Waldorf College Student Senate Constitution

Article 1. Name

The name of this organization shall be the Waldorf College Student Senate, henceforth referred to in this document as the Student Senate.

Article 2. Purpose, Duties, and Powers

2.A Purpose

The purpose of the Student Senate shall be to act as the legislative body directing the affairs of the student body (i.e., all students currently enrolled at Waldorf College). The intention of this organization shall be to uphold the mission of Waldorf College, to promote the welfare of the student body, to listen to and interpret student opinion, to provide an opportunity for student participation in planning and administering student affairs, and to act in advisory capacities to the College faculty, staff, and administration.

2.B Duties and Powers

In pursuit of its purpose, the Student Senate shall have the following duties and powers:

2.B.1 The Student Senate shall make public statements to the students, faculty, staff, and administration of Waldorf College and to entities external to the College as the exclusive and official stance or opinion of the student body;

2.B.2 The Student Senate shall solicit student opinion and shall engender constructive dialog regarding issues of student welfare;

2.B.3 The Student Senate shall, in cooperation with the Department of Student Life, govern the actions of student organizations including recognition, dissolution, and the distribution of funds to student organizations;

2.B.4 The Student Senate shall seek out and develop leadership, service, and recreational activities to enhance the educational journey of Waldorf College students;

2.B.5 The Student Senate shall appoint student members to Faculty Senate and other Waldorf College committees when so requested;

2.B.6 The Student Senate shall provide student representation to the Board of Regents.

Article 3. Statement of Non-Discrimination

The Waldorf College Student Senate does not discriminate on the basis of race, color, ethnicity, national origin, political affiliation, creed, religion, age, gender, handicap, physical impairment, or sexual orientation in its purpose, meetings, activities, and decorum.

Article 4. Members

4.A Duties and Responsibilities

All members of the Student Senate shall:

4.A.1 Represent the best interests of the student body at large;

4.A.2 Attend all regular and special meetings of Student Senate pursuant to Article 6.G of this constitution;

4.A.3 Be informed on issues pertaining to student affairs;

4.A.4 Offer constructive criticism concerning the Student Senate, its leadership, and its activities;

4.A.5 Serve on at least one Student Senate committee;

4.A.6 Any senator not meeting his/her duties shall be subject to removal from office pursuant to Article 4.H of this constitution.

4.B Qualifications

4.B.1 All members of the Student Senate must:

4.B.1.a Be a full-time student at the time of taking office, as determined by the Registrar's Office;

4.B.1.b Not be on any type of academic or disciplinary probation at the time of election or appointment and throughout the term of office;

4.B.2 If at any time the above qualifications are not met, members will be removed pursuant to Article 4.H of this constitution.

4.C Organization Representatives

Each recognized student organization shall appoint one member from their organization to represent the organization in Student Senate. No person may represent more than one organization.

4.C.1 Student Senate Membership:

Organization representatives shall be considered members of Student Senate. They are subject to the duties, responsibilities, and qualifications as outlined in Articles 4.A and 4.B above, except as noted below.

4.C.2 Duties:

4.C.2.a To fulfill the duties and responsibilities as outlined in Article 4.A of this constitution;

4.C.2.b To serve the interests of the constituency which he/she represents;

4.C.2.c To provide a channel of communication between Student Senate and his/her constituency;

4.C.3 Term of Office:

The term of office for all organization representatives shall begin upon being sworn in and shall continue until the senator's graduation, or until a successor is sworn into office. Organization representatives shall serve at the discretion of the organization they represent.

4.C.4 Replacement:

4.C.4.a Replacements for organization representatives shall be appointed by the organization they represent;

4.C.4.b The qualifications shall be the same as in the original appointment;

4.D Associate Members

4.D.1 Student Senate Membership:

Associate members shall be considered members of Student Senate. They are subject to the duties, responsibilities, and qualifications as outlined in Articles 4.A and 4.B above, except as noted below.

4.D.2 Manner of Selection:

4.D.2.a Any member of the Student Body may apply to the Secretary for associate membership;

4.D.2.b The Secretary shall enroll all qualified applicants as associate members. Associate membership shall only be denied for a failure to meet the qualifications for Student Senate membership;

4.D.2.c Student Senate may have an unlimited number of associate members.

4.D.2.d Associate members are expected to represent the interests of the student body at large.

4.D.3 Term of Office

The term of office for all associate members shall begin upon being sworn in and shall continue until the senator's graduation or until the senator takes another position in the Student Senate.

4.E Executive Officers

4.E.1 Student Senate Membership:

Executive officers shall be considered members of Student Senate. They are subject to the duties, responsibilities, and qualifications as outlined in Articles 4.A and 4.B above, except as noted below.

4.E.2 Qualifications:

Executive officers must:

4.E.2.a Have attained Sophomore status or higher at the end of the semester in which he/she is elected as determined by the Registrar's Office;

4.E.2.b Have at least one continuous semester of Student Senate experience within the past two academic years.

4.E.3 Term of Office:

The term of office for all executive officers shall begin upon being sworn in and shall continue for the duration of the then current academic year, or until a successor is sworn into office.

4.E.4 Replacement

4.E.4.a If a vacancy occurs in the office of the President, the Vice President shall assume the office of President;

4.E.4.b Vacancies in the offices of Vice President, Secretary, and Treasurer shall be filled in the following manner:

4.E.4.b.1 Student Senate shall nominate (a) person(s) to fill the position;

4.E.4.b.2 If there is only one nominee, the replacement must be elected by a two-thirds vote of Student Senate;

4.E.4.b.3 If there is more then one nominee, the replacement must be elected by a plurality vote of Student Senate.

4.E.4.c Qualifications for replacements are the same as for the original election.

4.E.5 Compensation

Executive officers shall be compensated from Student Senate funds in accordance with the Student Senate Compensation Policy.

4.E.6 Duties

4.E.6.a The President shall:

4.E.6.a.1 Hold the dual title of Student Body President and Student Senate President;

4.E.6.a.2 Call and preside at all meetings of Student Senate, voting only to make or break a tie;

4.E.6.a.3 Call special meetings of Student Senate at a time and place deemed advisable;

4.E.6.a.4 Have veto power:

4.E.6.a.1.A The President may veto any main motion, resolution, or constitutional amendment that is adopted by Student Senate if he/she believes the measure to be detrimental to Student Senate or the student body;

4.E.6.a.2.A The veto must be announced to Student Senate both orally and in writing within one week of the measure's adoption;

4.E.6.a.3.A The veto may be overridden by a two-thirds vote of Student Senate within two weeks of the veto;

4.E.6.a.4.A The President may not veto any motion of impeachment or a motion to override a veto.

4.E.6.a.5 Establish ad-hoc committees and appoint a chairperson subject to approval by a majority vote of Student Senate, and appoint members of all ad-hoc committees;

4.E.6.a.6 Act as a voting member of all committees established by Student Senate;

4.E.6.a.7 Appoint the Parliamentarian subject to a majority vote of Student Senate;

4.E.6.a.8 Appoint ad-hoc officers subject to a majority vote of Student Senate;

4.E.6.a.9 Provide a channel of communication between the student body and the College administration, faculty, and staff.

4.E.6.b The Vice President shall:

4.E.6.b.1 Assume the office of President should a vacancy occur in that office;

4.E.6.b.2 Act as President in the absence of the President or in the case that the President is temporarily unable to serve;

4.E.6.b.3 Act as Secretary in the absence of the Secretary or in the case that the Secretary is temporarily unable to serve. This duty shall be subordinate to the duty to act as President;

4.E.6.b.4 Assume the duties of the Treasurer if a vacancy should occur in that office. This duty shall be concurrent with the duty to temporarily act as President or Secretary but shall be subordinate to the duty to assume the office of the President.

4.E.6.b.5 Nominate a chairperson of each standing committee, subject to a majority vote of Student Senate;

4.E.6.b.6 Appoint a temporary committee chairperson until one can be approved by a majority vote of Student Senate;

4.E.6.b.7 Act as coordinator and voting member of all Student Senate committees.

4.E.6.c The Secretary shall:

4.E.6.c.1 Keep the minutes of all Student Senate meetings, and maintain a file of actions taken;

4.E.6.c.2 Keep a list of all current members of Student Senate and their positions;

4.E.6.c.3 Track the attendance of all members at all Student Senate meetings;

4.E.6.c.4 Act as President in the absence of the President and Vice President, or in the case that the President and Vice President are temporarily unable to serve.

4.E.6.d The Treasurer shall:

4.E.6.d.1 Prepare an annual budget for the ensuing academic year and present it to Student Senate for approval;

4.E.6.d.2 Coordinate budget issues, keep record of expenditures and income, and supervise the management of all financial transactions;

4.E.6.d.3 Make a report at Student Senate meetings of major expenditures, income, and balance;

4.E.6.d.4 Oversee the financial records of Student Senate in conjunction with the Dean of Students;

4.E.6.d.5 Keep financial records available for public inspection with reasonable notice;

4.E.6.d.6 Act as President in the absence of the President, Vice President, and Secretary, or in the case that they are all temporarily unable to serve.

4.F Appointed Officers

4.F.1 Student Senate Membership

Appointed officers shall be considered members of Student Senate. They are subject to the duties, responsibilities, and qualifications as outlined in Articles 4.A and 4.B above, except as noted below.

4.F.2 Qualifications:

Appointed Officers must:

4.F.2.a Have attained Sophomore status or higher at the end of the semester in which he/she is elected as determined by the Registrar's Office;

4.F.2.b Have at least one continuous semester of Student Senate experience within the past two academic years.

4.F.3 Committee Chairpersons

The chairperson of each standing committee shall:

4.F.3.a Be appointed by the Vice President subject to a majority vote of the Student Senate;

4.F.3.b Serve at the pleasure of the Vice President;

4.F.3.c Be responsible for the running of his/her respective committee;

4.F.3.d Make regular reports to Student Senate regarding the progress of committee business.

4.F.4 Parliamentarian

The Parliamentarian shall:

4.F.4.a Be appointed by the President subject to a majority vote of Student Senate;

4.F.4.b Serve at the pleasure of the President;

4.F.4.c Be knowledgeable in the area of parliamentary procedure;

4.F.4.d Ensure that all meetings of Student Senate are conducted according to this constitution and the parliamentary authority;

4.F.4.e Keep time when requested to do so by the presiding officer.

4.F.5 Ad-hoc Officers

4.F.5.a Ad-hoc offices may be created by the President subject to a majority vote of the Student Senate. Ad-hoc offices shall cease to exist at the pleasure of the President or will expire at the end of the academic year.

4.F.5.b Ad-hoc officers shall be appointed by the President subject to a majority vote of the Student Senate.

4.F.5.c Ad-hoc officers shall serve at the pleasure of the President.

4.F.6 Term of Office:

The term of office for all appointed officers shall begin upon being sworn in and shall continue for the duration of the then current academic year, or until a successor is sworn into office.

4.F.7 Replacement

4.F.7.a Temporary replacements are made by the executive officer that made the original appointment until a replacement can be approved by Student Senate.

4.F.7.b Qualifications are the same as for the original appointment.

4.G Resignation

The term of office of any senator will end upon the voluntary resignation of the senator. The resignation must be presented in writing at a regular meeting of Student Senate. The resignation shall take effect two weeks after its presentation unless otherwise stated in the letter of resignation.

4.H Removal from Office

4.H.1 Any member of the Student Senate may be removed from office in accordance with the Parliamentary Authority. Grounds for removal include conduct unbecoming a Student Senator and malfeasance, misfeasance, or nonfeasance of office.

4.H.2 Membership on Student Senate is automatically and immediately ended if a member is placed on any type of academic or disciplinary probation, or if the member loses his/her full-time student status.

4.H.3 Membership on Student Senate shall also be automatically and immediately ended for excessive absences as defined by the attendance policy found in Article 6.G.

4.I Combinations of positions

4.I.1 Executive officers shall not be allowed to hold another executive office, a representative position, or an appointed office.

4.I.2 Senators shall not hold more than one voting position, nor shall they hold more than one appointed office.

4.I.3 A voting member shall also be allowed to serve one appointed office.

4.J Advisors

The Dean of Students and at least one other member of the Waldorf College faculty, staff, or administration shall advise, guide, and act as a source of information to Student Senate without voting privileges.

Article 5. Elections:

5.A All elections shall be held in accordance with this constitution and the Student Senate Election Policy;

5.B Candidates shall be elected by the members of the constituency they will represent;

5.C Candidates shall be elected by a plurality vote. Tie votes shall be decided by the Student Senate that is in office at the time of the election;

5.D An election shall be held each Spring semester to elect executive officers and all vacant representative positions except Freshman Class Representatives;

5.E An election shall be held each Fall semester to elect Freshman Class Representatives and to fill all other vacant positions.

Article 6. Meetings

6.A Regular Meetings

A regular meeting of Student Senate shall be held at a regular time and place each week throughout the academic year, unless Student Senate orders otherwise in advance.

6.B Special Meetings

A special meeting shall be held upon the call of the President or the written request of three senators. The purpose of the meeting shall be set forth in the notice.

6.C Executive Caucus

An executive caucus shall meet at least once each week that a regular meeting is held. The executive caucus shall be attended by the executive officers, at least one advisor, and any other persons the President deems necessary. The executive caucus shall plan the agenda for upcoming regular meetings and shall conduct other business the President deems necessary.

6.D Voting Power

The right to vote during Student Senate meetings shall be vested in the organization representatives, associate members, and executive officers. Appointed officers may vote only if they also hold a voting position. The President may vote only to make or to break a tie. Advisors and non-members may not vote.

6.E Quorum

The presence of six voting members shall constitute a quorum.

6.F Debate

6.F.1 After being recognized by the President, any member of the Waldorf College community may debate a motion that is before the Student Senate.

6.F.2 Length of debate and other privileges of debate shall be governed by the Parliamentary Authority and any special rules of order the Student Senate shall adopt.

6.G Attendance

6.G.1 Attendance of all members is required at all meetings. Attendance is defined as presence for the duration of the meeting.

6.G.2 Organization Funding

6.G.2.a Recognized organizations must have an organization representative in attendance for at least three (3) meetings during a semester before they will be eligible to receive any funding from Student Senate.

6.G.2.b Subject to 6.G.2.a, recognized organizations will be granted a sum specified in the Student Senate Funds Appropriation Policy for each meeting that their organization representative attends. These funds will be held in trust by Student Senate and may be spent after the purpose of the expenditure is approved by a majority vote of Student Senate.

6.G.3 Excused Absences

6.G.3.a Senators shall be allowed three excused absences from meetings during the academic year;

6.G.3.b Excuses shall be submitted in written form within 24 hours after the missed meeting;

6.G.3.c If an excuse is not submitted properly or not within the time allowed, the absence will be unexcused;

6.G.3.d If a senator has accumulated his/her maximum number of excused absences for the academic year, any further absences will be considered unexcused;

6.G.3.e Documented proof of an event or occurrence is not required for an absence to be excused;

6.G.3.f The Secretary shall decide on the validity of the excuse;

6.G.3.g If the excuse is questionable, the Secretary shall take the excuse to the executive officers for a final decision;

6.G.3.h Absences for a reason in the following exclusive list shall be excused:

6.G.3.h.1 Illness of the senator;

6.G.3.h.2 Illness or death in the senator's family;

6.G.3.h.3 College-required activities such as athletic or fine arts events;

6.G.3.h.4 Employment;

6.G.3.h.5 Class attendance.

6.G.4 Unexcused absences from more than two meetings during the academic year shall result in removal from Student Senate.

6.G.5 If a senator is removed for lack of attendance, he/she shall not be eligible to hold any Student Senate office for the duration of the academic year.

6.G.6 If a senator is removed for lack of attendance, he/she may appeal the decision to the executive officers, whose decision shall be final.

Article 7. College Boards and Committees

7.A The Student Senate shall appoint four representatives to the Board of Regents to serve as liaisons with the student body. These Senators will attend all Board of Regents meetings and will provide the Board of Regents with information concerning student issues and will report back information to the Senate all relevant information from Board of Regents meetings.

7.B The President shall appoint, with approval of a majority vote of Student Senate, qualified students for Faculty Senate and other Waldorf College committees to serve as a member of those committees after such membership has been requested.

Article 8. Student Senate Committees

8.A Membership

8.A.1 All members of Student Senate must serve on at least one standing committee.

8.A.2 Any member of the student body may serve on standing committees.

8.A.3 All committee members shall be granted full participatory and voting rights during meetings of standing committees.

8.B Standing Committees

8.B.1 The Committee on Student Affairs shall:

8.B.1.a Liaison with faculty, staff, and administrators regarding issues such as campus dining, student housing, academic and behavioral policies, and other student affairs;

8.B.1.b Solicit the opinions of the student body regarding student affairs;

8.B.1.c Recommend actions to the Student Senate regarding relevant student issues not otherwise assigned by Student Senate or enumerated in this constitution.

8.B.2 The Committee on Events Planning shall:

8.B.2.a Coordinate and execute all Student Senate events not otherwise assigned by Student Senate or enumerated in this constitution;

8.B.2.b Publicize and advertize all Student Senate events not otherwise assigned by Student Senate or enumerated in this constitution.

8.B.3 The Committee on Organizational Affairs shall:

8.B.3.a Recommend new student organizations for approval by Student Senate;

8.B.3.b Maintain a database of student organizations including current and archival information regarding officers, advisors, and constitutions;

8.B.3.c Recommend to Student Senate the appropriation of funds to student organizations in accordance with the Student Senate Funds Appropriation Policy;

8.B.3.d Consider all other issues relating to student organizations not otherwise assigned by Student Senate or enumerated in this constitution.

8.B.4 Special and Ad-Hoc Committees

Special and ad-hoc committees may be created by a majority vote of Student Senate. The membership, duration, and authority of such committees shall be decided at the time of formation.

Article 9. Oath

9.A Administration

The following oath of office shall be administered to all senators at the beginning of their term of office. It shall be administered by the President or the presiding officer at the meeting when the senators are installed. Any current member of Student Senate who is subsequently elected or appointed to another position during their term shall be considered installed at the time of election.

9.B Oath of Office

"I do solemnly swear that I will uphold the Constitution of the Waldorf College Student Senate, that I will faithfully perform the duties of my office, and that I will work for the general welfare of all members of the Waldorf College student body."

Article 10. Amendments

10.A Proposal

Amendments to this constitution and the policies subordinate to it shall be submitted in typed form to each member of Student Senate. Debate and voting on the proposed amendment are postponed until the next regular meeting of Student Senate.

10.B Adoption and Enactment

A two-thirds vote of Student Senate is required to pass any amendment to this constitution or policies. Amendments are immediately effective unless otherwise noted in the amendment.

Article 11. Parliamentary Authority

11.A The rules contained in the most recent edition of *Robert's Rules: The Modern Edition* (Darwin Patnode, ed.) shall govern Student Senate in all cases where they are not inconsistent with this constitution or any special rules of order Student Senate may adopt.

11.B This constitution may not be suspended. The policies and rules arising from this constitution may be suspended under exigent circumstances unless otherwise noted in the policy or rule.

Waldorf College Student Senate Funds Appropriations Policy

Student Senate Representation

1. In accordance with Article 6.G.2.a of the Student Senate Constitution, in order to receive funding in a given semester, a recognized student organization must have sent a representative to at least three Student Senate meetings that semester.
2. Recognized student organizations shall receive $25.00 for each Student Senate meeting at which they are represented. This money may be accumulated for a maximum of one academic year and may be spent in accordance with Article 6.G.2.b of the Student Senate Constitution.
3. Recognized student organizations that are eligible to receive fund allocations may also request funds in the manner described below.

Appropriations Hearings

1. Student Senate shall hold appropriations hearings during a regular meeting of Student Senate two times during the Fall semester and two times during the Spring semester.
2. All organizations shall be notified of the date and time of appropriations hearings at least seven (7) days prior to the hearings.
3. All organizations wishing to request funds from Student Senate at an upcoming appropriations hearing must obtain, complete and return an appropriation request by the deadline established by Student Senate.
4. Each organization requesting funds at an appropriations hearing shall be granted five (5) minutes to present their request to Student Senate and to answer questions from Student Senate.
5. All appropriations requests shall be referred to the Organizational Affairs Committee.

Committee Consideration

1. The Organizational Affairs Committee shall carefully consider all appropriations requests.
2. The Organizational Affairs Committee shall solicit additional information from organizations as deemed necessary by the committee to make its decisions.
3. The recommendations of the Organizational Affairs Committee shall include that Student Senate appropriate a specific amount to an organization for a specific purpose.
4. The Organizational Affairs Committee shall report its recommendations at the regular Student Senate meeting following the meeting at which appropriation hearings were held.

Student Senate Consideration

1. The recommendations of the Organizational Affairs Committee shall be considered at the regular meeting of Student Senate immediately following the meeting at which appropriation hearings were held.
2. All recommendations of the Organizational Affairs Committee shall be subject to debate and amendment.
3. Senators making a motion or debating about the appropriation of funds to an organization, of which they are members, must make their membership known to Student Senate.

Post-Appropriation Procedure

1. A representative of the organization shall work with the Student Senate Treasurer to coordinate the disbursement of funds appropriated.
2. Full documentation including all receipts and bills must be submitted to Student Senate to account for all funds appropriated. Failure to comply will result in the organization being required to return the appropriated funds to Student Senate.
3. Student Senate reserves the right to investigate the use of all funds appropriated.
4. Any funds spent inappropriately may be recovered by Student Senate or the organization members may be held individually liable. If the funds are not returned within one week after the investigation, the organization will lose its recognition and all its operations on this campus shall cease. Organization members may be billed through the Waldorf College Business Office to ensure the return of funds.
5. Student Senate reserves the right to cancel a portion or all of the appropriation within two weeks after the appropriation is made.

Guidelines for Receiving Funding

The following are guidelines for organizations to follow when requesting an appropriation and for Student Senate to consider when processing appropriation requests. These guidelines are not ironclad rules or policies.

1. The benefit and importance of the project or event to Waldorf College and the organization's members will be critically evaluated.
2. Projects and events that promote academic, spiritual, or personal development will be considered high-priority reasons to appropriate funds.
3. Banquets, parties, recreational activities, and recreational trips will be considered low-priority reasons to appropriate funds.
4. Organizations should demonstrate an attempt to acquire funds through fundraisers, College departments and other means.
5. Organizations that receive funding should not spend any portion of the appropriation on Homecoming events.
6. Food costs will not be funded by Student Senate.
7. College transportation may be considered for full funding. Other forms of transportation will be funded at twenty-five cents ($0.25) per mile with a maximum of $500 appropriated for transportation.
8. Lodging costs may be funded up to a maximum of $500.
9. Event registration may be funded with a maximum of $100 per person.
10. Appropriations should not exceed $100 per participant in a trip, conference, or convention.
11. Organizations will not receive funding for the same event or purpose in two consecutive years.
12. Organizations may only receive funding once per semester.
13. Student Senate will not appropriate funds for general operating costs. Organizations requesting appropriations must show specific use for the funds requested.

Student Senate Election Policy

All Student Senate elections shall be conducted in accordance with the Student Senate Constitution and this election policy.

Annual Elections:

The Student Senate shall conduct an election no later than thirty (30) days prior to the beginning of Spring semester final examinations. This election will be held to fill all executive officer positions. Elections for all positions shall be held simultaneously.

Election Board:

1. For each election, the Student Senate shall appoint an Election Board comprised of four persons to oversee the election.
2. Members of the Election Board must be current members of the Student Senate and must not be running for office in the election which they will oversee.
3. Duties and Powers:
   The Election Board shall:
   a. Elect an Election Commissioner from among the membership of the board. The Election Commissioner shall:
      i. Chair all meetings of the Election Board voting only to break a tie;
      ii. Manage the daily operations of the election under the oversight of the Election Board. No decision or order of the Election Commissioner shall be allowed to violate this policy or the Student Senate Constitution;
   b. Ensure that the election is conducted fairly, that all eligible voters are allowed to vote once and only once, and that votes cast are counted in an accurate manner;
   c. Verify the eligibility of candidates;
   d. Determine the method of ballot distribution and collection (e.g., paper, electronic);
   e. Count the ballots collected and determine the winner of each office.
   f. Safeguard the secrecy of election results until the time scheduled for announcement;
   g. Work with various College departments to ensure that the conduct of the election does not violate any College policies;
   h. Have the power to overrule any unilateral decision of the Election Commissioner by majority vote. The Election Commissioner shall not make any order regarding the membership of the Election Board;
   i. Meet as necessary to inform candidates of election rules, to adjudicate reports of policy violations, and to conduct the other business of the Election Board. All meetings of the Election Board shall be attended by at least one Student Senate advisor.

Voting:

1. Voting shall be by secret ballot;
2. All voters shall be allowed to vote once and only once per election;
3. All voters may vote for all executive officers;
4. The voting period for each election shall not be less than five (5) days and not more than nine (9) days including weekends and holidays;

5. After the end of the voting period, the ballots cast will be counted and tabulated by the Election Board;
6. If a candidate loses an election by less than twenty-five (25) votes, a candidate shall have the right to order one and only one recount and verification of the ballots for the office which he/she was seeking.

Candidate Qualifications:

1. All candidates must meet the requirements for the office they wish to hold;
2. All candidates must nominate themselves by filing an application for candidacy with the Election Board by the date announced by the Election Board;

Campaigning:

1. All campaign activities not mentioned in this policy must be approved in writing in advance by the Election Commissioner and must adhere to all Waldorf College policies;
2. All campaign activities may begin at a time announced by the Election Board, and all campaign activities must cease by the end of the voting period;
3. All campaign activities conducted in a residence hall must first be approved in writing by the Residence Hall Director of that hall;
4. All campaign activities conducted in campus dining areas must first be approved in writing by Campus Dining (Aramark);
5. All campaign activities conducted through campus mail must first be approved in writing by the Student Mail Center Coordinator;
6. Posters and flyers:
    a. Posters and flyers are defined as any printed material that promotes (a) candidate(s) and is intended to be distributed to potential voters or affixed to a wall or bulletin board;
    b. Posters and flyers may not exceed 36” by 36” in size;
    c. All posters and flyers must include the name(s) of the candidate(s) responsible for the poster or flyer;
    d. Posters shall only be hung in areas approved by the Election Board;
    e. Flyers may only be distributed in a manner, time, and location approved in advance by the Election Commissioner and any other necessary authorities;
    f. Posters and flyers must be removed from all areas prior to the end of the voting period;
    g. Posters and flyers shall not:
        i. Defame another candidate or cast him/her in a non-factual negative light;
        ii. Be affixed to any glass surface or floor. The repair to or cleaning of any surface of any damage by a poster or flyer shall be the responsibility of the candidate(s) involved;
        iii. Be placed in any classroom;
7. Student Senate resources may not be used to aid the campaign of any candidate unless all candidates may benefit equally from the resource;
8. Electronic Campaigning:
    a. All electronic campaign materials must adhere to all relevant regulations for posters and flyers and must be approved in advance by the Election Commissioner;

   b. All electronic campaign activities must adhere to all Waldorf College policies, specifically the Computer Use Policy;

9. Prohibited Activities:
   a. Offering anything of value in exchange for a vote or support (bribery);
   b. Acting in a threatening or intimidating manner to influence a voter (extortion);
   c. Removing, damaging, or defacing another candidate's campaign material;
   d. Any activity which violates any Waldorf College policy or regulation.

10. Violations:
   a. Reports of violations of this policy may be submitted to the Election Board by any member of the campus community;
   b. Reports of violations of this policy must be submitted within two (2) hours after the end of the voting period;
   c. The Election Board shall adjudicate all reports of violations. A violation will be found if the Election Board believes it is more likely than not that a violation has occurred;
   d. If (a) candidate(s) is found to have violated this policy, he/she/they may be penalized by losing a percentage of their votes;
      i. In most cases, the percentage of votes lost shall not exceed 10%;
      ii. In extreme cases, a violation may result in 100% of votes lost.

Waldorf College Student Senate Organization Recognition Policy

Recognition of student organizations

1. Organizations may become recognized by applying to Student Senate and following this Organization Recognition Policy. All organizations that meet the requirements below will be recognized.
2. Organizations that wish to become recognized must obtain a Student Senate Organization Recognition Form, which is available from the committee chairperson of the Organizational Affairs Committee. The application must be returned to the same chairperson to be considered.
3. Organizations must follow the requirements below to maintain their recognition.

Requirements

1. Organizations must have a sponsor who is a member of the Waldorf College faculty, staff, or administration.
2. Organizations must have at least two members.
3. Organizations must submit a constitution.
4. Organizations must submit a list of officers and general members including e-mail addresses and phone numbers.
5. Organizations must adhere to all Waldorf College policies and the Student Senate Statement of Non-discrimination.

Rights of recognized organizations

1. Use of meeting rooms on campus, free of charge.
2. The right to send a voting representative to Student Senate.
3. The right to request funds from Student Senate.
4. The right to post items on College bulletin boards.
5. The right to request a listing of the organizational database.

Maintaining Recognition

1. Organizations must annually submit an update form by the deadline established by Student Senate.
2. Organizations must submit a current copy of their constitution in each even-numbered year by the deadline established by Student Senate.
3. Organizations must send representatives to meetings as required by Student Senate.
4. Organizations that fail to complete any of the required activities above will have their recognition suspended. Recognition will be reinstated upon submission of the required information. The right to request Student Senate funding shall continue to be suspended for the remainder of the semester.
5. Organizations that fail to submit an update form for two consecutive years will lose their status as a recognized organization. The organization may be reinstated by following the procedure for recognition of a new organization.

Waldorf College Student Senate Compensation Policy

1. The executive officers shall be compensated from Student Senate funds at the end of the Fall and Spring semesters.
    a. The President shall be paid $400;
    b. The Vice President shall be paid $200;
    c. The Secretary shall be paid $200;
    d. The Treasurer shall be paid $200.
2. No other members of Student Senate shall be compensated from Student Senate funds based solely on their position. This does not preclude the Student Senate from offering scholarships or other monetary awards to its members or other students.