of each semester, the Treasurer gives a list of approved clubs and club leaders to the mailroom. When making a purchase from these organizations, the club leader presents his/her student ID to the person processing the transaction. Student Senate is not held responsible for expenses that do not adhere to the above procedures.

Section 3—Donations to SACC Organizations

Donations to SACC organizations must be earmarked for specific events, projects, supplies, or equipment. These funds are left in the organization's fund until the completion of these events or projects, or until the supplies or equipment are purchased. Leftover donation funds are then handled in the same manner as all other SACC funds.

Section 4—SACC Organizations With Non-SACC Accounts

- A. If the Senate objects to improper spending from non-SACC accounts, it may request that this spending cease.
- B. If the improper spending continues, the Senate may withdraw SACC funding and/or recognition at any time, but has no power to stop spending from non-SACC accounts.

Section 5—Honorariums

- A. The *Tartan* or *Thorn* must be distributed no later than Exam Cram in the spring semester. If this deadline is not met, \$100 is subtracted from the Editor(s) in Chief's stipend and \$50 more is subtracted with every successive week.
- B. The *Bagpipe* Editor(s) in Chief is paid biweekly, as well as the *Bagpipe* staff. At the beginning of each semester, Senate allocates funds sufficient for the production of the approved number of *Bagpipe* editions. Failure to publish the established number of editions may result in a docking of stipend for the entire *Bagpipe* staff, equal in percentage to the number of unpublished editions.
- C. The *Tartan* and *Bagpipe* Editor(s) in Chief may decide to assign a staff member to sell advertisements.
- D. Editors in Chiefs of Publications may dock the stipends of those on their staff if they feel it is necessary and justifiable. Similarly, Editors in Chief/Directors may have their stipends docked if the Publications Committee or the Executive Committee feels that it is necessary and justifiable and 2/3 of either committee vote for the docked payment. If an Editor in Chief/Director feels he/she has been docked unjustly, he/she may appeal the decision to the Senate as final authority. A 2/3 vote of the Senate is required to change the action of either Committee.
- E. The Residence Hall Vice President of each Residence Hall is paid his/her stipend at the end of the semester. A 2/3 vote of the Senate is required to reduce the stipend.

- F. All stipend and honorarium amounts are reviewed and updated every spring semester by the outgoing Senate.
- G. Student Senate reserves the right to review and/or withhold all out-going stipends supplied from SACC funds.

Section 6—Revenues

- A. All revenues generated by concerts, films, advertising, fundraisers, etc. are placed in the current semester's contingency fund.
- B. All funds generated by fundraisers are to be donated to the stated organization or individual in a timely manner.
- C. All ticket prices and sales must be pre-approved by the majority vote of the Senate. Clubs and organizations are highly encouraged not to charge students for tickets but may consider charging non-SACC members.

Section 7—Freezing of Funds

- A. The Treasurer should freeze funds on the last day of classes or earlier if deemed necessary. At this time, organizations no longer have access to SACC funds without special approval from the Treasurer.
- B. Once frozen, unspent funds are returned to the SACC Contingency Fund for re-budgeting in the following semester.
- C. At the end of the spring semester, the Senior Class budget remains open until the last business day prior to Commencement.

Section 8—Use of SACC Funds Prior to Approval of SACC Budget

- A. Each commitment or expenditure of more than \$100 of SACC funds prior to the approval of the SACC budget must receive a majority vote of approval from Student Senate.
- B. All contracts that promise to pay out funds at a future date must be approved by a majority vote of Senate before they can be signed.

Bylaw N - Transfer of Financial Accountability and Authority

Section 1—SACC Contingency Fund

- A. The newly-elected Senate takes control of the SACC contingency fund on its first day in office. Any funds in the SACC contingency fund may be spent by the new Senate by following normal requisition procedures. The new Treasurer endorses all expenditures from this Fund, only after consulting with the outgoing Treasurer.
- B. The outgoing Senate is careful to keep enough funds in the SACC contingency fund to cover financial obligations for the remainder of the year.

Section 2—All Other SACC Funds

- A. The outgoing Treasurer exercises authority on behalf of the outgoing Senate over SACC funds until the last business day prior to Commencement.
- B. New Senators may access funds, but their requisition forms must be endorsed by the outgoing Treasurer, rather than by the new Treasurer.

- C. If an organization or Senator wishes to appeal an expenditure which the outgoing Treasurer has declined to endorse, the new Senate has the authority to overrule the outgoing Treasurer and to allow the expenditure. The new Senate may not, however, block expenditures previously approved by the old Senate without the majority consent by the previous Executive Committee.
- D. On the last business day prior to Commencement, the new Senate receives authority over all SACC Funds, with the new Treasurer overseeing the use of these Funds.

Bylaw O - Clubs and Organizations

Section 1—General Purpose of Clubs and Organizations

Each club serves a specific purpose or performs a specific task toward the fulfillment of the goals and purposes of SACC and the College. Guidelines and details for clubs/organizations are found in the Club and Organization Handbook.

Section 2—Requirements for Becoming a Recognized Organization

Each organization requires:

- A. A full-time faculty or administrative advisor who is active in the business of the organization.
- B. A purpose statement and a set of objectives which is reviewed at the beginning of each year or upon recognition of a club voted off of their trial period.
- C. Openness to the entire student body, unless the Senate deems the organization legitimately limited in its membership.
- D. At least one organization leader who has completed a minimum of one semester at Covenant, is neither on academic nor disciplinary probation, and has attended the club leader training session.
 - 1. Organizations must also have a treasurer to oversee their club funds.
- E. Information regarding attendance, meeting place(s), and any details must be given to the Senate at the end of their trial semester.
- F. A minimum of 1.5% of the student body as active members in order to become chartered and remain in existence.
- G. The Senate reserves the right to review on a case-by-case basis organizations that do not have an active member base or do not steward its budget well.

Section 3—Receiving Recognition

Students wishing to form an organization must fulfill the requirements outlined in Sections 1 and 2 and must submit a request for recognition to the Senate after receiving approval from the Coordinator of Student Leadership or Associate Dean of Students for Student Life.

Section 4—Probation

- A. An organization is placed on probation at the Senate's discretion, for reasons including, but not limited to:
 - 1. Failure on the part of club members or leaders to meet the standards set out in the club handbook or budget packets.
 - 2. Failure to respond to or provide information to the club liaison.

3. Failure to secure a club advisor before submitting their budget packet to the Senate for approval.
- B. A routine vote for club probation based on conduct from the previous semester comes no later than one week of the start of the semester.
- C. During a probationary period, the club leader and Senate liaison meet for status updates once a month, to be provided to the Senate. These meetings are between the liaison and club leader individually or in the form of an update to the entirety of Student Senate.
- D. Organizations failing to submit a budget packet are automatically placed on probation. Organizations turning in their budget packets late are considered on a case-by-case basis by the Senate.

Section 5—Withdrawal of Recognition

- A. The Senate may withdraw recognition from an organization at any time if it fails to act in accordance with the purpose and goals of the organization, SACC, and the College.
- B. Organizations that continue to exhibit behavior that led to probation may lose recognition as determined by a vote of the Senate.
- C. Organizations that lose recognition may reapply for recognition at any time.

Section 6—Recognition Without Funding

- A. The Senate may choose to restrict a recognized organization from receiving funding. Reasons to do so include:
 1. The organization does not need funding on a consistent basis.
 2. The Senate feels the budgeting guidelines listed in Bylaw L, Section 3 have not been adequately fulfilled to receive funding.
- B. The Senate may grant extensions to this type of recognition through normal budgeting procedures.
- C. The Senate may also grant occasional or special funding at any time for such organizations by a 2/3 vote. This funding is to be drawn from the SACC contingency fund.
- D. Organizations under this form of recognition are bound to the same general requirements as all other organizations.

Section 7—General Guidelines for Organizations

- A. The Senate requires each organization leader to prepare a list of all of the organization's assets and its conditions at the beginning and the end of each year to ensure responsible use of those assets. The asset list is given to the Treasurer to be put on file. Organizations do not access their funds until such a list has been turned in.
- B. Safety and Security key requests to Senate-operated/controlled areas are authorized by the Coordinator of Student Leadership.
- C. Any abuse of keys to Senate operated/controlled areas (such as loaning them to someone else) may result in a withdrawal of the authorization to have the key. The President has the authority to withdraw such authorization.

Section 8—Filing of Organization Lists

A list of all Senate-recognized organizations is kept on file by the Treasurer.

Bylaw P - Publications

Section 1—Purpose

SACC has established student publications to inform, provoke thought and discussion, and provide practical experience in writing, layout, and general business practices of publications and photography.

Section 2—Editorial Freedom

Editors of publications have final say on all editorial decisions made within the guidelines set forth in the Publications Handbook. Slander, libel, or gross negligence, however, is sufficient reason to reprimand or dismiss editors, or to withdraw funding from publications and drama productions.

1. Libel is defined as “a false publication in writing, printing, or typewriting or in signs or pictures that maliciously damages a person's reputation,” by the American Heritage Dictionary (2014).
2. Slander is defined as “oral communication of false statements injurious to a person's reputation, or a false and malicious statement or report about someone,” by the American Heritage Dictionary (2014).

Section 3—Requirements for Recognition as a Publication

Any new publications submit a formal statement of purpose and guidelines to the Student Senate. Once this process is complete and all other requirements for organization recognition have been met and approved by the Senate, the publication is fully recognized.

Section 4—Asset Accountability

Publication assets must be checked out at the beginning of each academic year. The asset must be checked into Senate storage by a week before the last day of classes of the academic year. If the asset is not checked in, the value of the asset will be deducted from the respective publication's editor's stipend.

Bylaw Q - Standing Committees

Section 1—Food Service Committee

- A. The Food Service Committee exists to bring legitimate campus concerns to the food service provider, as well as to allow the food service provider to receive input regarding future plans.
- B. The Food Service Committee is chaired by the Vice President. Resident Hall Presidents, the Freshman Class President, and the Multicultural Liaison serve on this committee, along with any Class Presidents who choose to do so.
- C. The Vice President coordinates Athlete Representatives for each meeting, seeking to have representatives from as many athletic teams as possible throughout the school year. Coordinates with the college's Director of Business Operations to attend each meeting. Coordinates these Senator assignments within the first fourteen days of the Fall Semester.
- D. In order to effectively represent the opinions of the campus regarding food service, the Vice President is required to gather opinions regarding the food service from relevant parties. He/she surveys the Student Body at least once during the school year in order to obtain information/opinions regarding the Service Provider. Each Residence Hall President should reach out to his/her respective building to obtain suggestions and concerns about the food service and forward these concerns to the Vice President.

- E. The Food Service Committee meets at least twice a semester with the food service provider, or more often, as needed, at the discretion of the Vice President.

Section 2—Publications Committee

- A. The Publications Committee:
 - 1. Nominates editors/directors for the various SACC publications as part of the approval process and to provide input to the editors/directors throughout the year.
 - 2. Approves and reviews formal statements of purpose and guidelines submitted by each group, then passes those items onto the Senate for ratification.
 - 3. Provides support and guidance to the various student publications and responds to any concerns, issues, or suggestions regarding them.
- B. The Publications Committee is chaired by the Communications Director. It also includes the editors-in-chief of each publication, the Multicultural Liaison, the Coordinator of Student Leadership, and the publications faculty advisors. The faculty advisors are required to attend a minimum of one committee meeting per semester.
- C. A quorum is determined by 2/3 of the committee membership.
- D. The Publications Committee meets bi-weekly following the guidelines contained in the Publications Handbook.
- E. Resignations
 - 1. Any of the editors-in-chiefs wishing to resign his/her leadership position submits his/her resignation to the Communications Director in writing. This resignation is effective upon receipt.
 - 2. The next highest-ranking member of the staff temporarily fills the place of the resigning editor/director while the Communications Director, with the recommendations of the Publications Committee and the Executive Committee, makes nominations for a permanent replacement. Following the Senate's approval of a nominee, the position of interim-director will be dissolved.
 - 3. In the event that there is a conflict with the succession process, the Communications Director is to serve as the interim-director until a suitable nominee for the position of editor/director is approved by the Senate. He/She is not authorized to radically alter the course of the publication/production during this time without majority consent of the Publications Committee or the Senate.
 - 4. The Communications Director, with the recommendations of the Publications Committee and the Executive Committee, presents nominations for a new editor in chief to the Senate no later than ten days after the receipt of a director's resignation. If no suitable candidate for the directorship is found within the ten-day period, the Communications Director discontinues the publication/production until a suitable nominee can be found.
 - 5. In the event that an editor in chief does resign his/her position, he/she does not receive the undisbursed portion of his/her stipend. The funds allocated for the director's stipend remain in the account of the group until the end of the semester when it

transfers back to the SACC Contingency Fund, until a new director is installed, or until the Senate re-allocates it. The Communications Director does not receive the undisbursed stipend funds unless deemed appropriate by a majority of the Senate.

6. In the event that an editor in chief does not satisfactorily complete his/her contractual duties, any portion of his/her stipend may be withheld by a majority vote of the Senate.

Section 3—Joint Judicial Committee

- A. If, during the disciplinary process, a student records that he/she is not responsible, he/she may choose to have a Joint Judicial Committee hearing or an Administrative hearing with the Dean of Students.
- B. The function of this committee is to provide alternative representation for review of the disciplinary situation. After hearing all evidence and witness testimonies, the committee will make a recommendation to the Dean of Students regarding the student's responsibility in the matter.
- C. The Dean of Students may retain cases for Administrative hearing or automatically refer cases to the Joint Judicial Committee, if, in his/her opinion, the nature of the situation warrants such and/or in times when the Committee cannot convene such as between semesters and during final exams.
- D. Composition
 - A. The Committee is chaired by the Student Body Vice President. It also consists of one other member of the Student Senate Executive Committee, two Resident Assistants, the student's Resident Director, and the Student Senate faculty advisor.
 - a. Off-campus students may choose to be represented by the Resident Director of their choice.
 - B. One other faculty member, to serve as a voting member, is to be approved by the Vice President. Additional faculty/staff members can be appointed as non-voting members.
 - C. The Dean of Students is also present as a non-voting member.
 - D. In the event that any permanent member of the committee feels he/she is too closely connected to the student(s) involved, a replacement will be chosen by the Vice President.
- E. The Vice President follows the procedures outlined in the Student Handbook.

Section 4—Elections Committee

- A. The Elections Committee assists the Student Body Vice President on an as-needed basis in the administration of any elections and referendums that are held by the Senate.
- B. The Elections Committee is chaired by the Vice President. Class Presidents must serve on the Elections Committee but may choose to also serve on the Food Service Committee. The Freshman Class President is not required to serve on this committee, but may if they so choose. The Vice President coordinates these assignments within the first fourteen days of the Fall Semester. They may also appoint an additional member of each class to the Elections Committee. In the event that the Vice President is seeking reelection, is ill, or away from the college, the President appoints one of the Senate members on the committee to verify elections outcomes.
- C. The committee meets as necessary when called by the Vice President.

Section 5 - The Finance Committee

- A. The Finance Committee ensures integrity and increases the efficiency of Student Senate's decisions regarding the allocation of SACC funds.
- B. The Committee is chaired by the Treasurer and consists of each Class President and the Multicultural Liaison. The Coordinator of Student Leadership and Student Body President will also attend the meeting as non-voting members.
- C. Meets before the budget meeting at the beginning of each semester.
- D. All recommendations will be presented at the next senate meeting.
- E. The Treasurer holds the right to schedule more meetings as they deem necessary throughout the semester.

Section 6 - The Athletics Representation Committee

- A. The committee exists to assist the Covenant College Student-Athlete Advisory Committee (SAAC) in its functions, which include, but are not limited to, the following:
 - a. Providing a forum for student athletes to voice their concerns and hopes for the student athlete experience at the college;
 - b. Working to improve the student athlete experience at the college;
 - c. representing the college's student athletes in the local community and within the NCAA;
 - d. Contributing to the physical, social, and spiritual flourishing of student athletes.
- B. The committee collaborates with the SAAC, providing advice, logistical support, and access to Student Senate for the SAAC and its members.
- C. The committee consists of the ARC chair (required) and up to two other senators (optional) who have volunteered to serve.
 - a. These positions are voluntary. If no one volunteers, the ARC chairmanship is selected or filled by the Student Body Vice President.
 - b. When selecting from the volunteers, the Vice President should give priority to varsity and junior varsity athletes and/or upperclassmen.
- D. The ARC chair should attend every SAAC meeting, including the all-SAAC and leadership-only meetings. The chair is a non-voting member of the SAAC.
- E. [if applicable] The two other ARC members should attend at least two SAAC meetings per semester.
 - a. These members' primary role is to assist the chair by giving feedback and advice and providing logistical support to projects which the SAAC and ARC agree to partner on.

Bylaw R - Ad Hoc Committees

The Senate may vote to form an ad hoc committee at any time. This committee is formed in any way deemed appropriate by the Senate, and serves only until the following Senate takes office, or until it is dissolved by the current Senate.

Bylaw S - Elections

Section 1—Elections Coordinator

The Student Body Vice President serves as the Elections Coordinator.

- A. In the event that the Vice President is seeking reelection, is ill, or is away from the College for college-related purposes, the President appoints one of the Senate members on the committee to fulfill the responsibilities of the Elections Coordinator.

Section 2—General Guidelines

- A. Election of the Freshman Class President takes place within the first 25 business days of the academic year.
- B. The CAB Director, Multicultural Liaison, Communications Director, Student Body Treasurer, Student Body Vice President, and Student Body President for the following year are elected in the spring, no later than four weeks after the start of the spring semester. The newly-elected Senators do not become voting members of the Senate until the Senate to which they are elected assumes office.
- C. General elections for Class Presidents (with the exception of the Freshman Class President), Residence Hall Presidents, and the Student Apartments President take place no sooner than ten weeks and no later than five weeks prior to the end of the academic year.
- D. Elections to fill vacancies in the Senate take place within fifteen business days of the resignation or removal of the outgoing officer when Senate positions are vacated during the academic school year.
- E. The Elections Coordinator submits the election packets of all candidates to the Coordinator of Student Leadership prior to elections to confirm that candidates have the required GPA and that they are in good disciplinary standing with the school.

Section 3—Election Applications

- A. Students running for Student Senate positions must have a 2.75 GPA at the time of elections and be in good disciplinary standing with the school.
- B. Election applications are available 10 business days prior to the election, and the student body is notified of this through appropriate avenues. For Freshman Class President, election applications are made available by the first day of classes.
- C. The Elections Coordinator notifies all prospective candidates who pick up an election application of campaign rules and procedures.
- D. Candidates for Executive Committee and CAB Director obtain signatures amounting to the whole number nearest 10% of the total SACC membership.
- E. Candidates for class representative positions obtain signatures from 20% of their respective class.
- F. Candidates for Residence Hall President or Student Apartments obtain signatures from 20% of their respective residence halls.
- G. Election applications are submitted to the Elections Coordinator by the stated date, unless an exemption is granted by the Elections Committee.
- H. When all qualifications are met by a prospective candidate, the candidate's election application is approved by the Office of Student Development. In addition, the Elections Coordinator posts a list of all the candidates running for each position in appropriate communications channels.
- I. The Multicultural Liaison must also receive approval from at least 50% of the intercultural leaders in order to be considered for the position.
- J. All applicants running for Executive Committee positions will meet with the person currently in the position they are running for.

Section 4—Campaigning

- A. Campaigning may begin as soon as a candidate is approved by the Associate Dean of Students or the Coordinator of Student Leadership and receives notification of approval from the Elections Coordinator.
- B. Campaigning must not involve any slander or libel of other candidates. If such action is observed, the offending candidate may be removed from the election ballot by a 2/3 vote of the elections committee and the approval of the Associate Dean of Students.

Section 5—Debates

- A. Debates are held within four business days of the elections.
- B. Each candidate is expected to participate.
- C. In the event that a candidate cannot be present for debates, he/she must notify the Elections Coordinator at least twenty-four hours prior to the scheduled time of debates. The candidate may submit a video or text (less than 300 words) for the Elections Coordinator to show at the debates. The appropriate format will be determined by the Elections Coordinator.

Section 6—Voting Procedures

- A. The Elections Coordinator sets up voting forms via email and announces the times the voting will be open at least two business days prior to the election.
- B. SACC members who are voting for class representatives and are unsure of which class election to vote in (because of a variance between credit hours and progressive class standing) may choose to vote as a member of either class but not as a member of both.
- C. Senior SACC members who plan to graduate in May are still permitted to vote in SACC elections.
- D. Except in uncontested elections, students are not allowed to abstain their vote.

Section 7—Election Results

- A. The Elections Coordinator and at least one other Senator verify all votes immediately after the voting forms are closed.
- B. Election results are to be announced via email and all other appropriate communication channels. All candidates are notified of the election results prior to any public announcement.
- C. In the event that the initial count shows that two candidates for a position are separated by less than 15 votes, and in the event that the results determine who wins the election or who gets to be a part of the run-off, all the ballots for that position are reviewed for fraudulent activity separately by two members of the Election Committee to confirm the results of the voting forms.
 - 1. If running for re-election, the Vice President may not count the votes for his/her own race.
 - 2. If there is a conflict of interest or bias which may influence a senator's objectivity when counting votes, that senator may be excused from that duty. The Executive Committee has the right to determine whether a conflict of interest or bias truly exists.
- D. Candidates are elected by the following:
 - 1. Candidates for Executive Committee positions, CAB Director, and Multicultural Liaison are elected by a simple majority (50% of all votes cast plus one vote) of all students rightfully voting for that position.
 - 2. Candidates for class president positions are elected by a simple majority of those from their class who cast votes.

3. Candidates for Residence Hall President or Student Apartments President are elected by a simple majority of those currently living in that residence hall or apartments.
 4. In the event of an uncontested election, students are given the option of abstaining their vote against the one available candidate. These votes contribute to the determination of a simple majority.
- E. If no candidate receives a simple majority, a runoff election is held between the two candidates receiving the most votes on the first ballot. This run-off takes place within 2 business days of the first ballot.
 - F. A recount may be called if a challenge is issued by a candidate when they are notified of the results prior to the official posting.
 - G. In the case that a senator-elect declines to fulfill their role after initially accepting the election, or if a position is not filled in the initial election, including in the case that an uncontested candidate does not obtain a simple majority, the vacancies may be filled at the next general election, if possible, or in another election (if deemed necessary by the Elections Committee) prior to Passing of the Torch in the spring semester.