ARTICLE I. NATURE OF BYLAWS

These ByLaws shall serve as the operating rules of the Kalamazoo College Student Commission, as authorized in Article X, Sections 1 and 2 of the Student Commission Constitution.

ARTICLE II. MEMBERSHIP DUTIES

Section 1. Oath of Office
A. No student elected to the Student Commission shall be considered a member of the Student Commission until he or she takes an oath of affirmation to uphold the Constitution.
B. The oath of office shall be administered by the President
C. The oath of office shall be: “I, [name], affirm that I will faithfully represent the students of Kalamazoo College, and uphold the Constitution of the Kalamazoo College Student Commission, to the best of my ability.”

Section 2. Attendance
A. Attendance at all meetings of the Commission Assembly, and attendance at all specific committee assignments, shall be required of all members of the Student Commission.
B. The Secretary of Records shall be responsible for maintaining attendance records.
C. A member shall be allowed one unexcused absence per quarter in office.
D. The President shall determine what constitutes an excused and unexcused absence.
E. If a member has more than one unexcused absence per quarter in office, said member may be subject to the removal process enumerated in Article IX of the Constitution and further enumerated in Article VII, Section 1 of these ByLaws.

Section 3. Fulfillment of Tasks
A. Members of the Student Commission shall be required to fulfill the tasks they are delegated.
B. If a member does not fulfill the duties of his/her office, said member may be subject to the removal process enumerated in Article IX of the Constitution and further enumerated in Article VII, Section 1 these ByLaws.

Section 4. Conflict of Interest
A. When a conflict of interest emerges in which a Commissioner feels she or he cannot participate in a discussion or vote without unfairly showing favor to an interest unrelated to her or his role as a member of the Student Commission, said Commissioner is expected to recuse her or himself from the discussion and/or vote.
B. In all cases where a Commissioner stands to benefit materially from a vote, said Commissioner is expected to recuse her or himself from the discussion and/or vote.
C. A Commissioner shall not be silenced during discussion nor made to abstain from voting because of a perceived conflict of interest.
D. If a Commissioner is found to have abused her or his position to benefit from a personal interest, said Commissioner may be subject to the removal process enumerated in Article IX of the Constitution and further enumerated in Article VII, Section 1 of these ByLaws.
ARTICLE III. MEETINGS OF THE COMMISSION ASSEMBLY

Section 1. Agenda
A. The agenda for meetings of the Commission Assembly shall be presented by the President.
   The agenda shall be approved by a majority vote.
B. The agenda for meetings of the Commission Assembly shall be structured as follows and
   may be modified as necessary:
   a. Call to Order
   b. Roll Call
   c. Adoption of Agenda
   d. Approval of Minutes
   e. Executive Reports
   f. Committee Reports
   g. Old Business
   h. New Business
   i. Public Comment
   j. Good of the Order
   k. Adjournment

Section 2. Schedule of Meetings
A. The Commission Assembly shall meet at 9 PM on Monday evenings from the second week
   through the tenth week of each academic quarter.

ARTICLE IV. LEGISLATION

This article seeks to further delineate the processes enumerated in Article VII Section 2 of the
Constitution.

Section 1. Legislation shall be initiated by committees and/or members of the
Commission Assembly in regard to any policy affecting the student experience.

Section 2. Legislation shall follow a consistent format to be considered by the Commission
Assembly.
A. The legislation shall contain “whereas” statements explaining background of the issue being
discussed, and “resolved” statements that propose an action of the Student Commission or
members of the campus community.
B. The Secretary of Records shall ensure that the proper format is used, and shall also number
the legislation for the minutes.

ARTICLE V. BUDGETING AND FINANCE

Section 1. Financial Policies Committee (FPC)
A. The FPC, as enumerated in Article VIII, Section 5 of the Constitution, shall serve as an
important conduit between the Student Commission and student organizations by approving
and/or recommending the allocation of funds to student organizations by the Student
Commission.
B. The FPC shall meet weekly or at the discretion of the Secretary of Finance.

Section 2. Student Organization Funding Eligibility
A. The Student Commission shall retain ultimate authority to determine what characteristics
enable a student organization to be eligible or ineligible for funding by Student Commission.
B. To begin the eligibility process, the Secretary of Finance shall provide active student organizations with a Funding Eligibility Form, and the FPC shall accept a completed Funding Eligibility Form as an application for funding eligibility.

C. In order to be eligible for funding from the Student Commission, an active student organization shall be registered by JCSOR and approved by a majority of the FPC based on the following criteria:
   a. Cultural, social, economic, and/or educational advantages to the Kalamazoo College community that enhance the mission of Kalamazoo College.
   b. The introduction of a perspective, activity, ideology, ambition, project, pursuit, endeavor, undertaking, cause, or experiment that is not already represented by a Kalamazoo College student organization.
   c. Adherence to all local, state, and federal statutes, as well as Kalamazoo College conduct and Honor Code policies.
   d. The student organization shall be run by students, and students shall have autonomous decision-making power within the organization.

D. Once approved by a majority of the FPC members, an active student organization shall be considered eligible for funding and, with the exception of club sports, may request funding allocations beginning the first Friday of the following academic quarter. Club sports shall be funded through the Club Sports Council, which is enumerated in Article V, Section 4 of these ByLaws.

E. Review and Revocation
   a. Once determined eligible for Student Commission funding, a student organization shall be responsible for submitting an updated contact sheet to the Secretary of Finance or the Office of Student Involvement by the beginning of the academic term.
   b. Any student organization that does not submit an updated contact sheet by the first Friday of second week in the Fall quarter and the Friday of first week of the Winter and Spring quarters shall not receive further funding until the necessary paperwork is submitted to the Secretary of Finance or Office of Student Involvement.
   c. Any student organization that does not submit an updated contact sheet for three consecutive quarters shall be automatically ineligible for funding.
   d. Only student organizations registered as “Active” by JCSOR shall be eligible for funding. Any student organization considered “Inactive,” “Retired,” or “Suspended” by JCSOR shall be automatically ineligible for funding.
   e. If, at any time, FPC finds that any particular student organization is not following the criteria established in these ByLaws, their eligibility for funding shall be reviewed by the committee. The FPC review meetings shall be closed meetings. Following a complete review of a student organization, FPC shall submit a written report to the Commission Assembly outlining their decision.
   f. The FPC shall reserve the right to revoke eligibility for funding by a majority vote, and may recommend a student organization to JCSOR or the Dean of Students for further review.
   g. A student organization that becomes ineligible for funding shall become eligible by reapplying using the Funding Eligibility Form.
   h. If a student organization disagrees with the determination of the FPC, they shall reserve the right to appeal to the Commission Assembly within thirty-five days of the FPC’s decision.
i. Appeals shall be brought to the Commission Assembly as an agenda item.

ii. The Commission Assembly shall reserve the right to reverse or modify the FPC’s decision with a majority vote.

Section 3. Allocation of Funds

A. Division of Funds

a. The Student Commission fiscal year shall begin Monday of the second week of the fall academic quarter and shall end Friday of the tenth week of the spring academic quarter.

b. At the outset of each fiscal year, the Secretary of Finance shall:
   
i. Reserve one percent of the annual budget for use in case of financial crisis.
   
ii. Reserve eight percent of the annual budget for the Student Commission.
   
iii. Reserve ten percent of the annual budget for the Club Sports Council.
   
iv. Reserve a set amount into three quarterly gift fund grants. Any objection to this figure shall be made at the first meeting of the Commission Assembly, and a replacement figure shall be approved by a majority vote.
   
v. Divide the remainder of the annual budget into the respective number of academic quarters within the fiscal year. Any objection to this division shall be made at the first meeting of the Commission Assembly, and a replacement figure shall be approved by a majority vote.
   
vi. Make recommendations to reallocate funds whenever such action is deemed necessary. Funds shall be reallocated with a majority vote of the Commission Assembly.

B. Budgeting Structure

a. Student Commission shall operate on a rolling budget.

b. For the period prior to the beginning of the fiscal year, student organizations eligible for funding shall be able to request up to twenty-five dollars for recruiting and promotional purposes. This request shall be reviewed and approved by a majority vote of the Executive Committee.

c. All student organizations eligible for funding shall be able to submit a budget allocation request to the FPC at any time during the fiscal year.

d. Budget allocation requests shall be submitted to the FPC via the Secretary of Finance, and shall include:
   
i. Student organization name.
   
ii. Primary contact with name, phone number, email address, and campus box number.
   
iii. Alternate contact with name, phone number, email address, and campus box number.
   
iv. Student organization mission statement.
   
v. Itemized expenditures.
   
vi. Total expenditures.

e. Budget allocation requests shall be submitted to the Secretary of Finance at least fourteen days in advance of the intended purchase date of requested items.

f. The FPC shall approve budget allocation requests up to three hundred dollars with a
majority vote, and shall make a recommendation to the Commission Assembly in regards to budget allocation requests of over three hundred dollars and above with a majority vote.

g. Budget allocation requests shall be considered in the order they are received by the FPC.

h. The FPC shall use the following criteria to determine whether funds shall be allocated:
   i. Budget items benefit the campus community and/or the greater Kalamazoo area.
   ii. Budget items are in line with the constitution, mission statement, and goals of the requesting student organization.
   iii. Budget items are economically sound and fiscally responsible.
   iv. Budget items are not labeled as miscellaneous.
   v. Budget items reflecting food are of the lowest priority and shall be funded at the discretion of the FPC.
   vi. Organizations with external dedicated funding may receive a lower priority in the funding process.
   vii. Anything funded by Student Commission must be provided at no cost.

i. Student Organizations shall have the ability to submit budget allocation requests for future academic quarters within the fiscal year. The funding for said requests shall be allocated from the corresponding academic quarter’s budget.

j. On the tenth week of spring quarter, student organizations shall have the ability to submit budget allocation requests for the following fiscal year. The funding for said requests shall be allocated from the current fiscal year if money is available. If money is unavailable, then budget allocation requests for the following fiscal year shall not be considered.

k. All student organizations deemed eligible for funding shall be guaranteed twenty-five dollars per quarter for advertising. If a student organization shall forego this funding, they shall inform the Secretary of Finance in order for said funds to return to the general budget.

l. No student organization shall receive more than ten percent of the annual budget during one fiscal year.

m. The FPC shall be available upon appointment to respond to each student organization in regard to its financial status, approved budget allocation requests, and a brief explanation of any rejected budget allocation requests.

n. If a student organization disagrees with the determination of the FPC, they shall reserve the right to appeal to the Commission Assembly within fourteen days of the FPC’s decision.
   i. Appeals shall be brought to members of the Commission Assembly as an agenda item.
   ii. The Commission Assembly shall reserve the right to reverse or modify the FPC’s decision with a majority vote.

o. Records of all budget allocation requests and resulting decisions shall be submitted by the Secretary of Finance to the Secretary of Records in a timely fashion.

p. Complete academic quarter budget reports shall be compiled by the Secretary of Finance and provided to the Secretary of Records by the first Friday of the following academic quarter.

Section 4. The Club Sports Council
The Club Sport Council shall:

A. For questions of funding, be chaired by the Student Commission Secretary of Finance or his/her designee.

B. For all other questions, be chaired by a representative from an active club sport as elected by the Club Sports Council at the first meeting of each quarter.

C. Consist of the Student Commission Secretary of Finance or his/her designee and a representative from each active club sport.

D. Act as the governing body for club sports.

E. Oversee the allocation of Student Commission and Student Activities Fee monies designated for club sports in accordance with the guidelines found in subsection I of these ByLaws. Allocations shall be subject to the same Accounting guidelines outlined in Article V, Section 6 of these ByLaws. If the Club Sports Council acts outside the guidelines set in these ByLaws, the Secretary of Finance shall have the authority to refer any club sport in violation of said guidelines for review and revocation as outlined in Article V, Section 2, Part E of these ByLaws.

F. Oversee other matters pertaining to club sports in accordance with the guidelines set by the Director of Student Involvement.

G. Adhere to all voting procedures of Student Commission and approve club sports budget requests by a majority vote.

H. Meet at least once per quarter or at the discretion of the chair.

I. Follow this budgeting structure:
   a. The Club Sports Council (CSC) shall operate on a rolling budget.
   c. All club sports eligible for funding shall be able to submit a budget allocation request to the Secretary of Finance or his/her designee at any time during the fiscal year.
   d. Budget allocation requests shall be submitted to the CSC via the Secretary of Finance or his/her designee, and shall include:
      i. Club Sport name.
      ii. Primary contact with name, phone number, email address, and campus box number.
      iii. Alternate contact with name, phone number, email address, and campus box number.
      v. Detailed description of the reasoning behind the request.
      vi. Itemized expenditures.
      vi. Total expenditures.
   e. Budget allocation requests shall be submitted to the Secretary of Finance or his/her designee at least seven days in advance of the intended purchase date of requested items.
   f. The CSC shall approve all budget allocation requests with a majority vote.
   g. Budget allocation requests shall be considered in the order they are received by the Secretary of Finance or his/her designee.
   h. The CSC shall use the following criteria to determine whether funds shall be allocated:
      i. Budget items concerning athletes’ safety are of the highest priority.
      ii. Budget items are in line with the constitution, mission statement, and goals of the requesting club sport.
      iii. Budget items are economically sound and fiscally
iv. Budget items are not labeled as miscellaneous.

v. Budget items reflecting food are of the lowest priority and shall be funded at the discretion of the CSC.

vi. Organizations with external dedicated funding may receive a lower priority in the funding process.

i. Club Sports shall have the ability to submit budget allocation requests for future academic quarters within the fiscal year. The funding for said requests shall be allocated from the general fund for club sports.

j. On the tenth week of spring quarter, if money is available, club sports shall have the ability to submit budget allocation requests for the following fiscal year. The funding for said requests shall be allocated from the current fiscal year.

k. All club sports deemed eligible for funding shall be guaranteed twenty-five dollars per quarter for advertising. If a club sport shall forego this funding, they shall inform the CSC in order for said funds to return to the general budget.

l. No club sport shall receive more than thirty percent of the annual budget during one fiscal year.

m. The CSC shall be available upon appointment to respond to each club sport in regard to its financial status, approved budget allocation requests, and a brief explanation of any rejected budget allocation requests.

n. If a club sport disagrees with the determination of the CSC, they shall reserve the right to appeal to the Club Sports Council within fourteen days of the CSC’s decision.
   i. Appeals shall be brought to the acting chair of the CSC as an agenda item.
   ii. The Club Sports Council shall reserve the right to reverse or modify the previous decision with a majority vote.

o. Records of all budget allocation requests and resulting decisions shall be submitted by the Secretary of Finance or his/her designee to the Secretary of Records in a timely fashion.

p. Complete academic quarter budget reports shall be compiled by the Secretary of Finance or his/her designee and provided to the Secretary of Records by the first Friday of the following academic quarter.

Section 5. Gift Fund Eligibility and Allocations

A. The established gift fund shall be used to provide grants for opportunities that are proposed by any enrolled Kalamazoo College student or non-eligible student organization. Active student organizations, as defined by JCSOR, are ineligible to receive gift fund grants unless there is a budgetary crisis as defined in subsection D.

B. Gift fund requests shall follow the budgeting procedure outlined in Article V, Section 3, Part B of these ByLaws.

C. Gift fund allocations shall be subject to the same Accounting guidelines outlined in Article V, Section 6 of these ByLaws.

D. In cases of budgetary crisis, as defined by the Financial Policies Committee, Kalamazoo College students, non-eligible student organizations, and eligible student organizations shall be allowed to make gift fund requests within forty-eight hours of the planned purchase.

Section 6. Accounting

A. In order to receive a reimbursement for expenses, student organizations shall submit a
check request complete with an original receipt or contract to the Secretary of Finance within fourteen days of the receipt or service, or by the Friday of tenth week for the academic quarter the budget allocation was approved for by the FPC, whichever date comes first.

B. Cash advances shall be approved under extreme circumstances and when coordinated with the Secretary of Finance at least fourteen days in advance.

Section 7. Financial Responsibility
A. Student organizations that use funds outside of their expressed purpose shall be referred to review in accordance with Article V, Section 2, Part E of these ByLaws.
B. Student organizations with accrued debt at the close of an academic quarter shall be referred to review in accordance with Article V, Section 2, Part E of these ByLaws.
C. Budget Requests that do not adhere to the above policies may be denied by FPC on those grounds, or may be approved along with penalties as deemed appropriate by FPC.

Section 8. Fundraising
A. Fundraising shall be considered a supplemental form of funding for student organizations.
B. Student organizations shall report any assets obtained during the previous academic quarter on its Budget Request Form.
C. Student organizations that fundraise shall be given the option to maintain private accounts held through the Business Office that shall carry over from year to year and shall be subject to institutional regulation.

ARTICLE VI. STANDING COMMITTEES
This article seeks to further delineate the processes enumerated in Article VII Section 2 of the Constitution.

Section 1. Committees shall be required to report any official business conducted during the week at the soonest Commission Assembly meeting thereafter.
Section 2. Any decision made by a Committee can be challenged by a Commissioner at a Commission Assembly meeting and can be overruled by a majority vote of the Commission Assembly.

ARTICLE VII. REMOVAL AND RECALL
This article seeks to further delineate the processes enumerated in Article IX of the Constitution.

Section 1. The Removal Process
A. The removal of a member from the Student Commission shall proceed under the following guidelines:
a. In general, prior to the removal process, the President, or the Vice-President in the case of the President being accused, shall issue a written warning to the Commissioner in question.
b. A motion for removal, citing specific grievances and complaints, shall be brought forth on the basis of attendance, execution of the duties of the position, disciplinary action, and any other issues pertaining to the fair execution of the mission of the Student Commission, is made, and if seconded, the motion shall be immediately tabled to the following meeting of the Commission Assembly.
c. The meeting in which the removal is discussed shall be closed to the general public, but open to the college community, and the Commissioner in question shall have the opportunity to address the Commission Assembly as a whole in his or her
Section 2. The Recall Process

A. The recall of a member from the Student Commission shall proceed under the following guidelines:

a. A written petition shall be submitted to the Commission Assembly containing the signatures of no less than ten percent of the student body.

b. Written petitions shall be specific per Commissioner and shall cite specific grievances with the actions of said Commissioner.

   i. A Commissioner without a conflict of interest, agreed upon by the involved parties and approved by a majority of the Commission Assembly, shall work to ascertain the eligibility and enrolled status of the signatories as well as the validity of the petition signatures within forty-eight hours of the receipt of said petition.

   ii. If no Commissioner can be agreed upon by the involved parties, then the Office of Student Development shall operate and oversee this process.

c. Upon the confirmation of the validity of the petition, the Commissioner without a conflict of interest shall facilitate a recall election within forty-eight hours of confirming the validity of the signatures.

d. The election shall follow the Student Commission Election Codes and statements from the petitioner and the Commissioner in question shall be made available to the student body throughout the duration of the voting process.

e. The recall election shall take place during the ten academic weeks of any academic quarter.

f. At the conclusion of the voting process, the votes shall be tallied and if a simple majority of votes cast in the election are in favor of removing said member from the Student Commission, then the Commissioner shall be removed.

ARTICLE VIII. GOVERNING DOCUMENTS

Section 1. All governing document of the Student Commission shall be publicly available to all students enrolled at Kalamazoo College.

ARTICLE IX. AMENDMENTS AND SUSPENSION

Section 1. As enumerated in Article X, Section 2 of the Student Commission Constitution, these ByLaws shall be amended by approval of a majority of the Commission Assembly.

   All changes to the ByLaws shall be announced to the student body.

Section 2. Any article, section, or clause of these ByLaws shall be suspended by the approval of a majority of the Commission Assembly.