

SECTION SEVEN: COLLEGIATE BYLAWS AND CONSTITUTION

In accordance with Wells College's commitment to diversity and social justice, the 2004-2005 Collegiate Cabinet has decided to use gender inclusive pronouns in this constitution. The pronoun "ze" (pronounced "Z") replaces the conventional pronouns "he" and "she" and the pronoun "hir" (pronounced "here") replaces conventional pronouns "his", "him", "her" and "hers". These gender inclusive pronouns, first used by Kate Bornstein, acknowledge that not all people classify themselves into one gender or the other.

PREAMBLE

The faculty of Wells College, with the consent of the trustees, has delegated to the student body responsibility and obligation for establishing and administering a system of student government which shall regulate and direct activities of the student body and which shall ensure a community of freedom and respect for the academic and personal lives of its members. The administration and the faculty are pledged to honor such self-government. In order to assume individual and collective responsibility and obligation for their own conduct and to create a community based on self-respect and integrity, the students of Wells College have organized themselves into a self-governing organization, known as the Wells College Collegiate Association, and have established this Constitution.

ANTI-DISCRIMINATION POLICY

The Collegiate Association does not discriminate, in any of its policies or activities, on the basis of qualities including but not limited to sex, gender, ability, race, religion, age, ethnic origin, or sexual orientation.

ARTICLE I. EXECUTIVE BRANCH

The Executive Branch shall consist of a Cabinet and a Student-Faculty-Administration Board (SFA Board), who shall by virtue of office accept the responsibility to uphold the Constitution of the Collegiate Association. Collegiate Cabinet Advisor shall be the dean of students.

SECTION 1. Cabinet

A. Duties

1. The Cabinet shall have the power to recommend legislative proposals to Representative Council and shall be responsible for carrying out all directives of Representative Council.
2. The Cabinet shall make other appointments that are necessary and appropriate for the functioning of effective student government.
3. The Cabinet shall be responsible for the allocation of student fees upon recommendation of the treasurer.
4. One member of the Cabinet shall attend monthly faculty meetings with voice, not vote.

B. Membership

1. The Collegiate Cabinet shall consist of the officers of the Collegiate Association. These officers shall be a president, vice president, chair of Community Court, treasurer, secretary, and senior elections manager.
2. The student body shall elect members to serve as the Collegiate Cabinet for the following academic year. All members of the student body are eligible to vote for Collegiate Cabinet members. The president and vice president shall be elected from the rising senior class; the secretary shall be elected from the rising sophomore or rising junior class, and the treasurer from any class. The members of court elect the chair of Community Court. The members of Elections Committee shall elect the Senior Elections Manager. All elections shall be held in the spring preceding the term of office. Election procedures are found in the Elections Bylaws. Elected Collegiate Cabinet officials serve for a one-year term.
3. Members of the Collegiate Cabinet may not serve as Resident Advisors, Hall Directors or as Class Officers. No member of the Cabinet shall serve on any committee unless specified in hir specific Cabinet position.

C. Duties of the Individual Collegiate Cabinet Officers

1. The duties of the president shall be: to call and preside at all meetings of the Cabinet and the SFA Board; to appoint committees (both temporary and permanent), to oversee the work of all officers and committees of the association in conjunction with the other officers of the Cabinet, to call and preside over committee chair roundtable; and to serve on Constitutional Review Committee.

2. The duties of the vice president shall be: to prepare the agenda for meetings of the Representative Council; to call and preside over meetings of the Representative Council at his own discretion or upon petition of 15 percent of the student body; to serve on the SFA Board; and to perform the duties of the president in his absence. The Vice President shall also chair Constitutional Review Committee.
3. In addition, the vice president shall conduct an annual report six weeks after the start of the spring semester. The annual report shall survey overall student satisfaction in regards to areas with which students have consistent interaction. Once the information is gathered, the vice president shall create a report summarizing concerns and disseminate the information to committees and relevant parties.
4. The duties of the chair of Community Court shall be: to call and preside over all hearings of the Community Court; and to ensure that such hearings are conducted impartially and confidentially; to serve on the Constitutional Review Committee.
5. The duties of the treasurer shall be: to allocate funds to each organization specified on the Collegiate bill; to handle all monetary transactions of the association; to maintain a publicly accessible ledger of all Collegiate Cabinet expenses; to report on Collegiate fund dispersal to the Representative Council; to prepare a budget for the association; to examine and review the budgets of all classes and clubs in cooperation with the other Collegiate Cabinet Officers and submit a formal report to the treasurer of the College at the end of the fall semester and again at the conclusion of the spring semester; to inform the Collegiate Association of the grievance pool; and to serve on the Traditions Committee.
6. The duties of the secretary shall be: to carry on all intra-collegiate and inter-collegiate correspondence of the Collegiate Cabinet; to chair the Technology Advisory Group and to chair the Traditions Committee; to record the proceedings of the Collegiate Cabinet, Representative Council, and the Collegiate Association.
7. The duties of the Senior Elections Manager shall be: to oversee the voting process within the Collegiate Association; to serve as a member of Constitutional Review Committee; to preside over Elections Committee; and to act as Parliamentarian of Representative Council.

SECTION 2. Student-Faculty-Administration Board

A. Duties

1. The SFA Board shall act as an advisory board to the Collegiate Cabinet or to those of its members who feel that faculty and/or administrative advice is needed, and it shall approve of all amendments to the Collegiate Constitution.
2. The board shall vote after the amendments have been approved by the Collegiate Association.
3. The members of SFA Board shall serve as the official channel of communication between the Collegiate Association, the administration, and the faculty.
4. The board shall settle disputed points of interpretation of the Collegiate Constitution and Collegiate Bylaws.

Following the approval of the SFA Board amendments to the preamble, anti-discrimination policy, Honor Code, Article I Section 2, Articles III, VII, and VIII, and Bylaw IV shall be sent to the faculty for approval.

B. Membership:

The board shall consist of the provost and dean of the college, the dean of students, three faculty members elected to the Academic Standing and Advising Committee of the faculty, four students elected at large (two rising juniors and two rising sophomores), the Collegiate Cabinet president, and the Collegiate Cabinet vice president. The students-at-large shall be elected in the spring, to serve for the following academic year only.

C. Procedures

1. The Collegiate Cabinet president shall act as chair of the board and a member-at-large shall record the minutes.
2. The board shall meet at the request of the Collegiate Cabinet, the Collegiate Association, the administration, or any member of the faculty on the board.
3. Decisions shall carry upon a two-thirds majority vote of quorum.

4. Quorum shall consist of eight members including at least three students, one faculty member and one member of the administration.

ARTICLE II. LEGISLATIVE BRANCH

All full-time Wells College students are members of the Collegiate Association. When necessary, meetings of the full Collegiate Association may be called by the Collegiate President or by petition of 15 percent of the student body. Motions shall carry with a two-thirds vote. It may initiate legislative proposals and recommend changes of administration and faculty policies to the Student-Faculty-Administration Board. It shall enact all collegiate rules necessary to implement goals of the association as stated in the preamble to the constitution, subject only to the approval of the SFA Board. It shall act upon petitions to establish and dissolve recognized organizations as directed by Bylaw IIIA of this article

SECTION 1. Duties of the Representative Council

The Representative Council shall function as the representative body of the Collegiate Association. The function of the Representative Council shall be to provide information to the Collegiate Association about the happenings of the Campus.

SECTION 2. Membership of the Representative Council

Members of the Representative Council shall consist of:

1. Collegiate Cabinet.
2. One Hall Director shall attend each meeting. If neither Hall Director is able attend, a Resident Advisor may take hir place.
3. One representative or one alternate representative from each Collegiate-sponsored club to be selected by hir club.
4. A representative to the Representative Council may only serve for one group.

SECTION 3. Procedure of the Representative Council

A. The Representative Council

The Representative Council shall meet at the discretion of the vice president of the Cabinet, but in no case fewer than eight times per academic year. An agenda shall be prepared and posted on the Collegiate bulletin board or e-mailed to the student body at least 24 hours in advance of meetings. Proceedings shall be open to the entire student body, and individual students may be heard upon acceptance of their request to appear on the agenda. Meetings shall be run in accordance with Robert's Rules of Order. The senior elections manager shall serve as the Parliamentarian during Representative Council meetings.

B. Attendance

If an elected representative cannot attend a meeting, ze is responsible for finding a replacement. An officer of the club may attend in place of the elected representative or elected alternate. If a group fails to have a member in attendance at a Representative Council meeting, the group shall be penalized by losing 5% of its semester budget allotment for each unexcused absence upon discretion of the Collegiate Cabinet treasurer. The money received from such deductions shall go into the general pool of funds from which money is allotted to all Collegiate-funded clubs.

C. Minutes of Meetings

Minutes of all Representative Council meetings shall be kept by the Collegiate Secretary. These minutes shall be e-mailed to the entire student body within 24 hours. Faculty and staff may request to receive minutes as well. At each meeting the Representative Council shall approve the minutes of the previous meeting. Collegiate Cabinet shall keep a record of approved minutes for seven years. Students may request copies of minutes from past meetings.

D. Presentation at Representative Council

1. Staff: The president of the college and the dean of students or a representative shall present at Representative Council once each semester.
2. Committees: All standing committees shall present each semester at Representative Council.
3. During Representative Council meetings, representatives shall vote on the status of trial clubs and grievances over \$500.00. Motions brought before the council shall pass with a simple majority. Voting members of the Representative Council include: one vote from Collegiate Cabinet and one vote from each Collegiate club.

ARTICLE III. THE JUDICIARY BRANCH

The Judiciary Branch shall consist of the Community Court, the Appeals Board, and the faculty of the College.

SECTION 1. The Community Court

1. Duties

The Community Court meets upon the request of a member of the student body, faculty, staff, or the administration to resolve alleged violations of Community Honor as defined by the Collegiate Constitution and Collegiate Rules of Wells College. Violations under the jurisdiction of the Community Court include lying, cheating, stealing, deceiving, concealing and/or failure to report a witnessed violation.

2. Membership

1. The Court is composed of ten students (four seniors, three juniors, and three sophomores), three members of the faculty and two staff members. Court members are expected to be available one week prior to the beginning of classes for training and remain accessible for one week following the exam period of the spring semester to hear cases.
2. A rising senior and three rising sophomores are elected each spring to serve for the remainder of their College careers. One faculty member is selected each spring by the faculty board in compliance with the faculty handbook and serves a three-year term. One staff member is elected by the staff community each year to serve a two-year term and neither a student, staff member, or faculty member may simultaneously serve on the Appeals Board. A member of Community Court may not have an Honor Code violation. Furthermore, members of Community Court who are found responsible for a violation shall be held to a higher standard in terms of sanctions.
3. The assistant chair and chair positions are decided by the Court. At the end of his first year of Court membership, a rising junior member shall be elected by Court members to serve a one year term as assistant chair for his junior year and shall then serve a one year term as chair for his senior year.
4. In the absence of the Community Court Chair, leadership of the Court shall be as follows: 1) assistant chair, 2) the chair's designee, 3) a student appointment from the dean of students. Any appointments to the position of chair are strictly pro tempore.
5. The dean of students shall act as advisor to Community Court for the purpose of providing training and consultation on procedural matters.
6. If the Court is unable to hear and decide a case due to a lack of quorum, and if the chair determines that the case cannot be postponed until the board reconvenes, the chair of the Court, or in his absence the pro tempore chair, shall designate members of the board pro tempore in order to decide such a case. Any pro tempore appointments shall maintain the required proportion of student and faculty members. In designating members pro tem, the chair or acting chair shall seek the approval of the majority of the remaining Court members on campus.

C. Procedures

1. At the time that the respondent turns himself in to the chair of the Court or is sought out by the chair if he is turned in by a complainant of the alleged violation, the following procedure shall be followed:
 - a. The chair shall state the charge as stated in the constitution, the exact charge of the complainant and the respondent's three options.
 - b. Any student reported for a violation of Community Honor has three options: 1) He may have a hearing before the Court. 2) He may withdraw from the College. Should the student elect to withdraw from the College, he shall leave campus within 48 hours after declaring his intention to withdraw. 3) In cases where the ostensible violation has, in the judgment of the administration, a medical cause, he may withdraw on medical grounds. The Court Chair shall be notified when a student withdraws.
 - c. The chair shall read to the respondent his rights as stated under Judicial Procedures in the Collegiate Constitution.
2. The student has the right to support of his choice from the student body, the faculty or the administration of the College. The exception to this is the Dean of Students or in his absence, the Director of Residence Life and Learning Communities, both of whom may act as an advisor to Community Court on procedural questions. He shall have support in appeal of a case where the penalty is suspension or expulsion. The role of support shall be to assure fairness while upholding the obligation to honor the Collegiate system of

- government. The student shall have the right to testify, to confront all witnesses against hir and to present evidence on hir own behalf. The student has the right to remain silent on any question without the presumption of responsibility. All of those summoned by the Court shall appear; failure to do so shall be considered disrespectful to the Court. If, in the judgment of the chair of the Court, there are not extenuating circumstances involved in the failure to appear before the Court, those involved shall be subject to a fine of \$75.00.
3. The respondent and the chair, or the assistant chair in hir absence, shall both sign a statement stating the charges against the respondent and the respondent's rights.
 4. The chair and the respondent shall then set the date and time of the hearing after consultation with the complainant and any witnesses.
 5. The chair may ask the respondent and complainant for the names of individuals ze would like to serve as witnesses for the hearing. If the chair or assistant chair believes witness testimony shall be vital, ze shall contact these individuals directly and inform them of the time and place of the hearing. Witnesses have the option of attending the case (unless their presence is deemed necessary by the chair or assistant chair) but shall provide a statement at least 48 hours prior to the case.
 6. Upon receiving written notification from the chair of Court that an individual is to be a respondent, complainant or witness on a Community Court hearing ze shall sign a statement, which verifies the receipt of the proper advance notification. The Assistant Chair of Court may assist the chair in organizing the case, which includes follow-up on sanctions.
 7. If the respondent has not waived hir right to a hearing within 3-5 business days, the chair shall receive all statements from the respondent, the complainant, and all of their individual Witnesses no later than 48 hours before the time the trial is scheduled to begin. The chair shall sign, date, and include the time received on all statements presented to hir. Statements shall only be valid if signed immediately by the chair. Any statement submitted less than 24 hours before the case shall be invalid and that individual involved shall be disqualified from the hearing. Lack of statements from the complainant or the respondent shall result in penalties for Disrespecting the Court. If the respondent waives hir right to a hearing within 3-5 business days, the chair of Court shall receive all statements no later than 48 hours before the hearing is scheduled to begin.
 - a. Items (3)-(7) may be addressed in a meeting between the court chair (or assistant chair) and the respondent. This meeting shall be held within three business days of the time the Court Chair is notified of the violation. Respondents who fail to attend such a meeting after the second notice shall be reported to the dean of students.
 - b. The Court meets within 3-5 business days to handle all cases, unless extenuating circumstances require that special provisions be made or the respondent wishes to waive hir right to a hearing within 3-5 business days. In such cases the respondent may waive hir right to a hearing within 3-5 business days by signing such statements in the presence of the chair of the Court. All members of the Court are notified of the time and place of all hearings but are not informed of the nature of the case until the hearing. The respondent shall be notified in writing at least 24 hours before hir hearing and at that time shall again be given the reasons for the hearing. Failure to appear after the second notice of hearing entails automatic suspension until the respondent presents himself to the Court.
 - c. All proceedings of the Community Court shall be kept confidential.
 - i. All hearings by the Court shall be tape-recorded to provide a verbatim record of all proceedings, excluding closed deliberations of the Court. After three years the tapes shall be destroyed, but a synopsis, written by the chair, including the names of those involved in the hearing, the charge, the decision, and the rationale for it, shall be maintained for seven years after the hearing.
 - ii. A member of the Court that has a special interest in a case shall disqualify himself from the case. All decisions carry upon a two-thirds vote of the Court, provided a quorum is present. Decisions of responsible or not responsible shall be determined by a preponderance of the evidence. A decision of acquittal may only be reached when there is a failure to meet a two-thirds vote. Decision of acquittal is final.
 - d. The chair of the Community Court immediately informs all present at the hearing of the decisions of the Court. In cases of suspension or expulsion, the student shall leave campus within 48 hours, even if awaiting the outcome of an appeal.
 - e. The Dean of the College, the Dean of Students and the President shall be informed immediately after the hearing, no matter what the hour, of all decisions involving suspension or expulsion.
 - f. The respondent and hir support, the complainant and hir support, and the faculty member(s)

involved (present only in an academic case) shall receive written notice of the outcome (includes student name) within one week after the end of the hearing.

- g. Right to Appeal:
 - i. In the event that the Community Court finds the respondent responsible for the charge(s) brought against him, he shall be informed of his right to appeal.
 - ii. Should the respondent wish to appeal the decision of Community Court, he shall indicate his intent in writing to the chair of the Appeals Board within 48 hours of receiving the written decision from the Community Court.
 - iii. A decision of Community Court may be appealed if in the respondent's judgment at least one of the following criteria is met:
 - 1. There was a procedural irregularity so substantial as to have likely altered the outcome of the decision.
 - 2. New information that could not have been known or brought forward at the time of the hearing that is so substantial as to have likely altered the outcome of the hearing.
 - 3. A sanction is grossly out of line with the violation.
 - h. The student body shall be informed of all judicial decisions within one week after the end of the hearing by posted notice on the Community Court bulletin board. This notice shall preserve the anonymity of the student. The same report given to the faculty shall be given to the students at the last Representative Council.
 - i. The faculty shall be informed of all judicial decisions. Such notice shall be made by a report given by the Chair of Community Court during the last faculty meeting of each semester. This report shall preserve the anonymity of the student(s) and shall contain the nature of the violation, the decision of responsibility and the sanctions in broad terms.
8. Official charges shall be filed within one month of witnessing an alleged violation or admission of a violation. A hearing may occur up to one year after the charges are filed.
9. Self-reported violations that are reported later than one year after occurrence of the violation shall not result in a hearing.
10. Short College Breaks: Alleged violations of the Honor Code discovered during College breaks shall be heard within the first week of resumption of classes provided the respondent and complainant have returned to campus.
11. Long College Breaks: Any alleged violation reported or discovered during the fall examination period, or the grading period thereafter, shall be heard during the first week of the following spring semester. The chair of the Court shall notify the respondent and complainant of the pending case in writing and ask them to submit a written statement to him of their involvement in the case. This statement should be mailed to the chair within one week of notification of the pending case. The statement may be revised with Support upon the student's return to campus but both statements shall be admissible as evidence. In the letter of notification, the chair shall ask if either party has any Witnesses. If names of Witnesses are given, the chair shall also request a written statement from these individuals. Court members are expected to remain accessible for one week following the exam period of the spring semester (Senior Week) in case alleged violations are discovered during this time. In the case that the respondent is a senior, a hearing shall take place during this week. If the student(s) involved are not seniors and have left campus for the summer break, they shall be notified by the chair of the pending case following the procedure outlined above. The hearing shall take place within the first week of the fall semester. Written statements in the case of Witnesses in the senior class shall be taken at the time of report and shall be admissible as evidence.

D. Penalties

- 1. Academic penalties may be imposed by the Community Court or by the Appeals Board. These penalties may include but are not limited to:
 - a. Failure of all or part of the course involved, with the approval of the instructor.
 - b. Suspension for up to 30 weeks.
 - c. Suspension with no transfer of credits earned at another institution while under suspension.
 - d. Expulsion.
 - e. Fines or appropriate work assignments.
- 2. Nonacademic penalties may be imposed by Community Court. Some examples of penalties are:
 - a. A Letter of Warning to be placed on file in the Community Court's file and/or the dean of students office.
 - b. Fines or appropriate work assignments.

- c. Probation.
 - d. Removal from the residence hall.
 - e. Suspension.
 - f. Expulsion.
3. Previous cases where a student has been found responsible shall be taken into consideration in the assessing of penalties.
 4. A student who fails to observe the sentence imposed by the Community Court shall be referred to the dean of students by the chair with the further charge of failure to comply.

E. Documentation

All records of Wells disciplinary proceedings shall be kept confidential. A verbatim record (tape) of all cases shall be kept for three years. The chair of the Court shall keep files on all students who come before the Court, and a notice of the violation (with the students, name date of violation, type of violation, sanctions imposed and deadlines for sanctions) shall be placed in the student's file in the dean of Student's office. The files of students found responsible shall be kept for the duration of their academic careers at Wells. The files of students found not responsible shall be destroyed. A written file of the hearing shall also be kept for seven years. This file shall include all statements by all parties, copies of the evidence submitted in the case, the posted community notice, and a written summary of the case prepared by the chair. This summary shall include the following:

1. The allegation or charge - in the words of the complainant and as covered in the constitution.
2. A set of facts that describe the violation including date, time, and individuals involved.
3. The names of those present at the hearing - Court members, Support persons, Witnesses, etc.
4. The date and manner of notification of the respondent.
5. The Witnesses and the nature of their testimony.
6. The decision, including appropriate deadlines for completing assigned sanctions.

A summary of all major cases shall be kept permanently, exclusive of names, for reference and precedent. Court files shall be kept in the Court filing cabinet in the locked Community Court Room. Only the chair of the Court shall have access to these files.

SECTION 2. The Appeals Board

A. Membership

1. The Appeals Board shall be comprised of the Provost and dean of the College (or hir designee), three faculty members, including two regular and one alternate members, and four students, including two regular and two alternate members. Faculty serve three-year staggered terms, and students serve for two years. The faculty and students should each elect one regular and one alternate member each year. The student member and alternate shall be chosen from the junior class to assure that the board shall be comprised of two juniors and two seniors or one regular and one alternate member from each class. Those elected to the board, both regular and alternate, should be available for one week after the last final exam of the spring semester. The chair shall be elected each year from the student and faculty members of the board. Members of the Community Court are not eligible to sit on the Appeals Board.
2. In the absence of the Appeals Board chair, leadership of the board shall be as follows: 1) the chair's designee, 2) a student appointed by the provost and dean of the college (or hir designee). Any appointments made to the Appeals Board are strictly on a pro tempore basis only.
3. If the board is unable to hear and decide a case due to a lack of quorum and if the chair determines that the case cannot be postponed until the board reconvenes the chair of the board, or in hir absence the pro tempore chair, shall designate members of the board pro tempore in order to decide such a case. Any pro tempore appointments shall maintain the required proportion of student and faculty members. In designating members pro tempore, the chair or acting chair shall seek the approval of the majority of the remaining board members on campus.

B. Right to Appeal

1. In the event that the Community Court finds the student responsible for the charge or charges brought against hir, ze shall be informed of hir right to appeal.
2. Should the respondent wish to appeal the decision of the Community Court, ze shall indicate hir intent in writing to the chair of the Appeals Board within 48 hours of receiving the written decision from Community Court.
3. A decision of Community Court may be appealed, if in the respondent's judgment at least one of the following criteria is met:
 - a. There was a procedural irregularity so substantial as to have likely altered the outcome of the decision.
 - b. New information that could not have been known or brought forward at the time of the hearing that is so substantial as to have likely altered the outcome of the hearing.
 - c. A sanction is grossly out of line with the violation.

C. Procedures

1. Upon receipt of a letter of intent to appeal, the chair of the board shall call a meeting of the board within seven business days, not including any intervening official College vacation periods.
2. A quorum shall consist of five members of the board. In the event that an appointed faculty or student member may not sit because of special knowledge or interest in the case, the alternate from the same election year shall sit in the regular member's place. In the event that the alternate from the same election year shall also disqualify hirself, the remaining alternate shall sit. In the event that the dean of the college shall disqualify hirself, hir designee from the office of the dean of the College shall sit in the place of the absent dean. Should a board member who is the elected chair disqualify hirself, the board sitting in appeal shall elect a chair pro tempore from among the faculty or student members.
3. All proceedings of the meeting shall be held in the strictest of confidence.
4. The appellant has the right to appear before the board with support: support shall be a student, a faculty member, or an administrator currently attending or employed by Wells College. The appellant has the right to call witnesses.
5. The board shall call the chair of the Community Court and may call other such witnesses deemed appropriate.
6. All decisions of the Appeals Board to override a Community Court decision shall have at least three of five members present in agreement.
7. Upon completion of the hearing, the board shall render a decision in writing to the appellant within 24 hours.
8. The board may remand the case to Community Court for reconsideration; Community Court shall act within 48 hours.

D. Penalties

1. The board may sustain or deny the findings of Community Court.
2. The board may decrease or eliminate any or all penalties assessed by Community Court, but it may in no case increase penalties.

E. Decisions

The decisions of the board are final, except the respondent may make a final appeal to the president of the College in cases in which the penalty involves suspension or expulsion from the College. Such appeal shall be made within 48 hours of the receipt by the appellant of a written decision from the board. The president shall render a decision in writing to the appellant within seven business days of receipt of a notice of appeal based on review of all relevant materials. The president may:

1. Sustain a decision.
2. Decrease or eliminate penalties but in no case increase penalties.
3. If there is a procedural irregularity so substantial as to have likely altered the outcome of the decision, anyone involved has the right to bring it to the attention of the SFA Board.

F. Confidentiality

While maintaining confidentiality the board and, where appropriate, the president of the College shall report final

actions on all such cases to the faculty at its next regular meeting. students shall be notified by posted notice on the Community Court board.

G. Record Keeping

1. All hearings of the board shall be electronically taped.
2. After three years the tapes shall be destroyed but a synopsis, written by the chair of the board or the chair pro tempore where appropriate, outlining the reasons for appeal, the names and basic arguments of the appellant and all witnesses, and the decision, including the rationale for it shall be kept in the dean of students office for seven years. Access to the records shall be limited to the president, the administrative members of the board, and the current chair of the board.
3. In cases in which final appeal is made to the president of the College, the president shall keep a written record of the reasons for the appeal, all of the material presented for consideration, the decision and the reasons for the decision. Such records shall be kept in the Office of the President of the College for seven years

ARTICLE IV. CONDUCT REVIEW BOARD

This board shall consist of 12 student members and the Judicial Hearing Officers. Resident Advisors, Hall Directors, Community Court, or Collegiate Cabinet members shall not serve on this board as student members. Elections shall take place in the spring. Three rising sophomores shall be elected for a three year term and one rising sophomore, one rising junior and one rising senior shall be elected for a one year term (an election for a rising senior shall not take place if the current one year member is elected Chair). A rising senior member elected from within shall chair the board. This board shall review violations against the Student Code of Conduct. For a violation to be heard a quorum shall be met of five students, the Chair and a Judicial Hearing Officer.

ARTICLE V. CLASS GOVERNMENT

SECTION 1. Membership

Each rising upper class shall elect a president, vice-president, secretary, and treasurer in the spring semester for the upcoming academic year. First years shall elect their officers in the fall semester. Individuals holding positions on the Collegiate Cabinet are not eligible for Class Officer positions. Elections for Class Officers shall be held annually. Duties of the officers are as follows: the president shall govern the class and call all class meetings; the vice president shall be responsible for social events and shall assume the duties of the president in his absence; the treasurer shall manage the class finances and sit on the Traditions Committee; the secretary shall be responsible for communication with the class. The senior class secretary shall serve as the class secretary after graduation and until he is no longer able. Officers shall host at least three class meetings and one bonding every semester.

SECTION 2. Duties of the class officers

A. President

To be the primary line of communications between the class officers and the class. Responsibilities include advertising, sending out announcements, contacting members of the administration and calling meetings of the other class officers in their year. The senior class president shall also serve as the reunion chair until he is no longer able.

B. Vice President

To create meeting agendas, to assume the duties of the president upon the president's absence and to perform tasks in order to assist with presidential duties. The vice president of the class is responsible for interclass communication and is the main contact for conflict within the class officers.

C. Treasurer

To keep exact ledgers of all transactions, drafting and submitting budgets and end of semester reports, filling out reimbursement, grievance, and fundraising forms. The treasurer shall also sit on Traditions Committee.

D. Secretary

To maintain class listserves, to take minutes at all class officer meetings and at all meetings of the class. The first year secretary shall serve as the secretary of CoCO. The senior class secretary shall serve as the class secretary until he is no longer able.

ARTICLE VI. DERELICTION OF DUTY, DISMISSAL FROM ELECTED OFFICE AND RESIGNATION

The procedure for addressing perceived negligence of duty by collegiate cabinet members, class officers, and Community Court members is as follows:

SECTION 1. Negligence

A. Cabinet Members or Class Officers

Cabinet Members or Class Officers shall meet with the group's advisor and the student in question to address issues of negligence. All due effort shall be made to fully inform the student in question of his duties and responsibilities. In the event of continued negligence, the collegiate cabinet member or class officer in question shall be taken to Community Court. The student shall be dismissed from office if Community Court finds he has failed to uphold the standards and principles of the Collegiate Association.

B. Community Court Members

Community Court members shall meet with the Community Court Chair to address issues of negligence. In the event of continued negligence the Court member shall be taken to the SFA Board. The student shall be dismissed from office if the SFA Board finds he has failed to uphold the standards and principles of the Collegiate Association.

SECTION 2. Resignation

In the case of resignation the student shall inform all other class officers and advisor(s) of his choice and write a letter of resignation, which shall include reasons of the resignation, to be given to both to the officers and Collegiate Cabinet in order to have proper documentation of the resignation.

In the event an officer is relieved of his duties, Collegiate Cabinet and the remaining class officers shall collaborate and find an appropriate and agreed-upon replacement.

ARTICLE VII. AMENDMENT OF THE CONSTITUTION

Amendments of the Constitution shall be approved by the Collegiate Association and the SFA Board. Amendments to the preamble, anti-discrimination policy, Honor Code, Article I Section 2, Articles III, VII, and VIII, and Bylaw III shall require the further approval of the faculty. Amendments shall take effect immediately upon approval.

ARTICLE VIII: RATIFICATION

This constitution shall become effective when it is approved by members of the Collegiate Association in a balloting to be held for that purpose, provided: that the balloting takes place no less than one week after presentation of this constitution to the association; that it receives a simple majority of the votes cast; and that it meets the approval of the faculty.

COLLEGIATE BYLAWS

ARTICLE I. ELECTIONS

SECTION 1. Elections Committee

All voting processes within the Collegiate Association shall be conducted by this committee. By the completion of the first week of classes, representatives shall be elected to serve on the committee. The committee shall be composed of two members of each class elected in the fall semester for a four year term. Responsibilities of the Elections Committee are to encourage all students to vote, abide by the election procedures and send e-mails to the wellsdailynews@wells.edu in notification of all open positions, opening and closing of both nominations and voting periods, send emails to class- secretaries@wells.edu announcing positions relevant to each class, administrate all open forums, ensure that all candidates abide by elections procedure and meet the criteria for desired positions, receive and discuss any complications arising from Student Elections process or procedures, and in conjunction with Cabinet shall have the ability to dismiss a candidate for violating election procedures and/or protocol. The Junior Elections Manager shall be selected by current members of the Elections Committee in the spring of his sophomore year to serve a two-year term. The Senior Elections Manager shall run the fall elections and the Junior Elections Manager shall run the spring elections. In the event that an Elections Manager runs in an election, the other representative of the junior or senior class shall serve in the role of Alternate Elections Manager for that election.

A. Duties of the Elections Managers

1. Chair Elections Committee
2. Schedule all regular elections
3. Serve on Constitutional Review Committee
4. Set up online elections and coordinate polling places
5. Explain and enforce campaigning rules

6. Help Collegiate Cabinet in the appointments when positions become vacant

B. General Procedure

1. Candidate Qualifications: Candidates may only run for positions in which they are qualified (class year); if running for Class Officer, Collegiate Cabinet or other one year positions, candidates are required to be on campus and shall fulfill the entire duration of their term. Failure to fulfill the duration of an elected position constitutes an Honor Code violation.
2. Nominating Procedure: All nominations for student offices are self-nominations. All nominations shall be held open for a minimum of three business days. If within that time only one student nominates himself, that student shall run unopposed on the ballot. In the event that no one nominates himself the nomination shall be held open for a second time. After the second round of nominations if the position is still unfilled Collegiate Cabinet shall appoint a student to fill the position. A member of the elections committee shall post all nominations on the collegiate bulletin board at least 48 hours prior to the opening of the election. On an 8 1/2 x 11 white sheet of paper a self-nomination shall consist of:
 - a. Candidate's name, class, and desired position.
 - b. Candidate's qualifications for desired position.
 - c. Candidate's photo.
 - d. Candidate's signature.
 - e. On the back of the nomination, candidates shall include a phone number and an email address at which they can be reached following the election.
3. Any self-nomination that does not follow this format shall be rejected by the election managers and shall not be placed on the Elections Board. In addition, a self-nomination referring to, or mentioning the names of other candidates (for the desired position or any other position) is inadmissible.
4. Managers shall make all rejections known to the candidate in question in writing within 12 hours after the close of the nomination period. The candidate shall be given an additional 12 hours to resubmit an acceptable self-nomination if ze chooses to do so. The candidate may appeal the decision of the election managers to the Community Court by notifying the Community Court Chair in writing of hir desire to appeal within 24 hours of notification of rejection. Appeals shall be brought to Community Court on the grounds of procedural error.

C. Collegiate Cabinet Positions

Nominations for Collegiate Cabinet positions (excluding Community Court Chair and Senior Elections Manager) open at 1 a.m. on the Monday of the third full week of classes in February, (in the fall it shall be the third week of class) and are open until 1 a.m. on Thursday. For one week after nominations close candidates have the right to express their platform by means of open forums (see C. for campaigning rules). Elections shall be held the second Thursday after nominations close. After nominations close and during this week of discussion, at least two days before the election, speeches shall be given by the candidates at Representative Council. All candidates for Collegiate Cabinet positions shall meet with the current Cabinet member in the position they are running for to discuss responsibilities of the office; failure to do so shall result in negating eligibility for election. All Collegiate officers shall be elected by a popular vote. In the event of a tie between candidates, a runoff election between tied candidates shall occur within three business days. If the tie is not broken in the second election the election is declared void and nominations are opened a second time. The election managers shall notify the dean of students and Collegiate Cabinet of the results of all elections. The secretary of the faculty shall also be notified when faculty committees are involved.

D. General Elections

In the fall general elections shall be held for the freshman class and all open positions starting with the nomination period beginning the first full week of class. The nomination period shall be open for a minimum of three business days. Elections shall begin one week after the nomination period closes. In the spring all non-Cabinet elections shall follow the same procedure as the April timeline outlined in the Collegiate Cabinet Positions listed above, starting the week after Spring Break (see C. for campaigning rules).

E. Off-Campus Study

Students who are taking advantage of off-campus study are permitted to run for any office provided they shall be on campus during the expected term of service. Class officers and committee members shall notify Collegiate Cabinet upon committing to participate in an off campus study program. Elections shall be held to fill the space either permanently or temporarily depending on position. Self-nomination procedures are the same for OCS students as for on-campus students. In the case of Collegiate Cabinet, excluding Community Court chair, nomination speeches may be read by another student.

F. Campaigning

Accepted candidates shall meet with the Elections Managers to go over rules and guidelines of campaigning. During this meeting, the Election Managers shall clearly define what forms of campaigning are acceptable; candidates shall sign a campaigning contract stating they shall abide by these rules to proceed in the elections

process. The campaigning contract shall follow this outline:

1. There shall be no bashing of or mudslinging towards fellow candidates.
2. There shall be no distribution of materials not provided by Elections Committee (this includes posters, pins, buttons, tee-shirts, etc). If candidates request to use online resources the Elections Committee shall establish such resources to include all candidates in an equal way. Each candidate has the right to hold their own open forum and shall coordinate through Election Managers.
3. Candidates may submit information intended to be posted on Facebook to the elections committee. The committee shall administer and monitor a page throughout each election.
4. Either an Elections Manager, or a member of Collegiate Cabinet, shall be present at these open forums. Failure to abide by these rules shall be reviewed by the Elections Committee. Violations may cause candidates to be removed from the ballot and/or their position. Additional sanctions may be imposed by the Elections Committee based on the nature of the violation. All final decisions about violations of elections procedure shall be decided by the Elections Committee.

G. Rights of Candidates

Once the tally is complete the Election Managers are to notify all candidates of the results prior to the campus announcement. If a candidate knows beforehand that ze shall not be available at the time of notification ze is to notify the Election Managers. The Election Managers shall call the candidate; if the candidate is not available an email shall be sent to the candidate. After following these two steps the Elections Mangers are no longer responsible for notifying that particular candidate as to the outcome of hir election. Each candidate may demand to know the statistical (percentage) results of hir election; these figures shall remain confidential (exception: during a meeting to review the contested elections). A candidate may contest an election on procedural grounds (i.e., omission of a candidate's name from the ballot, breach of campaign instructions, etc.) or with the mutual consent of all candidates in a specific election.

H. Procedure for Contested Elections

Within 48 hours the candidate contesting an election shall first petition the Election Committee in writing for a new election. If the candidate is not granted a new election by these means ze may then present hir case before Community Court on procedural grounds. Notification for each appeal shall occur in writing within 48 hours of the previous decision. Only in contesting hir election is the candidate authorized to use the statistics (percentages) from the contested election. Any decision reached by the Elections Committee on non-procedural errors is final. Once a decision is reached by the Elections Committee or Community Court it is final. The same ground for contestation cannot be used by the same candidate again in the same election.

I. Procedure for Cabinet Appointment

Committees shall be responsible for filling their own vacancies. Each replacement shall be approved by the Collegiate Cabinet. Upon receipt of nomination notification the nominee has 24 hours to accept or decline the position in writing to the Elections Committee. The elections committee is then responsible for informing the Collegiate Cabinet, dean of students, the nominee, and the Secretary of the Faculty where faculty committees are involved.

ARTICLE II. STANDING COMMITTEES

SECTION 1. Responsibilities of Collegiate Committees

All standing committees shall meet at least three times with a majority quorum and present at Representative Council each semester. Each committee shall submit meeting times and minutes to the Collegiate Cabinet. Minutes shall be sent to the Collegiate President no later than 48 hours after each meeting.

SECTION 2. Student Committees

A. Election Committee

See Bylaws I-A

B. Housing Committee

This committee shall consist of eight students. Two students shall be elected by and from the first-year class in the fall and shall serve for four years. Students running or serving on this committee shall live in Wells-affiliated housing. The committee reviews petitions, establishes room quotas, and conducts room draw in the spring. Policies regarding room designations, room selections processes, applications for special interest housing, etc. shall be approved by the Director of Residence Life and Learning Communities, who serves as advisor to the Housing Committee.

C. Dining Hall Committee

This committee consists of eight students, two from each class and one representative from the dean of students

office. Two students shall be elected from each first-year class to serve for four years. The committee works in coordination with the food service director on meal plans and in helping him to be responsive to student need. A staff member of Wells Dining shall serve as advisor to the Dining Hall Committee. The students running for/serving on this committee shall be on the campus meal plan.

D. Information Technology Committee

The Information Technology Committee (ITC) is comprised of the Collegiate Secretary (who shall serve as chair), the Director of Information Technology (who shall serve as the advisor), and one student representative from each class. One junior and one first year shall be elected in the fall semester and serve two-year terms. The committee shall act as a liaison between the student body and the Information Technology department, address student needs and concerns and make recommendations for improvement. The IT Committee shall communicate with but be distinct from the faculty TAG committee.

E. Health Center Committee

The committee shall consist of five student members, a staff representative from the Student Life Department and a representative from the Security Department. One student from the Women's Resource Center and one student from each class shall be elected to the committee during his freshman year. All members serve for four years. This committee shall meet at least once a month to address student concerns and consider matters of importance to the health of the student community. In addition, the committee shall meet every other month with physicians, nursing staff and/or counselors from the Community Medical Center to discuss any student and medical center concerns. The head athletic trainer shall serve as advisor to the Health Center Committee.

F. Coalition of Class Officers

The Coalition of Class Officers is to act as a support group for other class officers, to provide a set line of communication between the class years, and to discuss and plan class traditions with the help of other class years. The CoCO Co-Chairs shall be elected from within; any class officers who have held a position for more than a year are eligible to run. CoCO meetings shall be held at the discretion of the Co-Chairs and shall meet with Traditions Committee at least twice a semester. The advisor of CoCO shall be the Director of Student Activities and Leadership. The CoCO advisor may request to attend CoCO meetings by contacting the CoCO chairs.

G. Transportation, Safety and Security Committee

The committee consists of four students, one student from each of the sophomore, junior, and senior classes, and one non-traditional and/or off campus student-at-large, two faculty members, two staff members and the Director of Campus Safety, who shall serve as Chair. Students are elected annually and serve a one-year term. The committee shall address student needs and concerns and make recommendations to improve transportation services, parking issues, and general safety and security on campus.

H. Constitutional Review Committee

The Collegiate Vice President shall serve as chair and call all meetings of this committee. The committee shall consist of the Community Court Chair, elections managers, the Collegiate President, Assistant Community Court Chair, who serves as secretary, and four students elected at large each year. This committee shall oversee all constitutional amendments and revisions. This committee is responsible for the final draft of the constitution. The dean of students serves as advisor to the Constitutional Review Committee.

I. Traditions Committee

This committee shall be chaired by the Collegiate Secretary and shall consist of the Collegiate Treasurer, treasurers of each class and a student representative from each class. The student representatives shall be elected in the fall for a two-year term. At the first meeting of every year the chair of the traditions committee shall appoint a committee secretary. The committee shall be responsible for the continuation and development of all traditions. This committee shall meet a minimum of once per month, and at the chair's discretion. The Director of Student Activities and Leadership shall serve as the advisor to the Traditions Committee. Traditions Committee shall be given a Collegiate budget to fulfill its duties that will be approved at Collegiate's discretion.

J. Student Committee on Inclusive and Intercultural Excellence

This committee shall consist of a student representative from each class as well as a representative from each of intercultural group including but not limited to: WISA (Wells International students Association), POWER (Praising Our Work, Ethnicity and Race), Sexuality and Gender Activist (SAGA), Sex Collective, Women's Resource Center (WRC), and a non-traditional student. The committee works cooperatively with other diversity groups on campus to foster respect, interculturalism and pluralism within the Wells College Community. The committee shall meet at least once per month to address student concerns and consider matters of importance to the student community. The Director of Residence Life and Learning Communities shall serve as the advisor.

K. Student-Athlete Advisory Committee (SAAC)

SAAC consists of one or two student-athlete representatives from each athletic team (any athletic team with more than one participant shall have two representatives). Each team is in charge of selecting its own representatives. In addition, three student-athlete officers lead the group in conjunction with the advisor. The positions for the officers are: Chair, Vice-Chair and Secretary who are elected by SAAC representatives each Spring Semester for the following school year. SAAC works as a liaison between students and the athletic department. All members work together to foster and develop a strong sense of personal responsibility and involvement among the students, administration, and the community. SAAC members are dedicated to representing the student-athlete in a positive manner both on and off campus. The head athletic trainer serves as advisor to the SAAC.

SECTION 3. Faculty Committees

Any changes affecting these committees shall be reported by the secretary of the faculty to the Secretary of the Collegiate Association.

A. Curriculum Committee

The curriculum committee shall consist of the dean of the College as chairperson and the chairpersons of the four divisions, the Registrar as secretary, and one student.

Responsibilities

1. The Curriculum Committee shall supervise the structure and contents of the curriculum, and shall implement current curricular policy.
2. In cooperation with the divisions, which shall submit their proposed departmental and divisional offerings, it shall review and provisionally approve all course offerings.
3. Because the faculty as a whole is the final authority for the curriculum, the Curriculum Committee shall each semester present to the faculty the next semester's proposed offerings.
4. The student representative shall attend faculty meetings in accordance with the faculty manual.

B. Educational Policy Committee

The committee on Educational Policy shall consist of the dean of the College as Chairperson, four members of the faculty (one from each division) and one student.

Responsibilities

1. The committee shall concern itself primarily with long-range planning.
2. It shall keep the faculty informed of new developments in the theory and practice in higher education generally so as to maintain and foster a high standard at Wells College.
3. It shall study and make recommendations to the faculty concerning matters of educational policy and practice such as calendar revisions, consortium relationships, and examinations.
4. It shall collaborate with every committee with which it has a common concern so as to coordinate long and short range planning most effectively
5. The student representative shall attend faculty meetings in accordance with the faculty manual.

C. Committee on Admissions and Financial Aid

The Committee on Admissions and Financial Aid shall consist of three members of the faculty, one of whom shall be chair, the dean of students, the Director of Admissions, and the Director of Financial Aid. Two students, one junior and one senior (elected in his junior year), elected by the student body from open nominations, shall serve on the committee. Any member who is studying off-campus for a semester shall be temporarily replaced by another student chosen from a list of self-nominations and shall be voted upon by the Collegiate Cabinet. The committee shall confer with the Administration and Enrollment Management Team on such policy matters as admissions standards, recruitment and retention, and curricular and financial implications of admissions and financial aid. The committee shall bring recommendations about requirements for admissions to the faculty for approval. This collaboration shall focus on making decisions on special cases of admission, coordinating faculty involvement in the admissions process and reviewing admissions literature. The committee shall also periodically receive reports from the Enrollment Management Team so that it can share this information with the faculty and students.

SECTION 4. Trustee Committees

A. Board of Trustees

The members of the junior and senior classes shall nominate to the Wells College Board of Trustees two trustees to be ratified by and to serve on the Wells Board of Trustees. One such nominee shall be elected from the senior class each year by the members of the junior and senior classes, to serve following graduation for a two-year term. The successful candidate shall be known as the Collegiate Trustee. To ensure broad participation and

consideration, self-nomination shall be invited from all interested members of the senior class.

B. Student Affairs Committee (SAC)

This committee shall consist of three elected students (one sophomore, one junior, and one senior), one representative from Collegiate Cabinet, one representative from the Student-Athlete Advisory Committee, one representative from the Student Committee on Inclusive and Intercultural Excellence, and the trustee members of the committee. One first year shall be elected each spring semester to serve a three-year term. The elected senior committee member shall serve as chair, call all committee meetings, and set all agendas for meeting with the trustees. The dean of students shall serve as an ex-officio member of the committee and shall serve as its secretary. In addition, up to three other students shall be invited to attend meetings of the Student Affairs Committee. The committee shall convene at least two times a year during the trustee meetings, and at other times as seems as advisable. It shall provide an exchange between the students and trustees to make each group aware of the other's activities. The committee shall also consider from time to time and recommend to the board for its approval regulations and policies affecting student conduct and affairs. The committee shall periodically conduct an audit and review of the student affairs of the College and, in conjunction with the Committee on Academic Affairs, the effect of student affairs on enrollment, retention and attrition.

ARTICLE III. CLUBS AND ORGANIZATIONS

SECTION 1. Membership in Collegiate Association

Students are free to organize and join clubs and organizations to promote their common interests. An organization is a group registered with the Office of Student Activities and Leadership. A Collegiate Club is a group or organization that has successfully completed one trial semester with Collegiate and has been voted in by the Collegiate Association. To begin a trial semester the group officers shall fill out a trial semester form from Collegiate Cabinet and submit it before that semester's budgets are due. The trial semester shall consist of participation in all requirements of a Collegiate Club including completing a mock budget, sending a treasurer to the Treasurer's Roundtable, sending a representative to all Representative Council meetings and completing a community service project. At the end of a group's trial semester, the group shall present to Representative Council to be voted in as a collegiate club. All groups that do not receive a majority vote may begin a second trial semester. Trial clubs are not granted a budget; instead they shall grieve to Collegiate for funds. Those organizations wishing to become inactive from the representative council for any length of time shall submit written notification of their intentions to the Collegiate Cabinet. Inactive organizations shall not receive or have access to collegiate funds for their inactive semester. Clubs may only have one inactive semester before they are dismissed from Representative Council. Those organizations wishing to permanently remove themselves from the Representative Council shall submit written notification to Collegiate Cabinet. Funds remaining in the organization's account shall be liquidated into the Collegiate treasury.

SECTION 2. Budgets

A fee shall be levied upon each full-time student for maintenance of the Collegiate Association. Such dues shall be distributed by the Collegiate Cabinet to student organizations and clubs which have the approval of the Collegiate Association and to the four classes and all residence halls. Before an organization or club may obtain funding from the Collegiate Association, it shall submit its budget and list of officers to the Collegiate Cabinet when it is called. Budgets are subject to review by the Collegiate Cabinet throughout the year. During the budgeting process, Collegiate Cabinet reserves the right to determine appropriate uses of collegiate funds. This discretion applies to college tradition events and all legal requirements shall be honored throughout this process. All groups with a budget approved over \$500.00 shall fundraise each semester. A final report of all income and expenditures shall be submitted to the treasurer at the end of the fall semester, and again at the conclusion of the spring semester. Clubs that fail to submit a report shall have their remaining funds liquidated into the collegiate budget. Club treasurers are responsible for submitting reports and monitoring the club budget. Clubs that incur over \$500.00 of debt in one semester shall be assigned a trial club status for the next semester. No student may serve as the treasurer for multiple clubs.

SECTION 3. Use of Collegiate Funds

A. Check Request Policy

Collegiate clubs and student organizations may request for checks to be made out for payments including reimbursements, speaker fees (see section III.C.5), invoices, conference fees and expenses, and other transactions deemed as proper use of Collegiate funds by Collegiate Cabinet. Effective at the time of disbursement, a 30-day period shall be given in which the Collegiate club and/or student organization shall be obligated to provide the Collegiate treasurer with appropriate documentation (i.e.: receipts and/or invoices) and all other material information to close the transaction. In the event that a Collegiate club or student organization does not meet the 30-day obligation, Collegiate Cabinet reserves the right to:

1. Freeze the relevant accounts for as long as the obligation remains outstanding
2. Impose a carry-over obligation in which the respective Collegiate club's budget shall be reduced by the specified amount indicated on the check (or cash advance form). If, at the end of the semester by which the

transaction was made receipts and invoices remain unfurnished, Collegiate Cabinet shall employ this measure and the obligation shall carry over to the next semester.

3. Impose a charge in the amount indicated on the check (or cash advance form, see Section III.C.2) upon the individual representing the respective Collegiate club or student organization whose signature is provided on the check/cash request form (i.e.: the pink slip). Provided signatures shall indicate that the individual accepts full responsibility and accountability for the dispersed funds.
4. Decide which of the aforementioned measures is appropriate to enforce based on the nature of the situation at hand, and implement their final decision.

B. Cash Advance Policy

Collegiate clubs and student organizations may request for cash advances for uses including reimbursements, miscellaneous expenses, speaker fees (see section III.C.4), conference fees and expenses, and other transactions deemed as proper use of Collegiate funds by Collegiate Cabinet. Cash advances shall only be approved up to a certain amount as deemed appropriate by the business office in conjunction with Collegiate Cabinet. All cash requests exceeding the cap amount shall be disbursed in a check. Effective at the time of disbursement, a 30-day period shall be given in which the collegiate club and/or student organization shall be obligated to provide the collegiate treasurer with appropriate documentation (i.e.: receipts and/ or invoices) and all other material information to close the transaction. In the event that a collegiate club or student organization does not meet the 30-day obligation Collegiate Cabinet reserves the right to: (see Section III.C.1.i-iv)

C. Grievance Policy

1. Any collegiate clubs, student organizations, and student groups may grieve for collegiate funds. Any grievance greater than \$500.00 shall be presented in front of the Representative Council and shall be voted on by the Representative Council. This shall include expenditures in excess of \$500.00 made by Collegiate Cabinet.
2. Groups submitting a grievance at the request of the Collegiate Cabinet shall be required to submit additional information. All grievances presented to the collegiate body shall require a week, effective the day the grievance is presented, to receive the final voted decision. The polls shall open two business days following the presentation at Representative Council and shall close four days after opening. A three-week advanced notification to Collegiate Cabinet is required for large-sum grievances exceeding a specified amount as decided by Collegiate Cabinet. Any large-sum grievance shall also be subject to meet the educational objectives of the College and shall be ruled to benefit the entire student body. Satisfaction of these requirements shall fall under the discretion of Collegiate Cabinet. All grievances shall not be treated as reimbursements regardless if furnished with receipts and/or proper documentation. Grievances shall be for anticipated transactions only. The financial standing of each collegiate club shall also be considered in the grievance process. As a further recommendation, Collegiate Cabinet discourages last-minute requests for large-sum amounts as well as the use of the following approaches to satisfy such request:
 - a. Making interdepartmental requests that shall channel to the fund's account,
 - b. E-mail requests. A formal grievance request is the appropriate measure to employ.

D. Specific Funding Stipulations

Men's Evenline, Even Games, Men's Oddline, Odd Games: The Senior class shall receive a budget of \$2,000 and the Junior class shall receive a budget of \$1,000. The Odd/Even teams are not required to attend Representative Council. However, a budget needs to be submitted, regardless of the previously allotted funds. Odd and Even teams shall submit end-of-semester budget reports.

E. Contract Policy

Events sponsored by collegiate clubs or student organizations using collegiate funds shall complete the following preliminary process:

1. Consult with the Office of Student Activities and Leadership for approval of the anticipated event.
2. Obtain the collegiate treasurer's signature after the event is approved by the Office of Student Activities and Leadership. students are not authorized to sign contracts with outside parties and/or organizations (refer to the preliminary process). Contracts with outside parties shall be processed by the Office of Student Activities and Leadership as well as the Collegiate treasurer.

ARTICLE IV. AMENDMENT

Sections II.D of the Collegiate bylaws may be amended by a majority vote of the Collegiate Association and approval of the board of trustees. All other sections may be amended by a majority vote of the Collegiate Association. This vote is subject to approval of SFA in conjunction with the faculty where committees have dual constitution. Changes to faculty manual concerning sections with dual constitutions shall be discussed and reviewed by SFA.

