



# Bard College

## Student Government Bylaws

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## 1. COMMUNICATIONS BRANCH

### SECTION 1.1 PROCEDURES OF THE *SPEAKER OF THE STUDENT BODY*

- a) It is expected that the candidates for *Speaker of the Student Body* have served no less than one full term in any capacity of Bard Student Government.
- b) The *Speaker* shall be the only student who has access to the *speaker@bard.edu* email account, which has access to the [undergrad] listserv.
- c) The *Speaker* shall meet with the Student Government Advisor once a week.
- d) The *Speaker* shall ensure a smooth transition of responsibilities between the *Speaker* and the *Speaker-elect* of the following year. The outgoing *Speaker* shall be compensated for their time.
- e) The *Speaker* shall be responsible for overseeing the smooth transition of the newly elected chairs of the Central Assembly during the course of the respective intercession after the election. As part of the aforementioned oversight, the *Speaker* shall ensure that incoming chairs have received the proper training from outgoing chairs.
- f) The *Speaker* shall advocate for certain student projects as they arise, if the initiating student or committee chair so approves.

### SECTION 1.2 PROCEDURES OF THE *ARCHIVIST*

- a) The *Archivist* will join the *Speaker of the Student Body* and the *Student Life Committee Chair* at their weekly meetings with administration in an effort to continue transparency and communication between the administration, BSG, and the larger student body.
- b) These documentations will be made available to the public except for information that proves to be confidential, personal, or effectually irrelevant for the student body to know on a large scale.
- c) These determinations will be made by the administrators, the *Student Life Committee Chair*, and at the ultimate discretion of the *Speaker of the Student Body*.
- d) The *Archivist* will work concurrently throughout the semester with the Resident Archivist at Bard College to continue to work towards encouraging more sophisticated forms of document retention.
- e) The *Archivist* will hold a meeting with the outgoing Chairs of the Central Assembly in an effort to inscribe, describe, and amend the potential implicit responsibilities not stated in the Constitution or the Bylaws, but that are considered essential to the functioning of the committee.

## 2. FINANCIAL BRANCH

### SECTION 2.1 CONVOCATION FUNDS

- a) The funds available to the Student Body shall be constituted by the sum of all Student Activities Fees collected in a given semester plus any allocations remaining from the previous semester's club accounts. The combination of these funds shall be henceforth referred to as the Convocation Fund.
- b) It shall be the role of the Fiscal Committee, henceforth referred to as FiscComm, to handle the Convocation Fund and its distribution.

## SECTION 2.2 PROCEDURES OF THE FINANCIAL BRANCH

- a) It shall be the role of FiscComm to oversee all requests for Convocation Funds, Stimulus Funds, or transfer requests, henceforth referred to as budget requests.
- b) No member of FiscComm, with regards to any Student Organization of which they are a head, member, or in which they have a vested interest, may vote on any budget request from that Student Organization.
- c) The *Speaker of the Student Body* and the *Treasurer* receive all budget requests submitted to FiscComm, but neither possesses voting rights with regards to such requests. They act in an advisory role, and can contribute to discussions as appropriate.
- d) In the event of a tie among FiscComm votes regarding budget requests, the *Speaker of the Student Body* shall be able to cast the tie-breaking vote.
- e) The *Treasurer* shall receive all budget requests submitted to FiscComm and shall vote during budget deliberations.

## SECTION 2.3 THE BUDGETING PROCESS

- a) Any club that fails to submit a proposed budget in the correct format and cover letter to FiscComm, or sign itself up for Budget Review by the set deadlines shall be allocated a penny budget for the semester.
- b) Any club that fails to mark its attendance at Club Head Day shall receive a 5% budget deduction.

## SECTION 2.4 CLUB REGISTRATION

- a) All clubs wishing to receive monies from the Convocation Fund must register their club by the Friday following the first day of classes.

## SECTION 2.5 CLUB HEAD DAY

- a) At the beginning of every semester, FiscComm shall hold Club Head Day, at which the *Chair of the Fiscal Committee* shall explain the budgeting process, and detail all relevant dates and guidelines. Club Head Day shall occur on the Saturday following the first day of classes.
- (b) All Clubs wishing to receive monies from the Convocation Fund must send at least one club representative to Club Head Day in order to mark their club present and fit to receive such monies.
- c) A Club Head Guide shall be created each semester by Student Activities. The Club Head Guide shall be distributed at Club Head Day; this document shall contain additional information to which clubs must adhere.

## SECTION 2.6 BUDGET REVIEW

- a) The dates and times of Budget Review shall be decided by the *Chair of the Fiscal Committee*, so long as they allow for the budget to be ready by Sunday before 8 pm.
- b) Clubs that fail to sign up or submit their proposed budget and cover letter by the deadline shall receive a penny budget.

- c) Per the cover letter requirement, clubs shall be required to answer a questionnaire that shall be created by the *Chair of the Fiscal Committee*. Clubs shall be able to submit their budget materials and sign up for Budget Review online before the deadline.
- d) Clubs shall be required to attend a 5 minute budget with at minimum two members of the Fiscal Committee, the Treasurer, or Speaker of the Student Body.
- e) If the Fiscal Committee finds a club has provided sufficient information with its budget and cover letter alone, it shall be able to waive the requirement for the club to meet before receiving its budget.

## SECTION 2.7 THE FISCAL COMMITTEE DRAFT BUDGET AND BUDGET FORUM

- a) After Budget Review, FiscComm shall prepare a draft of the Budget of the Student Body, including total allocations for each Club; it shall also include commentary on each club's proposed budget.
- b) The Draft Budget shall all be made publicly available at least by 8 PM on the Sunday before Budget Forum. The Speaker shall email the budget to all club heads.
- c) After the publication of these materials, and continuing until 48 hours before Budget Forum, Clubs shall be allowed to submit via email to [speaker@bard.edu](mailto:speaker@bard.edu) proposed friendly or hostile amendments to the draft budget. All amendments to the Draft Budget shall be presented and voted on at Budget Forum.
- d) A Friendly Amendment is an open request for other clubs to donate portions of their budget to the club requesting the amendment. These amendments require no additional vote from the student association in order to pass.
- e) A Hostile Amendment is a specific request for a named amount of money from a specific club to the club requesting the amendment. These amendments must be voted on by all students in attendance, and be passed by a two-thirds majority vote.
- f) The *Speaker of the Student Body* shall notify any club whose budget stands to be altered by a hostile amendment at least 24 hours prior to the start of Budget Review.
- g) At Budget Forum, the *Speaker of the Student Body* shall call up speakers from the club proposing friendly or hostile amendments and speakers from the club against which a hostile amendment is directed. Each party should be allotted 30 seconds to speak regarding their amendment. Those supporting or opposing an amendment shall, in lieu of the club speakers, be allowed to submit a written statement, which shall be read by the *Speaker of the Student Body*. These statements shall also be limited to 30 seconds.
- h) Every hostile amendment to the Draft Budget requires a vote of two-thirds to be adopted. It shall be the responsibility of the members of the Central Assembly to count such votes. The *Speaker of the Student Body* shall then announce the results.
- i) After all amendments and motions have been submitted to a vote, and all donations have been communicated to FiscComm, the budget as a whole shall be submitted to the Forum for a vote. The Forum shall, by a two-thirds majority vote whether to accept or reject the finalized budget. If the finalized budget is rejected, another Budget Forum shall be held two days following the original Budget Forum.
- j) After Budget Forum, the *Treasurer* shall log all transfers in the Student Body Ledger.
- k) The *Chair of the Fiscal Committee* shall be responsible for publishing, publicly, the finalized Budget of the Student Body.

## SECTION 2.8 ADDITIONAL STUDENT ORGANIZATION FUNDING

- a) Student Organizations may transfer funds from their own budget towards the budgets of other Student Organizations. To transfer their funds to another club, the club providing the transfer shall submit a transfer request using the form provided by FiscComm, detailing how much money is to be transferred, to what club, and for what purpose. All club transfers must be approved by the *Chair of the Fiscal Committee*.
- b) Student Organizations may request Stimulus Funds by using the form provided by FiscComm. Stimulus Fund requests must detail how much and for what purpose the money is being requested.
- c) A decision on Stimulus Fund requests shall be released to relevant Club Heads each Wednesday, so long as the request was received before Monday at 5:00 pm. Any votes not cast by members of the Fiscal Committee before Wednesday at 5:00 pm shall be considered abstentions. The spending workshop, held in the beginning of each semester, shall be mandated for new clubs and new club heads. Any new club and/or club head that does not attend the workshop shall have a 5% penalty to their budget.

#### SECTION 2.9 BUDGET AND SPENDING OVERSIGHT

- a) Halfway through the semester, the *Treasurer* and FiscComm will meet to assess the current state of club spending and devise an appropriate way to hold clubs accountable for their budget.

#### SECTION 2.10 PRE-ALLOCATION REQUESTS

- a) Student organizations that wish to utilize Convocation Funds prior to the normal budgeting process, may submit pre-allocation requests via email to FiscComm.
- b) Pre-allocation request must be submitted to FiscComm by a date to be determined by the *Chair of the Fiscal Committee* that is at least two weeks before the end of the previous semester.

### 3. THE CHARTER CLUB PROCESS

#### SECTION 3.1 ELIGIBILITY AND APPLICATION FOR CHARTER CLUB STATUS

- a) A student club that strives to meet a vital and unfulfilled need of the Bard community may achieve recognition of its centrality to the purpose of the Student Association through the ratification of a charter.
- b) Any student club is eligible to apply for chartered status, provided it has drawn a budget from the Convocation Fund for at least nine consecutive semesters.
- c) Two types of charters shall be granted:
  - i) Organization charters;
  - ii) Service charters.

#### SECTION 3.2 CHARTER REVIEW COMMITTEE

- a) A Charter Review Committee shall be constituted in order to evaluate charter applications, approve their incorporation, allocate Charter Club Budgets, and periodically review chartered organization performance.
- b) The Committee shall be composed of FiscComm, including the *Treasurer*, with each member allotted a single vote. Additionally, the *Speaker of the Student Body*, who may only vote as a tie- breaker, must be present at all Charter Review Committee meetings, as well as the Director of Student

Activities, who may not vote, but shall be present at the meetings of the Charter Review Committee in order to provide consistency, and elaborate on historical precedence.

- c) All matters under consideration by the Committee must be approved by a majority of voting members.

### SECTION 3.3 ORGANIZATION CHARTERS

- a) In its evaluation of chartered organizations and of clubs applying for that status, the Charter Review Committee shall seek to promote activities that serve at least four of the following five purposes:
  - i) Community building;
  - ii) Education and awareness;
  - iii) Cultural outreach;
  - iv) Political or social engagement;
  - v) Advocacy for under-served populations at Bard.
- b) An organization charter shall consist of three parts:
  - i) A mission statement;
  - ii) Specific benchmarks to annually assess progress towards these goals agreed to by both the organization and the Review Committee;
  - iii) A plan to transition leadership and ensure club sustainability, whether in the form of a Constitution or other means.
- d) A chartered organization and clubs applying for that status must meet the following requirements:
  - i) Engagement with the Bard community, and activities inclusive of individuals who are not members of the club or organization;
  - ii) Open meetings, which must be advertised at the beginning of each semester;
  - iii) A presence at Club Fair;
  - iv) Attendance at charter club gatherings hosted by the MDC.
- e) Organizations must meet the following requirements the semester after attaining chartered status:
  - i) Designation of officers, including at least a club head and a treasurer, through democratic means;
  - ii) Representation by a single club member to the Chartered Organization Council.
- f) Failure to adhere to the terms of the charter, to meet the requirements specified above, or to efficaciously serve the five purposes for chartered organizations specified above, shall all constitute grounds for revocation of the charter.
- g) The last date to submit an application for an organization charter shall be the fourth Monday of the Spring semester. An application shall consist of:
  - i) A narrative history of the club, reflecting upon the club's purpose and role in the community, of a length determined by the Review Committee;



- ii) A letter to the Review Committee addressing how the club fulfills at least four of the purposes specified above, demonstrating achievement of the requirements specified above, and outlining how the club intends to meet the other requirements specified in above;
  - iii) A proposed charter.
- h) The Charter Review Committee shall be convened when applications are pending. It shall choose between three available options:
  - i) Acceptance of the submitted charter in full;
  - ii) Proposal of changes to the submitted charter, continuing to work with the club to develop a refined charter to the satisfaction of both parties;
  - iii) Rejection of the application as being wholly without merit.
- i) At the end of the Spring semester, any applications that remain pending shall be considered rejected.
- j) A chartered organization shall be granted the following prerogatives of its status:
  - i) The ability to submit budget requests to the Priority Fund;
  - ii) The ability to roll over its remaining budget between semesters and to request budget lines intended for future expenditure.
- k) The use of the Priority Fund does not preclude a chartered organization from making Convocation Fund requests through the usual means.
- l) In the 4th week of the Spring semester, all currently chartered clubs must submit a progress report to the Charter Review Committee and sign up for a time to meet with the committee to discuss the club's charter status and review plans for the future.
- m) All chartered organizations shall be represented by a single member on a Chartered Organization Council. No individual may serve as representative of two or more clubs. The goal of the Council is to encourage cooperation and the development of community among the chartered organizations and to represent their needs to the Student Association, the administration, and the wider Bard community.

#### SECTION 3.4 SERVICE CHARTERS

- a) In its evaluation of chartered services and of clubs applying for that status, the Charter Review Committee shall seek to preserve clubs that provide a free service without prejudice or restriction to all members of the community. A service charter shall consist of three parts:
  - i) A mission statement;
  - ii) Specific descriptions of the service provided;
  - iii) A plan to ensure club sustainability.
- b) Chartered services and clubs applying for that status cannot spend more than 10% or \$250 of their priority fund budget, whichever is the least, towards non-service spending. Failure to adhere to the terms of the charter or violation of the non-service spending limit specified above shall both constitute grounds for revocation of the charter.
- c) The last date to submit an application for a service charter shall be the fourth Monday of the Spring semester.

- d) An application shall consist of:
  - i) A letter to the review committee describing the history of the club and explaining the vitality and accessibility of the provided service;
  - ii) A proposed charter.
- e) The Charter Review Committee shall be convened when applications are pending. It shall choose between three available options:
  - i) Acceptance of the submitted charter in full;
  - ii) Proposal of changes to the submitted charter, continuing to work with the club to develop a refined charter to the satisfaction of both parties;
  - iii) Rejection of the application as being wholly without merit.
- f) At the end of the Spring semester, any applications that remain pending shall be considered rejected.
- g) A chartered service shall be granted the following prerogatives of its status:
  - i) The ability to roll over its remaining budget between semesters and to request budget lines intended for future expenditure;
  - ii) FiscComm shall view budget requests of services with due consideration of their recognized vitality to the Bard community, and shall seek to the best of its ability to ensure their full perpetuation.
- h) In the 4th week of the Spring semester, all currently chartered clubs must submit a progress report to the Charter Review Committee and sign up for a time to meet with the committee to discuss the club's charter status and review plans for the future.
- i) A service charter may be revoked by either FiscComm or the Charter Review Committee at any time on the grounds specified in above. Such revocation shall not affect the status of previously allocated funds.

### SECTION 3.5 THE PRIORITY FUND

- a) The Priority Fund consists of Convocation Fund monies to which chartered organizations receive preference. The Priority Fund is allocated by the Charter Review Committee at the end of each academic year for expenditure in the subsequent year.
- b) Chartered organizations shall submit Priority Fund requests in the second week of April. Along with this request, they shall submit a detailed report of the organization's sponsored activities and events of the preceding year.
- c) The Charter Review Committee shall evaluate the merit of these requests and allocate funds on the basis of the following criteria:
  - i) Furtherance of the goals specified above;
  - ii) Creativity and originality in programming;
  - iii) Past performance and demonstrated ability to achieve goals.
- d) The Charter Review Committee shall comply with all policies governing legitimate expenditures established by FiscComm and the Student Forum.

- e) An organization shall be allowed to retain its charter for one year without receiving an allocation from the Priority Fund, should either the organization opt not to submit a request or the Charter Review Committee opt to deny funding. If the organization does not receive an allocation for a second consecutive year, this shall automatically result in the revocation of chartered status.

## 4. STUDENT LIFE BRANCH

### SECTION 4.1 PROCEDURES OF THE STUDENT LIFE COMMITTEE

- a) The Student Life Committee shall meet once a week while the college is in session.
- b) Quorum for meetings of the Committee shall be one half of all active members and the *Chair*.
- c) The Student Life Committee, or its designated representatives, shall meet with department heads, College Administrators, Health Service personnel, Peer Counselors, and others to obtain information and represent Student Body policy on all issues which affect student life.
- d) The *Student Life Committee Chair* shall meet weekly with the staff of the Dean of Students Office to review the effects of existing and proposed college policy on student life, and to represent Student Body policy.
- e) Any member of the Student Body may file proposals, suggestions, or complaints in writing to the Student Life Committee.
- f) The Committee may decide that a particular proposal, suggestion, or complaint does not fall under the jurisdiction of the Student Life Committee, or that the issue in question falls more appropriately under the jurisdiction of another BSG committee. On these grounds the Student Life Committee may choose not to discuss the proposal.
- g) The Student Life Committee shall conduct all business by consensus whenever possible.
- h) Every semester, the Student Life Committee shall send out at least one general survey seeking student input on student life at Bard. Other surveys may be sent out based on the needs of the Committee.
- i) Members shall not act on initiatives if they are not supported by a committee consensus.

### SECTION 4.2 STUDENT PROJECT FUND

- a) At the beginning of each semester, the Fiscal Committee shall set aside 2% of the total each semesters available Convocation Fund to the Student Project Fund (SPF).
- b) The SPF shall be allowed to rollover between semesters for the purpose of accumulating the monies necessary for large-scale projects.
- c) The SPF shall not exceed 5% of each semester available Convocation Fund unless allocated additional monies from the Stimulus Fund.
- d) The SPF shall be allocated towards on-campus, community projects accessible to all members of the Student Body.
- e) The SLC shall poll popular project proposals with the Student Body. To pursue use of the SPF, a project proposal must have the approval of at least 10% of the polled Student Body population.

### SECTION 4.3 PROCEDURES OF THE EDUCATIONAL POLICIES COMMITTEE

- a) The Educational Policies Committee shall maintain regular contact with the Office of the Dean of the College in order to stay updated on proposed changes to academic policy.
- b) The EPC shall be responsible to respond to administrative decisions of faculty reappointment and tenure.
- c) The EPC shall correspond with the Dean of the College, the Faculty Executive Committee, and/or the Faculty Senate at least once each semester to provide these bodies with student input regarding proposed changes to educational policy.
- d) The EPC shall be responsible for participating in the faculty evaluation process in accordance with the faculty evaluation document, available at the Office of the Dean of the College.
- e) The EPC shall be responsible to address students' expressed concerns with academic policies at the College.
- f) The EPC shall be responsible for thoroughly reviewing any tenure or rehire decision made by the President of the College should a group of at least twenty students' petition the *EPC Chair* for such a review. In the case that such a review is performed, and the committee decides the action taken by the President is in conflict with student interest, a report detailing why must be produced. This report must be sent to the President, Dean of the College, Faculty Executive Committee, the two student representatives to the Board of Trustees, and the students who petitioned for the review.
- g) The *Chair of the Educational Policies Committee* shall attend meetings of the full faculty.
- h) The EPC shall be responsible for summarizing the results of the Senior Exit Survey in the form of a report to be submitted to the Dean of the College and the Faculty Senate once every academic year.

#### SECTION 4.4 PROCEDURES OF THE MULTICULTURAL DIVERSITY COMMITTEE

- a) The Multicultural Diversity Committee shall organize and host at least two events on culture/race/diversity that are open to the student body every semester.
- b) The Multicultural Diversity Committee shall meet with the Bard College administration at least once per year to discuss issues relevant to the work of the MDC, including but not limiting to information regarding current and pressing issues of race and racism on and off campus
- c) At least one member of the Multicultural Diversity Committee shall attend all CIE meetings as a student representative.
- d) The Chair of the Multicultural Diversity Committee shall meet with the Campus Climate Team on an at least yearly basis.

## V. JUDICIAL BRANCH

#### SECTION 5.1 PROCEDURES OF THE PEER REVIEW BOARD

- a) Sanctions shall be enforced by the appropriate authority. The PRB shall ensure that details of the sanctions are communicated to the appropriate bodies, and shall monitor the enforcement of the sanctions. Failure to complete the sanctions or incurring an additional offense shall result in a reopening of the case and potential for further sanctioning.
- b) Copies of all written documents pertaining to the case shall be made available to inquiring parties involved in the case and the Dean of Student Affairs Office.

- c) Five members shall constitute a quorum. The quorum must consist of the *Chair of the PRB* or the *Vice Chair*, and three student Board members.
- d) In cases of conflict of interest, board members shall excuse themselves and an appropriate alternate member shall serve.
- e) The PRB shall establish a weekly hearing time, and shall meet at that time on any week when there is business to conduct. Students required to meet with the PRB shall be notified via email of the hearing time and location. If a student cannot make the assigned time they must, prior to the hearing time, inform the PRB in writing about the conflict and request a deferred hearing time. Failure to communicate a conflict or attend the scheduled hearing shall result in the PRB rendering a decision based on written information and other statements. Students who do not attend their hearing lose the right to appeal the decision made by the PRB.
- f) The *Chair* shall maintain decorum during the proceedings. Actions to maintain decorum may not conflict with specific provisions of this Constitution.
- g) Individuals may have a silent support person, someone who does not have firsthand knowledge of the events in question, if they put the request in writing. The Board reserves the right to deny requests for individuals whose presence seems inappropriate or disruptive.
- h) In no case shall legal counsel be allowed to attend a hearing of the PRB, including family members.
- i) Character witnesses may not attend or speak at PRB hearings.
- j) The *Chair of the PRB* and the *Student Advocate* shall have access to the records of any prior case--the former for each case and the latter when services are requested by the student and/or as directed by the *Chair*. Accused students shall have the right to review the records of their case. The Dean of Student Affairs Office shall maintain a record of individuals who have accessed the file via Maxient
- k) PRB members commit to a confidentiality agreement and understand that they shall not reveal the details of any PRB proceedings, including deliberations that are not open to the public, unless required by law. Board members inappropriately sharing details of a case shall be removed from the Board.
- l) The Peer Review Board shall conduct all business by consensus whenever possible.
- m) In the case of an irreconcilable deadlock, each member of the PRB shall have one vote, with the exception of the Silent Advisor. Unless specified in this Constitution, decisions shall be made by a majority of voting members. Members of the PRB must be present for an entire hearing in order to vote on that case. The *Chair* shall only vote to break ties.
- n) The *Chair* shall issue a written decision within seventy-two hours of the rendering of that decision. The *Chair* shall inform the parties of their available appeals within the college, and explain the procedures for initiating these appeals.
- o) As directed by the *Chair* and the Silent Adviser, the *Student Advocate* shall be responsible for ensuring student completion of sanctions. The outcomes of student failure to complete given sanctions by the established deadline shall be communicated by the *Student Advocate*.

## SECTION 5.2 PROCEDURES OF THE STUDENT JUDICIARY BOARD

- a) Sanctions shall be enforced by the appropriate authority. The SJB shall ensure that details of the sanctions are communicated to the appropriate bodies, and shall monitor the enforcement of the sanctions. Failure to complete the sanctions or incurring an additional offense shall result in the Board reviewing the case and possibly sanctioning further.

- b) Copies of all written documents pertaining to the case shall be distributed to the parties in the case, the members of the SJB, and the Dean of Students.
- c) Seven members shall constitute a quorum. The quorum must comprise the *Chair*, three student Board members, three faculty/staff members.
- d) In cases of conflict of interest, Board members shall excuse themselves and an appropriate alternate member shall serve.
- f) The SJB shall make reasonable provisions for all parties and witnesses to participate in the proceedings. Failure for an accused party to communicate a conflict or attend the scheduled hearing shall result in the SJB rendering a decision based on written information and other statements. Students who do not attend their hearing lose the right to appeal the decision made by the SJB.
- g) The *Chair* shall maintain decorum during the proceedings. Actions to maintain decorum may not conflict with specific provisions of this Constitution.
- h) The *Chair* shall, at the reasonable request of any party to the case or member of the Board, ask a member of the community to appear as a witness in the case.
- i) Both the individual(s) reporting the incident and the accused student may be present during the questioning of witnesses. Following questioning by the SJB, both students may address questions to the witness. It is the responsibility of the SJB to ensure that questioning remains relevant to firsthand knowledge of the witnesses.
- j) Either party may request an individual of their choice be present during any part of the proceedings to provide emotional support. This person shall remain silent during the proceedings. Furthermore, this person may not have firsthand knowledge of the events in question.
- k) In no case shall legal counsel be allowed to attend a hearing of the SJB, including family members.
- l) Character witnesses may not attend or speak at SJB hearings. Any statement concerning matters of character that does not constitute first hand testimony related to determining responsibility for alleged actions must be submitted in writing to be entered into the record of the case. The SJB may consider such evidence in their determination of an appropriate sanction.
- n) The *Chair* shall have access to the records of any prior case. The student(s) bringing charges as well as the student(s) accused shall have the right to review the records of their case. The Dean of Student Affairs Office shall maintain a record of who has had access to these files.
- o) SJB members commit to a confidentiality agreement and understand that they shall not reveal the details of any SJB proceedings, including deliberations that are not open to the public, unless required by law. Board members inappropriately sharing details of a case shall be removed from the Board.
- p) The SJB shall conduct all business by consensus whenever possible.
- q) In the case of an irreconcilable deadlock, each member of the SJB shall have one vote, with the exception of the Silent Advisor. Unless specified in this Constitution, decisions shall be made by a majority of voting members. Members of the SJB must be present for an entire hearing in order to vote on that case. The *Chair* shall only vote to break ties.
- r) A sentence of suspension or expulsion shall require the vote of two thirds of the members of the Board. Following a vote to suspend or expel, the Silent Advisor or the *Chair* may veto the sanction, in which case the Board shall resume sentencing deliberations.

- s) The *Chair* shall issue a written decision within seventy-two hours of the rendering of the decision. The *Chair* shall inform the parties of their available appeals within the college, and explain the procedures for initiating these appeals. Suspensions and expulsions must first be appealed to a representative of the Dean of Student Affairs Office.
- t) Members of the SJB are free to add personal statements to the permanent record of the case. No member shall interfere with the placement of statements in the record.

#### SECTION 5.3 CONDUCT BOARD APPEALS PROCEDURES

- a) A student may appeal a decision of the Peer Review Board (PRB) or Student Judiciary Board (SJB) about a student conduct matter on the following grounds:
  - i) The conduct meeting was not conducted in a fair or impartial manner,
  - ii) New evidence became available after the conduct meeting,
  - iii) The conduct process was not properly adhered to.
- b) The order of appeals bodies are as follows:
  - i) PRB decisions are appealed to the SJB.
  - ii) SJB decisions are appealed to the Dean of Students, or designee of the Dean's choosing.
- c) The decision of the appellate body may take one of the following forms:
  - i) Affirm the original decision.
  - ii) Reverse the original decision based on the appeal.
  - iii) Vacate the decision of the original board and order a new conduct meeting with a presently uninvolved administrator/board.
- d) Should the appeal body determine there is appropriate grounds for an appeal, an appellate decision shall be rendered and shall be final except in the case of suspension or expulsion. Final appeal regarding suspension or expulsion lies with the President of the College, whose decision is final.

#### SECTION 5.4 PROCEDURES OF THE CONSTITUTIONAL COURT

- a) The Constitutional Court shall meet as necessary, to be determined by the provisions of this Constitution and these Bylaws.
- b) The Constitutional Court shall have all powers of constitutional interpretation in regards to issues of constitutionality.

### VI. ELECTIONS

- a) All candidates for Central Assembly positions must have a minimum GPA of 2.5, and may not be on Social or Academic Probation (to be determined by the Student Government Advisors).
- b) In the extraordinary case of an exact numerical tie in the amount of votes in an election, a runoff election shall be immediately held and supervised by the Constitutional Court.

- c) If a member of the Constitutional Court is also a candidate in an election, that member must recuse themselves from the oversight of that particular electoral race.
- d) The private meeting between candidates shall include, but not be limited to, discussion of campaign finance limits and campaign conduct.
- e) Campaign expenditures shall be defined as all monetary expenses used for the purpose of campaigning (on and off campus), which includes, but is not limited to literature, advertisements, t-shirts, and foodstuffs. All donations, including but not being limited to, club gifts and individual gifts, shall also fall under the umbrella of campaign expenditures.
- f) All expenditures shall be submitted by candidates to the Constitutional Court, and publicized.
- g) The deadline for candidates to appeal the electoral process to the Constitutional Court shall be one week after the results are made public.

## **VII. IMPEACHMENT, DISMISSAL, AND RESIGNATION**

- a) Grounds for impeachment and/or dismissal include, but are not limited to, not attending committee meetings, not attending General Assemblies, and not upholding this Constitution or the provisions that it sets forth.

## **IV. LEGAL SUCCESSION**

- a) The *Speaker of the Student Body* shall be the legal successor to the former President of the Student Government Association.
- b) The Fiscal Committee shall be the legal successor to the former Planning Committee.
- c) The Central Assembly shall be the legal successor to the former Central Committee.
- d) The General Assembly shall be the legal successor to the formerly named Student Forum.

## **IV. ADDITIONAL BSG COMMITTEES**

### **SECTION 9.1 STUDENT ACTIVITIES BOARD (SAB)**

- a) The Student Activities Board shall serve as the student branch of the Office of Student Activities. The Board shall identify the needs of the Student Body and provide support and logistics for individual students to present and implement event ideas.
- b) The SAB shall ensure consistent programming initiative by working with the Student Body to gain student opinion in regards to desired entertainment events.
- c) The SAB shall lead events that are inclusive to all members of the community.
- d) Membership of the SAB shall consist of the *Chair of the SAB*, a SPARC Liaison (who shall oversee event registration and set-up), an A/V Liaison (who shall provide sound, projection, and technology), a Marketing/Publicity Liaison (who shall be responsible for disseminating information about events), a Civic Engagement Liaison (who shall promote events that include civic engagement opportunities), and a PC Liaison (who shall serve as a liaison between SAB and the Office of Residence Life).



- e) The *SAB Chair* must have been an active member of SAB for at least one semester.
- f) The *SAB Chair* shall oversee the events planned by the SAB and be responsible for the overall budget and administrative logistics of the committee.
- g) The Associate Director of Student Activities shall serve as the advisor to the SAB. The advisor shall provide guidance for the implementation of events and provide consistency and sustainability for the committee.
- h) The SAB shall meet weekly, and these meetings shall be open to the public.

#### SECTION 9.2 Faculty Committees

- a) The *Speaker of the Student Body*, the *Chair of the Student Life Committee*, and the *Chair of the Educational Policies Committee* shall serve on the Faculty Grievance Committee, so long as that Committee operates.