

Article I. Unusual Attendance and Meetings

Section 1.01 Proxies

- (a) Any Member, other than Full Officers, may act as a proxy in the execution of the duties of any Officer for meetings of the Board;
- (b) Proxies shall be indicated to the Board chair;
 - (i) *If a Member is acting as a proxy for the Board chair, they shall be indicated to each of the other Officers in advance of the meeting,*
- (c) The designation of a proxy by an Officer shall not supersede the clear designation of a successor by the Corporation's Constitution and its bylaws;
- (d) Proxies shall not have the right to vote;
- (e) No designation of a proxy shall be valid beyond the duration of the meeting for which they are appointed;
- (f) Proxies shall have no fiscal powers within the Corporation;

Section 1.02 Special Meetings of the Membership

- (a) Special Meetings of the Membership may be called by a vote of the Board, a vote of the Senate, or a petition of at least one-fifth ($\frac{1}{5}$) of the Members;

Article II. Elections and Appointments

Section 2.01 Elected and Appointed Officers

- (a) The elected Officers of the Corporation shall be as follows:
 - (i) *The President, the Executive Vice President, the Vice President of Student Activities, the Dormitory Affairs Chair, the Senior Class President, the Junior Class President, the Sophomore Class President, the First-Year Class President,*
- (b) The appointed Officers of the Corporation shall be as follows:
 - (i) *The Vice President of Campus Organizations, The Chief Financial Officer, the Diversity and Inclusion Chair, the Chief Operating Officer, the Comptroller,*
- (c) The Officers appointed through a special process shall be as follows:
 - (i) *The Chief Ethics and Procedural Officer, The President for Life of the Graduating Class*

Section 2.02 Elected and Appointed Staff

- (a) The Dormitory Presidents shall be elected staff;
- (b) The appointed Staff of the Corporation shall be as follows:
 - (i) *The Events Commissioners, The Director of Student Security, The At-Large Members of the Diversity and Inclusion Committee, The Senate Chairs, The Campus Organizations Liaisons,*
 - (ii) *There shall be at least four (4) Events Commissioners, three (3) At-Large Members of the Diversity and Inclusion Committee, and three (3) Campus Organizations Liaisons,*
- (c) The Senate Secretary, Resident Assistant Liaison, Presidential Advisors, and Student Security Staff shall be appointed through a special process;

Section 2.03 Officer Appointments Guidelines

- (a) The Elections Committee shall solicit applications from the Members interested in appointed Officer positions;
- (b) Available positions shall be announced to all Members prior to the General Election;
- (c) Applicants shall be allowed to apply to more than one (1) position;
- (d) Applications shall be due, at minimum, five (5) days following the end of the General Election;
- (e) Applications shall consist of an application form that consists of questions that probe an applicant about their experiences and interests relevant to the position(s) they aim to apply for:
 - (i) *A transcript shall be included only in applications for those applying for Chief Financial Officer or Comptroller,*
 - (ii) *Applicants for Chief Financial Officer must have demonstrable accounting experience,*
- (f) An interview shall be conducted as part of the application process;
- (g) The Elections Committee shall select its Officer nominees by vote;
- (h) The Board must review and confirm all Officer nominees by vote:
 - (i) *If the Board does not confirm an appointee, the Senate shall review the nomination,*
 - (ii) *The Senate may confirm the nomination by a two-thirds (2/3) majority vote,*
 - (iii) *If the Senate rejects the nomination, the Elections Committee shall select a new nominee for the position and restart the confirmation process,*
- (i) In the case of applications for Chief Ethics and Procedural Officer, the Elections Committee shall nominate up to three (3) candidates for the position:
 - (i) *All applicants must have completed at least one (1) semester of service in the Corporation by the end of the semester in which they apply,*
 - (ii) *The Senate shall debate and elect one (1) of the nominated candidates as Chief Ethics and Procedural Officer,*
- (j) The Senior Class President shall assume the office of President for Life of the Graduating Class at the conclusion of their term;

Section 2.04 Staff Appointments Guidelines

- (a) Elections Committee shall solicit applications from the Members interested in all regularly appointed Staff positions:
 - (i) *Available positions shall be announced to all Members prior to the General Election;*
 - (ii) *Applicants shall be allowed to apply to more than one (1) position;*
 - (iii) *Applications shall be due, at minimum, ten (10) days following the end of the General Election;*
 - (iv) *Applications shall consist of an application form that consists of questions that probe an applicant about their experiences and interests relevant to the position(s) they aim to apply for:*

- (1) A transcript shall be included only in applications for those applying for Chief Financial Officer or Comptroller,
- (v) *An interview shall be done as part of the process:*
 - (1) Interviews shall be conducted by the relevant Officers,
- (vi) *The Elections Committee shall confirm Staff nominees by vote;*
- (vii) *The Board must review and confirm all Staff nominees by vote:*
 - (1) If the Board does not confirm an appointee, the Senate shall review the nomination,
 - (2) The Senate may confirm the nomination by a two-thirds ($\frac{2}{3}$) majority vote,
 - (3) If the Senate rejects the nomination, the Elections Committee shall select a new nominee for the position and restart the confirmation process,
- (b) Applications for Student Security Staff shall be solicited from the general Members on an as needed basis, with the Director of Student Security providing recommendations as to an appropriate size for the pool of available staff necessary to execute the role:
 - (i) *The Director of Student Security shall be in regular communication with the Chief Ethics and Procedural Officer and Elections Committee to minimize favoritism in the employment process,*
- (c) The Elections Committee shall solicit applications from Senators interested in the Senate Secretary position by publishing an online form following the first Senate of the academic year:
 - (i) *An interview must be conducted as part of this process,*
 - (ii) *Elections Committee shall nominate up to two (2) candidates for the position of Senate Secretary,*
 - (iii) *The Senate shall select one of the nominees by debating and electing a nominated candidate through a vote,*
- (d) The Presidential Advisors are discretionary and chosen solely by the President;
- (e) The Resident Assistant Liaison shall be nominated by the Resident Assistant Cohort:
 - (i) *The Resident Assistant Cohort may opt to nominate two Resident Assistants to serve in this position,*

Section 2.05 Senate Regular Committee Members Appointments

- (a) Senate Regular Committee members shall be appointed by the Chairs of each respective Committee, in accordance with the following stipulations:
 - (i) *Applications shall be solicited from the student body at large each Fall,*
 - (ii) *All applications shall be reviewed by the Senate Chairs, the Executive Vice President, and the Chief Ethics and Procedural Officer,*
 - (iii) *In the event of vacancies, special appointments shall be carried out in accordance with all other rules herein specified,*

Section 2.06 Election Procedures

- (a) Balloting shall be carried out through electronic ballots sent to all current Members;

- (i) *Only students in the relevant year are allowed to vote for Class President Elections,*
- (b) Voting shall be carried out in accordance with Instant-Runoff Voting (“IRV”);
- (c) The following instructions shall clearly appear on each ballot:
 - (i) *This election uses the Instant-Runoff Voting System. Please vote by placing a "1" next to the name of your first-choice candidate, and placing the numbers "2", "3", "4", etc. next to each candidate, in order of decreasing preference, with "2" being placed next to your second-choice candidate, "3" being placed next to your third choice, and so on. Write-in votes are not valid. You are not required to rank every candidate. No candidate may be ranked more than once, and only consecutive numbers may be used. If any of the above rules are violated, the whole ballot will be considered invalid and will not be counted in the election,*
- (d) In order to win an election, a candidate shall receive one-half ($\frac{1}{2}$) plus one (1) of votes case;
- (e) Voting shall be open for twenty (20) hours;
- (f) If an Officer-elect declines their office, they will be considered to have withdrawn from the election process and the ballots will be recounted with the withdrawn candidate eliminated;
- (g) Elections for Dormitory President shall be exempt from clauses a-e of this section and will adhere to the following special guidelines:
 - (i) *Elections shall be presided over by the Resident Assistant(s) of the respective dormitory,*
 - (ii) *A candidate or ticket shall receive a plurality of votes to win an election,*
 - (iii) *Voting shall only be open to Members of the respective dormitory,*
 - (iv) *Voting shall be conducted through one of the following methods:*
 - (1) A hand raised vote,
 - (2) An online form,
 - (v) *The duration for Dormitory President campaigns shall be decided jointly by the Dormitory Affairs Chair and Resident Assistant Liaison(s),*
- (h) No individual selected by the Elections Committee shall hold more than one (1) position;
- (i) Sitting Officers shall not publicly endorse any candidate for any elected position;
- (j) No candidate may officially or publicly endorse any candidate besides themselves for any elected position;
- (k) No Officer may concurrently hold a remunerated position at any other 501(c)3 that is unaffiliated with the College of which the duties and responsibilities of that position conflict with or directly pertain to their duties and responsibilities to the Corporation;
- (l) All findings of the Elections Committee may be overturned by a two-thirds ($\frac{2}{3}$) majority vote of the Senate;
- (m) Results of all Elections and Officer Appointments shall be announced to the Members within 24 hours of the conclusion of the aforementioned process:

- (i) *Before announcing results to the Members, the Chief Ethics and Procedural Officer shall call each individual candidate to notify them of the results,*
- (ii) *If a candidate cannot be reached via telephone, the Chief Ethics and Procedural Officer shall email the candidate to notify them of the results,*

Section 2.07 Election Requirements

- (a) Any Member who wishes to stand for candidacy for an elected position must be on campus for the duration of their term:
 - (i) *Candidates for the position of Class President must also be a part of the class they are running to represent,*
 - (ii) *Candidates for Dormitory President must also live in the dormitory they are running to represent,*
- (b) Candidates running for Dormitory President shall be allowed to run as a joint ticket of no more than three (3) Members,
- (c) To stand in an election, those interested in running must comply with the following regulations:
 - (i) *They shall collect the official campaign petition form from the Elections Committee, which will be made easily available at a date and location made aware to all Members,*
 - (ii) *Those interested in running for President, Executive Vice President, Vice President for Student Activities, and Dormitory Affairs Chair shall obtain two hundred (200) signatures from the entire student body,*
 - (iii) *Those interested in running for Class President shall obtain fifty (50) signatures from Members of their class,*
 - (iv) *Those interested in running for Dormitory President shall obtain signatures from 20% of their dormitory,*
 - (v) *Only upon submitting a complete petition and the adjournment of the candidates' meeting, campaigning shall begin,*
 - (1) Candidates shall have until twenty-four (24) hours before ballots are sent out to obtain signatures,
- (d) All candidates must adhere to the following guidelines during their campaign:
 - (i) *Candidates for campus-wide elections may use no more than fifty (50) dollars' worth of materials and services during their campaign,*
 - (ii) *Candidates for a Class President position may use no more than forty (40) dollars' worth of materials and services during their campaign,*
 - (iii) *Candidates for Dormitory President may use no more than twenty (20) dollars' worth of materials and services per ticket during their campaign,*
 - (iv) *All candidates shall be required to submit to the Elections Committee complete itemized receipts for all expenditures incurred,*
 - (v) *No free services (services for which normally a fee applies shall be utilized during campaigns,*

- (vi) *All services and materials shall be priced at the lowest market price available to all candidates,*
 - (vii) *Candidates may only use recyclable paper 8 ½ by 11 inches or smaller,*
 - (viii) *Candidates shall not post flyers on glass or painted surfaces, except inside dormitory residents' windows with the consent of the resident(s),*
 - (ix) *Candidates shall not put flyers in mailboxes at Story House,*
 - (x) *Candidates may only place three (3) flyers in the Story House and three (3) flyers on the kiosk outside of Collins Dining Hall,*
 - (xi) *Candidates shall not post flyers in classrooms, Collins Dining Hall, Marian Miner Cook Athenaeum, or Crocker Reading Room,*
 - (xii) *Candidates may hang one (1) 3 feet by 6 feet banner on the south railing of Appleby Hall,*
 - (1) *Banners and posters shall not be posted in any other public area,*
 - (2) *This clause does not apply to candidates for Dormitory Presidents*
 - (xiii) *Candidates shall not generate and/or use distribution lists over any College e-mail system;*
 - (xiv) *No equipment, supplies, paid personnel, publications, or funding may be used to assist candidates;*
 - (xv) *No Member shall destroy, deface, obscure, or remove any campaign materials;*
 - (xvi) *Candidates are expected to behave in an ethical manner throughout the election process;*
- (e) *Violation of any of the subclauses in Section 2.05 clause (d) shall result in the immediate forfeit of the candidate;*

Section 2.08 Terms

- (a) *All Officers and Staff persons, with the exceptions of the Senate Secretary, Senate Chairs, and Dormitory Presidents shall serve for one academic year or until Spring Break, whichever comes sooner:*
 - (i) *The Senate Secretary, Senate Chairs, and Dormitory Presidents shall serve for one academic year,*

Article III. Disciplinary Procedures

Section 3.01 Investigatory Committees

- (a) *All investigatory committees shall be comprised of the Chief Ethics and Procedural Officer and at least two other Officers;*
 - (i) *The Chief Ethics and Procedural Officer shall have full authority over the selection of these officers,*
- (b) *The investigatory committee shall research the alleged ethical violation through, but not limited to, the means of interviews and the review of related documents and/or other physical evidence;*
- (c) *If the Committee finds grounds to act, it shall file a formal complaint with the Board and the Senate and recommend a course of action;*

Section 3.02 Dormitory Presidents Removal From Office

- (a) Dormitory Presidents may be expelled from office by a petition of one-half ($\frac{1}{2}$) of their constituency
- (b) Dormitory Presidents may be expelled from office upon three consecutive absences of the Residential Life Committee meetings;
- (c) Dormitory Presidents may be expelled from office if they fail to spend approximately one-half ($\frac{1}{2}$) of their dorm's budget by the end of the Fall semester;

Section 3.03 Censures

- (a) The Board or the Senate shall have the right to temporarily censure an Officer or Staff of the Corporation through a vote if they find the person in question to have seriously breached the terms of the Corporation's Constitution, its bylaws, either Operating Procedures, or the law;
- (b) The motion to censure shall stipulate the duration of the censure;
- (c) The person in question shall have the right to speak in their defense;
- (d) All censures shall be recorded in public minutes;
- (e) The person in question shall have the right to appeal their censure to either the Senate or the Board:
 - (i) *The Senate or Board may choose to overturn the censure by a two-thirds ($\frac{2}{3}$) majority vote,*

Section 3.04 Removal From Officer

- (a) An Officer or Staff of the Corporation may be removed from office due to:
 - (i) *Criminal conduct, including serious violation of local, state, or federal law,*
 - (ii) *Violation of the rules of the College,*
 - (iii) *Serious violation of the Corporation's Constitution, its bylaws, or either Operating Procedures,*
 - (iv) *Serious and consistent failure to adequately perform prescribed duties,*
- (b) An Officer or Staff may be removed from their position through two consecutive three-quarters ($\frac{3}{4}$) majority votes of the Senate at subsequent meetings:
 - (i) *Student Security staff may be removed through a vote of Elections Committee at the recommendation of the Director of Student Security,*

Article IV. Succession and Replacements

Section 4.01 Processes of Replacing Vacant Officer Positions

- (a) In the event that a vacancy in an Officer position occurs when there are still at least two weeks remaining in the Spring Semester, the vacant position shall be filled by the relevant special election or appointment process;
- (b) In the event that a vacancy in an Officer position occurs between the end of subclause (i) and the beginning of October, the Elections Committee shall meet within two weeks and decide whether the position will be filled via the relevant special election or appointment process, or through succession;

- (i) *The method chosen by Elections Committee may be overturned by a two-thirds (2/3) majority vote of the Senate,*
- (c) In the event that a vacancy in an Officer position occurs after October has begun, the vacancy shall be filled through the line of succession;

Section 4.02 Officer Line of Succession

- (a) A vacancy of the President shall be filled by the Executive Vice President;
- (b) A vacancy of the Executive Vice President shall be filled by one of the Senate Chairs:
 - (i) *The replacement shall be chosen by a vote of the Elections Committee,*
- (c) A vacancy of the Vice President of Student Activities shall be filled by one of the Event Commissioners:
 - (i) *The replacement shall be chosen by a vote of the Elections Committee,*
- (d) A vacancy of the Chief Financial Officer shall be filled by the Comptroller;
- (e) A vacancy of any Class President shall be a Member of the President's respective cabinet:
 - (i) *The replacement shall be chosen by a vote of the Elections Committee,*
- (f) A vacancy of the Dormitory Affairs Chair shall be filled by a member of the Residential Life Committee:
 - (i) *The replacement shall be chosen by a vote of Elections Committee,*
 - (ii) *If the replacement is currently a Dormitory President, they must resign as Dormitory President,*
- (g) A vacancy of the Chief Operating Officer shall be filled by the Senate Secretary;
- (h) A vacancy of the Diversity and Inclusion Chair shall be filled by an At-Large Member of the Diversity and Inclusion Committee:
 - (i) *The replacement shall be chosen by a vote of the Elections Committee,*
- (i) A vacancy of the Vice President of Campus Organizations shall be filled by one of the Campus Organizations Liaisons:
 - (i) *The replacement shall be chosen by a vote of the Elections Committee,*
- (j) A vacancy of the Comptroller shall be the Administrative Affairs and Appropriations Committee Chair;
- (k) A vacancy of the Chief Ethics and Procedural Officer shall be the Administrative Affairs and Appropriations Committee Chair;

Section 4.03 Staff Replacements

- (a) In the event that a Staff person, with the exception of the Dormitory Presidents, is unable to continue their duties or is removed from their position, the Officer presiding over the relevant Staff shall solicit applications from the Members interested in the position:
 - (i) *Applications must be open and distributed to all Members for at least five (5) days,*
 - (ii) *Applicants may apply for more than one (1) position,*
 - (iii) *Applications shall consist of an application form with questions that probe an applicant about their experiences and interests relevant to the position(s) they aim to apply for,*

- (b) The Elections Committee will confirm Staff nominees by vote;
- (c) In the event that the Director of Student Security needs to hire more staff to ensure the functioning of an event of the Corporation, the Elections Committee will work with the Director to ensure a fair and equitable process is used to hire additional personnel, who may serve on an ad-hoc basis;

Article V. Conflicts of Interest

Section 5.01 Individual Conflicts of Interest

- (a) All Officers shall be required to promptly, transparently, and fully disclose all possible conflicts of interest;
- (b) If an Officer has a direct or indirect interest or relationship with any organization or individual that has any transaction or relationship with the Corporation, the Officer shall recuse themselves from involvement with the issue and shall abstain from any vote on the matter;
- (c) The serious breach of these requirements shall constitute immediate grounds for the initiation of censure and/or removal procedures;

Section 5.02 Institutional Conflicts of Interest

- (a) The President, The Vice President of Student Activities, the Dormitory Affairs Chair, and the Dormitory Presidents may not be Resident Assistants:
 - (i) *The breach of this requirement shall constitute immediate grounds for the initiation of censure and/or removal procedures,*

Article VI. Operating Procedures

Section 6.01 Board Operating Procedures

- (a) The Board shall pass updated Board Operating Procedures through a vote;
- (b) All Board Operating Procedures shall be posted publicly;
- (c) Board Operating Procedures shall expire after the Spring Break of every academic year;
- (d) All procedural questions not addressed in this Constitution, its bylaws, or any Board Operating Procedures shall be governed by the most recent edition of Robert's Rules of Order;

Section 6.02 Senate Operating Procedures

- (a) The Senate shall pass updated Senate Operating Procedures through a vote;
- (b) All Senate Operating Procedures shall be posted publicly;
- (c) Senate Operating Procedures shall expire after the Spring Break of every academic year;
- (d) All procedural questions not addressed in this Constitution, its bylaws, or any Senate Operating Procedures shall be governed by the most recent edition of Robert's Rules of Order;