

The Bylaws of the Undergraduate Student Conduct Council at the College of William and Mary

Adopted January 23, 2018

Mission Statement

The Undergraduate Student Conduct Council serves the College by acting as panel members on panel and board hearings and providing educational measures to inform the College's community of the Code of Conduct and its procedures. When acting as panel members, this body has the responsibility for adjudicating charges of alleged misconduct by students and imposing fair sanctions as provided in the Student Handbook.

I. Document Jurisdiction

- A. The Undergraduate Student Conduct Council consists of fifteen undergraduate students selected annually, typically six seniors, five juniors, and four sophomores. This document is binding upon the Undergraduate Student Conduct Council, hereafter called the "Council." This document is not binding upon members of the William and Mary Student Conduct Council who are not undergraduate students.
- B. **Procedural Jurisdiction.** All rules and regulations in the present document shall govern the internal administration of the Undergraduate Student Conduct Council but shall not be construed to govern any procedure of a Student Conduct Panel or Student Hearing Board. No statement in the present document shall be construed to override or contradict any policy, procedure, or clause contained in the Student Handbook.

II. Document Enactment and Amendment

- A. **Document Enactment and Amendment.** This document shall be effective immediately upon approval. Approval of this document requires the consent of the advisor of the council, as designated by the Director of Student Conduct, (hereafter referred to as "Advisor"), the consent of both Co-Chairs of the Council, and affirmation by a majority of Council members. Upon approval of this document, all rules contained in this document shall remain in effect indefinitely unless they are amended.
- B. **Amendments.** Amendments to this document may be proposed by the Advisor or by any member of the Council. Amendments shall be considered for approval only at Council meetings (see Section V: Council Meetings). See section IX.A.5 for voting procedures for amendments.

III. Membership

- A. **Membership Types.** There are two forms of membership: active and inactive. Active members are members who are able to fulfill the responsibilities set forth in section III.B and may vote on Council business (see section IX). Inactive members are members who cannot fulfill the responsibilities set forth in section III.B and

do not have voting power. Inactive members are members who are temporarily vacating their seat but intend to return to the Council, pursuant to section III.G.1.

B. Responsibilities of Members. These duties shall be required of all members. Violation of these responsibilities may result in a review of membership.

1. **Attendance at weekly meetings.** Members shall attend meetings of the general Council each week in accordance with the attendance policies noted in section V.B.
2. **Participation in small project teams.** Members shall participate in teams related to the Council's education, outreach, and orientation projects (see Section VII).
3. **Case participation.** Members shall participate as members of panels and hearing boards when these arise.
4. **Mid-year membership check-in.** The Co-Chairs shall organize meetings with the Members at the end of each fall semester or at the beginning of each spring semester to discuss and review each Member's participation on the Council.
5. **Adherence to duties and responsibilities outlined in the Student Handbook.**

C. Membership Application.

1. Prospective members will be invited to apply in the early spring semester. Co-Chairs shall organize information sessions for interested students several weeks before the application is due.
2. The Membership application will be an online form that asks applicants about their interest in the Council.
3. The application shall close and the applications will be reviewed in the middle of each spring semester.
4. After the application closes, the Co-Chairs shall organize interviews with prospective applicants. Interviews shall be conducted according to the guidelines in the Student Handbook.
5. Newly selected members will be notified before the end of the Spring semester preceding their tenure on the Council.

D. Membership Review. Membership Review is a process that a member goes through with the Co-Chairs and Advisor to address inappropriate behavior. A Council member shall be placed under Membership Review by the Co-Chairs if the member is found to have violated any of the following conditions:

1. Adherence to the rules and regulations specified in the bylaws.
2. Adequate completion of Student Conduct Council training.
3. Adherence to Code of Conduct or Honor Code.

E. Membership Review Procedure.

1. To place a Council member under Membership Review the Co-Chairs shall schedule a meeting with the member in question to discuss the possibility of removal. Every effort will be made to meet with the member under review within a reasonable time

frame.

2. At the next Council meeting following the initial private meeting between the Co-Chair(s) and the member under review, the Co-Chairs shall present and discuss the reason for the review of membership.
3. After the conclusion of this discussion, and at the same meeting, the member under review shall have the opportunity to speak to the Council about their membership.
4. After the Co-Chairs have presented and the member under review has spoken, the Council shall vote on the removal of the member under review. The member under review shall leave the room and not participate in this vote. See section IX.A.4 for the voting procedures for Membership Review.
5. The Co-Chairs will inform the membership at least three days in advance of the meeting at which a membership review will take place.

F. Membership Review Outcomes. Membership Review will result in one of the following:

1. If a majority of a Council quorum votes against termination of membership, the Member will work closely with the Co-Chairs and Advisor to adjust their actions during a probationary period. The length of this probationary period will be determined by the member under review, the Co-Chairs, and the Advisor.
2. If a majority of a Council quorum votes in favor of the member's removal, the member will be immediately dismissed from the Council.

G. Vacancies.

1. Temporary member vacancies. If a member must leave the Council for a specified period of time and intends to return, they must inform the Co-Chairs about the duration of and reason for their absence as soon as possible and indicate their intention to return to the Council to the Co-Chairs before and after their specified absence.
2. Officer Vacancies. If a current Officer must leave the Council, they must inform the Co-Chairs about the duration of and reason for their absence as soon as possible, ensure that an election is held prior to their departure from the council, and meet with the newly elected office to assist with a smooth transition.
3. Co-chair Vacancies. If a current Co-Chair must leave the council, they must meet with the other Co-Chair and Advisor to discuss the absence as soon as possible, ensure that an election is held prior to their departure from the council, and meet with the newly elected Co-Chair to assist with a smooth transition.
4. Permanent Vacancies. Whenever permanent vacancies occur on the Council, the Co-Chairs and Advisor will appoint a new member from the pool of candidates from the previous application cycle.

IV. Leadership.

A. Co-Chairs.

Co-Chair Elections. Co-Chair elections shall take place during the Spring academic semester, before new membership selection. Scheduling within this range shall be at the discretion of the current co-chairs and the council Advisor.

a) Eligibility for Co-Chair Candidacy.

- (1) Candidate must have served on the Council for at least one year by the time they would become Co-Chair.
- (2) Candidate must be actively enrolled on William and Mary's main campus for the duration of their prospective term.

b) Election Procedure.

- (1) Co-Chairs will announce the date of election at least one week in advance.
- (2) Eligible members who wish to, shall announce their candidacy at the very beginning of the meeting in which the election takes place and shall be included on the ballot.
- (3) When voting takes place, candidates will then leave the room, and be called in one by one for a round of questions, asked by the remaining council.
- (4) After every candidate is questioned, the council will discuss the candidates, without revealing voting choices, and proceed to the rounds of voting. See section IX.A.3 for the voting procedures for Co-Chair elections.

2. Co-Chair Duties.

- a) The Co-Chairs will preside over the day-to-day operations of the council including, but not limited to:
 - (1) Scheduling, planning, and presiding over weekly meetings.
 - (2) Managing Project Teams and working with Team Leaders.
 - (3) Working with Training, Finance, Social Media Chair, Recruitment Chair, and Secretary to manage their relevant projects and responsibilities.
 - (4) Meeting regularly with the Advisor.
 - (5) Serving as the primary interface between the Council and the College's administration.
 - (6) Ceremonial duties, including administering the Honor Pledge and inducting new members.

3. Membership Review for Co-Chairs.

- a) Reasons for Membership Review are the same for Co-Chairs as they are for other Council members (see section III.B).
- b) Procedures for Membership Review for a Co-Chair are the same as

those pertaining to Council members as described in sections III.D-F, with the following exceptions:

- (1) The Advisor and the Co-Chair who is not under review will act in the role of the Co-Chairs.
- (2) The council will have the option to vote either to remove the Co-Chair under review from office, or from the council altogether.

B. Officers

1. Any member may volunteer as a candidate for the Officer positions at a time specified by the Co-Chairs, in the Spring Semester before new members are inducted.
2. At a council meeting designated by the Co-Chairs, members shall cast a vote for their preferred candidate. See section IX.A.2 for the voting requirements for officer positions.
3. The officer positions are as follows:
 - a) **Secretary.** The Secretary shall be responsible for taking minutes and attendance at any business meeting of the Council. The Secretary, will record the final tallies of all votes during meeting. The Secretary will be responsible for making minutes available to the council.
 - b) **Social Media Chair.** The Social Media Chair shall be responsible for updating the Council's social media pages.
 - c) **Finance and Budget Chair.** The Finance and Budget Chair shall work closely with the Advisor, as well as the Co-Chairs, to manage the Council's funds. Teams and council events that require funds will consult the Finance and Budget Chair.
 - d) **Training Chair.** The Training Chair shall work closely with the Advisor, as well as the Co-Chairs, to plan training sessions for the Council.
4. Officers may be put under membership review if they are found to be negligent in the execution of their duties. In this case, both removal from office, as well as removal from the council, are potential outcomes.

V. Council Meetings.

A. Meeting Procedure.

1. **Opening.**
 - a) The Co-Chairs will present an agenda, as emailed out earlier in the week.
 - b) The Secretary will take attendance, with the presentation of the agenda marking the official start to the meeting.
2. **Agenda Items.**
 - a) The Co-Chairs will move from item to item until the agenda has been completed, allowing adequate time for

- discussion, as the agenda and meeting time permits.
- b) Co-Chairs will leave five minutes at the end of every meeting for members to put forward matters not on the agenda. If any of these matters fail to be concluded, they will be addressed in the next meeting's agenda, or in a manner agreed upon by the Council.
 - c) Items requiring a vote will be decided pursuant to section IX.A.
 - d) A majority of council members must vote for an item in order for it to be approved.

B. Attendance

- 1. Attendance at Council meetings is mandatory for all Council members.
- 2. A member shall be counted as "tardy" if they arrive in excess of ten minutes late.
- 3. The Secretary shall take attendance and note which members are tardy to Council meetings.
- 4. Any member seeking to be absent from a Council meeting must notify Co-Chairs at least 24 hours before the meeting. Absences will be excused in the case of:
 - a) Academic requirements. These shall include class and outside-class activities approved by the Co-Chairs.
 - b) Family emergency.
 - c) Mental, physical, or emotional health issues.
 - d) Employment obligations out of the member's control.
 - e) Other requirements at the discretion of the Co-Chairs, member must obtain permission from Co-Chairs at least one day in advance of meeting time.
- 5. Any absence from a Council meeting without prior permission from a Co-Chair shall constitute an unexcused absence. No Council member may have more than one unexcused absence from a Council meeting during each semester. Unexcused absences include, but are not limited to:
 - a) Ongoing club/organization meetings, practices, etc.
 - b) Working on class assignments, unless there are extenuating circumstances.
 - c) Group project meetings unless there are extenuating circumstances.
 - d) Being tardy to a Council meeting without an approved excuse in excess of one time.
- 6. A member may not miss more than three meetings per semester, whether excused or unexcused.
- 7. Members of ad hoc teams and non-team volunteers working on outreach and orientation events are required to attend the events on which they are working.

VI. Training. Members shall participate in all training sessions, whose dates and content will be decided by the Advisor, the Co-Chairs, and the Training Chair.

VII. Project Teams.

- A. **Creation and Composition.** At their discretion, the Council Co-Chairs may create Project Teams from among the membership of the Council to work on projects such as outreach events, training programs for members, and orientation activities. Each member of the Council should participate at least once per semester in a Project Team. The Co-Chairs may choose to consult the members about each Team's duties. Members may work with the Co-Chairs to decide the composition of each Team.
- B. **Responsibilities.** The responsibilities and powers of each Team shall be determined by the Council Co-Chairs.

VIII. Recommendations.

- A. **Purpose.** The Council may submit recommendations on Student Conduct policies and procedures to the Office of the Dean of Students. Such recommendations shall be deemed the official position of the Council, but no recommendation shall be binding upon the Office of the Dean of Students or the Vice President for Student Affairs.
- B. **Approval.** The Chairs will inform the Council members at least three days in advance of any meeting during which a policy revision is to be considered. See Section IX.B.5. for voting requirements for amendments.

IX. Quorum and Voting

- A. Quorum is defined as follows:
 1. **General Business** (non-co-chair elections, recommendations, and other common operating activities). Two-thirds of the Council's active members must be present for any official meetings or votes of this nature to occur. Abstentions on votes pertaining to general business are allowed.
 2. **Special Business** (amendments, membership review, co-chair elections, and other actions that significantly shape the Council's future). Four-fifths of the Council's active members must be present for any official meetings or votes of this nature to occur. Abstentions on votes pertaining to special business are prohibited.
- B. **Voting Requirements**
 1. **Recommendations.** To approve a recommendation, more votes must be cast for it than are cast against it.
 2. **Non Co-Chair Elections**
 - a) If one or two candidates are nominated, whichever candidate receives the most votes is elected.
 - b) If there are more than two nominees, two rounds of voting will be used. In the first round, everyone (except for the candidates) will vote for two candidates. The top two vote-getters from the first round will advance to the second round, which will be conducted according to

clause IX.B.2.a, above.

3. **Co-Chair Elections**

- a) Two rounds of voting will be used. In the first round, each non-candidate will vote for two candidates. The top three vote-getters will advance to round two while the other candidates cease their campaign and return to the voter pool.
 - b) In the second round, the Council will select from among the three remaining possible co-chair pairings. Aside from the three remaining candidates who will not vote, each voter will vote for one pairing. The pairing who receive the most votes is elected.
4. **Membership Review.** To remove an officer or member, at least four-fifths of the votes cast must be in favor of removal.
 5. **Amendments.** To pass an amendment, at least two-thirds of the votes cast must be in favor of the amendment.

C. Rules

1. All uncontested votes will be conducted by voice vote.
2. All contested votes will be conducted by secret ballot. Each voter will be given an identical, non-descript piece of paper on which to cast his or her vote.
3. In the event of a tie, the Council will discuss and revote between the tied candidate(s) until one wins.
4. All active members may vote unless specifically prohibited from doing so by these bylaws.
5. Abstentions are permitted unless specifically prohibited by these bylaws.
6. Only those present at a given meeting may vote.