

Augsburg Day Student Body Bylaws

All Article references refer to the Augsburg Student Body Constitution.

ARTICLE I. THE AUGSBURG STUDENT BODY

Section I. The Augsburg Day Student Body

1. Shall consist of all Day Students that are registered and pay a Day Student Activity Fee at Augsburg College.
2. Shall be divided into four constituencies based on the number of college credits completed, as determined by the Registrar.
 - a. These constituencies shall be the First-Year Class, the Sophomore Class, the Junior Class, and the Senior Class.
 - b. No Day Student shall be a part of more than one constituency.

Section II. Rights and Responsibilities of the Augsburg Day Student Body

1. Each member of the Day Student Body shall be entitled to one (1) vote among his/her constituency during student elections and referendums.
2. The Day Student Body shall have the power to rescind any action of the Day Student Body President or the Day Student Senate through a referendum.
 - a. A referendum may be called by submitting a petition signed by 10% of the Day Student Body to the Day Student Body 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 Day Student Senate.

ARTICLE II. STRUCTURE OF AUGSBURG STUDENT GOVERNMENTS

Section I. The Augsburg Day Student Government

1. Shall consist of the Day Student Senate and the Day Student Government Executive Board.
 - a. The purpose of the Day Student Senate is to represent constituents by supporting and advocating for Day student ideas, concerns, needs, and activities in conjunction with the Executive Board.
 - b. The purpose of the Day Student Government Executive Board is to fulfill Day Student Government organizational and administrative duties that support and advocate for Day Student concerns, needs, and activities in conjunction with Day Student Senate.
2. Shall not consist of any member of the Judicial Council.

Section II. The Day Student Senate

1. Shall consist of voting members elected annually by the Augsburg Day Student Body.

- a. These voting members shall be:
 - i. One (1) class president from each constituency.
 - ii. Three (3) additional representatives from each constituency.
 - iii. Two (2) incumbent senators selected by the Day Student Body President from previously elected Day Student Senate members.
2. Shall hold meetings in accordance with Article II, Section IV of these bylaws.
3. Shall have the following rights and responsibilities:
 - a. To grant and rescind official recognition of Day Student Organizations.
 - b. To allocate the Day Student Activity Fee.
 - c. To organize committees as deemed necessary.
 - d. To rescind any action of the Day Student Body President, the Day Student Government Executive Board, or any Day Student Government Committee by a two-thirds (2/3) majority vote in Day Student Senate.
 - e. To overrule any veto of the Day Student Body President by a two-thirds (2/3) majority vote in Day Student Senate. (Yet to be decided by body)
4. Shall establish the following standing committees:
 - a. The Day Student Senate Chartering Committee
 - i. Shall be responsible for reviewing applications for chartering of new student organizations.
 - ii. Shall review chartered organizations annually.
 - iii. Shall serve as a liaison between chartered organizations and the Day Student Government.
 - b. The Day Student Senate Commissioning Committee
 - i. Shall be responsible for reviewing applications for commissioning by chartered organizations.
 - ii. Shall review commissioned organizations annually.
 - iii. Shall serve as a liaison between commissioned organizations and the Day Student Government.
 - c. The Day Student Concerns Committee
 - i. Shall address and advocate for the needs and concerns of the Day Student Body.
 - d. The Day Student Body Constitution Committee
 - i. Shall be responsible for maintaining the Augsburg Student Body Constitution in cooperation with the Weekend College Senate.
 - ii. Shall be responsible for maintaining the Augsburg Day Student Body Bylaws.
 - e. The Day Student Body Elections Committee
 - i. Shall be chaired by a Senior Senator appointed by the Day Student Body Vice President.
 - ii. Shall organize and monitor fall, spring, and special elections according to Article IV of these bylaws.

- f. The Day Student Senate Finance Committee
 - i. Shall consist of the Day Student Body Treasurer, the Day Student Body Finance Coordinator, one (1) Incumbent representative, the presidents of each class, and the Day Student Body President.
 - ii. Shall be chaired by the Day Student Body Treasurer.
 - iii. Shall hold weekly meetings during the academic year.
 - iv. Shall review Budget Allocation Requests for Commissioned Organizations in the spring of each year and make recommendations to the Day Student Senate.
 - v. Shall report to the Day Student Senate on the status of the Commissioned Organizations' budgets at the final meeting of the fall semester.
 - vi. Shall review requests for changes in budget allocations and make recommendations to the Day Student Senate.
 - vii. Shall review and approve of Grant Requests for Student Organizations under \$1000.
 - viii. Shall monitor the financial transactions of the Day Student Government to ensure that all Day Student Government funds are spent in accordance with the current Day Student Government Budget, the Augsburg Day Student Body Bylaws, and the Augsburg Day Student Government Finance Policy.
 - ix. Shall audit all Day Student Government Organizations at least once a year. Audits shall include a complete inventory of all properties owned by or in the possession of the Augsburg Day Student Government, and shall be reported to the Day Student Senate before the spring budget allocation process.
 - x. Shall immediately report all financial irregularities to Day Student Senate.
 - xi. Shall abide by all standing finance policies of Augsburg College and the Augsburg Day Student Government.
 - g. The Day Student Government Public Relations Committee
 - i. Shall be chaired by the Day Student Body Public Relations Officer.
 - ii. Shall be in charge of all publicity and public relations for the Day Student Government.
5. All job description changes to these bylaws will take effect after spring elections.

Section III. The Day Student Government Executive Board

- 1. Shall be under the leadership and guidance of the Day Student Body President.
- 2. Shall hold biweekly Executive Board meetings to coordinate efforts between members on projects and duties, and report to the Day Student Body President.

3. Shall include the following members who shall be elected annually by the Day Student Body:
4. Shall include the following members who shall be elected annually by the Day Student Body:
 - a. The Day Student Body President
 - i. Shall act as the official liaison between students, faculty, staff, and the administration of Augsburg College.
 - ii. Shall report to the Day Student Senate on all Day Student Government relations as the chief representative of the Augsburg Day Student Body.
 - iii. Shall inform the Augsburg Day Student Government of changes in administrative policies, tuition costs, and other influential student affairs.
 - iv. Shall submit a minimum of two articles to the Augsburg Echo each semester on current Day Student Government issues and relations with the Augsburg Community.
 - v. Shall serve as a representative to any Inter-College committee, commission, and board or shall appoint any member of the Augsburg Day Student Body as a representative.
 - vi. Shall nominate, subject to the approval of Day Student Senate, members of the Augsburg Day Student Body and Augsburg Day Student Government to committees, commissions, and boards of the Augsburg Day Student Government and the faculty, staff, and administration of Augsburg College.
 - vii. Shall attend all Day Student Senate meetings.
 - viii. Shall meet regularly with the President of Augsburg College.
 - ix. Shall meet monthly with the WEC Student Body President.
 - x. Shall have the power to veto any action of the Day Student Senate in accordance with Article II, Section IV of these bylaws.
 - xi. Shall have all voting rights of a senator, without the act of voting.
 - xii. Shall chair biweekly Executive Board meetings.
 - xiii. Shall appoint Executive Board members, subject to the approval of Day Student Senate, through an application process held immediately following spring elections.
 - xiv. Shall lead operations of the Executive Board business and operations.
 - xv. Shall fulfill other duties outlined in the Augsburg Day Student Body Bylaws.
 - b. The Augsburg Student Body Vice President:
 - xvi. Shall fill in for the President in all tasks as delegated.

- xvii. Shall serve as representative at the appointment of the President to any committees, commissions, and boards of the college or faculty.
 - xviii. Shall not have a vote in Day Student Senate, but casts a vote in the event of a tie.
 - xix. Shall assume the duties of the Augsburg Student Body President in the event of a vacancy of the position.
 - xx. Shall attend Executive Board meetings.
 - xxi. Shall manage and be informed of all Day Senate business.
 - xxii. Shall report to the Day President on business of Day Senate committees.
 - xxiii. Shall conduct Day Senate meetings as the chair for Day Senate meetings using Robert's Rules of Order.
5. Shall include the following nonvoting members selected annually by the Day Student Body President and Day Student Body Vice President:
- a. The Augsburg Student Body Finance Coordinator
 - i. Shall distribute, subject to this Constitution and its bylaws, all Student Government monies.
 - ii. Shall suggest policies to the Day Student Senate concerning the financial affairs of the Day Student Government.
 - iii. Shall report monthly to Day Student Senate on current and upcoming projects.
 - iv. Shall attend Executive Board meetings.
 - v. Shall attend administrative Finance Committee meetings at the request of the President and report on college finances to the Day Student Senate.
 - vi. Shall maintain records through an active balance sheet to keep track of Commissioned Organization use of allotted Student Activity Fee.
 - vii. Shall work closely with the Treasurers of all commissioned organizations and Day Student Senate to make sure the Finance Policy is enforced.
 - viii. Shall serve on the Executive Board led by the Day Student Body President.
 - ix. Shall audit all commissioned organizations once a year to maintain record of all properties in possession of the Augsburg Day Student Government.
 - b. There shall be an Augsburg Day Student Body Treasurer. The Augsburg Day Student Body Treasurer:
 - i. Shall attend weekly Day Student Senate meetings.
 - ii. Shall chair weekly Finance Committee Meeting.
 - iii. Shall attend all Executive Board meetings.
 - iv. Shall serve as liaison for issues surrounding Day Student Senate Funds between Senate, the Business Office, and student

- organizations by working closely with the Student Body Finance Coordinator.
 - v. Shall report during weekly Senate meetings the current status of the Charter Organization Fund.
 - vi. Shall maintain adequate communication with chartered organizations regarding financial business.
 - vii. Shall work closely with the rest of the Executive Board.
- c. There shall be an Augsburg Day Student Body Student Advocate. The Augsburg Day Student Body Student Advocate:
 - i. Shall work on cases of student concern as delegated by the Student Concerns Committee.
 - ii. Shall work with Day Student Body members with questions regarding college policy.
 - iii. Shall attend weekly Day Student Senate meetings.
 - iv. Shall attend Student Concerns meetings.
 - v. Shall attend Executive Board meetings.
 - vi. Shall serve as the official liaison for students in need of representation on issues outlined by Day Student Senate.
 - vii. Shall report monthly during Day Senate meetings regarding status of student concerns and current and upcoming projects.
 - viii. Shall work closely with the Executive Board.
- d. There shall Day Student Body Public Relations Officer—Marketing and Promotions. The Augsburg Day Student Body Public Relations Officer—Marketing and Promotions:
 - i. Shall chair the Public Relations Committee.
 - ii. Shall make announcements during weekly Day Student Senate meeting regarding the current status of the Public Relations Committee.
 - iii. Shall attend Executive Board meetings.
 - iv. Shall work closely with the rest of the Executive Board.
 - v. Shall coordinate the production of posters, signs, and banners through the PR Committee.
 - vi. Shall coordinate all public relations efforts in conjunction with the PR-Webmaster.
 - vii. Shall complete all other tasks delegated by the President.
- e. There shall Day Student Body Public Relations Officer—Webmaster and Communications. The Augsburg Day Student Body Public Relations Officer—Webmaster and Communications shall have the following rights and responsibilities:
 - i. Shall update and maintain Day Student Government website.
 - ii. Shall report monthly to the Day Student Senate on activities and projects.
 - iii. Shall attend Executive Board meetings.

- iv. Shall work closely with the rest of the Executive Board.
 - v. Shall place all Day Student Government Senate and committee minutes to website.
 - vi. Shall be responsible for web based advertising and information in regards to Day Student Government activities.
 - vii. Shall coordinate all public relations efforts in conjunction with the PR—Marketing and Promotions.
 - viii. Shall complete all other tasks delegated by the President.
- f. There shall be an Augsburg Day Student Body Facilities Coordinator. The Augsburg Student Body Facilities Coordinator shall have the following rights and responsibilities.
- i. Shall chair the Day Student Government committee on the usage of student space.
 - ii. Shall suggest ideas to the Day Student Senate on space usage and carry out senate decisions.
 - iii. Shall work with Augsburg administrators to improve and address issues of student space on campus.
 - iv. Shall manage student organization space with the Department of Campus Activities and Orientation.
 - v. Shall report monthly to the Day Student Senate on current and upcoming projects.
 - vi. Shall serve on the Augsburg Day Student Government Executive.
 - vii. Shall attend Executive Board meetings.
 - viii. Shall do other tasks assigned by the Day Student Body President.
- g. There shall be an Augsburg Day Student Body Secretary. The Augsburg Day Student Body Secretary shall have the following rights and responsibilities:
- i. Shall serve as secretary to voting members of the Day Student Senate for correspondence pertaining to Day Senate business only. The Vice President shall determine what constitutes Day Student Business.
 - ii. Shall take minutes at every Senate meeting and other meetings as needed.
 - iii. Shall distribute typed minutes of Day Student Senate meetings to all members of Augsburg Day Student Government.
 - iv. Shall attend weekly Day Senate meetings.
 - v. Shall serve as liaison between Day Student Executive Board and Day Senators on all matters of correspondence.
6. All job description changes to these bylaws will take effect after spring elections.

Section IV. Meetings of the Day Student Senate

- 1. Shall be chaired by the Day Student Body Vice President.

2. Shall be conducted weekly during the academic year, except during official school breaks.
 - a. The day and time of weekly meetings shall be determined by a majority vote of the Day Student Senate at the first meeting following spring elections.
 - b. The Day Student Body Vice President may, with good reason, cancel or postpone any meeting of the Day Student Senate.
 - i. The Day Student Body Vice President must notify all members of the Day Student Senate twenty-four (24) hours in advance of a canceled or postponed meeting.
 - c. Special meetings of the Day Student Senate may be called by the Day Student Body President, the Day Student Body Vice President, or by a two-thirds (2/3) majority vote of the Day Student Senate.
 - i. Special meetings shall be conducted as regular meetings.
3. Shall be overseen by a chairperson pro-temp and a parliamentarian from among the Day Student Senate members who shall be elected at the first meeting of the Day Student Senate following spring elections.
 - a. The chairperson pro-temp shall serve as acting chairperson of the Day Student Senate in the absence, incapacity, or at the request of the Day Student Body Vice President. The chairperson pro-temp shall serve as the Day Student Body Vice President should that position become vacant.
 - b. The parliamentarian shall have knowledge of and interpret questions of procedure, and shall advise the chairperson in making parliamentary decisions based on the Augsburg Day Student Body Constitution, the Augsburg Day Student Body Bylaws, and the most recent Robert's Rules of Order.
4. Shall be conducted in accordance with the following rules:
 - a. A quorum of one-half (1/2) of the voting members of the Day Student Senate shall be present to conduct business.
 - b. All business shall be introduced by a Day Student Senate member.
 - c. In the event of a tie, the Day Student Body Vice President shall cast the determining vote on the issue.
 - d. Members of the Executive Board shall be permitted to vote on non-constituent based issues relevant to Student Government as an organization.
 - i. The Day Student Body President shall determine what issues are non-constituent based.
 - ii. The Day Student Senate may overrule the Day Student Body President's interpretation by a two-thirds (2/3) majority vote.
 - e. In any instance not outlined in the Augsburg Day Student Body Bylaws the most recent Robert's Rules of Order shall be followed.

ARTICLE III. REGULATIONS AND RESPONSIBILITIES FOR ALL THE MEMBERS OF AUGSBURG COLLEGE STUDENT GOVERNMENTS

Section I. Membership Requirements for Day Student Government

1. All members of the Day Student Government shall be enrolled at Augsburg College and maintain the academic standards outlined in the Augsburg Student Body Constitution.
 - a. The academic standing of all candidates and every member of the Augsburg College Student Government shall be verified at the beginning of each academic term.
 - b. Any violation shall be reported to the Student Body Vice President.
2. All members of the Day Student Government shall adhere to all Augsburg College policies, the Augsburg Student Body Constitution, the Augsburg Day Student Body Bylaws, and all applicable State and Federal laws.
3. Members found in violation of these policies may be dismissed by the discretion of President, Vice President, Advisor, and Vice President of Student Affairs.
 - a. Student Government member dismissed as a result of violating policies may appeal to the Day Student Senate for re-instatement.

Section II. Day Student Senate Attendance Policy

1. All members of the Day Student Senate must adhere to the following Attendance Policy.
 - a. Any member of the Day Student Senate who has four unexcused absences from Day Student Senate and mandatory committee meetings shall be automatically dismissed from the Day Student Senate.
 - b. After the three (2) unexcused absences the Day Student Senate Secretary shall notify the senate member.
2. All members must notify the Day Student Body Vice President and the Day Student Senate Secretary at least twenty-four (24) hours in advance of any absence and receive the approval of the Day Student Body Vice President in order to obtain an excused absence.
 - a. Grounds for an excused absence are illness, family emergency, and conflicts with school activities approved by the Student Body Vice President.
 - b. Two (2) excused absences shall constitute one-half (1/2) of a unexcused absence.
3. When a member of the Day Student Senate arrives at a Day Student Senate meeting after the completion of the Roll Call, they shall be considered tardy.
 - a. Tardiness shall constitute one-fourth (1/4) of an unexcused absence.
 - b. If notified in advance, tardiness may be excused by the Day Student Body Vice-President.
4. When a member of the Day Student Senate departs from a Day Student Senate meeting before adjournment they shall be subject to the same regulations as those for tardiness, unless the Day Student Body Vice President approves.

Section III. Resignation of Day Student Government Members

1. Any member of the Day Student Senate may resign at any time by notifying the Day Student Body Vice President with a written resignation.
2. Any member of the Day Student Government Executive Board may resign at any time by notifying the Day Student Body President with a written resignation.
3. Offices shall be declared vacant immediately after receiving a written resignation.

ARTICLE IV. STUDENT SENATE ELECTION AND RECALL OF MEMBERS

Section I. Election of Day Student Senate Members

1. All members of the Day Student Senate, excluding incumbent senators, shall be elected annually by the Day Student Body.
2. A general election for the following academic year shall be held the first or second week in March.
 - a. Members of the Day Student Body returning for the fall semester will be eligible for participation in the general election.
 - b. Seniors who have applied for graduation prior to the election shall not be permitted to participate.
3. Election of First-Year Representatives and any vacant positions shall be held the last weekend in September.
4. All elections shall be online in coordination with the Information and Technology Department. The voting poll hours shall be from 7:00 AM on first day of elections until 11:59 PM on the fourth day of elections.
 - a. All members of the Day Student Body shall have access to online ballots which include the Presidential/Vice Presidential Team(s) and the candidate(s) running from their respective constituency.
 - a. Candidates shall be listed in complete, rotating order on the ballot(s).
 - b. A space on each election ballot shall be provided for write-in candidates. This shall consist of a blank line with the words "write-in" included.
5. Vacancies shall be filled, upon their acceptance, by runners-up from the most recent election.
 - a. If positions remain vacant a special election shall be held.
6. An Elections Committee selected by the Day Student Body President and subject to the approval of the Day Student Senate shall oversee all elections.
 - a. The committee shall include a Chairperson and at least two other members from among the Day Student Senate.
 - b. The Elections Committee Chairperson shall have full responsibility for interpretation of all election and campaign guidelines and regulations.

Section II. Candidate Requirements

1. All candidates must be currently enrolled at Augsburg College – Minneapolis Campus and shall adhere to the regulations in the Augsburg Student Body Constitution and the Augsburg Day Student Body Bylaws.
2. All candidates, in order to appear on the ballot shall be nominated by a petition of thirty (30) signatures of eligible voters of their respective constituencies.
 - a. Petitions shall be made available by the Elections Committee four (4) weeks prior to the start of the election.
 - b. A personal description of the candidate's reason for seeking office shall be clearly stated on the petition before obtaining signatures.
 - c. All petitions shall be submitted to the Day Student Government Office two (2) calendar weeks prior to the start of the election.
3. All candidates must receive at least four (4) votes from their respective constituency to be elected.
 - a. The individuals who receive the four highest vote counts in each consistency shall be elected representatives
 - b. The representative with the highest number of votes in each constituency shall be the president of that class.
 - c. The candidate receiving the most votes in each class may decline the position of class president without forfeiting a seat on the Student Senate. The position of class president will then be offered to the candidate with the next highest number of votes.

Section III. Procedure for Counting Ballots

1. If the Elections Committee Chairperson can clearly ascertain the intent of the voter, in the case of a write in the ballot shall count.
2. In the event of a two-way tie, the winner shall be determined through a coin toss.
3. In the event of a multiple-way tie, a special election shall be held.
4. If for any reason the election of an office is invalidated, only the ballots for that office shall not be counted.

Section IV. Campaign Practices and Regulations

1. The official dates of campaigning shall be established by the Election Committee and should begin two weeks before, and close immediately prior to, the start of elections.
2. The Elections Committee shall hold a mandatory meeting for all candidates at least one (1) day preceding the official start of campaigning to distribute election guidelines and regulations.
3. It is the responsibility of all candidates to obtain and abide by the most recent Augsburg Posting Policies found at the Information Desk in Christensen Center.
 - a. A maximum of fifteen (15) posters are permitted in Augsburg public areas. Any item no larger than (850 in²) shall constitute a poster.
 - b. Each presidential/vice presidential team shall be allowed one banner visible in the Quad, one banner visible in Christensen Center, and one

display in Christensen Center. Any item no larger than (2000 in²) shall constitute a banner.

4. All general mailroom regulations shall be followed throughout the campaigns. Each presidential/vice presidential team shall be allowed two (2) Campus Box stuffs. All other candidates will be allowed one (1) Campus Box stuff. Campus Box stuffs must be performed by mailroom employees, according to mailroom guidelines.
5. Canvassing of Student Residences
 - a. The candidate shall be present at all times during any canvassing with a maximum of two (2) campaign workers allowed to accompany the candidate.
 - b. Access of a candidate to any private residence may be denied by an individual resident.
 - c. Candidates canvassing in Mortensen Tower, Urness Tower, Luther Hall, Anderson Hall, or the residence hall of Oren Gateway Center shall obtain approval from the Hall Director of that residence in order to canvas.
6. Fund-raisers for any Presidential/Vice Presidential teams are not allowed.
7. All write-in candidates shall follow all regulations and election guidelines.
8. The executive board shall reimburse (upon presentation of receipts) up to \$125 to each Presidential/Vice Presidential team in the general election to defray campaign expenses.
9. During polling hours candidates are not allowed to campaign.
10. Any violation(s) of these election guidelines shall result in disciplinary action as deemed necessary by the elections committee not to exceed prohibition from office. Any decision made by the Elections Committee may be appealed to the Judicial Council in the same manner as a contested election.

Section V. Contested Election

1. The party contesting an election shall submit a request for a hearing to the Judicial Council within five (5) business days following the receipt of the request.
2. If the Judicial Council agrees to hear the case, the Judicial Council shall have an initial hearing within five (5) business days following the receipt of the request.
3. Within four (4) business days of the initial hearing, the Judicial Council shall hold a final hearing and announce a final decision within twenty-four (24) hours.
4. In the event of a contested election, the Student Government seat in question shall remain open. Should a Presidential/Vice Presidential team be unable to take office because of a contested election case, the former Student Body President and Vice President shall remain in the office until the case has been resolved.
5. Should the Judicial Council 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.

ARTICLE V. STUDENT ORGANIZATIONS

Section I. Student Organizations

1. Shall be recognized annually by the Day Student Senate before receiving funding from the Day Student Activity Fee.
2. Shall be recognized through one of the following processes:
 - a. The Chartering Process: For New Student Organizations who wish to receive funding from the Day Student Senate.
 - b. The Annual Chartering Review Process: For Chartered Organizations who wish to receive funding from the Day Student Senate.
 - c. The Commissioning Process: For Chartered Organizations who wish to receive an annual budget from the Day Student Senate.
 - d. The Annual Commissioning Review Process: For Commissioned Organizations who wish to receive an annual budget from the Day Student Senate.
3. Shall be open to all Augsburg students, faculty, and staff.
4. Shall abide by the Augsburg Student Body Constitution, the Augsburg Day Student Body Bylaws, and the Augsburg College Day Student Government Finance Policy.

Section II. The Chartering Process

1. New student organizations that wish to be recognized by the Day Student Senate shall submit an application containing a completed New Student Organization Packet and a copy of the organization's constitution to the Department of Campus Activities and Orientation.
2. Day Student Senate Chartering Committee receives the New Student Organization Packet after Campus Activities and Orientation has reviewed and approved packet.
3. The Day Student Senate Chartering Committee shall meet with the organization to review the application and recommend any necessary changes.
4. The Day Student Senate Chartering Committee shall approve the application by majority vote before submitting it to the Day Student Senate.
5. The Day Student Senate shall approve of new organizations by majority vote.

Section III. The Annual Chartering Review Process

1. Chartered Organizations shall be reviewed annually by the Day Student Senate in order to ensure that they are active in the Augsburg Community.
2. Chartered organizations that do not complete the Annual Chartering Review Process will not be recognized by or receive funding from Day Student Senate for the upcoming academic year until after completion of the Annual Chartering Review.
3. Chartered Organizations shall submit a report to the Day Student Senate Chartering Committee by the end of the first week in April.
 - a. Reports should include the following materials:

- i. Annual Chartering Review Packet, including a copy of the organization's current constitution.
 - ii. Officer Update Form for next year's officers.
4. The Day Student Senate Chartering Committee shall review the Annual Review Packet and address any concerns with the chartered organization.
5. The Day Student Senate Chartering Committee shall accept the report as completed by a simple majority before submitting it to the Day Student Senate.
6. The Day Student Senate shall review the report and approve the organization by majority vote.

Section IV. The Commissioning Process

1. Organizations that wish to be commissioned must meet the following requirements:
 - a. Shall have had regular meetings with consistent attendance for five (5) consecutive years.
 - b. Shall have shown growth or development for five (5) consecutive years.
 - c. Shall have hosted at least one (1) on-campus event open to the Augsburg Community for five (5) consecutive years.
 - d. Shall act in accordance with Augsburg's Mission.
 - e. Shall be well known on campus from year to year.
 - f. Shall have a board of student leaders.
 - g. Shall have been chartered by Day Student Senate for five (5) consecutive years.
2. Organizations shall notify in writing the chairperson of the Day Student Senate Commissioning Committee of their intent to be commissioned by February 1st.
3. The Day Student Senate Commissioning Committee shall assign one of its members to each organization in order to assist with the commissioning process.
4. Organizations that wish to be commissioned for the first time shall submit an application to Day Student Senate Commissioning Committee by February 1.
 - a. Applications for commissioning should include the following materials:
 - i. A copy of the organization's Annual Chartering Review Packet for the current year, including the organization's constitution.
 - ii. A copy of the minutes from each meeting of the organization from the current academic year.
 - iii. Specific goals for each month of the upcoming year.
 - iv. Proposed Budget Allocation for the upcoming year.
 - v. List of completed and upcoming events for the current academic year.
 - vi. List of proposed events for the upcoming academic year.
 - vii. Three (3) student testimonials (one page typed each).
 - viii. Letter of recommendation from the organization's advisor.

- ix. Letter of recommendation from one (1) other authority figure.
 - x. A list of requests for student services, including office space, phone lines, e-mail addresses, a website, and miscellaneous items.
5. The Day Student Senate Commissioning Committee shall review the application for commissioning and recommend any necessary changes to the organization.
 6. The Day Student Senate Commissioning Committee shall approve the application by a majority vote before submitting it to the Day Student Senate.
 7. The Day Student Senate shall commission the organization by a two-thirds (2/3) majority.
 - a. Organizations shall attend the Day Student Senate meeting at which they are being commissioned in order to present on their organization and answer questions.

Section V. Annual Review of Commissioned Organizations

1. Commissioned Organizations shall be reviewed annually by the Day Student Senate in order to ensure that they are fulfilling the requirements for commissioned organization and are active in the Augsburg Community
2. Commissioned Organizations that do not complete the Annual Commissioning Review Process will not be recognized as commissioned for the upcoming year and will have to complete the Annual Chartering Review Process.
3. Commissioned Organizations shall notify in writing the chairperson of the Day Student Senate Commissioning Committee of their intent to remain commissioned by February 1st.
4. The Day Student Senate Commissioning Committee shall assign one of its members to each organization in order to assist with the review process.
5. Before Day Senate votes to commission a student organization again, Commissioned Organizations must provide a ten minute presentation to Day Senate for the following reasons:
 - a. Provide voting members, other than Commissioning Committee members an opportunity to cast an informed vote.
 - b. Show what the organization has accomplished during the current academic year.
 - c. Outline what the organization plans to accomplish in the upcoming academic year.
 - d. Validate status as a Commissioned Organization.
6. Commissioned organizations shall submit a Proposed Budget Allocation for the upcoming year by March 7th. The Proposed Budget Allocation
 - i. Submit a Budget Request Form per proposed event for upcoming academic year.
 - ii. The commissioner and adviser for the organization for the upcoming academic year must sign every Budget Request Form.

- iii. Meet with current Day Student Body President and Vice President, Finance Coordinator, and newly elected Day Student Body President and Vice President to discuss and review proposed budget for upcoming academic year.

Section VI. Recognized Clubs and Organizations

1. The following organizations have been commissioned by Augsburg Day Student Senate:
 - a. Augsburg Echo
 - b. Augsburg Student Activities Council
 - c. Augsburg Student Government Association
 - d. Augsburgian
 - e. Campus Ministry
 - f. Coalition of Student Activism
 - g. International Student Organization
 - h. KAUG
 - i. LINK
 - j. Murphy Square
 - k. Pan-Afrikan Student Union
 - l. Queer and Straight in Unity
2. The following organizations have been chartered by Augsburg Day Student Senate:
 - a. Association for Computing Machinery
 - b. Auggie Ultimate
 - c. Augsburg A Cappella
 - d. Augsburg Art Club
 - e. Augsburg Asian Student Association
 - f. Augsburg Chemistry Society
 - g. Augsburg College Republicans
 - h. Augsburg Cycling Club
 - i. Accounting and Finance Club
 - j. Augsburg History Society
 - k. Augsburg Spanish Club
 - l. Augsburg Student Association for Health Sciences
 - m. Augsburg Women in the Sciences
 - n. Coalition for Student Activism
 - o. College Democrats
 - p. Fellowship of Christian Athletes
 - q. Gollard Society of Medievalists
 - r. Minnesota Council for the Social Studies Collegiate Student Association
 - s. music+theater
 - t. Muslim Student Association
 - u. Outdoors Club
 - v. Student International Negotiating Team

- w. Tri-Beta Biology Honors Society
- x. Unbounded
- y. Urness Hall Council

ARTICLE VI. ASB FINANCE POLICY

Section I. The Day Student Activity Fee

1. Shall be allocated in accordance with the Augsburg College Day Student Government Finance Policy.
2. Shall be used in accordance with the Augsburg Student Body Constitution, the Augsburg Day Student Body Bylaws, and Augsburg College Day Student Government Finance Policy.

Section II. Amendment and Ratification of the Augsburg College Day Student Government Finance Policy

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

ARTICLE VII. AMENDMENT AND RATIFICATION OF ASB CONSTITUTION

Section I. Amendment and Ratification of the Augsburg College Day Student Government Bylaws

1. Proposed amendments to bylaws shall be:
 - a. Presented in writing to the Day Student Senate one (1) week in advance of voting.
 - b. Ratified by a two-thirds (2/3) majority vote in Day Student Senate.
2. Changes to the headings of articles and sections, as well as numbering of articles, sections, and clauses, that do not alter the meaning of the document may be made by the Constitution Committee.
 - a. Changes must be approved by a majority vote in the Constitution Committee.
 - b. Any changes in the bylaws must be reported to Day Student Senate at the following meeting.

Revised by *H. L. Wisner; April 1993*
Revised by *S. M. Miller; March 1996*
Revised by *Arlo Miller; November 1996*
Revised by *Bredesen, Mahle, Woodroffe, Xiong; October 2002*
Revised by *Cumings, Motl, Mahle, Moore, Porter; March 2005*
Revised by *L. Olsen, A. Hoselton, C. Shockey; September 13, 2007*
Revised by *L. Olsen, A. Hoselton, C. Shockey; September 20, 2007*
Revised by *L. Olsen, A. Hoselton, C. Shockey; September 27, 2007*
Revised by *A. Nelson, A. Assefa, B. Linde, A. Hoselton, C. Shockey; November, 29, 2007*
Revised by *A. Assefa, A. Hoselton, C. Shockey; January 15, 2008*
Revised by *A. Assefa, A. Hoselton, C. Shockey; January 25, 2008*
Revised by *A. Assefa, A. Hoselton, C. Shockey; February 19, 2008*
Revised by *A. Assefa, A. Hoselton, C. Shockey; February 26, 2008*
Revised by *A. Assefa, A. Hoselton, C. Shockey; March 4, 2008*