Constitution & Bylaws
Table of Contents

Augsburg College Day Student Body
Constitution & Bylaws

Table of Contents

Constitution
  Preamble
  Purpose
  Article I: The Augsburg Day Student Body
  Article II: The Day Student Government
  Article III: Finance Policy
  Article IV: Amendment and Ratification
  Article V: Authority

Article I: The Augsburg Day Student Body
  Section I: Definition
  Section II: Rights and Responsibilities of the Day Student Body

Article II: Structure of Augsburg Day Student Government
  Section I: The Day Student Government
  Section II: The Senate
  Section III: The Executive Board
  Section IV: Judicial Board

Article III: Regulations & Responsibilities for All Members
  Section I: Membership Requirements and Disciplinary Action
  Section II: Attendance Policy
  Section III: Resignation

Article IV: Election & Recall of Members
  Section I: Day Student Government Elections
  Section II: Petitions
  Section III: Procedure for Producing and Counting Ballots
  Section IV: Campaign Practices and Regulations
  Section V: Contested Election Results and Disciplinary Action
  Section VI: Recall of Members

Article V: Student Organizations
  Section I: Day Student Organizations
Section II: The Chartering Process
Section III: The Annual Chartering Review Process
Section IV: The Commissioning Process
Section V: The Annual Commissioning Review Process
Section VI: Chartering and Commissioning Appeals Process
Section VII: Recognized Day Student Organizations
Section VIII: Unrecognized Student Organizations

Article VI: Activity Fee Finance Policy
   Section I. Day Student Organization Accounts
   Section II. Activity Fee Usage
   Section III. Activity Fee Allocation Process
   Section IV. Expenditure of Funds
   Section V. Year End Fund Balances
   Section VI. Stipend Approval

Article VII: Green Fee Finance Policy
   Section I. Green Fee Account
   Section II. Green Fee Usage
   Section III. Green Fee Allocation Process
   Section IV. Year End Fund Balances

Article VIII: Amendments & Ratification
   Section I. Amendments
   Section II: Dates of Ratification
Constitution

Preamble
We, the members of the Augsburg Day Student Body (henceforth “Day Student Body”), in order to further the educational goals and general welfare of the College community, do hereby establish the Day Student Body Constitution.

Purpose
The purpose of this Constitution is to establish and to provide guidelines for a student-elected organization to represent the Day Student Body.

Article I: The Augsburg Day Student Body
The Day Student Body shall:
1. Consist of all students who are registered and who pay the Day Student Activity Fee at Augsburg College (henceforth “Augsburg”).
2. Create a representative body called Augsburg Day Student Government (henceforth “Day Student Government”).

Article II: The Day Student Government
The Day Student Government shall:
1. Establish Bylaws that:
   a. Will define its:
      i. Allocation of the:
         1. Day Student Activity Fee (henceforth “Activity Fee”).
         2. Day Student Green Fee (henceforth “Green Fee”).
      ii. Membership, including voting members.
      iii. Election processes.
      iv. Structure and procedures.
      v. Recognition and funding of student organization.
      vi. Rights and responsibilities of the Day Student Body.
   b. Can be amended by those defined as voting members.
Article III: Finance Policy

1. The Day Student Body is subject to an Activity Fee and a Green Fee determined each year by Day Student Government.
2. Each fiscal year, eleven (11) percent of the Day Student Activity Fee revenue shall be apportioned to the Augsburg Echo account but shall not drop below $25,000 per year or exceed $35,000 per year.
   a. No member of the Augsburg Echo shall receive an annual salary greater than that of the highest paid member of Day Student Government.
   b. The Augsburg Echo shall have complete control of all revenue not allocated to them from the Day Student Activity Fee provided these funds are not used for salaries or stipends.
   c. The Augsburg Echo shall be required to submit a complete semi-annual budget to the Day Student Government for informational purposes only.

Article IV: Amendment and Ratification

Proposed constitutional amendments shall be:

1. Approved by a two-thirds (2/3) majority vote by Day Student Government’s voting members.
2. Made public to the Day Student Body for two (2) calendar weeks.
3. Submitted after two (2) weeks to Day Student Government for reconsideration.
4. Approved for a second time by a two-thirds (2/3) majority vote by Day Student Government’s voting members.
5. Voted on by three-fourths (¾) of the Day Student Body participating in an election conducted per the Bylaws. This vote must take place within one (1) calendar month of the second approval by Day Student Government.

Article V: Authority

This Constitution holds authority over the operating documents of all recognized Student Organizations in addition to the Bylaws of the Day Student Government.

This Constitution was revised on:
   November 30, 2016 by Day Student Senate
   January 18, 2014 by WEC Student Body Senate
   April 13, 2011 by Day Student Senate
   March 5, 2007 by Day Student Senate
February 28, 2007 by Mitchell, Huynh, WEC Senate
February 8, 2007 by Mitchell, Bickel, Huynh, Olsen, Deitrich, and Lassen
January 30, 2007 by Mitchell, Bickel, Olsen, Huynh, Wagner, Deitrich, and Lassen
November 2, 2006 by Mitchell, Bickel, Olsen, Huynh, and Kuhn
Article I: The Augsburg Day Student Body

Section I: Definition
The Day Student Body:

1. Is divided into four (4) constituencies based on the number of college credits completed, as determined by the Registrar.
   a. These constituencies shall be the:
      i. First-Year Class.
      ii. Sophomore Class.
      iii. Junior Class.
      iv. Senior Class.
   b. No Day Student shall be a part of more than one (1) constituency.

Section II: Rights and Responsibilities of the Day Student Body

1. Each member of the Day Student Body shall be entitled to one (1) vote among a student’s constituency during student elections and referenda.

2. The Day Student Body shall have the power to rescind any action of the President or the Senate through a referendum.
   a. A referendum may be called by submitting a petition signed by ten percent (10%) of the Day Student Body to the Vice President.
   b. In order to rescind the action, the referendum must pass by a two-thirds (2/3) majority of the Day Student Body.

3. Any member of the Day Student Body shall have the right to attend meetings of the Senate.
Article II: Structure of Augsburg Day Student Government

Section I: The Day Student Government

The Day Student Government:
1. Advocates for Day Student ideas, concerns, needs, and activities.
2. Consists of:
   a. The Senate to represent constituents.
   b. The Executive Board to fulfill organizational and administrative duties.
   c. The Judicial Board to review decisions made by the Senate and the Executive Board.

No Day Student may be a member of more than one branch of Day Student Government, unless stated in these Bylaws.

Section II: The Senate

The Senate:
1. Is comprised of voting members (henceforth “Senators”) elected annually by the Day Student Body. These Senators may include:
   a. One (1) Class President from each constituency.
   b. Three (3) additional representatives from each constituency.
   c. Two (2) Incumbent Senators selected by the President from previously elected Senate members.
2. Has the following rights and responsibilities:
   a. To grant and to rescind official recognition of all Day Student Organizations.
   b. To allocate the Activity Fee.
   c. To allocate the Green Fee.
   d. To organize committees as deemed necessary.
   e. To rescind any action of the President, the Executive Board, or any Day Student Government Committee by a two-thirds (2/3) majority vote in the Senate.
   f. To overrule any veto of the President by a two-thirds (2/3) majority vote in the Senate.
3. Meetings:
   a. Are chaired by the Vice President.
   b. Are conducted weekly during the academic year, except during finals weeks and official school breaks.
i. The President and Vice President shall determine the day and time of weekly meetings.

ii. The Vice President may, with good reason, cancel or postpone any meeting of the Senate.

iii. The Vice President must notify all members of the Senate twenty-four (24) hours in advance of a canceled or postponed meeting.

iv. Special meetings of the Senate may be called by the President, the Vice President, or by a two-thirds (2/3) majority vote of the Senate.
   1. All Day Student Government members must be notified of the date, time, and location of a special meeting at least forty-eight (48) hours in advance.
   2. Special meetings shall be conducted as regular meetings.

c. Are overseen by positions from among the Senate who shall be elected at the first meeting following the general election.
   i. The Chairperson Pro-Tempore:
      1. Serves as acting chairperson of the Senate in the absence, due to the incapacity, or at the request of the Vice President.
      2. Assumes the position as the Vice President in the event of a vacancy.
   ii. The Parliamentarian:
      1. Shall have knowledge of and interpret questions of procedure.
      2. Shall advise the chairperson in making parliamentary decisions based on the Constitution, these Bylaws, and the most recent Robert’s Rules of Order Newly Revised.

d. Are conducted in accordance with the following rules:
   i. A quorum of one-half (1/2) of the currently elected Senators shall be present to conduct business.
   ii. All business shall be introduced by a Committee Chairperson, the President, or a Senator.
   iii. The Vice President may only vote in the event of making or breaking a tie.
   iv. Members of the Executive Board shall be permitted to vote on nonconstituent based issues relevant to Day Student Government as an organization, as determined by the President.
      1. The Senate may overrule the President’s interpretation by a two-thirds (2/3) majority vote.
   v. In any instance not outlined in these Bylaws, the most recent Robert’s Rules of Order Newly Revised shall be followed.
4. Establishes the following Committees:

a. **The Chartering and Commissioning Committee:**
   i. Reviews Day Student Organizations taking part in the:
   ii. Serves as a liaison between Chartered and Commissioned Day Student Organizations and the Day Student Government.

b. **The Constitution Committee:**
   i. Is chaired by the Head Justice.
   ii. Is responsible for maintaining the Constitution and these Bylaws.

c. **The Elections Committee:**
   i. Organizes and monitors all elections.
   ii. Has full responsibility for the interpretation of all election and campaign guidelines and regulations as stated in Article IV of these Bylaws.

d. **The Environmental Action Committee:**
   i. Is chaired by the Environmental Action Officer.
   ii. Holds weekly meetings during the academic year.
   iii. Addresses and advocates for environmental concerns from the Day Student Body.
   iv. Reviews and approves of Green Fee grant requests from Augsburg students, staff, and faculty.
   v. Monitors the financial transactions of the Green Fee to ensure that all its funds are spent in accordance with its current budget and these Bylaws.
   vi. Reports all financial irregularities immediately to the Senate.
   vii. Abides by all standing finance policies of Augsburg and the Day Student Government.

e. **The Finance Committee:**
   i. Is chaired by the Treasurer.
   ii. Consists of the Treasurer, one (1) Incumbent Senator, the four (4) Class Presidents, and the President.
   iii. Holds weekly meetings during the academic year.
   iv. Reviews budget requests from Commissioned Day Student Organizations in the spring of each year and makes budget recommendations to the Senate.
v. Reviews and approves of Activity Fee grant requests for Day Student Organizations under $1,000.

vi. Monitors the financial transactions of the Day Student Government to ensure that all its funds are spent in accordance with its current budget and these Bylaws.

vii. Reports all financial irregularities immediately to the Senate.

viii. Abides by all standing finance policies of Augsburg and the Day Student Government.

f. The Public Relations Committee:
   
i. Is chaired by the Public Relations Officer.

   ii. Is in charge of all publicity and public relations for the Day Student Government.


g. The Student Concerns Committee:
   
i. Is chaired by the Student Advocate.

   ii. Addresses and advocates for the needs and concerns of the Day Student Body.

   iii. Creates and presents resolutions to the Day Student Body for approval.

   iv. Is responsible for communicating with relevant campus authorities to determine the feasibility and follow-through of resolutions.

Section III: The Executive Board
The Executive Board:

1. Is under the leadership and guidance of the President.

2. Holds biweekly Executive Board meetings that:
   
a. Are chaired by the President.

   b. All Executive Board members are required to attend.

   c. Aim to coordinate efforts between members of projects and duties.

3. Attends all Senate meetings.

4. Includes the following members who shall be elected annually by the Day Student Body:

   a. The President:

      i. Acts as the official liaison between students, faculty, staff, and the administration of Augsburg.

      ii. Reports to the Senate on all Day Student Government relations as the head representative of the Day Student Body.

      iii. Informs the Day Student Government of changes in administrative policies, tuition costs, and other influential student affairs.
iv. Serves as a representative to any Inter-College committee, commission, and board or shall appoint any member of the Day Student Body as a representative.

v. Appoints Day Student Government members and nominates members of the Day Student Body not a part of the Day Student Government (the latter of whom are subject to the approval of the Senate) to committees, commissions, and boards of the Day Student Government and the faculty, staff, and administration of Augsburg College.

vi. Attends all Finance Committee meetings.

vii. Meets regularly with the President of Augsburg.

viii. Has the power to veto any action of the Senate in accordance with Article II, Section V of these Bylaws.

ix. Has all of the voting rights of a Senator, without the act of voting.

b. The Vice President:
   i. Fills in for the President in all tasks as delegated.
   ii. Assumes the position of the President in the event of a vacancy.
   iii. Manages and is informed of all Senate business.
   iv. Reports to the President on business of Senate committees.

5. Includes the following nonvoting members selected annually by the President and Vice President, and confirmed by a majority vote of the Senate:

   a. The Environmental Action Officer:
      i. Serves as a student representative to the University Council Environmental Stewardship Committee (UC-EAC), monitoring its projects and work.
      ii. Serves as liaison for issues surrounding Senate funds between Administrative Accounting and the Green Fee.
      iii. Reports the current status of the Green Fee funds during weekly Senate meetings.
      iv. Upholds and enforces all environmental funding policies.
      v. Suggests policy changes to the Senate concerning environmental financial affairs.
      vi. Distributes, subject to the Constitution and these Bylaws, all Green Fee monies.
      vii. Maintains adequate communication with individuals and entities that have applied and/or have been granted funds from the Green Fee.

   b. The Head of Staff:
      i. Completes all administrative tasks delegated by the President.
ii. Ensures that all Executive Board members and Senators are fulfilling their duties in accordance with these Bylaws and reports activities to the President, including participating in committees.

iii. Ensures that Day Student Government members staff its office.

iv. Recruits candidates for position vacancies.

c. **The Public Relations Officer:**
   i. Reports to the Senate regarding the current status of the Public Relations Committee.
   ii. Updates and maintains the Day Student Government website and other electronic media.
   iii. Attends all Public Relations Committee meetings.
   iv. Coordinates all public relation efforts, including the production of posters, signs, and banners through the Public Relations Committee.
   v. Places all Day Student Government and committee minutes to the website and Moodle site.
   vi. Is responsible for web-based advertising and information in regards to Day Student Government activities.

d. **The Secretary:**
   i. Serves as secretary to the Day Student Government.
      1. The Vice President shall determine what constitutes Day Student Government business.
   ii. Takes minutes at every Senate meeting, Judicial Board meeting, and other meetings, as needed.
   iii. Distributes typed minutes of the Senate meetings to all members of Day Student Government.
   iv. Serves as liaison between the Executive Board and the Senate on all matters of correspondence.

e. **The Student Advocate:**
   i. Serves as the official liaison for students in need of representation on issues outlined by the Senate.
   ii. Works on cases of student concern as delegated by the Student Concerns Committee.
   iii. Works with Day Student Body members with questions regarding college policy.
   iv. Attends all Student Concerns Committee meetings.
   v. Reports to the Senate regarding the status of student concerns and current and upcoming projects.
f. The Treasurer:
   i. Attends all Finance Committee meetings.
   ii. Serves as liaison for issues surrounding Senate funds between
       Administrative Accounting, Day Student Government, and all Day
       Student Organizations.
   iii. Reports the current status of all Activity Fee grant funds during weekly
        Senate meetings.
   iv. Upholds and enforces all financial policies.
   v. Suggest policy changes to the Senate concerning financial affairs.
   vi. Distributes, subject to the Constitution and these Bylaws, all Activity Fee
       monies.
   vii. Maintains adequate communication with Day Student Organizations
        regarding financial business.

Section IV. Judicial Board
The Judicial Board:

1. Includes the Head Justice and four (4) Justices, the latter of whom shall be selected
   annually by the President and confirmed by a majority vote of the Senate.
   a. The Head Justice:
      i. Chairs all Judicial Board meetings.
      ii. Attends all Senate meetings.
      iii. Reports to the Senate on all Judicial Board actions and decisions.
      iv. Is appointed by the President.
   b. All members have voting rights on the Judicial Board.

2. Meetings:
   a. Are held during the academic year—except during finals weeks official school
      breaks—only when needed to review:
      i. Decisions by the Senate or the Executive Board to determine if they
         followed the protocols and procedures set forth in the Constitution or these
         Bylaws.
         1. A petition containing the signature of ten percent (10%) of the
            entire Day Student Body must be submitted to and verified by
            Campus Activities and Orientation (CAO) for such decisions to
            undergo a review.
      ii. Appeals in regard to:
         1. Day Student Organization recognition processes through the:

2. Stipend allocation through the annual budgeting process or biannual performance review.

3. Election decisions including:
   a. Sanctions made by the Election Committee.
   b. The results of an election.

4. The removal of a Day Student Government member as described in Article III, Section I, Part 2.

b. Are conducted in the following manner:
   i. The Head Justice shall:
      1. Determine the day and time of necessary meetings in coordination with the President and Vice President.
      2. Notify all Justices at least forty-eight (48) hours in advance.
   ii. A quorum of a simple majority of Judicial Board members shall be present to conduct business.
   iii. If the Head Justice is not present at a meeting where there is quorum, the Justices present may elect a Chairperson Pro-Tempore by a simple majority of those present.
   iv. In any instance not outlined in these Bylaws, the most recent Robert’s Rules of Order Newly Revised shall be followed.

3. Decisions are automatically reviewed by CAO. CAO may uphold or overturn any Judicial Board decision.
Article III: Regulations & Responsibilities for All Members

Section I: Membership Requirements and Disciplinary Action

1. All members of the Day Student Government shall:
   a. Be enrolled at the Minneapolis campus of Augsburg.
   b. Adhere to all Augsburg policies, the Constitution, these Bylaws, and all applicable local, state, and federal laws.
   c. Maintain a cumulative grade point average of at least 2.0 prior to and during the course of their term of office.
      i. The academic standing of all candidates and every member of the Day Student Government shall be verified at the beginning of each academic term.

2. Members found in violation of these policies:
   a. Shall be reported to the Vice President.
      i. If the Vice President is committing a violation, this shall be reported to the President.
   b. May be dismissed by the discretion by the majority of the following:
      i. The President.
      ii. The Vice President.
      iii. The CAO Director.
      iv. The CAO Assistant Director.
      v. The Vice President of Student Affairs.

3. Day Student Government members dismissed as a result of violating policies may appeal to the Judicial Board for reinstatement. The member must be reinstated unanimously.

Section II: Attendance Policy

1. Nonattendance shall be defined in the following manners:
   a. Unexcused, which shall constitute one (1) absence.
   b. Excused, which:
      i. Shall constitute a one-half (1/2) absence.
      ii. Includes illness, family emergency, and conflicts with school activities.
   c. Tardiness, which:
      i. Shall constitute a one-fourth (1/4) absence.
      ii. Shall be defined as arriving at a Senate meeting after the completion of the roll call.
d. Early Dismissal, which:
   i. Shall constitute a one-fourth (1/4) absence.
   ii. Shall be defined as leaving from a Senate meeting before adjournment.

2. Any Day Student Government member who has four (4) absences from the Senate, Executive Board, Judicial Board, Standing Committee, and additional mandatory committee meetings shall be automatically dismissed from one’s position within the Day Student Government.
   a. After three (3) absences, the Head of Staff shall notify the Day Student Government member.
      i. If the member is the Head of Staff, the Vice President shall be the one who sends the notification.

3. Provided twenty-four (24) hours’ notice is given, the Head of Staff:
   a. Shall approve Excused Absences.
   b. May expunge Tardiness and Early Dismissals from one’s attendance record.
   c. Must notify the Vice President of one’s own absence.

Section III: Resignation

1. Any member of the:
   a. Senate may resign at any time by notifying the Vice President with a written resignation.
   b. Executive Board may resign at any time by notifying the President with a written resignation.
   c. Judicial Board may resign at any time by notifying the Head Justice with a written resignation.

2. Offices shall be declared vacant immediately after receiving a written resignation. The Head of Staff shall be notified of the vacancy.
Article IV: Election & Recall of Members

Section I: Day Student Government Elections

1. A general election for the following academic year shall:
   a. Be held before or during the first week in April.
   b. Have the following positions up for election:
      i. President.
      ii. Vice President.
      iii. Sophomore Class Senators.
      iv. Junior Class Senators.
      v. Senior Class Senators.
   c. Be open to all Day Student Body returning for the Fall Semester.
      i. Seniors who have applied for graduation prior to the election shall not be permitted to participate.

2. A fall election shall:
   a. Be held by the last weekend in September.
   b. Have the following positions up for election:
      i. First-Year Class Senators.
      ii. Any vacant positions.

3. All elections shall:
   a. Be online.
   b. Be conducted in coordination with Information Technology.
   c. Have voting poll hours from 7:00 a.m. on the first day of elections until 11:59 p.m. on the second day of elections.

4. Term limits:
   a. Begin for those participating in:
      i. The general election: During the penultimate meeting of the Spring Semester.
      ii. The fall election: At the next meeting following the announcement of results.
   b. End during the penultimate meeting of the Spring Semester or upon the resolution of a contested election as detailed in Article IV, Section V of these Bylaws.
   c. Vacancies for Senators shall be filled, upon their acceptance, by runners-up from the most recent election.
   d. If positions remain vacant, they shall be appointed by the President and approved by a majority vote of the Day Student Government.
Section II: Petitions

1. All candidates, in order to appear on the ballot, shall be nominated by a petition of ten (10) signatures of Day Students who are eligible to participate in the upcoming election.

2. Petitions shall:
   a. Be made available by the Elections Committee at least four (4) weeks prior to the start of the election.
   b. Include a personal description of the candidate’s reason for seeking office that is clearly stated on the petition before obtaining signatures.
   c. Be submitted to the Day Student Government office one (1) calendar week prior to the start of the election.

3. All candidates must be currently enrolled at Augsburg College—Minneapolis campus and shall adhere to the regulations in the Constitution and these Bylaws.

Section III. Procedure for Producing and Counting Ballots

1. Online ballots shall:
   a. Be accessible to all applicable members of the Day Student Body.
   b. Include the President/Vice President Team(s) and the candidate(s) running from their respective constituencies.
   c. List candidates in complete, rotating order.
   d. Provide a space for write-in candidates consisting of a blank line with the words “write-in” included.

2. President and Vice President candidate pairings shall:
   a. Appear as a ticket on the election ballot.
   b. Not have a vacancy in either position before the results of the election are announced.
      i. Otherwise, the ticket is ineligible for either position.
   c. Utilize preferential voting, as defined by Robert’s Rules of Order Newly Revised.

3. Senators and Class Presidents.
   a. The individuals who receive the four (4) highest vote counts in each constituency shall be elected Senators.
   b. The Senators with the highest number of votes in each constituency shall be the President of each class.
      i. The Senator receiving the most votes in each class may decline the position of Class President without forfeiting a seat on the Senate.
      ii. The position of Class President will then be offered to the Senator with the next highest number of votes.
c. In the event of a:
   i. Two-way tie: The winner shall be determined through a majority vote by the Day Student Government.
   ii. Multiple-way tie: A special election shall be held.

Section IV: Campaign Practices and Regulations

1. The Elections Committee shall:
   a. Establish the official dates of campaigning, which should begin two (2) weeks before the start of elections.
   b. Hold a mandatory meeting for all candidates at least one (1) day preceding the official start of campaigning to distribute election guidelines and regulations.
   c. Have full responsibility for interpretation of all election and campaign guidelines and regulations.
   d. Take disciplinary action against any candidate as deemed necessary for violations of these election guidelines not to exceed prohibition from office.

2. All candidates—both on the ballot and write-ins—shall:
   a. Obtain and abide by the most recent posting policies.
   b. Follow all general mailroom regulations.
      i. Each President/Vice President team shall be allowed two (2) Campus Box stuffs.
      ii. All other candidates will be allowed one (1) Campus Box stuff.
      iii. Campus Box stuffs must be performed by mailroom employees, according to mailroom guidelines.
   c. Follow all Residence Hall policies, including:
      i. Obtaining approval from the Residence Hall Directors in order to canvas in their respective residence halls.
      ii. Being present at all times during any canvassing with a maximum of two (2) campaign workers accompanying the candidate.
      iii. Knowing that access of a candidate to any private residence may be denied by an individual resident.
   d. Abstain from holding any fundraisers.
   e. Have the right to contest to the Judicial Board, as described in Article IV, Section V:
      i. Any decision made by the Elections Committee with respect to disciplinary action.
      ii. The results of the election.
Section V: Contested Election Results and Disciplinary Action

1. The party contesting an election or disciplinary action by the Elections Committee shall submit a request for a hearing to the Head Justice within five (5) business days following being notified of the election results or disciplinary action, respectively.
   a. For contested election results, ballots shall be recounted to reassure what candidates had the majority of votes.

2. In the event of a contested election or disciplinary action from the Elections Committee that resulted in prohibiting a candidate from taking office, the Day Student Government seat in question shall remain open.
   a. Should a President/Vice President team be unable to take office because of a contested election case, the former President and Vice President shall remain in the office until the case has been resolved.

3. If the Head Justice agrees to hear the case, the Judicial Board shall:
   a. Hold a hearing within five (5) business days following the receipt of the request.
   b. Announce their final decision within twenty-four (24) hours of the hearing.

4. Should the Judicial Board call for a new election, the new election shall be held within one (1) calendar week from the day it was determined a new election was necessary.

Section VI: Recall of Members

1. Any Day Student may call for the recall of any Day Student Government member by submitting a petition to CAO containing signatures of at least ten (10) percent of the Day Student Body.

2. The Senate shall:
   a. Conduct impeachment proceedings as defined in the most recent Robert’s Rules of Order Newly Revised.
   b. Require a two-thirds (2/3) majority vote to recall the member in question.
Article V: Student Organizations

Section I: Day Student Organizations

Day Student Organizations shall:

1. Be recognized annually by the Senate before receiving funding from the Activity Fee through one of the following processes:
   a. The Chartering Process: For new Day Student Organizations who wish to receive funding from the Senate.
   b. The Annual Chartering Review Process: For currently Chartered Day Student Organizations who wish to receive funding from the Senate.
   c. The Commissioning Process: For currently Chartered Day Student Organizations who wish to receive an annual budget from the Senate.
   d. The Annual Commissioning Review Process: For currently Commissioned Day Student Organizations who wish to receive an annual budget from the Senate.

2. Act in accordance with Augsburg’s mission.

3. Be created and led by Day Student officers.
   a. All constitutional officers must be Day Students.

4. Consist of at least four (4) Day Students and have their total membership consist of no less than two-thirds (2/3) Day Students.

5. Be open to all Augsburg students, faculty, and staff.
   a. Day Student Organizations may define how one becomes a member or an officer, provided the definition does not violate the Augsburg College Non-Discrimination Policy.

6. Abide by all Augsburg policies, the Constitution, and these Bylaws.

Section II: The Chartering Process

1. New student organizations that wish to be recognized by the Senate must:
   a. Meet the following requirements:
      i. Have a plan to schedule upcoming on-campus meetings and/or events.
      ii. Be different in mission or scope from other Day Student Organizations.
      iii. Meet all other requirements spelled out in Article V, Section I.
   b. Complete the New Student Organization Application and submit a copy of its constitution to CAO.

2. The Chartering Committee shall:
   a. Receive the New Student Organization Registration Application after CAO has reviewed and approved its application and constitution.
b. Meet with the student organization to review the application and constitution and recommend any necessary changes.
   i. Any changes that are made to the constitution must be re-submitted to CAO for review and approval.

c. Approve the application by a majority vote before submitting it to the Senate.

3. The Senate shall:
   a. Approve the student organization as chartered by a two-thirds (2/3) majority vote.
   b. Notify the student organization of its decision within forty-eight (48) hours of the vote.
      i. A student organization that is denied chartering by the Senate may elect to participate in the Chartering and Commissioning Appeals Process.
   c. Not reconsider any decision it has made around chartering, except to consider overturning a veto by the President.

Section III: The Annual Chartering Review Process

1. Chartered Day Student Organizations shall:
   a. Re-register with CAO by the last day of Spring Semester.
   b. Become unrecognized as Day Student Organizations if they do not re-register by this deadline.

2. The Chartering Committee shall:
   a. Receive all re-registered Chartered Day Student Organizations’ information from CAO by the end of the first week of classes of Fall Semester.
   b. Review all Chartered Day Student Organizations to assess if they still meet the criteria for recognition by the Senate as stated in Article V, Section II, Part 1a.
      i. If there are questions about a student organization’s eligibility, the Chartering Committee will meet with that student organization’s officers to discuss and to recommend any necessary changes.
   c. Approve the student organizations for re-chartering by a majority vote before submitting them to the Senate.

3. The Senate shall:
   a. Approve the student organizations for chartering by a majority vote by the last day of September.
   b. Notify the student organization of its decision within forty-eight (48) hours of the vote.
      i. A student organization that is denied chartering by the Senate may elect to participate in the Chartering and Commissioning Appeals Process.
c. May not reconsider any decision it has made around chartering, except to consider overturning a veto by the President.

**Section IV: The Commissioning Process**

1. Chartered Day Student Organizations that wish to be commissioned shall:
   
a. Meet the following requirements:
      
i. Shall have had regular meetings with consistent attendance for five (5) consecutive years.
   
   ii. Shall have shown growth or development for five (5) consecutive years.
   
   iii. Shall have hosted at least one (1) on-campus event open to the Augsburg community for five (5) consecutive years.
   
   iv. Shall be well known on campus from year to year. Shall have a board of student leaders.
   
   v. Shall have been recognized as a Day Student Organization by the Senate for five (5) consecutive years.
   
   vi. Shall meet all other requirements spelled out in Article V, Section I.

b. Submit the following materials to the Commissioning Committee and CAO by 11:59 p.m. on February 1:
   
i. A request for a budget.
   
   ii. A listing of its officers and advisors for the current year.
   
   iii. A copy of its constitution on file with CAO.
   
   iv. A copy of the minutes from each meeting of the student organization from the current academic year.
   
   v. Specific goals for each month of the upcoming year.
   
   vi. A list of completed and upcoming events for the current academic year.
   
   vii. A list of proposed events for the upcoming academic year.
   
   viii. Three (3) student testimonials (one [1] page typed each).
   
   ix. A letter of recommendation from the student organization’s advisor.
   
   x. A letter of recommendation from one (1) other authority figure.

c. Provide a ten (10) minute presentation to the Commissioning Committee to:
   
i. Explain the mission of the student organization.
   
   ii. Illustrate the contributions it has made towards the Augsburg community.
   
   iii. Exhibit what the student organization has accomplished during the current academic year.
   
   iv. Outline what the student organization plans to accomplish in the upcoming academic year.
v. Demonstrate active membership and involvement within the student organization, including involvement by First-Year Day Students.

vi. Show its need for an annual budget.

2. The Commissioning Committee shall:
   a. Assign, if possible, one (1) of its members to each organization in order to assist with the Commissioning Process.
   b. Review the student organization and recommend any necessary changes to the student organization.
   c. Approve the application by a majority vote before submitting it to the Senate.

3. The Senate shall:
   a. Commission the student organization by a two-thirds (2/3) majority.
   b. Notify the student organization of the decision within forty-eight (48) hours of the vote.
      i. A student organization that is denied commissioning may elect to take part in the Chartering and Commissioning Appeals Process.
   c. Not reconsider any decision it has made around commissioning, except to consider overturning a veto by the President.
      i. If the decision is overturned through the processes laid out in Article I, Section II, Part 2 or Article V, Section VI of these Bylaws, the Senate must reconsider the allotment of the Activity Fee for the following year.

Section V: The Annual Commissioning Review Process

1. Commissioned Day Student Organizations shall:
   a. Be reviewed annually by the Senate in order to ensure that they are fulfilling the requirements for Commissioned Day Student Organizations and are active in the Augsburg community.
   b. Not be recognized as commissioned for the upcoming year if they do not complete this process and will have to complete the Annual Chartering Review Process.
   c. Submit a budget request to the Commissioning Committee and CAO by 11:59 p.m. on February 1.
   d. Provide a ten (10) minute presentation to the Commissioning Committee to:
      i. Explain the mission of the student organization.
      ii. Illustrate the contributions it has made towards the Augsburg community.
      iii. Exhibit what the student organization has accomplished during the current academic year.
iv. Demonstrate that the student organization has spent (or intends to spend) its funds appropriately, responsibly, and within the budget the Senate allotted for the current academic year.

v. Outline what the student organization plans to accomplish in the upcoming academic year.

vi. Demonstrate active membership and involvement within the student organization, including involvement by First-Year Day students.

vii. Validate its need for an annual budget.

2. The Commissioning Committee shall:
   a. Assign, if possible, one (1) of its members to each student organization in order to assist with the review process.
   b. Approve the application by a majority vote before submitting it to the Senate.

3. The Senate shall:
   a. Commission the student organization by a majority vote.
   b. Notify the student organization of its decision within forty-eight (48) hours of the vote.
      i. A student organization that is denied commissioning may elect to take part in the Chartering and Commissioning Appeals Process.
   c. Not reconsider any decision it has made around commissioning, except to consider overturning a veto by the President.
      i. If the decision is overturned through the processes laid out in Article I, Section II, Part 2 or Article V, Section VI of these Bylaws, the Senate must reconsider the allotment of the Activity Fee for the following year.

Section VI: Chartering and Commissioning Appeals Process

1. A Day Student Organization that qualifies may take part in the Chartering and Commissioning Appeals Process by notifying the Head Justice and CAO within one (1) week of the original decision denying chartered or commissioned status.

2. The Judicial Board shall:
   a. Have the authority to uphold or overturn the decision made by the Senate with respect to the appealing Day Student Organization being denied chartered or commissioned status.
   b. Have any of its members belonging to an appealing Day Student Organization abstain from discussion or voting on that specific Day Student Organization.

3. During the Appeals Committee hearing process:
   a. A maximum of ten (10) minutes each will be given to the following parties to discuss reasons given by the Senate to deny chartered or commissioned status:
i. The Chartering and Commissioning Committee Chairperson (or designated representative).

ii. The student organization.

iii. The Judicial Board, to ask questions of both aforementioned parties.

b. Students, staff, and faculty will have a collective maximum of twenty (20) minutes to give statements around reasons to grant or deny the appeals request of the student organization.

4. In order to overturn the decision of the Senate, the Judicial Board may grant the appeal by:

   a. A unanimous vote for Day Student Organizations that are taking part in the Chartering Process or Commissioning Process.

   b. A two-thirds (2/3) majority vote for Day Student Organizations that are taking part in the Annual Chartering Review Process or Annual Commissioning Review Process.

Section VII: Recognized Day Student Organizations

All Day Student Organizations shall be kept on record with CAO.

Section VIII: Unrecognized Student Organizations

1. A student organization that is not recognized by Day Student Government may be recognized by Augsburg for the purposes of requesting funds through a fee charged to Day Students, provided it:

   a. Meets the criteria stated in Article V, Section II, Part 1a.

   b. Is currently registered and has a constitution on file with CAO.

2. Any fee charged to Day Students to support a student organization not recognized by Day Student Government:

   a. Will have its exact cost and frequency approved by Augsburg.

   b. Must be refundable. Day Students:

      i. Shall be notified how to request a refund no later than the tenth day of Fall and Spring Semesters.

      ii. Must request a refund, if desired, no later than thirty (30) days after the start of the semester.

   c. Is collected by Augsburg but may be managed by CAO or an external entity.

   d. Must be reviewed and/or approved annually through a referendum in the previous academic year’s general election by sixty percent (60%) of participating Day Students, unless an agreement between Augsburg and the student organization states otherwise.
i. If this threshold is not met, the student organization may overturn this decision by collecting the signatures of at least one-half (1/2) of the entire Day Student Body. These signatures:

1. Must be collected and turned into CAO no later than thirty (30) days after the general election.

2. Shall be verified by CAO.

e. The ultimate decision to recognize and to charge such a fee lies with Augsburg.
Article VI: Activity Fee Finance Policy

Section I. Day Student Organization Accounts

1. All Day Student Organizations will have an account established by CAO through Administrative Accounting whose financial transactions will be:
   a. Processed through Administrative Accounting.
   b. Handled by the:
      i. CAO Assistant Director.
      ii. CAO Director.
      iii. President.
      iv. Student organization’s advisor.
      v. Student organization’s financial manager.
      vi. Treasurer.

Section II. Activity Fee Usage

1. Activity Fee usage policies refer to money generated during the academic year.
2. Admission charges for Day Student Body members:
   a. May not be charged for on-campus events and activities financed by the Activity Fee.
   b. May be charged for events held off-campus in order to offset the cost of the events.
3. All generated income by Day Student Organizations must be placed back into the student organization’s financial account within the Activity Fee cost center.
4. Day Student Organizations may purchase merchandise with Activity Fees for resale only with the permission of the Finance Committee.
   a. Income generated must first be returned to the fund from which the costs were incurred to offset the cost of merchandise.
   b. All net profits for Day Student Organizations will be moved to a revenue line item within the student organization’s budget.
5. Commissioned Day Student Organizations’ budgets will operate in the following manner:
   a. Any unspent monies at the close of the fiscal year will be placed into the Emergency or Surplus Funds.
   b. If the student organization overspends within its budget, the student organization shall receive a budget that does not exceed the amount it was preliminarily approved in the spring minus the exact amount overspent during the previous fiscal year.
6. Chartered Day Student Organizations that overspend grant monies will:
a. Be responsible for paying back the debt.
b. Have their financial account frozen.
c. Not be allowed to submit any grant requests until the debt is paid or the end of the academic year arrives, whichever comes first.

Section III. Activity Fee Allocation Process

1. The following items may not be included in any Day Student Organization’s request for funds from the Activity Fee:
   a. Money given directly to any charitable organizations.
   b. Salaries, stipends, or money given to long-term coaches, advisors, or instructors.
      i. Short-term consultants may be considered by the Finance Committee on an individual basis as long as they are brought in by the leadership of the student organization temporarily.
   c. Compensation for Augsburg students, unless otherwise approved by the Finance Committee or the Senate.

2. Commissioned Day Student Organizations and the Executive Board will receive a budget through the following process:
   a. A budget request must be submitted to the Commissioning Committee and CAO by a deadline established in Article V. The Commissioning Committee will forward these budget requests to the Finance Committee.
   b. The Finance Committee will approve a preliminary budget proposal for the upcoming academic year:
      i. Based on ninety-five percent (95%) of the projected enrollment figures provided by the Vice President of Enrollment Management.
      ii. Before the end of the academic year.
      iii. Including the monies allocated to the budgets for all Commissioned Day Student Organizations and the Executive Board.
      iv. For all other Activity Fee expenditures, including the following Standing Funds:
         1. The Chartered Day Student Organization Grant Request Fund, which shall:
            a. Be allocated to Chartered Day Student Organizations that submit grant requests for on-campus programming.
            b. Have an allocated minimum of $25,000.
         2. The Commissioned Day Student Organization Grant Request Fund, which shall:
Augsburg College Day Student Body  
Constitution & Bylaws

a. Be allocated to Commissioned Day Student Organizations that submit grant requests for on-campus programming, provided they can illustrate their need for these funds beyond their allocated budget.

b. Have an allocated minimum of $15,000.

3. The Christensen Center Common Areas Fund, which shall:
   a. Be allocated for the upkeep and maintenance of student spaces at Augsburg.
   b. Be managed by CAO.
   c. Have an allocated minimum of $10,000.

4. The Student Organizations Program Fund, which shall:
   a. Be allocated for programs that benefit all Day Student Organizations.
   b. Be managed by CAO.
   c. Have an allocated minimum of $5,000.

5. The Senior Class Fund, which shall:
   a. Be managed by the Augsburg Student Activities Council for programming specifically targeted towards the Senior Class.
   b. Have an allocated minimum of $5,000.

6. The Off-Campus Travel Fund, which shall:
   a. Be allocated to Day Student Organizations that submit grant requests for off-campus programming that are open to any Day Student.
   b. Be limited to one approved request per Day Student Organization per academic year.
   c. Have an allocated minimum of $25,000.

c. After the close of the fiscal year, the President and Treasurer will meet with CAO and Administrative Accounting to review the closing balances for the preceding academic year on all Day Student Organization financial accounts.
   i. Adjustments to budget allocations based on carryover will be made at this time, subject to the approval of the Treasurer.

d. Once enrollment figures for Fall Semester are available after the tenth day of classes, the Finance Committee may make adjustments to budget allocations, subject to the approval of the Senate.
   i. Final budget allocations must be approved by October 1.
   ii. In accordance with the Constitution, the Echo must receive a set budget.
3. Day Student Organizations may apply for grant funds.
   a. The grant funds shall each be split so that:
      i. 60% of monies are allocated for Fall Semester.
      ii. 40% of monies are allocated for Spring Semester.
      iii. Any unspent monies from Fall Semester shall be made available for Spring Semester.
   b. Grant requests for:
      i. Fall Semester can occur August 1 through December 1.
      ii. Spring Semester can occur November 1 through April 1.
   c. All grant funds are allocated on a first-come, first-served basis.
   d. All programs, events, and activities funded by the Activity Fee must be open to all Augsburg Day Students.
      i. Preference will be shown to those Day Student Organizations that promote and encourage activities which are beneficial to the Day Student Body.
      ii. Only one student organization may submit a grant request per program, event, or activity.
   e. Each grant request:
      i. Must be submitted no less than two (2) weeks ahead of when the funds are needed.
         1. Grant requests submitted beyond this deadline will not be considered.
         2. No grants will be awarded retroactively.
      ii. Must include:
         1. The date of the event.
         2. The name of the person submitting the request, who must be a constitutional officer on file with CAO.
         3. The total amount of the grant request.
         4. The date the money is needed.
         5. Any co-sponsorships from other entities.
         6. An itemized list of estimated costs.
      iii. May not ask for funding for any of the following:
         1. General office supplies.
         2. Salaries or stipends to Day Student Organization officers.
         5. Charitable contributions.
6. Sales tax—with the exception of sales tax on meals, lodging, and admissions.
   iv. Up to and equaling $1,000 can be approved solely by the Finance Committee.
   v. Exceeding $1,000 must be approved by both the Finance Committee and the Senate.
   vi. Up to and equaling to $10,000 must be submitted two weeks before the funds are needed.
   vii. Exceeding $10,000 must be submitted four weeks before the funds are needed.
      1. The student organization must set up a meeting with the Finance Committee within one (1) week of submitting this large of a request.
      2. After approval by the Finance Committee, the Senate must table this request for a one-week period of review.
   viii. Cannot exceed the Activity Fee per person participation in the activity.
      1. In this instance, the Activity Fee is defined as the fee paid by a full-time student in the current academic year.
   ix. Will be considered by the Finance Committee within three (3) Senate meetings of their receipt.

f. The Finance Committee may request additional budget information in regards to the grant request.
   i. Day Commissioned Student Organizations may be asked to detail how they plan on spending previously allocated monies in order to justify their request for a grant.

g. If a grant request is approved:
   i. Day Student Organizations must publicize the event through the AugNet Calendar and other campus-wide advertising outlets.
   ii. Receipts or cash must be returned to Administrative Accounting within two (2) weeks of using the approved funds.
   iii. All unused grant funds must be returned to the Chartered Day Student Organization Grant Fund, Commissioned Day Student Organization Grant Fund, or Off-Campus Travel Fund.

h. No Day Student Organization shall travel off-campus with monies granted through a grant request without the accompaniment of the student organization’s advisor.
i. Exceptions may be allowed upon approval of the CAO Director or CAO Assistant Director.

4. Day Student Organizations may request reimbursements from the Emergency Fund.
   a. These funds will be subject to approval by the Senate by a two-thirds (2/3) majority vote.
   b. All receipts equaling the requested total must be presented at the time of the request.

Section IV. Expenditure of Funds

1. Purchases by Day Student Organizations are not subject to sales tax.
2. The expenditure of funds maintained within an established Day Student Organization account may only occur through the following means:
   a. Commissioned Day Student Organizations may charge to their specific account.
   b. Chartered Day Student Organizations may charge to the account from which they were granted funds.
   c. On-campus charges are permitted only in:
      i. The copy center.
      ii. The mailroom.
      iii. Academic computing.
      iv. Food services.
   d. Each fall, CAO will develop a list of the authorized individuals who are permitted to charge on a specific account and provide the list to campus departments that accept charges.
   e. CAO must authorize the transfer of funds between organizational accounts.
3. Any unauthorized spending or failure to follow these Bylaws will result in an immediate freezing of the Day Student Organization’s account until the situation is resolved.
   a. The student organization may be subject to disciplinary action by the Senate, CAO, and/or the Dean of Students.

Section V. Year End Fund Balances

1. All unallocated money generated by the Activity Fee will be placed into one of the following accounts at the close of the fiscal year:
   a. The Emergency Fund shall include $5,000 of any monies leftover at the close of the year.
      i. If less than $5,000 can be allocated due to shortage of funds at the close of the year, the Senate must use Activity Fee funds from the next academic year so that the fund equals $5,000.
b. The Long Term Project Fund shall:
   i. Be set aside each year from the Activity Fee for large-scale projects that are aimed at improving the Augsburg campus experience.
   ii. Be collected at the floor rate of two percent (2%) from the overall Activity Fee, provided that the Day Student Body approves this allocation during fall elections by a majority vote.
      1. If the Day Student Body rejects this allocation, these funds will be placed in the Christensen Center Common Areas Fund.
   iii. Take project proposals from any Day Student once the fund has reached $20,000 for projects no less than $5,000. Proposals:
      1. Shall be presented at a Day Student Senate meeting at least one month prior to spring elections.
      2. Must receive a majority vote by Day Student Senate and be approved by appropriate administrators at Augsburg College in order to be placed on the general election ballot.
      3. Must receive a majority vote from the Day Student Body to have monies used to fund the project proposal.

c. The Surplus Fund shall include all remaining funds at the close of the year—after the Long Term Project and Emergency Funds.
   i. The Day Student Body shall have an opportunity to decide on how to spend any remaining monies in this fund for the following year through a referendum vote during the general election.

2. Any expenses incurred after the start of the new fiscal year will be applied to the following year’s budget.

Section VI. Stipend Approval

1. Executive Board members, the Head Justice, and Commissioned Day Student Organization constitutional officers are eligible to be paid stipends.
   a. The amount of the stipend is determined annually during the budgeting process.
   b. No individual will receive a salary in excess of the President or Vice President in a given year and no individual will receive more than one (1) salary within a Commissioned Day Student Organization.

2. Individuals who receive stipends must:
   a. Be enrolled as a student at the Minneapolis campus of Augsburg and attending classes during the current semester.
      i. No stipends will be given in the current semester to any individuals studying abroad.
b. Be a constitutional officer with the student organization who is on file with CAO.

3. Stipended officers must receive a performance review where a recommendation will be made to the Senate around the total allocation that should be given to each officer in one of the following manners:
   a. The advisors for each Commissioned Day Student Organization will review their respective constitutional officers.
   b. The President will review all Executive Board positions, excluding the President and the Vice President.
   c. The Senate will review the President and the Vice President.
   d. CAO will review and approve the Head Justice.

4. The Senate will provide final authorization on all payments of stipends, with the exception of the Head Justice.
   a. In the event of a recommended reduction of a stipend, the appropriate individual will be notified of the recommendation and be provided a one (1) week opportunity to appeal the decision to the Judicial Board.
      i. The decision made by the Judicial Board regarding an appeal will be final.
   b. Stipends will:
      i. Be paid in two (2) portions during the academic year.
         1. Every attempt will be made to have payments made by the last day of each semester.
      ii. Not exceed the budgeted amount.

5. Setting Stipend Amounts.
   a. The Finance Committee:
      i. Can set and amend all stipend amounts.
      ii. Must review newly-commissioned student organizations’ budget requests and constitutions to set stipend amounts for each position.
   b. Any position that the Finance Committee determines works less than 5 hours per week shall not receive a stipend.
   c. The Senate may move to change the stipend amount of any recognized position within a Commissioned Day Student Organization, provided the Judicial Board has not already made a decision regarding an appeal.
      i. The vote to change the Finance Committee’s recommendations must pass by a two-thirds (2/3) majority.
   d. Officers of Commissioned Day Student Organizations may appeal the amount of their stipend to the Judicial Board.
      i. The Judicial Board:
1. Will review and respond to each request within three (3) weeks of the appeal.

2. Must vote by a two-thirds (2/3) majority to overturn its previous decision.

   ii. The decision of the Judicial Board is final.
Article VII: Green Fee Finance Policy

Section I. Green Fee Account
1. The Green Fee will have an account through Administrative Accounting whose financial transactions will be:
   a. Processed through Administrative Accounting.
   b. Handled by the:
      i. CAO Assistant Director.
      ii. CAO Director.
      iii. Environmental Action Officer.
      iv. President.
      v. Treasurer.

Section II. Green Fee Usage
1. Green Fee usage policies refer to money generated during the academic year.
2. Green Fee monies must be used towards projects that:
   a. Aim to reduce emissions harmful to the environment.
   b. Promote environmental education, awareness, projects, and visibility.
   c. Aim to dismantle cultural, racial, and/or systemic issues of environmental discrimination and degradation.
3. Merchandise purchased with Green Fee monies may be resold only with the permission of the Environmental Action Committee.
   a. Income generated must first be returned to the fund from which the costs were incurred to offset the cost of merchandise.
   b. All net profits will be moved to a revenue line item within the Green Fee.

Section III. Green Fee Allocation Process
1. The following items may not be included in any request for funds from the Green Fee:
   a. Money given directly to any charitable organizations.
   b. Salaries, stipends, or money given any individual.
      i. Short-term consultants may be considered by the Finance Committee on an individual basis as long as they are brought in temporarily.
   c. Compensation for Augsburg students, unless otherwise approved by the Environmental Action Committee or the Senate.
2. The Green Fee monies will be budgeted through the following process:
   a. The Environmental Action Committee will approve a preliminary budget proposal for the upcoming academic year:
Based on ninety-five percent (95%) of the project enrollment figures provided by the Vice President of Enrollment Management. Before the end of the academic year.

Including:

1. A fund for grant requests.
2. Funds being saved for projects in future academic years.
   a. Such projects must receive approval from the Senate until the project begins.

b. After the close of the fiscal year, the President and Environmental Action Officer will meet with CAO and Administrative Accounting to review the closing balance for the Green Fee, including funds for future projects.
   i. Adjustments to budget allocations based on carryover will be made at this time, subject to the approval of the Environmental Action Officer.

c. Once enrollment figures for Fall Semester are available, after the tenth day of classes, the Environmental Action Committee may make adjustments to budget allocations, subject to the approval of the Senate.
   i. Final budget allocations must be approved by October 1.

3. Augsburg students, staff, faculty, Day Student Organizations, and Augsburg departments and offices may apply for grant funds.

   a. The grant funds shall each be split so that:
      i. 60% of monies are allocated for Fall Semester.
      ii. 40% of monies are allocated for Spring Semester.
      iii. Any unspent monies from Fall Semester shall be made available for Spring Semester.

   b. Grant requests for:
      i. Fall Semester can occur August 1 through December 1.
      ii. Spring Semester can occur November 1 through April 1.

   c. All grant funds are allocated on a first-come, first-served basis.

   d. Each grant request:
      i. Must be submitted no less than two (2) weeks ahead of when the funds are needed.
         1. Grant requests submitted beyond this deadline will not be considered.
         2. No grants will be awarded retroactively.
      ii. Must include:
         1. The date of the event.
2. The name of the person submitting the request, who must be an Augsburg student, staff, or faculty member.
3. The total amount of the grant request.
4. The date the money is needed.
5. Any additional funds being allocated from other entities.
6. An itemized list of estimated costs.

iii. May not ask for funding for any of the following:
   1. General office supplies.
   2. Salaries or stipends.
   5. Charitable contributions.
   6. Sales tax—with the exception of sales tax on meals, lodging, and admissions.

iv. Up to and equaling $1,000 can be approved solely by the Environmental Action Committee.

v. Exceeding $1,000 must be approved by both the Environmental Action Committee and the Senate.

vi. Up to and equaling to $10,000 must be submitted two weeks before the funds are needed.

vii. Exceeding $10,000 must be submitted four weeks before the funds are needed.
   1. The student organization must set up a meeting with the Environmental Action Committee within one (1) week of submitting this large of a request.
   2. After approval by the Environmental Action Committee, the Senate must table this request for a one-week period of review.

viii. Will be considered by the Environmental Action Committee within three (3) Senate meetings of their receipt.

e. The Environmental Action Committee may request additional budget information in regards to the grant request.

f. If a grant request is approved:
   i. Receipts or cash must be returned to Administrative Accounting within two (2) weeks of using the approved funds.
   ii. All unused grant funds must be returned to the Day Student Green Fund.
4. All expenditures will be reviewed by appropriate campus authorities to determine their feasibility. If a project or initiative is deemed unfeasible, the Environmental Action Committee will reallocate the funds for a different purpose, subject to review.

Section IV. Year End Fund Balances
1. All unallocated money generated by the Green Fee will be rolled over into the following year’s budget.
2. Any expenses incurred after the start of the new fiscal year will be applied to the following year’s budget.
Article VIII: Amendments & Ratification

Section I: Amendments

1. Proposed amendments to these Bylaws shall be:
   a. Presented in writing to the Senate one (1) week in advance of voting.
   b. Ratified by a two-thirds (2/3) majority vote in the Senate.

2. The Constitution Committee may make changes to the articles and sections—as well as numbering of articles, sections, and clauses—that do not alter the meaning of these Bylaws.
   a. Changes must be approved by a majority vote in the Constitution Committee.
   b. Any changes in these Bylaws must be reported to the Senate at the following meeting.

Section II: Dates of Ratification

These Bylaws were revised on:

- September 28, 2016 by M. Wedan
- April 6, 2016 by M. Wedan and N. Stewart-Bloch
- April 15, 2015 by L. Nyberg
- March 25, 2015 by L. Nyberg
- January 27, 2015 by N. Bailey, A. Musallam, C. Nguyen, & L. Nyberg
- March 14, 2012 by K. DeKrey & E. Grindal
- April 13, 2011 by J. Meza-Rodriguez
- April 6, 2011 by J. Meza-Rodriguez
- March 4, 2008 by A. Assefa, A. Hoselton, & C. Shockey
- February 26, 2008 by A. Assefa, A. Hoselton, & C. Shockey
- February 19, 2008 by A. Assefa, A. Hoselton, & C. Shockey
- January 25, 2008 by A. Assefa, A. Hoselton, & C. Shockey
- January 15, 2008 by A. Assefa, A. Hoselton, & C. Shockey
- September 27, 2007 by A. Hoselton, L. Olsen, & C. Shockey
- September 13, 2007 by A. Hoselton, L. Olsen, & C. Shockey
- March 2005 by Cumings, Motl, Mahle, Moore, & Porter
- October 2002 by Bredesen, Mahle, Woodrofe, & Xiong
- November 1996 by A. Miller