

## Senate Bill Number SP21 SB005

### A Bill to Amend the Auditory Bylaws

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**The Senate of the Associated Students of Lewis & Clark understand and acknowledge:**

One of the ASLC Value Statements in the ASLC Code of Conduct is transparency. Part of the Auditor role is to maintain the transparency by writing the minutes of Senate meetings (Article II Section 4, Subsection b). Other committees like SOC (Article III, Section 2) are required in their bylaws to have minutes taken as by SOC members. SAAB does have its own note taker (Article VI, Section 2, Subsection a, Clause i) as another committee that takes minutes. According to the ASLC Constitution the Auditor is supposed to quantitative and qualitative data regarding ASLC and Lewis & Clark College (Article III, Section 15, Clause (h), subclause iv). Having data on elections, positions, and ad-hoc committees should be a part of the Auditor job. This also ties into why the Auditor should also do a bi-yearly survey addressing where students stand with ASLC.

**Therefore, the Senate of the Associated Students of Lewis & Clark enacts:**

**Section 1: Amend Auditor Bylaws Article II, Section 3 to read:**

#### 3. Auditory Staff Members

- a. The Auditory may appoint as many staff members as the Auditor sees fit to complete the duties of the Auditory Committee
- b. Staff are to be appointed at the discretion of the Auditor
- c. Staff shall serve as assistants to the Auditor in all matters pertaining to the office of the Auditory
- d. Staff shall be delegated Auditory tasks by the Auditor as the Auditor sees fit
- e. The following procedural guidelines shall govern the removal of a staff member by the Auditor
  - i. The Auditor must provide said staff person with a written warning outlining performance or duty fulfillment difficulties and shortcomings
  - ii. If said staff member's performance or behavior is found to be inadequate subsequent to a written warning, the Auditor may remove the staff member
  - iii. If an on-commission payment arrangement was documented prior to dismissal, payment will be prorated accordingly
  - iv. If said staff member desires, they may appeal their dismissal to the Student Policy Advisory Committee, who are vested with the power to invalidate the dismissal

**Section 2: Amend Article II: Add Section 4 to read:**

Introduced on April 6, 2021 by Auditor Payton Schurr '23 and Alaryx Tenzer '23.

Adopted on Month Day, Year

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#### 4. The Auditory Minutes Taker

- a. Shall be hired by the Auditor and receive a mandatory note taking training that discusses FERPA
- b. Will attend all Senate and Cabinet meetings
- c. Will be available to other committees required to take minutes
  - i. Will be the official note taker for Allocations day
- d. Shall provide minutes from Senate to the Auditor to be posted for the student body
- e. Shall be compensated through a semesterly stipend of \$250
- f. Is a non-voting member of the Auditory Committee

#### Section 4: Amend Auditor Bylaws Article III, Section 1 to read:

1. Shall maintain a library of files including, but not limited to, papers, reports, and other documents relevant to the College and ASLC. Every semester the Auditor will create google folders on the Auditor drive for each committee and the committees will save all their documents to their folders.

#### Section 5: Amend Article III: Add Section 7 to read:

7. The Auditor will write up a Summary Report for the following, but not limited to, Senate elections, Cabinet elections, ASLC positions such as the ASLC executive assistant, and Ad Hoc Committees.

- a. The summary reports should contain the following, but not limited to,
  - i. ASLC Position
    - a. Context
    - b. Applicants
    - c. Hiring Process
  - ii. ASLC Elections
    - a. Context
    - b. Applicants
    - c. Elections Process
  - iii. ASLC Ad Hoc Committees
    - a. Context

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- b. Process
  - c. Applicants
  - d. Appointment Process
  - e. Moving Forward
- b. All Summary Reports will be available for the student body to request and available for ASLC members

#### **Section 6: Amend Auditor Bylaws Article V, Section 3 to read:**

3. Each academic year the Auditory shall be responsible for maintaining, distributing, and overseeing the following mandatory inquiries:
- a. At least one survey concerning issues of relevance must be distributed to the Student Body
  - b. An active and ongoing feedback collection system, both online and in paper, allowing for students to submit feedback at any time on any faculty member, staff member, administrator or student official
  - c. An anonymous Student Senate Evaluation form shall be distributed to all Senators, Representatives, and Cabinet Members, Auditor included, with an allotted amount of time in which the evaluation must be completed
    - i. A report on the evaluations' results will be presented to the following year's Cabinet and Senate
  - d. A student feedback survey that will address how students perceive ASLC and the ASLC values

#### **Section 7: Amend Auditor Bylaws Article VI, Section 1 to read:**

- 1. Upon request, the Auditor must make available the following to all members of ASLC:
  - a. Institutional data and information pertaining to the college
  - b. The results of surveys and inquiries
  - c. Auditory Reports

#### **Section 8: Effective immediately.**

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Section 9: Space and enumerate as needed.

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