



The Auditory Bylaws

The Associated Students of Lewis & Clark

Article I - Purpose and Scope

1. The Auditory exists to ensure that the Associated Students of Lewis & Clark (hereafter: ASLC) and the student body can be accurately, thoroughly, and contemporarily informed on matters pertaining to the institution of Lewis & Clark College and general issues in higher education
2. These bylaws cannot be construed to contain any implied rules, powers, and abilities not explicitly stated

Article II - Membership

1. The Auditory shall consist of at least one (1) member
2. The Auditor
 - a. Shall manage and oversee the Auditory
 - b. Shall serve as the chief operating officer of the Auditory and its operations
 - c. Shall circulate, receive, and approve applications for Auditory staff members
 - d. Shall set goals and tasks for the Auditory as not already assigned by the Senate
 - e. Shall establish standard operating procedures for the Auditory when not stipulated within the ASLC Constitution and these Bylaws
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

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

Article III - Duties

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
2. Shall be available to all members of the ASLC to research issues of relevance to student governance
3. Shall formally disseminate data and findings to the Senate, Cabinet, and student body
4. Shall manage inquiries and investigations in accordance with Article IV of these bylaws
5. Shall carry out student surveys as per Article V of these bylaws
6. 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
 - 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

Article IV - Inquiries and Investigations

1. Shall be managed by the Auditor
2. Shall include interviews, assessment of relevant documents, and other research, as necessary
3. All inquiries and investigations, unless explicitly stated otherwise by the Auditor, shall be kept confidential until the conclusion of the investigation
4. The Auditor, upon approval by the Auditor, shall release the results of the investigation or inquiry, steps taken, and any relevant data utilized in the investigation or inquiry
5. The Senate may order an inquiry or investigation on a specified topic upon approval by a majority (>½) vote of the Senate; that topic will be given priority

Article V - Surveys

1. The Auditor is responsible for proctoring and constructing all ASLC surveys
 - a. Although the ASLC possesses the survey data, they are neither directly responsible for conducting the surveys nor limited in utilizing the data
 - b. Any third party within the college—a course, class, or other group—who wishes to carry out a survey regarding or for the benefit of the ASLC may do so
2. Auditor surveys must be distributed to all undergraduate students of Lewis and Clark College
3. Each academic year the Auditor 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
4. The Senate may order the proctoring of a survey on a specified topic upon approval by a simple majority (>½) vote of the Senate; that survey will be given priority
5. The Auditor should consult with relevant academic resources and faculty to assist in preparing a useful survey
6. These surveys shall always measure a student's concerns, grievances, or priorities for funding concerning the college or ASLC

7. The results of all surveys distributed by the Auditor shall be made publicly available at or prior to the end of each academic year in which they were distributed

Article VI - Dissemination and Availability of Information

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. Auditor Reports
2. Upon request, the Auditor shall provide data and information to student-run media
 - a. The request must be furnished within three days, or upon documentation and recording of the requested information
3. All historical records, survey results, and institutional information must be made publicly available upon request, unless proscribed by State or Federal law, or college policy

Article VII - Monies

1. The Auditor may apply for a budget from the SOC
2. This budget may be used to carry out assigned duties or assumed duties
3. Any member of the Auditor may propose a budget allocation to be approved by the members of the Auditor
4. The allocation must be approved by a 2/3 majority of committee members to be approved
5. The Auditor may vote in this approval

Article VIII - Amendments

1. These bylaws may be amended by a two-thirds ($\frac{2}{3}$) vote of the Senate
2. Last amended on 06/04/2021