

Ripon College Student Senate

Agenda for Wednesday February 3rd, 2016

- I. Call to Order
- II. Approval of old Minutes
- III. Committee Reports
 - A. Secretary Valdez
 - B. Treasurer Grinde
 - C. Vice President Hince
 - D. President Brixus
 - E. Dean Ogle
 - F. What's Up With Your Group?
 - G. One Fund Talk Back
 - H. Student Activities Report
 - I. Miscellaneous Committees
- IV. Old Business
 - A. YAF Constitutional Revisions
- V. New Business
 - A. Ripon College Society of Pre-Health Professions One Fund Request
 - B. College Days Budget Reallocation
 - C. Ripon college Feminists Constitutional Revisions
 - D. Student Senate Constitutional & Operating Rules Revisions
- VI. Announcements
- VII. Open Forum
- VII. Adjournment

Ripon College Student Senate

Agenda for Wednesday February 3rd, 2016

I. Call to Order

- 6:30 PM

II. Approval of old Minutes

III. Committee Reports

A. Secretary Valdez

- None

B. Treasurer Grinde

- One Fund: \$39,988.52

C. Vice President Hince

- None

D. President Brixus

- None

E. Dean Ogle

- None

F. What's Up With Your Group?

- Ducks Unlimited
 - Fundraising event on Feb 20th at 5:30, with \$5,000 worth of prizes from guns to camo. Tickets are \$30 and include a print, Ducks Unlimited membership, and a meal.

G. One Fund Talk Back

- None

H. Student Activities Report

- Orientation Committee applications are still available and are due by this Friday, Feb 5.
- Intramural Basketball and Bowling are starting next week - see imleagues.com/ripon for more information.
- The Iron Red Hawk Challenge is underway - if you still want to join contact Nate Ebert (ebertn@ripon.edu)
- The Senior Class 100 Days Party is this Saturday, Feb 6 from 9-11pm in the Commons.

I. Miscellaneous Committees

- None

IV. Old Business

- None

V. New Business

A. YAF Constitutional Revisions

- Revision is to change the name from Young Americans Foundation to Young Americans for Freedom.
- Passed in the eyes of the speaker

B. IR Club One Fund Request

- 1500 One Fund Request to finance two speakers to come to campus this semester.
- The two speakers are: Orson Scott Card, and Mark Green
- Mark Green will speak on :How Reagan’s Campaign to Assist Democracy Looks 30 Years Later”
- Orson Scott Card will speak on “Futurism and Future Politics, Expanding into Space”
- These speakers are coming for a very cheap price making this a great deal for the college.
- This information was not given to our constituents in a timely manner and there is a concern for their lack of knowledge on what is being voted on.
- Move to table the motion till next week, failed.
- Passed in the eyes of the speaker

VI. Announcements

- Ripon college Democrats using lunch on Thursday and Friday for petition signing in support of the Clean Power Plan.

VII. Open Forum

- Thanks to those who came to work on the constitutional revisions.

VII. Adjournment

- 6:42PM

Ripon College Society of Pre-Health Professions One Fund Request:

Senators,

The Ripon College Society of Pre-Health Professions is requesting \$100.00 to cover the cost of a CPR certification program. This will be the first time our organization has held such an event, and

it is an important opportunity for anyone going into health professions. Many entry-level positions and classes available for undergraduate students require CPR certification. This certification is for the American Heart Association, essentially the gold standard for healthcare providers. The amount requested would cover the card fee for 33 people, this card verifies that the holder has been certified. The class has been scheduled for March 26th and is open to any students at Ripon College.

This program is well worth the expense. More people certified in CPR will also benefit the college, and the Ripon community as a whole. We are happy to answer any questions you may have, and thank you for your consideration.

Sincerely,

Erika Isaacson

Ripon College Society of Pre-Health Professions Community Outreach Coordinator

College Days Budget Reallocation:

Dear Student Senate,

We are asking to reallocate funds in our budget for the Wisconsin Newspaper Association conference in Madison, WI. We are requesting to move \$430 out of our printing budget and into a miscellaneous fund. We rounded up just to be safe, the money we don't use will go back into printing. To clarify, we are not asking for any additional money. We would like to attend this conference because the College Days has won two awards: first place in advertising layout design, and second place for general reporting. With this money we would like to send the four award winners involved in this process. The other reason we wish to attend the conference is to gain valuable knowledge regarding journalism, as well as wonderful networking opportunities. Ripon College Days has not attending this conference before, and we would like to start. Below we have included the names of those attending as well as how the budget breaks down.

First Place Best Advertisement:

Lauren Hince

Second Place General Reporting:

Connor Cumiskey

Rachel Grutza

Item	Cost	Quantity	Total
Registration Fee	\$25 per person	3 people	\$75
Hotel- 1 night	\$133.88 per night	2 rooms	\$267.75
Meals	\$10 a meal	2 meals plus 3 people	\$60
Gas			\$20
Grand Total			\$422.75

Ripon College Feminists Constitutional Revisions:

Constitution of Ripon College Feminists

January 2016

Article I Key Tenants of Ripon College Feminists

1. The name of this organization shall be Ripon College Feminists.
2. Feminism is the advocacy of women's political, economic, and social equality to all genders.

Article II Powers and Responsibilities

Ripon College Feminists shall derive its authority from the Student Senate of Ripon College. Governance of this organization is conducted by Ripon College Feminists student officers and members.

Article III Purpose

The Purposes of this organization shall be:

1. To work towards the advancement of women's issues and equality in all aspects of society and culture.
2. To create an accepting and supportive environment that accepts all sexual orientations, gender identities and other intersectionalities within Ripon College Feminists and throughout the Ripon College community.
3. To educate in order to facilitate the elimination of sexism and misogyny on Ripon College's campus and the surrounding communities through interdisciplinary research and activism.
4. To communicate current issues facing women in the community and around the world.
5. To establish Ripon College Feminists as a lasting organization at Ripon College.
6. To be an agent for progressive social change in the state of Wisconsin, especially on the Ripon College campus through educational programs, community service, and community involvement etc.

Article IV Membership

Section 1. The membership of this organization shall consist of any interested member of the Ripon College community (students, faculty, and staff). This organization shall not discriminate on the basis of race, creed, color, sex, age, socioeconomic status, disability, sexual orientation, or gender identity.

Section 2. Members consist of people who have attended at least one general meeting.

Section 3. All members shall have the right to vote on official business of Ripon College Feminists during meetings if they have attended at least 25% of the meetings, excepting the first three meetings of the year.

Article V Officers

Section 1. The Officers are: **President, Vice President**, Secretary, Treasurer, Public Relations Officer, and **Diplomat**

Section 2. Elections:

- A) All members are eligible for office in the organization.
- B) All members shall be eligible to vote for the officers if they have attended at least 25% of the meetings, excepting the first three meetings of the year.
- C) The President, Vice President, Secretary, Treasurer, and Public Relations Chair will be elected annually by all of Ripon College Feminists members that are present at the election meeting. This election must be completed by the second week in April.
- D) Nominations for Officers will be taken from the floor at the meeting prior to the election meeting.
- E) The Secretary will act as chair for the election of officers and prepare ballots.
- F) Officers shall assume their official duties upon closing of the school term and shall serve for a term of one year.

Section 3. If any position becomes vacant, vacancies shall be filled by a majority present following a similar nomination/election process to that outlined above.

Section 4. The President will:

- A) Oversee meetings.
- B) Prepare agendas for each meeting.
- C) Act as a formal contact for Ripon College Feminists.
- D) Acts as a mediator between the organization and other entities on campus.
- E) Create annual budget proposal in collaboration with the other officers.
- F) Appoint a member to fulfill duties of co-president, secretary, treasurer, or public relations chair during meetings in the case of an absence.
- G) Appoint members and chairs of committees as deemed necessary.
- H) To oversee committee activities and help connect members to resources and to realize their goals and plans.

Section 6. The Vice President will:

- A) Perform the duties of the president in their absence.
- B) Maintain correspondence and collect student activities mail.
- C) Chairs all officer elections.
- D) Create annual budget proposal in collaboration with the other officers.

- E) Assume duty of President if current president steps down or is no longer available.

Section 7. The Secretary will:

- A) Maintain minutes of all meetings.
- B) Make the minutes accessible to all current members after each meeting online.
- C) Create annual budget proposal in collaboration with the other officers.

Section 8. The Treasurer will:

- A) Be responsible for club finances.
- B) Review account printouts with President after costly events.
- C) Collects member dues if required.
- D) Help coordinate fundraising events for charities with other members.
- E) Create annual budget proposal in collaboration with the other officers.

Section 9. The Public Relations Officer will:

- A) Be in charge of creating and distributing flyers and digital graphics.
- B) Be responsible for sending out campus-wide emails.
- C) Contact other campus groups when support is needed.
- D) Create and submit press releases before/after important events.
- E) Create annual budget proposal in collaboration with the other officers.
- F) Help maintain any online pages created for Ripon College Feminists

Section 10. The Diplomat will:

- A) Regularly attend the meetings of other diversity coalition group's meetings
 - i. The Diversity Coalition Groups shall be defined as
 - 1. La Unida
 - 2. Black Student Union
 - 3. Queer Straight Alliance
 - 4. Cultural Diversity Club
- B) Regularly attend the meeting of political campus groups
 - i. political campus groups shall be defined as
 - 1. College Democrats
 - 2. College Republicans
 - 3. Young Americans for Freedom
 - 4. Young Americans for Liberty
- C) Serve as a representative in the above group meetings, and work to build relationships among all groups
- D) Promote co-sponsoring campus events
- E) The Diplomat is not required to attend every group's meeting. The diplomat shall attend the meetings when their schedule allows.

Article VI Meetings

1. Meetings shall be held at least biweekly and announced on the Calendar of Events.
2. Group activities and events will be created and lead by group members in informal committees based on member interests and academic pursuits. Leadership will oversee committee activities and help connect members to resources and to realize their goals and plans.
3. Meetings will be educational and participatory in nature utilizing Ripon College resources such as professors, library materials, art supplies, etc.
4. The executive board will meet before each weekly meeting to finalize the plans for activities, educational content, and speakers.

Article VII Constitution and Amendments

This constitution may be amended by majority vote of members present, with the amendments being noted in Ripon College Feminists minutes prior to the vote. This constitution shall be ratified by the Ripon College Student Senate. The constitution shall be reviewed at least every two years and revised if deemed necessary.

Student Senate Constitution and Operating Rules Revisions:

Student Senate Constitution

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Student Senate Constitution

Ratified Spring 2015

Preamble

We the students of Ripon College, in order to provide a legitimate representative forum for the student voice at Ripon College; ensure equal treatment and justice for all Ripon College students; engender a constructive relationship and dialogue among the student body and the administration, faculty, staff, and community for the purpose of attaining the institution's larger goals; administer and be responsible for the student activities fee budget; and promote the general welfare of the student body, institution, and community as a whole, do hereby ordain and establish this Constitution of the Student Senate of Ripon College, which shall always remain representative of and responsible to the students of this institution.

Article I — Membership and Structure

A. Membership

Membership in the Ripon College Student Senate is open to all students without regard to gender, sexual orientation, race, color, religion, age, national or ethnic origin, or disability. Certain academic qualifications, as found in the Student Senate Operating Rules, must be met to hold an Executive Board position.

B. The Executive Board

The members of the Executive Board will be those students who are elected via the annual campus-wide election held by the end of the first full week of March to hold one of the following positions: President, Vice President, Treasurer and Secretary. The members of the Executive Board will be non-voting members of the Student Senate. Executive Board members may be removed from office pursuant to the procedures outlined in the Student Senate Operating Rules. A description of the duties for these positions follows.

1. President

- a. The President shall be the chief representative of the student body and is responsible for directing the Student Senate and presiding over its meetings.
- b. The President is the chairperson of the Executive Board.
- c. The President may initiate policy in areas of student concern, formulate proposals and refer them to a standing committee or representative, to Student Senate, or to the Executive Board for examination and possible action.
- d. The President has the power to call meetings as needed ~~and to determine the agenda for Student Senate meetings.~~
- e. The President is responsible for the administration of all campus elections.

- f. The President shall hold regular meetings with the advisor.
- g. The President shall reserve the right to appoint a parliamentarian when deemed necessary.

2. Vice President

- a. In the event that the President is unable to fulfill the necessary duties and responsibilities of the office of Student Senate President, the Vice President shall assume the office of President for the duration of the term.
- b. In the event that the President is unable to preside over a specific meeting, the Vice President shall take his/her place for that meeting only.
- c. The Vice President shall serve as a liaison between the Student Senate, Student Organizations, SMAC Ripon Live, Student Senate Representatives to College Organizations, the Student Activities Office, and the Special Graduate Trustees.
- d. The Vice President shall serve as the co-chair of the Council of Student Organizations (CSO). (See Article VIII.).
- e. ~~The Vice President shall be responsible for conducting a budgetary review of all Student Senate Funded Organizations during the fall and spring semesters of each year.~~
- f. The Vice President shall be required to observe and report on the activities of SMAC Ripon Live to the Executive Board and to the Senate by specific request.
- g. The Vice President shall keep an up-to-date list of the heads of the Student Senate Funded Organization for access by the President, Treasurer, or any Senator by specific request.
- h. The Vice President shall assist the President in any duties he/she deems appropriate or necessary.
- i. The Vice President shall regularly attend Student Media and Activities Committee Ripon Live meetings so as to be aware of matters pertaining therein.
- j. The Vice President shall keep record of those organizations reporting each semester for What's Up With Your Group and One Fund Talk Back presentations.

3. Treasurer

- a. The Treasurer shall manage the finances for the Student Senate.
- b. The Treasurer shall receive all requests for Student Senate money and bring these requests to the Executive Board and the Student Senate for review in a timely manner.
- c. The Treasurer shall be responsible for full and accurate accounting of all Student Senate funds.
- d. The Treasurer shall be a voting member of the Finance Committee and will

serve as its chair.

- e. The official advisors to the Treasurer are the Comptroller of the College and the Vice President for Finance of the College.
- f. The Treasurer shall be required to submit a written budget report to the Executive Board of the Student Senate, the Comptroller of the College, or to the Student Senate as a whole upon the request of any of the above groups.
- g. ~~The Student Senate may overrule any decision made by the Treasurer by a two-thirds majority vote.~~
- h. The Treasurer shall be responsible for the accounting of Student Senate owned equipment allotted to student organizations. Should an organization no longer require a piece of equipment the Treasurer shall attempt to find another organization that can make use of the item. If no organization wants the item the Treasurer shall attempt to sell the item. If the item is not in sellable condition the Treasurer will dispose of the item.
- i. All equipment availability and disposal will be reported to the Student Senate in a timely fashion.
- j. The Vice President shall be responsible for conducting a budgetary review of all Student Senate Funded Organizations during the fall and spring semesters of each year.
- k. The Treasurer shall not be responsible to maintain inventory of those items owned by individuals and used by Student Senate Recognized Organizations.

4. Secretary-

- a. The Secretary shall perform all necessary clerical functions for the Student Senate and the Executive Board, including, but not limited to the items listed below.
 1. Taking and distributing the agenda and minutes of the Student Senate meetings to the Student Senators, the Student Senate appointed committee representatives, the Student Senate advisor, and the Ripon College newspaper in a timely manner, and the administration in a timely manner.
 2. **Distributing** the agenda and minutes **electronically** ~~available~~ in a timely manner.
 3. Handling all correspondence as directed by the Student Senate and Executive Board.
 4. Keeping copies of agendas, minutes, correspondence, and other Student Senate papers on file.
 5. ~~Making and posting posters and notices for meetings, elections, etc.~~
 6. Reserving meeting rooms for Student Senate functions.
 7. Ensuring that Student Senate events are included in the College Calendar of Events.

- 8. The Secretary shall be responsible for overseeing the Student Senate attendance policy.
- b. If desired, the Secretary may form a committee to assist him or her in the performance of these clerical functions. The members of this committee must be approved by the Student Senate.

5. Executive Board Meetings

- a. The Executive Board meets 30 minutes prior to the weekly Student Senate meeting
- b. The Executive Board is responsible for setting the agenda for the upcoming week.
- c. The Executive Board has the ability to deny requests to be put on the agenda. To omit a request on the agenda it must be voted on by the Executive Board.
 - i. In the case of a tie, the president casts the deciding vote.
- d. The Executive Board reserve the right to executive discretion. Matters concerning what is discussed in the meeting is confidential.

C. The Student Senate

1. Representation

a. Living Groups

- i. Each Greek Organization, as recognized by Dean of Students, will elect one Student Senator who is a member of their respected organization.

b. Hall Councils

- i. Any student who is an initiated non-expelled member of a Greek Group is barred from representing independents. The only exception to this rule is expulsion from that Greek organization.
- ii. The non-Greek members of each class (first year, sophomore, junior, senior) will elect student senators as the chart indicates below to represent independent (non-Greek) students.
- iii.

Number of Residents	Number of Senators
1-40	1
41-80	2
81-120	3
121-160	4

161-200	5
201-240	6
241-280	7
321-360	8
401-440	9
440+	10 + 1 per additional 40 students

iv. Elected senators will be given constituents from their grade via alphabetical division

c. Election

- i. The executive board shall run elections for the upcoming sophomore, junior, and senior class the first full week of March (in tandem with executive board elections).
- ii. The executive board shall run elections for the incoming freshmen class during the first full week of the fall semester.
- iii. Members of the student body shall be informed of the election and time table, availability of election packets and the polling place and times via email by the first day of classes. The ability of a student to be placed on the ballot and vote in the election shall be considered a right
- iv. Interested senators will fill out an election form and submit it to the executive board by 5pm the evening before elections.
- v. All current degree-seeking Ripon College students shall be eligible to vote and will be contacted via email with a link to an electronic voting page by the Wednesday of the first full week of classes.
 1. The polls officially open at the time the email with link to the ballot is received. The polls officially close on Friday at 5 PM of that same week.
- vi. Should a senator leave before the end of their term, a new senator shall be appointed by the executive board after all of campus has been notified of the vacancy.
- vii. In the instance that there is an insufficient numbers of senators running for elections, the executive board must still run an election. Once the election is complete, the executive board is to appoint senators to fill the remaining vacant spots.

2. Responsibilities

The following information also pertains to Student Senator alternates.

- a. Each Student Senator is a voting member of the Student Senate.
- b. Student Senators have the liberty to bring forth any new business or revisit old business at the appropriate time during a meeting.
- c. Each Student Senator is expected to express the ideas and opinions of their representative group. If a Student Senator's group is divided on an issue, it is the Student Senator's prerogative to abstain. Student Senators should report the business of Student Senate meetings back to the group they represent. If feedback is desired on any order of business each Student Senator should seek input from the members of the group they represent.
- d. Each Student Senator is allowed two unexcused absences throughout the academic year. An absence is considered unexcused if a Student Senator does not have an alternate attend-~~er~~ and does not contact the Executive Board with a 24-hour notice prior to the meeting. A walk out is considered an unexcused absence; it also counts as an unexcused if your alternate Senator walks out. An unexcused absence can be counted as an excused absence at the discretion of the Executive Board, and special consideration will be given to emergencies. If a third unexcused absence occurs, the Student Senator will forfeit their title as a Student Senator. At this time the group that the offending Student Senator represents will be asked to select a new Student Senator.
- e. In the case that an independent Senator pledges to join a Greek Organization that is recognized by the Dean of Students, the said Senator must notify their current constituents and the Vice President of Student Senate. This should be done through email informing the constituents that the Senator is currently pledging to join a Greek Organization on campus. In addition, the Senator must inform their constituents if they will continue to act as their Senator and represent their interests during the pledging process.
- f. In the case that a Student Senator is not performing his or her duties, the constituents are able to do the following:
 1. Request a meeting with the Executive Board to address the issues. The Executive Board will then follow up with the Senator in question to hear both sides of the issue.
 2. If after meeting with the Executive Board, no changes have occurred, the constituents then can create a petition. This petition must be signed by two-thirds of the Senator's constituents. It will include their signatures as well as their student ID numbers.
 3. Once the petition is received by the Executive Board, they will pass this case on to the Student Judiciary Board and they will determine whether or not the Senator will remain a Senator.

D. Student Senate Representatives to College Organizations

1. The Executive Board shall select an individual(s) from the pool of applicants to hold one of the following representative positions listed below. After the Executive Board has appointed students to fill the positions, the Student Senate must approve these appointments with a one time two-thirds vote. The numbers in parentheses indicate the number of students appointed. The Trustee Committee positions are to be filled by ~~at least one male and one female student~~ by two students, only one of which may be a senior.

- a. Academic Standards (1)
- b. Alumni Board (4)
- c. Auxiliary Services (1)
- d. Caestecker Series (2)
- e. Campus Safety and Security (1)
- f. Educational Policy (1)
- g. Faculty (3)
- h. Motor Vehicle (1)
- i. Trustee Committee on Infrastructure (2)
- j. Trustee Committee on Advancement (2)
- k. Trustee Committee on Academic Affairs (2)
- l. Trustee Committee on Admissions and Student Life (2)
- m. Ceremonial Committee (1)

2. Responsibilities

- a. Students holding a representative position are not required to attend the weekly Student Senate meetings, but are expected to stay informed of Student Senate issues regarding their committee. These students are expected to attend all of their representative organization's meetings.
- b. If a representative has something to report from a meeting or needs Student Senate input on an issue the representative is expected to attend the next scheduled Student Senate meeting.
- c. In the case that a student appointed to a representative position is not adequately fulfilling his or her duties, he or she can be removed by a two-thirds vote of the Student Senate. If this occurs, the Executive Board will appoint a new representative which must be approved by a two-thirds vote of the Student Senate.

E. Senior Class Board-

The members of the Senior Class Board will be those students who are elected by means of the annual Senior Class-wide election, which shall be held prior to the 15th of October. The Senior Class Board shall be comprised of five graduating seniors who are in good academic standing with the college, have held or are holding a leadership position in a campus organization or living group, and are elected by the members of the Senior Class. The Senior

Class Board shall elect a chairman, following the election. All Board members will participate equally in the following responsibilities.

1. Attending Commencement Planning Meetings
2. Attending regular meetings with representatives from the Office of Alumni and Parent Relations, the Office of Student Activities and Orientation, and the Assistant Director of the Annual Fund.
3. Assisting with choosing Commencement and Baccalaureate participants.
4. Making arrangements for the 100 Days party.
5. Planning Senior Week Activities.
6. All other responsibilities the Board deems worthy of attention.
7. In the event that a Senior Class Board Representative has information to report from a meeting or needs Student Senate input on an issue, the representative is expected to attend the next scheduled Student Senate meeting.
8. In the event that a member of the Senior Class Board is not adequately fulfilling the duties of his/her position, or behaving in a manner inconsistent with the responsibility of holding this leadership position, he/she may be referred to the Student Judiciary Board for further investigation and possible action.

Article II — Standing Committees of the Student Senate

- A. ~~Student Media & Activities Committee (SMAC)~~ **Ripon Live**
1. This committee shall be presided over by the ~~Student Media and Activities Committee (SMAC)~~ **Ripon Live** President. The remainder of the ~~SMAC Ripon Live~~ **Ripon Live** Executive Board shall consist of the ~~Vice President~~, Secretary, and Treasurer. ~~SMAC Ripon Live~~ **Ripon Live** will also consist of eight programming committees and at least two student representatives, whom are chosen by the outgoing ~~SMAC Ripon Live Executive Board~~, the President of ~~SMAC Ripon Live~~, and the advisor with the advice and consent of the Student Senate by a two-thirds vote at two consecutive Student Senate meetings.
 2. ~~SMAC Ripon Live~~ **Ripon Live** shall allocate funds for speakers, cultural events, and entertainment from the funds allocated to it by the Student Senate. Any student group may petition ~~SMAC Ripon Live~~ **Ripon Live** for equipment for activities.
 3. ~~SMAC Ripon Live~~ **Ripon Live** shall be required to report three times per semester to the Student Senate regarding organizational activities. Failure to do so will result in a \$50.00 fine to the group.
1. Additional details concerning this committee may be found in the ~~SMAC Ripon Live~~ **Ripon Live** Constitution, which is available in the Student Senate Office.
 2. In addition to the ~~Student Media and Activities Committee~~ **Ripon Live** NACA advancement, ~~The Student Media and Activities Committee~~ **Ripon Live** shall submit a budget as scheduled by the budget committee for all organizations. This budget shall detail proposed committee and category expenditures dividing honoraria into separate committee funds.

3. ~~The Student Media and Activities Committee~~ Ripon Live may reallocate funds by submitting a proposal to the senate to be passed once.

B. The Finance Committee

1. The Finance Committee shall be composed of the members of the Student Senate Executive Board. The chairperson shall be the Treasurer.
2. It shall be the purpose of the Finance Committee to allocate the Student Activities Fee to the Student Senate-funded organizations, to investigate requests by campus organizations for Student Senate funds over and above budgeted amounts before such funds are allocated by the Student Senate. The Finance Committee shall recommend to the Student Senate, after investigation, whether all, part, or none of the requested funds should be allocated. The Student Senate will then vote on this matter.
3. All grievances set forth by any representative of any Student Senate-funded organization in regard to financial matters shall be handled by the Finance Committee.
4. The Finance Committee shall also be responsible for investigating illegal budget expenditures and accounts of delinquent repayments. The Finance Committee shall recommend to the Student Senate appropriate penalties for the violators. Prior to enforcement, a penalty must be approved by a two-thirds vote of the Student Senate.
5. The Treasurer and the members of the Finance Committee shall each have one vote in all matters where a vote may be required. Whenever a vote is required, a majority of the Finance Committee must be present.
6. Finance Committee meetings shall be closed to all but committee members, but the committee may ask persons to testify at its meetings, and any person may attend and speak at Finance Committee meetings by prior arrangement with the Treasurer.

C. The Budget Committee

1. During budget hearings the Budget Committee is chaired by the outgoing Treasurer. The newly elected Executive Board shall constitute the remainder of the Budget Committee along with at least one Student Senator appointed by the outgoing treasurer. The outgoing Executive Board may serve as non-voting advisory members of the Budget Committee at this time.
2. It shall be the purpose of the Budget Committee to allocate the Student Activities Fee to the Student Senate-funded organizations and to conduct all budget hearings.

Article III — Funding of the Student Senate

- A. The Student Senate shall receive its funds from that part of each student's comprehensive tuition fee designated as the Student Activities Fee.

- B. There shall be a standing restricted account of the Student Senate to be designated as the Student Senate One-Fund Account, which shall contain all funds received from the Ripon College Advancement Office, as well as any other financial gifts donated to the Student Senate not already earmarked for a specified account. Other restricted accounts can be established by the Student Senate. Funds contained within the Student Senate restricted accounts shall be released only with the approval of the Student Senate and with the signature of the Treasurer.
- C. Student Senate Recognized Organizations may keep one restricted account (meaning it is for their organization's budget and funds for the year) with the Business Office, once that group has been approved by those standards set forth in Article IV Section A of the Student Senate Constitution. Funds contained within this account may only be released with the signature of the Student Senate Treasurer.
- D. At the end of the fiscal year, all balances in Student Senate-funded organization accounts, with the exception of those restricted accounts set up by the Student Senate, shall be deposited into the Student Senate One-Fund Account. The balance of the Student Senate One-Fund Account at the end of one fiscal year shall be the starting balance of the Student Senate One-Fund Account for the next fiscal year.
- E. There shall exist a Student Senate Contingency Account, Intramural Sports Programs Account, Residence Life Account, and the Dean's Discretionary Account. The percentage taken from the Student Activities Fees for each purpose is specified in the Student Senate Operating Rules.
- F. The Student Activities Fee recommendation shall come from the Finance Committee and must be approved by the Student Senate. If approved, the recommendation shall be presented to the President of the College by the date determined by the Vice President for Finance of the College in order that it shall have ample time to be received and reviewed by the Board of Trustees of the College. The amount to be charged as the Student Activities Fee should be reviewed on an annual basis.

Article IV — Student Senate-Funded Organizations

- A. Any organization wishing to be allocated a regular budget from the Student Senate must be a Recognized Student Organization.
 - 1. In order to become a Recognized Student Organization, the organization must submit an "Intent to Organize" request and a Constitution for the approval by the Senate.
 - 2. The Intent to Organize and Constitution must be approved by the Student Senate with a two-thirds majority vote at two consecutive Student Senate meetings.

- a. A student group wishing to organize must have a representative present in order to be voted on during the senate meeting.
 3. In the event a group would like to amend their constitution, it must be approved by a two-thirds vote by the Student Senate at two consecutive Student Senate meetings.
 - a. A representative from the group must be present in order to be voted on during the senate meeting.
- B. Recognized Student Organizations must follow the guidelines found in the Operating Rules for Budgeting of Student Senate-Funded Organizations in order to receive/spend money from the Student Senate.
- C. Any campus club or organization that receives funding from the Student Senate is expected to fulfill any requirements and participate in any activities as determined by the Student Senate. Failure to do so shall result in a penalty to be determined by the Student Senate.
- D. Student Senate Funded Organizations that are not meeting their requirements will be penalized by either removal as a recognized organization or be given a budget of no more than \$100 for the following school year. Not filing registration information with the Student Activities and Orientation Office and/or not submitting a budget request for two consecutive years will result in an automatic disbandment of the organization.

Article V — Student Senate Meetings

- A. The time, place, and location of regular meetings are established by the President. The President and Secretary are responsible for making this announcement in such a way that all Student Senators have an opportunity to know of a meeting.
- B. A quorum for a Student Senate meeting is a majority of its voting membership.
~~Special meetings may be called by the President or by a quorum of the Student Senate. Twenty-four hour notice must be provided to all Student Senators for a special meeting.~~
- C. Special meetings may be called by the President or by a quorum of the Student Senate. Twenty-four-hour notice must be provided to all Student Senators for a special meeting.
~~A quorum for a Student Senate meeting is a majority of its voting membership~~
- D. The Order of Business for a Student Senate Meeting is:
 1. Call to Order
 2. Approval of Minutes From Previous Meeting
 - a. Additions, corrections, changes, and approval
 3. Committee Reports

- a. Student Representatives from Committees as well as Executive Board reports at this time
 - 4. Old Business
 - a. Previous meeting's business to be taken up again, approved a second time, or otherwise
 - 5. New Business
 - a. This is the time for one-funds to be discussed, constitution revisions and approvals, budgets, and other matters only if they are approved as agenda items by the executive board. Items for addition to New Business are at the discretion of the chair and executive board
 - 6. Announcements
 - a. Events and news on campus
 - 7. Open Forum
 - a. This is the time for subcommittee selections, and other tasks that are official senate business. No business may be brought up that requires funding and approval of that funding that meeting
 - 8. Adjournment
- E. The parliamentary code for meetings is the latest edition of Robert's Rules of Order, unless otherwise directed by the President with two-thirds approval of the Student Senate.
 - F. A vote shall pass with **the designated amount** of yes votes, **as defined in Roberts Rules of Order**. Abstentions will count as an absent seat. The vote will continue as long as quorum is maintained.
 - G. **In the event of a tie vote, the President of the Student Senate shall break the tie.**

Article VI — Student Senate Calendar

The following dates serve as a guideline for the completion of annual Student Senate activities.

- A. The first Student Senate meeting should be held no later than the second full week of classes during both the fall and spring semesters.
- B. The election of Senior Class Board of Representatives shall be completed prior to October 15th.
- C. The election of the Student Senate Executive Board and Special Graduate Trustee for the next academic year shall be completed by the end of the first full week in March. The new Executive Board shall assume office at the last Student Senate meeting before April 1st.
- D. Student Senate representative positions for the upcoming academic year should be

appointed and approved by the end of April.

- E. Budget Hearings shall be carried out between April 1st and April 14th.

Article VII — Constitutional Amendments

- A. Any member of the Student Senate may propose an amendment to this Constitution.
- B. The amendment will be reviewed by the Executive Board and a recommendation made to the Student Senate.
- C. The approval of a proposed amendment or revision to this Constitution requires a two-thirds majority vote of the Student Senate at two consecutive Student Senate meetings.
- D. This Constitution is to be reviewed **at least** every ~~two~~ **three** years and updated or revised if necessary.

Article VIII – Council of Student Organizations

- A. The Council of Student Organizations (CSO) shall be a standing body under the joint administration of the Student Activities Office and the Student Senate.
- B. The advisor to the CSO will be the Student Activities Director or the Director's appointed representative.
- C. The membership of the CSO shall be composed of those members designated to represent each Student Senate Recognized Organizations (SSRO). Each SSRO shall be required to have one representative present at the first CSO meeting of each semester.
- D. The leadership shall consist of a member-elected chair and the Vice-President of the Student Senate.
 - 1. The chair shall be charged with the scheduling and conduct of meetings and shall serve as the chief advocate of the Student Senate Recognized Organizations.
 - 2. The Vice President of the Student Senate shall serve as the primary officer of Senate oversight for SSROs. This shall consist of monitoring SSRO activity and providing assistance in the interest of the proper functioning of SSROs.
- E. The purpose of the council is to create an opportunity for interaction between organization representatives for the purposes of offering opportunities to share resources, receive information and training beneficial to SSROs, and ensure resource accountability.

- F. Leaders of SSROs shall appear before the Student Senate for a “What’s Up with Your Group?” presentation at least once per semester.
- G. The semester schedule for CSO meetings shall consist by default of one mandatory meeting to be held at the beginning of each semester. Should an emergency arise that requires the presence of the SSROs at an additional meeting, with no opportunity to seek consent from the CSO, Senate may call a mandatory meeting with a 2/3 majority vote. This requires at least 72 hours advance notice and the consent of the CSO chair.

Article IX — Constitution

- A. In accordance with *Robert’s Rules of Order*, the Constitution of the Ripon College Student Senate cannot be suspended under any circumstance, including a vote by the Senators.

Ripon College Student Senate Operating Rules

Ratified Spring 2015

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Ripon College Student Senate Operating Rules

Ratified Spring 2015

Article I. Election Procedures

Section A. Student Senate Executive Board Elections:

During each academic year, a campus-wide election shall be held to elect individuals to hold one of the following positions for the upcoming academic year between the beginning of the third week of February and the end of the first full week of March. The election will be an open ballot election (defined as being allowed to run for more than on position).

1. President
2. Vice-President
3. Treasurer
4. Secretary

In the event that a candidate is elected to more than one office, they have the discretion to choose which office they assume. During the Spring Semester the Student Senate shall coordinate and oversee the election of the Special Graduate Trustee with the nominee confirmed no later than May 1st.

1. Eligibility for Candidacy

- a) All candidates for Student Senate Executive Board positions (numbered 1-4 above) must be validated by the Registrar of Ripon College as having met the following criteria:
 - i. Completion of at least one semester of study at Ripon College.
 - ii. Have a cumulative grade point average of at least 2.25 on a 4.00 scale.
- b) All candidates for Student Senate Executive Board must study on the Ripon College campus during the election period.
- c) All candidates for the position of Student Senate President must have:
 - i. At least two semesters of academic experience at Ripon College.
 - ii. At least one semester of experience as either an ex officio or voting member of the Student Senate or the Executive Board.

- d) All candidates for the position of Special Graduate Trustee must be validated by the Registrar of Ripon College as being a member of the current academic year's graduating class.
- e) All candidates shall sign a "Consent to Run" form.
- f) All candidates shall sign an "Acceptance of Election Rules" form. Inherent to this agreement is a candidate's acknowledgment that they are liable for immediate disqualification by the election administrator.
- g) In addition to fulfilling the aforementioned requirements, each candidate shall file a "Petition for Candidacy" form with the Student Senate Executive Board by the date determined by Article 1; Section A. In order for this form to be fully completed, it must have the signatures of at least fifty currently enrolled Ripon College students.
- h) Only candidates who fulfill the aforementioned requirements will have their names printed on the official election ballot.
- i) Write-in candidates shall be allowed for the four executive board positions. There will be no write in candidates for Special Graduate Trustee. Write-in candidates implicitly agree to follow election rules and the eligibility requirements and are subject to immediate disqualification at the discretion of the election administrator.

2. Election Rules

Any candidate who is found to be in violation of the following regulations is subject to immediate disqualification by the election administrator.

a) Campaign Funding

- i. Candidates may spend up to, but not in excess of fifty dollars on their campaign. They must keep this record and bring it to ballot counting in order to have their expenditures verified.
- ii. A candidate may not obtain funds from Student Senate, or from any Student Senate-Funded Organization to help finance their campaign.

b) Campaigning

- i. Candidates may publicize their candidacy however they desire. Generally accepted forms include: posters around campus, e-mail, Facebook, and verbal campaigning.
- ii. Candidates are not permitted to engage in ad hominem attacks against their opponent(s). Candidates, campaign managers and anyone perceptibly acting to further a candidate's candidacy shall not be permitted to engage in ad hominem attacks against their opponent(s). Ad hominem attacks are defined as: Verbal

or written statements made to voters that seek to tarnish the reputation of another candidate. These statements can be directed at a person's integrity, temperament, moral fiber, social standing or person that is immaterial to their capacity to serve.

- iii. Candidates are expected to respect the campaigns of other candidates. Therefore a candidate, or supporters of a candidate, should not remove or deface another candidate's campaign materials.
 - iv. Candidates may not campaign until the designated campaigning period, as announced by the administrator of the elections, begins.
 - v. There shall be no campaigning of any form by a candidate, or by individuals who support a candidate, in or around 15 yards from the building where the election is being held on the day of elections.
- B. Posters or visual aids of any kind cannot be displayed in the election building.

3. The Election Ballots

- a) The out-going President of Student Senate shall design the ballots.
- b) The order in which the names appear on the ballot shall be the same as the chronological order that the "Petition for Candidacy" forms are filed with the President of Student Senate.
- c) All current degree-seeking Ripon College students shall be eligible to vote and will be contacted via email with a link to an electronic voting page

2. The Election

- a) The elections will be held between the beginning of the third week of February and the end of the first full week of March of each academic year.
- b) Members of the student body shall be informed of the election timetable with a link to an electronic ballot, ~~the availability of election packets and the polling place and times by email.~~ The ability of a student to be placed on the ballot and vote in the election shall be considered a right.
- c) ~~The election administrator shall set up provisions for efficient absentee voting by email.~~
- d) Current degree-seeking Ripon College students shall be the only individuals eligible to vote.
- e) Current Ripon College students may vote for only one candidate for each position for a ballot to count.

- f) ~~The only people to be seated at the ballot box when the polls are open shall be the individuals that the President of Student Senate has asked to be the administrators of the election, none of whom may be candidates.~~
- g) The ballots shall be counted only after the polls are closed.
- h) Three Election Officials will be responsible for counting the ballots. The Election Officials shall be the **out-going** President and Vice President of the Student Senate and the President of the Student Judiciary Board. In the event that one or more of the previously mentioned individuals is a candidate, they shall not serve as one of the election officials. Instead, a member from the Student Senate Executive Board or the Student Senate will be appointed by the President of the Student Senate to serve as an Election Official in their place.
- i) The Election Officials shall determine whether a ballot is valid or not, however must do so following the guidelines as stated below:
 - i. Only one box may be checked per position.
 - ii. Write-in votes shall be counted only if the name listed is spelled correctly.
 - iii. Ballots with votes for only one position shall be counted.
 - iv. Each ballot submitted must be ~~initialed by two election officials.~~ **through a ripon.edu email address.**
- j) All candidates, their campaign managers, and a representative from each student media organization may be present at the ballot count.
- k) Any candidate or campaign manager who was present at the ballot count may request a recount of the ballots within 24 hours after the closing of the polls.
- l) If on the first ballot no candidate should receive a majority of the votes cast for that position, a second run-off election between the two candidates receiving the most votes shall be held within one week. If, on the second ballot the vote is a tie, the winner shall be determined by a majority vote of the Student Senate.
- m) Should no candidate run for a position, the Student Senate Executive Board may appoint a student to hold the position. This student must be willing to hold the office and must be approved by a two-thirds majority vote of the Student Senate.

Section B. Removal from Elected Positions

1. If a student elected to hold one of the Student Senate Executive Board positions is not fulfilling his/her duties, or has performed an act that students feel is not appropriate for a student in his/her position, they may be removed from office through the following procedure:

- a) A petition clearly stating what the Executive Board member has done and why this warrants his/her removal from his/her position must be signed by one-half of the Student Senate members and submitted to the President of the Student Senate and the Dean of Students.
 - b) At the first Student Senate meeting following the submission of the petition, this issue shall be addressed. The Student Senate members that signed the petition must all be present and will be expected to explain to the other Student Senate members why they feel the offending Executive Board member should be removed from his/her position. Immediately following this, the offending Executive Board member will have an opportunity to defend him/herself and explain his/her actions.
 - c) The Student Senate shall then vote on whether or not to remove the offending Executive Board member from his/her position. In order to be removed, two-thirds of the entire voting membership of the Student Senate must be in favor of doing so at two consecutive meetings.
 - d) If the offending Executive Board member is removed, the remaining Executive Board members shall appoint an eligible student to hold the position. The appointed student must be willing to hold the position and must be approved by a two-thirds majority vote of the Student Senate.
2. If the removal of an Executive Board member from his/her position is voted down, the petitioning Student Senate members may not make another attempt to remove this Executive Board member based on the same criteria.

Section C. Resignation from Elected Positions

1. Any student that is elected to hold a Student Senate Executive Board position may attempt to resign during the course of his/her term.
2. The Executive Board member wishing to resign must state his/her reasons to the Student Senate in writing. The resignation may then be accepted by a majority vote of the Student Senate.
3. If an Executive Board member's resignation is accepted, the remaining Executive Board members shall appoint an eligible student to hold the position. The President of Student Senate will send out a campus-wide email notifying students of the vacancy, and call all interested students wishing to be considered for the position, to respond within 24 hours with their name and a brief paragraph detailing why they would be a good fit for the position. The Executive Board will then appoint a student for the position. The appointed student must be willing to hold the position and must be approved by a two-thirds majority vote of the Student Senate.
4. In the event of an unanticipated Executive Board Position vacancy the remaining Executive Board members shall appoint an eligible student to hold the position. The appointed student must be willing to hold the position and must be approved by a two-thirds majority vote of the Student Senate.

5. In the event of the President's vacancy, the Vice-President will then take over responsibilities. If the Vice-President is unwilling or unable to take this office over, there must be a campus wide election for this position, following the same election rules as previously stated. All other offices will be made on an appointment basis.

Section D. Senior Class Board Elections

1. The elections shall be held prior to October 15th of each academic year.
2. Each candidate must be validated by the Registrar of Ripon College as being a member of the current academic year's graduating class.
3. Only current seniors may vote in the election.
4. The ballots shall be counted only after the polls are closed.
5. Three Election Officials will be responsible for counting the ballots. The Election Officials shall be the President and Vice President of the Student Senate and the President of the Student Judiciary Board. In the event that one or more of the previously mentioned individuals is a candidate, then a member from the Student Senate Executive Board or the Student Senate will be appointed by the President of the Student Senate to serve as an Election Official in their place.
6. All candidates, their campaign managers, and a representative from each student media organization may be present at the ballot count.
7. Any candidate or campaign manager who was present at the ballot count may request a recount of the ballots within 24 hours after the closing of the polls.
8. Each candidate shall file a "Petition for Candidacy" form with the election officials by the date determined above. The signatures of ~~20~~ 10 percent of the current senior class must be included in this document.
9. The top five vote receivers will serve on the board. If there is a tie in the first election there will be a runoff election between those candidates.
10. Write-in candidates shall be allowed in the election of Senior Class Board members. Write-in candidates implicitly agree to follow election rules and the eligibility requirements and are subject to immediate disqualification at the discretion of the election administrator.

Article II. Budgeting of Student Senate Funded Organizations

Section A. One-Funds-

1. Student Senate recognized organizations may petition for additional funding for unbudgeted expenses through the One-Fund Account. Ripon College community members may request money from the one fund contingent upon the scope of the event.
2. In order for a one-fund to be considered it must have an itemized description of expenditures and a detailed explanation of how the money is to be used.

3. If a one-fund request totals \$5,000 or more, there will be a mandatory roll-call vote on the request. This is based off the original request, regardless of any motions made once it has been brought to the floor. Such a mandatory roll-call vote will be conducted in the form of a secret ballot.
4. Recognized organizations are strongly encouraged to search for the best available value in all items submitted for purchase.
5. The Treasurer of Student Senate shall monitor the expenditure of the one-fund and transfer any excess back into the one-fund.
6. In order for a one-fund request to appear on the new business portion of the agenda, it must be submitted no later than six PM the Wednesday before it is to appear, along with having the signature of the organization's advisor. One-funds not appearing on the agenda may be considered in new business, at the discretion of the executive board, provided that it is brought to their attention prior to the start of the meeting in which it is to be heard.
7. Groups may request Student Senate money for the intent to distribute a good to campus.
 - a. Groups seeking Student Senate money for the purpose of distributing to campus will be capped at \$300
 - b. One Funds requesting Student Senate funds for the purpose of distribution must meet the following criteria:
 - i. Serve the greater good of academic or campus life
 - ii. Benefit the greatest number of people at Ripon College
 - iii. Enhance the quality of life and reputation of Ripon College and/or the local community
8. The approval of a One Fund requires a majority of the Student Senate votes.
9. Following the Student Senate's approval of a group's one-fund request, a representative of that group shall be required to return to the Senate within a period of three meetings following the usage or return of those requested dollars to give an accounting on the outcome of the money spent (event held, equipment purchased, attendance expected and achieved, etc.) during the time allowed for the One Fund Talk Back portion of Committee Reports. It shall be the purview of the Vice President to ensure groups are aware of and understand this responsibility and expectation. In the event of a failure, repercussions will be determined by Student Senate in accordance with the Student Senate Constitution. This requirement can be waived at the discretion of the Executive Board if so requested by the one-funding group.
10. A representative must be present in order for the one fund to be discussed and voted upon.
11. If a student groups wishes to have a certain item factored into their budget, they must have first One Funded for that item for two consecutive years before that item can be considered.

Section B. Budget Hearings

1. The Budget Hearing Committee shall consist of the newly elected Executive Board, one Student Senator, and the outgoing treasurer. The Student Senator shall be selected by a majority vote of the newly elected Executive Board.
2. Before budget hearings commence, the Treasurer of the Student Senate should ascertain from the Vice President for Finance of Ripon College the estimated amount of money the Student Senate will receive for the next year.
3. Budget hearings shall be held between April 1 and April 14.
4. Budget hearings shall be conducted by the Budget Committee, with the outgoing Treasurer of the Student Senate serving as the chair, presiding over the hearings as an ex-officio member.
5. Three-fifths of the Budget Hearing Committee must be present when the budget hearing business is conducted.
6. It shall be the responsibility of the Chair of the Budget Committee of the Student Senate to inform the Dean of Students, all Student Senate Funded Organizations, and the entire student body of the exact times and place in which the budget hearings are to be conducted.
7. A time schedule shall be posted at the Student Senate Office of times available for budget hearings. It shall be the responsibility of organizations desiring to receive a budget allocation from the Student Senate to sign up for these hearings.
8. Those existing organizations, as well as any newly recognized organizations, that wish to be considered for Student Senate budget allocations must submit the following:
 - a) A requested number of typed formal budget requests. The budget request must describe in detail how the money an organization requests will be expended, if received.
 - b) One list of current or potential members.
 - c) A current constitution and/or statement of purpose.
 - d) An inventory of all equipment and supplies, as well as current location of that inventory.
9. The Budget Committee may postpone an organization's budget consideration in order to give that organization more time to prepare a more detailed and precise budget.
10. Only organizations whose membership is open to any and all students of Ripon College shall receive budget consideration from the Budget Committee, with exceptions being made by a two-thirds majority vote of the Student Senate.
11. At the budget hearings, each petitioning organization must be prepared to answer any questions the Budget Committee may have pertaining to its activities and its requests for funds.

12. Annual budget requests cannot include clothing, jerseys, uniforms or one-time purchases of any kind. If Student Senate funded organizations wish to purchase clothing, jerseys, or uniforms the organization must propose to the Senate a one-fund request including but not limited to the following: rationale for purchase, design of item(s), number of items, and costs (per item cost and total cost). In addition, any one-time purchases (e.g., computers or stage equipment) must be requested to the Student Senate for approval.
13. That part of the allotment going to the Student Senate shall be named the Student Senate Office Account.
14. The President shall have a special discretionary fund, in order to provide for emergency situations that may arise during the course of the academic year. The amount of this discretionary fund will be calculated as one-half percent (0.5%) of the total Student Activities Fund (before budgets for Student Senate funded organizations are established). The President must obtain the signatures and approval of two other members of the Executive Board and one Senator if he/she wishes to allocate more than \$100 from this fund for any one purpose.
15. Two and a half percent (2.5%) of the Student Senate budget allotment shall be budgeted as a buffer to be placed in the Student Senate Contingency Fund. In the event that the original budget allotment is spent, as well as the One-Fund moneys, the Contingency Fund will be used to provide for emergency expenses of the Student Senate and student organizations. The allocation of these funds must be approved by a two-thirds vote of the Student Senate.
16. Five percent (5%) of the Student Senate budget allotment shall be placed in the Student Senate One-Fund Account. These funds will be distributed during the allocation process for the purchase of big-ticket, one-time items by student organizations in need of such funds.
17. Six percent (6%) of the Student Senate budget allotment shall be placed in an Intramural Sports Account. This amount shall be placed under the control of the Intramural Director at the beginning of the academic year, who is responsible for submitting an itemized budget to the Student Senate Treasurer.
18. One percent (1%) of the Student Senate budget allotment shall be placed in the Dean's Discretionary Fund.
19. One and one half percent (1.5%) of the Student Senate budget allotment shall be placed in the Student Activities Office account in order to provide resources to Student Senate recognized groups.
20. Three and one fourth percent (3.25%) of the Student Senate budget allotment shall be placed in the Resident's Life Account.
21. Two thousand dollars (\$2000) of the Student Senate budget allotment shall be placed in an account to be used by the Senior Class Board in planning required events. \$1500 will be given to the Senior Class Board, and \$500 will be given to the Senior Class Fundraising Officers to carry out their activities. The Senior Class Board is responsible for submitting an itemized budget to the Student Senate Treasurer.

22. Five hundred dollars (\$500) of the Student Senate budget allotment shall be paid to a qualified attorney for one-time legal consultations by students of Ripon College. The Student Senate President shall be responsible to select the attorney with the approval of the Dean of Students and the advice and consent of the Student Senate by a two-thirds vote.
23. Fifteen to eighteen thousand dollars (\$15,000-18,000) to be determined annually by the finance committee shall be advanced to Student Media & Activities for the purpose of contracting performers at the National Association for Campus Activities (NACA).
24. Any funds in excess of the Student Senate budget allotment, received from the Student Activity Fees, shall be deposited in the Student Senate One-Fund Account.
25. Additional funds for student organizations, other groups, or individuals shall be made available through the Student Senate One-Fund Account and, if necessary, the Contingency Fund. Such funds can be obtained by submitting a formal, written request to the Student Senate Executive Board, which reviews it and passes the request to the Student Senate. It then must be approved by a majority of the Student Senate. All budgets \$100 or less will be voted on as a collective item on the agenda.
26. All organizations who submit the paper work noted in Article II Section B Subsection 8, 24 hours or less after the deadline will receive a 10% deduction of their budget, before the budget can be approved by the budget committee.
27. All organizations who submit the paper work noted in Article II Section B Subsection 8, between 25-48 hours past the deadline will receive a 20% deduction of their budget, before the budget can be approved.
28. Deductions will be negotiable between the organization and the Budget Committee in regards to what line items the deductions will come from.

Section C. Allocation Decisions and Appeals

1. After the budget hearings have been held, the Budget Committee shall meet and discuss the budget requests. They shall decide at that time what portion of the Student Senate budget each petitioning organization shall receive.
2. Allocation decisions are based on several criteria:
 - a) Financial management and responsibility (past and present).
 - b) Organizational responsibility.
 - c) Clarity in presentation of proposed budget.
 - d) Detailed itemization of proposed expenditures.
 - e) Any further requirements the Budget Committee deem appropriate.
 - f) If these criteria are not met to the satisfaction of the Budget Committee, it has the power to reasonably limit the budget allotment or penalize the offending student organization.

3. The Budget Committee shall inform each organization of its decision regarding their proposed budget and the time at which the Student Senate will vote upon the budgets. If questions arise, the organizations may state their case before the Student Senate at the time when the budget proposals are considered.
4. The Budget Committee shall then present the proposed budgets for the Student Senate funded organizations to the Student Senate representatives. The Student Senate shall take action on the recommendations of the Budget Committee.
5. Acceptance or rejection of the entire budget or of each organization's proposed allotment shall be decided by a two-thirds vote from those Student Senators present at two consecutive meetings.
6. If any organization feels that it has not received its fair and due share of the funds in the budget allotment, it may appeal to the Student Senate later for additional funds, through a written request.
7. The proposed budget must be less than or equal to the estimated budget for the upcoming year. In the event that the projected budget is less than the previous year's amount, a sequester of all groups funds will be implemented.

Section D. Requisitions

1. All charges against, and all deposits of income into Student Senate-funded accounts are made using the Ripon College Requisition Form.
2. Requisitions shall be made available to Student Senate-funded organizations in the Business Office of Ripon College.
3. All requisitions shall be properly and completely filled out. It must be signed by the Business Manager/Treasurer of the organization in order to be processed. If not signed properly, it will be returned for the proper signatures.
4. Invoices or receipts shall accompany any requisitions unless otherwise authorized by the Student Senate Treasurer.
5. All requisitions shall be left at the Business Office for the signature of the Student Senate Treasurer.
6. Upon receipt of requisitions, the Student Senate Treasurer shall sign each requisition and return them to the Comptroller of Ripon College for payment via issuance of a check.

Section E. Outside Purchases

1. There will be no charging of non-budgeted items outside of the College by Student Senate organizations, except with prior approval of the Student Senate Treasurer.
2. Payment of those purchases made outside of the College shall be made in one of three ways:
 - a) The organization may be given a check prior to purchase.

- b) A member of the organization may pay for an item and submit a valid reimbursement claim to the Student Senate Treasurer.
 - c) The organization may charge an item to their account.
3. When making purchases from vendors outside the College, organizations must submit a Requisition Form to the Business Office. The Business Office will then issue a Purchase Order Form. Purchase orders require the signature of the Student Senate Treasurer and the College Comptroller.

Section F. Personal Cash Purchases and Method of Reimbursement

1. Sometimes it becomes necessary, especially in emergency situations and last minute circumstances, to purchase items with personal funds and then be reimbursed. This is not recommended, but it is permissible as long as it does not become a regular practice.
2. A receipt for any cash purchase, signed by the purchaser, must be attached to the completed Ripon College Requisition Form, in order to obtain a reimbursement.
3. The properly completed requisition form must then be submitted to the Business Office by the organization and it will be handled as any other requisition. These requisitions must specifically state what the funds were used for.

Section G. Deposits

1. All money given to the Student Senate organizations should be through checks made out to "Ripon College _____" (organization, e.g. College Days) and sent to the Business Office. The Business Office will keep an accurate and itemized list of all checks deposited and will send a copy to the organization.
2. Changes in this policy will only be valid with the prior approval of the Student Senate Treasurer.

Section H. Budget Changes and Item Transfers

1. No budget changes or item transfers shall be made without the prior approval of the Student Senate. The Student Senate Treasurer may approve reallocations of under \$100; however, SMA~~C~~ **Ripon Live** may reallocate \$500.
2. No Student Senate funded organization shall transfer funds to another Student Senate organization without the prior approval of the Student Senate Treasurer.
3. Any Treasurer approvals must be reported to the Student Senate.

Section I. Bookkeeping Procedures

1. All Student Senate-funded organizations shall be required to keep complete and accurate records of all expenditures, receipts, and deposits.

2. The financial records of all Student Senate-funded organizations shall be made. Senate organization that fails to submit its books upon due notice shall immediately be subjected to suspension of its Student Senate funds, pending investigation and recommendation of the Finance Committee. All expenditures, after Student Senate funding is suspended, shall be treated as illegal.
3. The financial ledgers of the Business Office shall be the official ledgers of all Student Senate organizations.
4. These ledgers are available to any or all students, upon request.
5. Each semester the Student Senate Treasurer will review the records made available by the College Comptroller of each organization to ensure that appropriate records are being kept.

Article III. Responsibilities & Consequences of Student Senate Funded Organizations

Section A. Responsibilities

1. When an organization receives funds from the Student Senate, the organization is directly responsible to the Student Senate for the use of said funds.
2. All organizations must keep legible, orderly, and up-to-date records of all financial transactions.
3. All organizations may only make expenditures on budgeted items, which have been approved by the Budget Committee and the Student Senate at the time of the acceptance of the proposed Student Senate budget. Any necessary, non-budgeted purchases must be approved by a majority vote of the Student Senate through either a one-fund or reallocation request.
4. All organizations shall cooperate with one another and respect one another. Failure to do so may result in punitive action.
5. No organization is permitted to deficit spend.
6. If an organization is faced with a potential financial crisis, it may appeal to the Student Senate for additional funds in order to avoid deficit spending. This may be done during the course of the academic year.
7. All goods purchased with Student Senate funds are the property of the student body, to be administered by the Student Senate, and may be used by the students with said organization's knowledge.
8. Organizations are responsible for keeping track of and taking care of all items purchased with Student Senate money. Inventory must be monitored and cared for.
9. All Student Senate organizations are required to have a representative attend the first Council of Student Organization meeting of the semester.
10. All Student Senate Organizations are required to update their constitution every four years. Organizations will be required to come before Senate, via proper protocol to make amendments as necessary. If no amendments need to be made, the Organization will still be required to come forth to Senate and note that changes do not need to be made.

11. All organizations shall be responsible for complying with all of the One-Fund requirements as stated in Article II. Section A. of the Student Senate's Operating Rules.
12. Organizations shall be required to complete all registration materials within a time period established with the Vice-President of the Student Senate and the Student Activities Office.
13. All organizations shall be required to appear before the Student Senate for one What's Up With Your Group presentation per semester.

Section B. Consequences

1. If any Student Senate-funded organization overspends its total budget for the academic year, the Business Office will immediately alert the Treasurer of the Student Senate of this fact. The Finance Committee will then open an investigation of the organization and report its findings to the Student Senate as soon as the investigation is complete. The Student Senate may take any action it deems appropriate.
2. The Finance Committee shall investigate any financial misconduct (this includes, but is not limited to: overspending budget, spending funds on non-budgeted items without consent, keeping inaccurate records, and not allowing students to use Student Senate property). The Finance Committee shall report its findings to the Student Senate and make recommendations for possible penalties. The Student Senate then determines what action shall be taken.
3. Possible penalties for financial misconduct include:
 - a) Removing access to organization's Student Senate funds for a period of time.
 - b) Disestablishment of the organization.
 - c) Removal of any or all privileges offered to student organizations.
 - d) Any other penalty deemed appropriate by the Student Senate.
4. If an organization has improperly used or carelessly lost an item(s), the said organization will be responsible for the repair or replacement of the item(s). It will be left to the organization to determine who is responsible for providing the money to repair/replace an item. If it occurs that an organization cannot hold anyone accountable for the damaged or missing item(s) and the item(s) is necessary for their functioning, the following actions shall be taken:
 - a) The organization's budget allotment for the upcoming fiscal year shall be set at the same amount the organization received during the fiscal year in which an item(s) is damaged or lost.
 - b) The cost of replacing or repairing the item(s) shall be deducted from the organization's budget allotment as soon as these funds are received by the organization.

5. Failure to attend the first CSO meetings each semester, without prior notification, will result in a \$50.00 deduction from the organization's budget. The president of the organization will be contacted and if there is no response in two business days, the Treasurer will deduct during the fiscal year.
6. All organizations are required to appear before Student Senate for one What's Up With Your Group presentation per semester. Failure to do so will result in a \$20.00 deduction from the group's current budget. If that organization does not have the necessary funds for said deduction, a deduction of \$20.00 from next year's budget will be recommended to the Budget Committee.
7. Following the Student Senate's approval of a group's one-fund request, a representative of that group shall be required to return to the Senate within a period of three Senate meetings following the usage of the funds to report on the usage or return of those requested funds. Failure to do so will result in a \$20.00 deduction from the group's current budget. If that organization does not have the necessary funds for said deduction, a deduction of \$20.00 from next year's budget will be recommended to the Budget Committee.

Article IV. Illegal or Unauthorized Orders and Purchases

Section A.

An illegal or unauthorized order or purchase is defined as one that has not been accounted for in an organization's budget or one that has not received prior approval of the Student Senate and/or the Student Senate Treasurer.

Section B.

If an illegal or unauthorized purchase is made, the Student Senate may withdraw its financial support of that organization or it may decide upon other specific action to be taken against the organization involved.

Section C.

Any individual who illegally spends money or places an unauthorized order shall be given a bill for the cost of the unauthorized order or purchase. If the offender refuses to render payment, the invoice shall be sent to the Business Office of Ripon College, attached to the offender's official college bill, and treated like any other college debt.

Article V. Operating Rules Amendments

Section A.

Any member of the Student Senate may propose an amendment to these Operating Rules.

Section B.

The Executive Board will review the amendment and a recommendation made to the Student Senate.

Section C.

The approval of a proposed amendment or revision to these Operating Rules requires a two-thirds majority vote of the Student Senate at two consecutive Student Senate meetings.