THE CONSTITUTIONAL BYLAWS OF THE
WHEATON COLLEGE STUDENT GOVERNMENT

The purpose of these bylaws is to establish detailed guidelines and rules and to provide general information for the operation of the Wheaton College Student Government.

ARTICLE I. ESTABLISHMENT

The Executive branch of the Student Government shall be responsible for the establishment of the bylaws and for their upkeep.

SECTION 1: Power of the Bylaws

A. Anything placed within the bylaws must be in accordance and agreement with the constitution.
B. Procedure and regulation as dictated by the bylaws must be carried out, unless the Government deems it otherwise by a majority vote of regular members.

SECTION 2: Changes

A. Any voting member or the President of Student Government can at anytime propose changes to the bylaws.
B. Any changes must be approved by an absolute majority (50% plus one of quorum present) of voting members.

ARTICLE II. ELECTION PROCEDURE

SECTION 1: Election Advertising

The advertisement of upcoming elections shall be presented by the Election Commissioner, using CPO or campus-wide posters, to the Student Body at least one week before petitions are made available.

SECTION 2: Election Timetable

A. Freshmen Elections
   1) Freshmen elections shall be conducted within four weeks of the first day of classes.
   2) The informational meeting shall be held no later than one week after the first day of classes.
B. Spring Elections
   1) The informational meeting shall be held on the final Monday of spring semester, A-quadrangle.
   2) Spring elections for campus-wide positions shall be held on the second Wednesday of B-quadrangle, spring semester, with elections for class-wide positions being held the third Wednesday of B-quadrangle, spring semester. Results of both campus-wide and class-wide elections shall be posted no later than 9am on the Friday after elections begin. In the case of run-offs for either campus-wide or class-wide positions, elections will be on the following Tuesday, with accommodations and absentee ballots provided for off-campus activities. Results will be posted no later than 11am on the Saturday after run-off elections begin.
C. Candidate Speeches

Candidate speeches shall be conducted by the Election Commissioner not more than 48 hours prior to the close of polls on the day the candidate(s) initially seek(s) election.

D. Petitions

1) The Election Commissioner shall make petitions available to students during the informational meeting.
2) The Election Commissioner must receive the petition of each individual/ticket no later than 48 hours prior to the close of polls on the day the candidate(s) initially seek(s) election.

E. Requests for Certification

An individual seeking to establish "official candidacy" as a write-in may secure a Request for Certification from the Election Commissioner only between the petition deadline and the opening of the polls.

F. Campaigning

No campaign expenditures can be made from the time immediately after the informational election meeting until the time that the person becomes an official candidate under Article III, Section 3.

SECTION 3: Becoming an Official Candidate

A. Candidate Eligibility

1) An individual must be declared an "official candidate" in order to be elected.
2) An "official candidate" cannot be on any type of probation, including academic, chapel, or disciplinary. As such, all candidates must be approved through the Registrar's office and Student Development. The Registrar must give their signature on one's petition or Request for Certification. The Student Development office must sign the Request for Certification.
B. Appearing on the Ballot

1) In order to appear on the ballot for any office, a candidate must first secure an official petition during the informational meeting or, thereafter, at the Student Government office.

2) Each candidate or ticket is required to have at least the following number of constituent signatures on his/her/its petition:
   - Student Body President/Vice President: 300
   - Committee Vice Presidents: 100
   - Class President/Vice President: 100

3) Signatures must be collected on the official petition in order to be accepted.

4) An individual seeking inclusion on the ballot shall be declared an "official candidate" by the Election Commissioner upon receipt of a completed petition.

5) All candidates appearing on the ballot must give a short speech at a time and date to be established by the Election Commissioner within the guidelines established above.

6) Candidates for Student Body President/Vice-President and for Class President/Vice-President must appear on the ballot as a team ticket. Candidates for Executive Vice-President positions shall appear on the ballot individually.

7) The names will appear by random order to be determined by the election commissioner.

C. Becoming a Write-in Candidate

1) In order to be a certified write-in candidate, an individual must secure a Request for Certification.

2) A Request for Certification shall read as follows:
   
   I/We, (name of candidate(s)), hereby seek certification as write-in candidate(s) to the office(s) of (insert office here). I/We affirm that I/We have read and understand the Constitutional Bylaws of the Wheaton College Student Government as they pertain to elections and agree to abide by them.

   The above statement shall be signed and dated by the candidate(s), Registrar, Student Development, and the Election Commissioner.

3) An individual seeking certification as a write-in candidate shall be declared an "official candidate" by the Election Commissioner upon receipt of a completed Request for Certification.

4) Write-in candidates for Student Body President/Vice-President and Class President/Vice-President must be certified as a team ticket.

5) Student Government will not display or publicize the names and/or pictures of any write-in candidates at any time before or during the election. Write-in candidates are permitted to appear in the pre-election speeches but Student Government’s display and publication towards that end is also not permitted.

SECTION 4: Campaigning

A. Preamble

All candidates must carry on a fair campaign and abide by the campaign regulations in these bylaws and as set by the Election Commissioner. Any campaigning shall be conducted in a manner that will not interfere with classroom or business activities of the campus.

B. Electorate

The electorate for the Student Government President/Vice-President and the Executive Vice-Presidents is the entire student body. For class officers, the electorate is the class that they seek to represent. Class officers must be members of the class from which they are elected.

C. Campaign expenditures

Candidates shall abide by the honor system regarding campaign spending limits. If the Election Commissioner is made aware of possible violations of the spending limits by a candidate or candidates, s/he shall inquire as to their expenditures.

D. Appearance Restrictions

In order for a candidate to appear in a campus-wide chapel service one week prior to Election Day, s/he must obtain approval from the Student Development Staff Advisor of SG. No campaigning may take place outside Edman Chapel before or after a chapel service.

E. Advertising

1) Mailings: All CPO mailings must be approved by the Student Development Staff Advisor of SG before being sent. Only one mass CPO mailing is allowed per ticket or candidate.

2) E-mails: mass E-mailing is prohibited. E-mails regarding the election cannot be sent to more than five people at one time. E-mails cannot contain any instructions or suggestions that the candidate would like the recipient of the e-mail to forward to any individuals or campus groups.

3) Anderson Commons: Any campaign material placed or put up in Anderson Commons is prohibited, except for putting posters in designated and approved areas. Also, table tents are not allowed for campaign purposes.

4) Residence Halls: Candidates must clear their advertising with the Student Activities Office.
5) General Campus Buildings: Candidate must clear their advertising with the Student Activities Office.
6) Outside: Any advertising that causes damage to college property will be charged to the candidate(s) involved. Clear all outside publicity with the Student Development Staff Advisor of SG.
7) Any infringement of the advertising rules will be dealt with by the Election Commission.

F. Collaboration
Candidates are not to present themselves as a ticket, other than the President and Vice President races.

G. Fairness
All campaigns will be run in an ethical manner with mutual respect shown toward other candidates at all times. Supporters and/or candidates can only campaign to a class or a public campus event if all candidates for the same office are permitted to speak at the same time. Any attempt by a candidate or supporter to purposely undermine another candidate's campaign will result in severe sanctions, as determined by the election commission.

H. Slander and Libel
Neither slander nor libel will be tolerated in any campaign. Slander is defined as the utterance of a falsehood that damages another's reputation unjustly. Libel is defined as any written or printed matter tending to injure a person's reputation unjustly or the act of publishing such a thing. At minimum, any slanderous or libelous statements will result in a sanction requiring retraction and public apology. Individuals committing slander or libel may be subject to Student Development judicial action.

SECTION 5: Electronic Voting

A. Preamble
The procedures for voting should allow for the equal opportunity for all students to participate in elections. The medium of electronic voting is the best way to accommodate for free and fair elections. The Election Commissioner has the duty and the authority to apply and interpret campaign regulations. Before the election begins, the Election Commissioner will provide a copy of these election bylaws to all candidates.

B. Voting
On election day electronic voting will take place for 24 hours. Ballots shall be sent out 8:00 am on election day and polls shall close 8:00 am the following morning. Any problems that may arise from the complexities of electronic voting should be reported to the Election Commissioner. It is his or her duty to provide ballots, whether written or electronic, to the effected voters. The election commissioner, due to extenuating circumstances, may accept ballots after polls close. It is also the responsibility of the Election Commissioner to provide a means for early voting. Early voting can take place up to 24 hours before polls open.

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E. Voting on Election Day
Electronic voting will take place for 24 hours, from 8:00 am on Election Day to 8:00 am the following morning.

F. Election Results
Valid election results for contested elections are contingent upon a participation of 25% of eligible voters. Participation is measured by return of an electronic election ballot. Election results will be announced by 12:00 noon the day after Election Day. In the event that no candidate(s) receive(s) a majority (50% plus one) of votes cast in an election a run-off election between the two candidates/tickets receiving the highest number of votes will be held two school days afterwards.

G. No Votes
A vote is an active, affirmative mark of confidence for only one official, certified candidate or candidate pair (as is the case of presidential/vice-presidential elections). “No Votes” are ballots in which (a) no candidate or candidate pair is selected, (b) more than the appropriate number of candidates or candidate pairs are selected, (c) indistinguishable votes are cast, or (d) votes are cast of unofficial, uncertified write-in candidates. “No Votes” will not be included in the tabulation for the winner of that electoral race.

H. Pre-Release of Results Prohibited
Administration officials and staff members necessary to running the election shall be the only ones allowed access to real time results. These persons must take special care not to hint at, divulge, or allow information to be passed on to anyone else about an election in process. The Election Commissioner and administration officials may not pre-release election results until the Election Commission certifies the final tabulation.

SECTION 6: Election Committee
A. Complaints may be levied only by candidates. These complaints or concerns will be submitted in writing to the Election Commissioner and the Commissioner will assemble the Election Committee to make a decision on the issue. Any issue relating specifically to the day of elections can be appealed within 48 hours of the closing polls.
B. If these grievances are severe enough the election committee-by a simple majority—may declare the election void and call for a new vote. If it does call for a new vote, they will present the rationale to the student body in the school paper or a letter to everyone in CPO. The Student Development Staff Advisor of SG and the Faculty Advisor must approve this letter.
C. After the rationale has been presented to the student body, an appeal may be made through a petition signed by 20% of the student body or a motion passed by a majority of the members of the Board that requests the election committee to reexamine their decision. The second decision made by the Election Commission will be final.

SECTION 7: Honor Code
When each candidate turns in a Declaration of Intent or a petition, s/he is making a commitment to uphold the highest standards of Christian honesty, responsibility, and integrity in the election process, and for the entire term of office.

Each candidate should be aware of the responsibility of his or her position, and be prepared to carry it out appropriately. Any defacing of campaign materials, slanderous campaigning, as well as signs of foul play by the candidates or by the request of candidates, will be reviewed by the election committee and given the proper penalty, in most cases being expulsion from the election.

ARTICLE III. GOVERNMENT SPENDING

SECTION 1: Stipends
There shall be no allocation of Student Government funds by way of stipends to Student Government members, ex-officio or otherwise.

SECTION 2: Establishment of the Budget
A. The Executive Vice President of Finance and Technology shall submit to the Board all budgeted expenditures for Student Government through a formal proposal within the first 3 weeks of each school year. After approving budgeted amounts, Student Government may spend in excess of the budget only through the following process:
   1) If expenses will exceed the budgeted amount for any item by $50 or more, the increase to the budgeted amount shall be formally proposed by any regular member of Student Government and voted upon by the Board.
   2) If expenses will exceed the budgeted amount for any item by less than $50, increases in the budgeted amount may be approved through a formal spending request to the Executive Vice President of Finance and Technology.
B. Should any new expense arise during the year that is categorically separate from expenditures already established in the budget, the expense shall be added to the budget and approved through the following process:
   1) If the expense is $50 or more, it shall be formally proposed by any regular member of Student Government and voted upon by the Board.
   2) If the expense is less than $50, it may be approved through a formal spending request to the Executive Vice President of Finance and Technology.
C. In the absence of the Executive Vice President of Finance and Technology, spending requests may be approved by the Vice-President.

SECTION 3: Disbursement of Funds
A. Cash advances may be obtained through the Executive Vice President of Finance and Technology with the recorded approval of the Student Development Staff Advisor of SG.
B. In the absence of the Executive Vice President of Finance and Technology, cash advances may be obtained through the Vice-President with the recorded approval of the Student Development Staff Advisor of SG.

SECTION 4: Reimbursement Policy
Any party expecting reimbursement of personal funds used for Student Government purposes must file a request for reimbursement to the Executive Vice President of Finance and Technology within 7 days of the transaction or withdrawal.

**ARTICLE IV. FUND ALLOCATION PROCEDURE**

**SECTION 1: Purpose and Eligibility**
Student Government shall provide a channel for the distribution of funds for special interest and publication clubs.

Student Government shall not discriminate on the basis of partisanship in the distribution of funds. These funds are not intended to provide a total operating budget, but rather a supplement to it.

**SECTION 2: Procedure for Fall Semester Allocations**

**A. Budget Packets**
At the beginning of the Fall Semester, any club seeking funding shall submit an itemized budget packet for the school year to the Chair of the Student Allocations Committee (SAC), which shall include the following:

- a cover letter outlining the vision and objectives for the year,
- accurate records of current funds,
- sources and estimated amounts of income (including non-student funded gifts),
- specific amounts of anticipated college funding from non-Student Government sources,
- estimated expenditures,
- the signature of the club’s faculty/staff advisor or the Assistant Director of Student Involvement.

Clubs that do not submit the above budget packet are not eligible for funding. If a student club fails to ensure the accuracy of the budget packet, it shall be liable to lose all funding for the school year.

**B. Allocation Guidelines for Special Interest Clubs**

**Step 1**
SAC shall use the following guidelines when making its funding recommendations. Of the total amount the Student Development Staff Advisor of SG has earmarked for club allocations, a minimum of 10% shall remain unallocated until the spring semester.

**Step 2**
SAC will then individually review each of the submitted budgets in private sessions with each group’s leader, business managers, or both to give oral explanations of the budgets. The more a group meets the following criteria, the more likely it shall be to receive its request:

1. Utility (how many students are serviced by the group)
2. Responsibility (history of good fundraising effort/wise spending habits, and reasonable budget allotments)
3. Quality of programming
4. Need (student groups shall be less likely to receive Student Government funding if they are funded through other college sources)
5. Well developed and well budgeted plans

SAC reserves the right to apply additional criteria for groups other than special interest clubs. The Chair of SAC shall openly publish any additional criteria.

SAC shall not recommend funding for food, banquets, parties, t-shirts, personal sports equipment, and similar expenses.

At the end of these sessions, SAC shall submit its funding recommendations to Student Government in the form of a proposal.

**Step 3**
Student Government may then amend the proposal from SAC. Any portion of club funding unallocated in the fall shall be reserved for spring allocations. The Chair of SAC shall notify groups of their final allocations as approved by Student Government and transfer fifty percent of it for the Fall Semester, and shall transfer, upon responsible conduct, at least the other fifty percent in the spring semester.

**C. Allocation Guidelines for Club Publications**
Club publications shall follow all of the steps under Section 2B. Additionally, SAC may use the following criteria to evaluate club publications:

- History of consistent publication
- Frequency of publication
- Printing costs
- Advertising capability
- Potential for longevity
- Active engagement of faculty advisor

SECTION 3: Procedure for Midyear Review

The SAC shall hold its spring allocations meetings in the first month of classes in the spring semester. Following the procedure for individual budget reviews outlined in Step 2 of Section 2B, SAC may propose to fund newly formed groups, add additional funding to established groups, or penalize irresponsible or no longer existing groups by withholding all or part of the remaining fifty percent due them. SAC will then submit recommendations for spring semester allocations to Student Government in the form of a proposal. The Chair of SAC shall notify groups of their final allocations as approved by Student Government.

ARTICLE V. STUDENT GOVERNMENT OFFICE DECORUM

Each member is expected to devote at least two hours each week on Student Government projects. Mailboxes should be checked at least once a day. Personal printing on the Student Government account is prohibited. Other guidelines for office decorum may be drawn up by each Student Government administration for usage that year.

ARTICLE VI. GUIDELINES FOR ACADEMIC GRANT FUNDING

SECTION 1: Criteria and Application Stipulations

A. The student project must be presented at an external competition or convention. The convention must be the meeting of a regular scholarly society, not simply a student competition.

B. Applications must be submitted at least two weeks prior to the conference, and will be sorted on the basis of the following priorities:
   1. Preparation of a major paper/project to be delivered at a national meeting.
   2. Preparation of a major musical work or performance at a national meeting.
   3. Paper/project/performance at a regional meeting.
   4. Recognition of work at a national meeting.
   5. Other related projects of similar import.
   6. Heavy emphasis is placed on faculty recommendation.
   7. Applicants must be undergraduates enrolled at the college. Generally, no funds are granted to students on consortium.

C. Need will be a determining factor in distinguishing between two equally acceptable applications. Students who wish to have their financial status considered may include a signed letter from the Office of Financial Aid stating that they are receiving financial aid.

D. Student projects, in most cases, should involve joint work with a professor.

E. Applicants may not be on academic probation. Each application must be accompanied by the signature of the Office of the Registrar ensuring that the student is not on academic probation.

F. Applicants must be full-time students (course load of at least 12 credit hours).

G. The application for Academic Grants will consist of:
   1. A cover letter explaining the nature of Academic Grants, requirements to receive funds, the process by which applicants will be chosen and notified, and the process through which funds will be allocated.
   2. A form to be completed by the applicant stating the nature of the conference, when and where the conference will be held and the amount requested (broken down into travel, hotel, meals, registration or other).
   3. A brief description of the project/presentation and how attending the conference will benefit the applicant academically as a Wheaton College student.
   4. Each application must be signed and approved by the student’s Department Chair and a recommendation by a faculty member or other person involved in the student’s research or performance at the conference must accompany the application.
5. The applicant must submit an expense report, consisting of a detailed account of expenditures and a copy of receipts, within 30 days following the event. A narrative report describing what the student learned from attending the conference must also be submitted within 30 days.

6. The date of receipt of the application (the day the application is returned to the Student Activities Office) will be noted as well as the date of notification (the day applicants are notified that they will be allocated funds) so that applications can be processed in a timely manner.

H. Applications should be submitted to the Student Government Vice President of Educational Policies in the Student Activities Office.

I. Academic Grants will be proposed by the Student Government Educational Policies Committee and will be subject to the approval of Student Government.

SECTION 2: Allocation of Funds
A. Costs covered by the grant allocations include project materials, conference registration and travel. In addition, allocations can help cover the costs of room and board for the day(s) that the presentation is to be given.

B. There is an allocation maximum of $400 per student, per year, while applications are being accepted. After all grant applications for the academic year have been processed, additional funds may be allocated to students who already received grants in amounts less than requested by the student on his/her application. The additional funds may not exceed their original request.

C. At the conclusion of each school year, the Academic Grant surplus will be dispersed between the Faculty and Student Government based on the percentage each allocated for Academic Grants.

SECTION 3: Publicity
A. Early in the fall semester, an informational pamphlet will be sent to all Department Chairs and professors to inform them of the purpose and nature of Academic Grants.

B. An announcement will be run in the Broadcaster to inform professors and students of the final date to turn in Academic Grant applications. This date will be determined by the Academic Grant Committee.

C. Applications will be available in the Student Activities Office within a few weeks of the commencement of the fall semester.

SECTION 4: Final Report
A. At the conclusion of the year, the Vice President of Educational Policies will submit a comprehensive report to the Student Government Board and to the Office of the Provost indicating how the funds were expended. Specifically, the report will include a list of students, the conferences attended, and copies of the expense reports.

B. During the application process, all applications, expenditures and receipts are open to review by the Office of the Provost. However, the allocation of funds will be left entirely to the discretion of the Academic Grant Committee and the Student Government Board.

C. Requests for Academic Funding from the Faculty for the subsequent year will be made at the end of the preceding year by the Vice President of Educational Policies.

ARTICLE VII. GUIDELINES FOR THE STUDENT REPRESENTATIVE SCHOLARSHIP PROGRAM

SECTION 1: Criteria and Application Stipulations
A. The student must be attending a conference that will expand the student’s knowledge of leadership, arts, an academic discipline, or else leading to spiritual growth. However, this cannot be a conference in which the student is presenting a research project/paper.

B. Students receiving the scholarship must be in a leadership role on campus, or have a letter of recommendation from a professor.

C. Applications must be submitted at least two weeks prior to the conference.

D. Applicants must be undergraduates enrolled at the college at time of the conference. Generally, no funds are granted to students on consortium.

E. Applicants may not be on any type of probation. Each application must be accompanied by the signature of the Office of the Registrar and Student Development ensuring that the student is not on academic probation.

F. Applicants must be full-time students (course load of at least 12 credit hours).

G. The application for the scholarship will consist of:
A cover letter explaining the nature of the Student Representative Scholarship Program, requirements to receive funds, the process by which applicants will be chosen and notified, and the process through which funds will be allocated.

A form to be completed by the applicant stating the nature of the conference, when and where the conference will be held and the amount requested (broken down into travel, hotel, meals, registration and other).

A brief description explaining how attending the conference will benefit the applicant in the area of leadership, art, academic discipline, or spiritual growth and edification.

An expense report, consisting of a detailed account of expenditures and copy of receipts, must be submitted by the applicant within 30 days following the event.

A narrative report describing what the student learned from attending the conference must also be submitted within 30 days.

Applications should be submitted to the Student Government Vice President of Educational Policies in the Student Activities Office.

The amount a student will receive from the Student Representative Scholarship Program will be proposed by the Student Government Educational Policies Committee, subject to the approval of Student Government.

When a club or organization applies to go to a conference together, the trip coordinator’s response to the pre-trip essay question can count as the essay response for all other individuals’ pre-trip essay question. Additionally, members of the group that need a letter of recommendation may have one letter apply to all of them.

SECTION 2: Allocation of Funds

A. Costs covered by the allocation include conference registration, travel, and room and board.

B. With rare exception, a ceiling of $200 per year, per student. Grants over $200 must be accompanied by a letter from the student explaining the necessity of such a request.

C. While the exact amount of money to be initially allocated will be determined before the conference and communicated to the student in advance, all money will be allocated once receipts equal to or above the grant amount have been received by the EVP of Educational Policies. Reimbursement will occur in a timely manner of 2-3 weeks.

D. At the conclusion of each school year, the remaining funds in the Student Representative Scholarship Program will be dispersed back into the general Student Government fund, and the board will approve an amount for the next school year.

SECTION 3: Publicity

A. Early in the fall semester, an informational pamphlet will be sent to all Academic Departments, co-curricular offices, and club presidents to inform them of the purpose and nature of the Student Representative Scholarship Program. Additionally, advertising will be done in collaboration with the Public Relations person and the EVP of Educational Policies.

B. Applications will be available in the Student Activities Office within 2 weeks of the commencement of the fall semester.

SECTION 4: Final Report

A. At the conclusion of the year, the Vice President of Educational Policies will submit a report to the Student Government Board indicating how the funds were expended. Specifically, the report will include a list of students, the conferences attended, and copies of the expense reports.

ARTICLE VIII. FACULTY BUSINESS MEETINGS

SECTION 1: Attendance

Faculty Business Meetings shall be attended ex officio by the Student Government President, Student Government Vice-President, and Executive Vice Presidents.

SECTION 2: Additional Representation

Remaining representatives to each Faculty Business Meeting shall be composed of students as appointed by the President and approved by the Board of Representatives.
ARTICLE IX. RACIAL DIVERSITY AWARD ALLOCATION PROCEDURE

SECTION 1: Purpose

The purpose of the Racial Diversity Award is to promote the awareness, understanding, and representation of racially diverse experiences and cultural traditions in the United States and abroad, with an emphasis on non-dominant racial groups. The Racial Diversity Award constitutes an approach that responds directly to the problem of underrepresentation of racial minorities and under-appreciation of racial diversity within the Wheaton College community. For the purposes of allocating the Racial Diversity Award funds, the “dominant racial group” is defined as: “Anglo,” which refers to non-Hispanic White Americans or non-Hispanic White European Americans, most of which speak the English language but are not necessarily of English descent. Non-dominant racial groups include African Americans, Indigenous People of the United States, Asian Americans, Chicano/Latino Americans, Middle Eastern or Arab Americans, and Non-White European Americans.

These funds are not intended to provide an operating budget for clubs, but rather to incentivize individual club-sponsored, campus-wide events, which are centered on underrepresented racial groups in the United States. Clubs may utilize the funds in accordance with their respective charter once the funds are distributed.

NOTE: This award shall not be applied to events which are not centered on racial diversity. For example, the Award is not intended for an event focused on the “underrepresented culture” of underground Chess clubs. This distinction is not to minimize the importance of other issues, such as gender issues, disability issues, or issues affecting non-Hispanic White Americans or non-Hispanic White European Americans. The task this award intends to accomplish must be focused in order to be effective. A lack of focus will render the Award irrelevant.

SECTION 2: Award Distribution

This award will be distributed to the three most qualified clubs who meet the eligibility requirements, have had their application approved by the Community Diversity Committee and have hosted an event which most effectively meets the Evaluation Criteria (see Section 6) of this document. Of the total amount the Director of Student Activities has earmarked for Racial Diversity Award allocations, a minimum of 50% shall remain unallocated until the spring semester. With the current allocations of $1,000 per academic year, the Award will be distributed per semester as follows:

- 1st Prize: $250
- 2nd Prize: $150
- 3rd Prize: $100

A minimum of 50% of the total amount of funds earmarked for the Racial Diversity Award by the Director of Student Activities shall remain unallocated until the spring semester. Leftover funds from each spring semester are to be added to the following academic year's allocations and distributed in a manner agreed upon by the Community Diversity Committee. The Community Diversity Committee shall administer these funds in a manner consistent with the purpose of the Award.

Awards will be distributed to the winning clubs through account transfers handled by the Student Government Business Manager. At the end of each semester, after the winners are announced, the EVP of Community Diversity shall arrange for the transfer of Award funds to their respective recipients in conjunction with the Student Government Business Manager.

SECTION 3: Eligibility

1) Eligible clubs must be listed as official clubs in the Student Activities Office prior to the submission of the application. Only clubs under the auspices of the Student Activities Office are eligible to enter events into the award competition.

2) The following more generously funded organizations within the Student Activities Office are not eligible to apply for the Racial Diversity Award:
   - Student Government
   - College Union
   - Orientation Committee
   - Solidarity Cabinet
   - Justice Coalition
3) Clubs and organizations outside of the Student Activities Office are not eligible to apply for the Racial Diversity Award. The list of clubs and organizations outside of the Student Activities Office include those within the Office of Multicultural Development, the International Student Programs Office, and the Office of Christian Outreach.

SECTION 4: Event Creation

1) For the purposes of this document, events include, but are not limited to:
   ● Guest Lectures/Speakers
   ● Movie/Documentary Screenings and/or panel discussions
   ● Interactive simulations
   ● Dances
   ● Musical performances
   ● Art displays or competitions
   ● Field trips to racially diverse areas, with an emphasis on the experiences and traditions of non-dominant racial groups
   ● Literature Releases

2) Racial diversity need not be the expressed focus of events by racially-themed student groups such as *Sabor Latino, Chinese Culture Club*, or *The Rice Bowl*.

3) Club events, in most cases, should involve joint work with a faculty advisor and consultation with the Director or Assistant Director of the Office of Multicultural Development.

4) Any eligible club which would like to apply for the Award, but requires advice or direction for event planning, can set up an advisory appointment with the Community Diversity Committee for training and event brainstorming in matters of racial diversity.

SECTION 5: Application Process

1) At the beginning of each fall and spring semester, the EVPCD shall release information regarding the Racial Diversity Award to eligible clubs and organizations within the Student Activities Office.
   a. The EVPCD shall release this information in person or by proxy at the Student Activities Office training sessions for clubs.
   b. The information released shall consist of the following:
      ● The purpose of the Racial Diversity Award
      ● The semester deadline for events and event application submission
      ● The process by which applicants will be chosen and notified
      ● The process by which applicants may obtain counsel from the Community Diversity Committee in preparation for their event
      ● The process by which funds will be allocated to recipients of the Award
      ● The application for the Racial Diversity Award

2) The Community Diversity Committee shall create a Racial Diversity Award Application.
   a. The Racial Diversity Award Application shall include a pre-formatted application. The pre-formatted base application shall include spaces for the following:
      ● The name of the applying club(s) or organization(s)
      ● The name of the event the club or organization is entering
      ● The date the event the club or organization is entering was held
      ● The signature of the club or organization president
      ● The signature of the club or organization advisor recommending the award
   b. The Racial Diversity Award Application shall include a portion instructing applicant(s) to attach a narrative report to the completed pre-formatted portion of the application. The narrative report shall include the following information:
      ● The content of the event that was held
      ● The creativity of the applicant(s) as exhibited by the relation of the event’s content to the club or organization’s mission
      ● The quality of the event’s overall programming
      ● The utility of the event (i.e. an estimated number of those served by the event and the assumed impact of the event on attendees)
      ● The club or organization’s wise use of funds as demonstrated by an explanation of how funds were acquired and well used
3) The Community Diversity Committee shall publicize the existence and the nature of the Award throughout the school year via print and/or digital media. The contact information of the EVP CD, or another designated Community Diversity Committee member, shall be released along with this information.

SECTION 6: Evaluation Criteria

The Community Diversity Committee shall evaluate submitted event applications by the degree to which they meet the required Evaluation Criteria below. The Community Diversity Committee is to organize the events from most qualified to least, awarding the three most-qualified events with the respective award amounts decided upon by the Committee for that semester (see Section 2). These criteria are not formulaic, but shall serve as guidelines in the evaluation process. Content, shall carry the most weight in deciding the winners.

1) Content:
   a. The content of the event was centered on the beliefs, history, social experiences, artistic or literary expressions, and/or traditions of one or more racial minorities in the United States or abroad. The minorities' culture should stand out against that of the experience and customs of the majority group.
   b. The event was focused on themes or issues pertaining to the promotion of racial reconciliation in the United States or abroad.
   c. The event took a substantial account of groups drawn from any of the following categories: African Americans, Indigenous People of the United States, Asian Americans, Chicano/Latino Americans, Middle Eastern or Arab Americans, Non-White European Americans, and members of non-dominant racial groups abroad.
   d. The event was integrative, having the attendees engage the chosen group or groups, as mentioned above in the larger context of the U.S., global society, history, or culture.

2) Creativity:
   a. The event was creatively integrated into the mission of the club. Clubs that do not have explicit “racially themed” missions shall be weighted more on this point. However, this does not disclude “racially themed” clubs from being considered in this criterion.
   b. The event was a new event that did not occur in previous years, or at least recent years. Or, the club made creative adaptations to an event that occurs on a regular basis.

3) Quality:
   a. The event was thoroughly planned and thereby served its purpose when executed.
   b. The club demonstrated a sincere effort to advertise their event (i.e.: posters, campus-wide emails, social media, etc.).

4) Utility:
   a. The event was attended by a high quantity of individuals.
   b. The event furthered the awareness, understanding, and representation of racially diverse experiences and cultural traditions in the United States and/or abroad.

Members of the Community Diversity Committee are encouraged to attend prospective Racial Diversity Award events to assess Content, Creativity, Quality, and Utility as they relate to the overall success of the events. The experience of the attending Community Diversity Committee members will serve as a resource for evaluating these criteria in addition to the narrative report. Then, the narrative report submitted by the applicant(s) will also be used to assess Quality and Utility, however the experience serves to validate whether or not the narrative report accurately reflects the reality of the event’s success. In such cases where Community Diversity Committee members are unable to attend an event, the narrative report and secondhand accounts will serve as resources for evaluating Quality and Utility.

ARTICLE X. ANNUAL STUDENT EXPERIENCE ASSESSMENT (SEA) SURVEY

SECTION 1: Formulation
   A. The Services Manager shall chair the Research Think-tank.
   B. The Services Manager shall review the executive summaries of previous surveys to serve as a resource in Student Government meetings and to prevent redundancy in the developing survey.
   C. At the beginning of the academic year, the Services Manager shall provide the necessary assistance to the Executive Vice Presidents to help them formulate appropriate survey items.
   D. Each participating Executive Vice President with the support of their committees must submit their survey items to the Services Manager by the end of A quad.
   E. The Services Manager shall collate all survey items, and frame the survey in the most effective way possible. This process might involve lengthy edits and consultation with the relevant authorities on campus, such as the Dean of Information and Technology, or the other professors who might have expertise in such areas.
F. The survey shall be finalized by the end of first semester.
G. The survey shall include at least one open-ended question for input regarding future Student Government initiatives.

SECTION 2: Implementation
A. After thorough advertising, the survey shall be released via email to the student body at the start of the second semester.
B. The survey shall be closed by the end of approximately the third week of second semester.
C. A portion of Student Government’s budget may be set aside as to purchase incentives for students to participate in the survey. These incentives can take any form at the discretion of the Services Manager, but recommended incentives can range from gift cards to small electronics.
D. Sponsors, in the form of departments or offices, from around campus may be found to assist in the incentivization of students, in order that questions in the survey might contribute to their understanding of students and campus life.
E. It is strongly encouraged to consult with additional data from the Office of Institutional Research.

SECTION 3: Analysis
A. The Services Manager is responsible for the creation of a report, which shall contain an executive summary of the data and an interpretation of results of interest. This report shall be presented to Student Government before Spring break.
B. Specific data analysis methods shall be left up to the discretion of the Services Manager.

SECTION 4: Archiving
A. The entire survey and results shall be electronically archived in the same drive as all other Student Government files. The report, mentioned in Section 3, shall be published and stored in the Student Government cabinet for future reference.
B. Before the end of the academic year, copies of the report shall be distributed to the newly elected Student Government board.

Revised this 5th day of February in the Year of our Lord 2016 and of Wheaton College the 156th.
Joshua D. Fort, Student Body President