

**The Bylaws of the Undergraduate Student Conduct Council
at William and Mary in Virginia
Adopted April 10th 2019**

Mission Statement

The Undergraduate Student Conduct Council serves the University by providing undergraduate Members for Student Conduct Panels and Student Hearing Boards (hereafter referred to as “Panels” and “Boards,” respectively), and by leading outreach projects to inform students about the Code of Conduct, its procedures, and any related policies. When acting as Panel or Board members, the Members of the Council have the responsibilities of adjudicating alleged violations of the Code of Conduct and imposing fair sanctions. The *Student Handbook* describes violations and sanctions.

- I. Document Authority
 - A. This document is binding upon the Undergraduate Student Conduct Council (hereafter referred to as “Council”).
 - B. The Council consists of as many as 20 undergraduate students selected annually. There are typically six seniors, five juniors, five sophomores, and four freshmen. Procedural Jurisdiction. The Bylaws govern the internal administration of the Council but do not govern the procedures of a Panel or Board. No statement in the present document overrides or contradicts any policy, procedure, or clause contained in the *Student Handbook*.
- II. Document Enactment and Amendment
 - A. This document is effective immediately upon approval. Approval of this document requires the consent of the Advisor of the Council (hereafter referred to as “Advisor”), who is designated by the Director of Community Values & Restorative Practices; the consent of both Co-Chairs of the Council; and affirmation by a majority of Council Members. Upon approval, all rules contained in this document remain in effect indefinitely unless amended.
 - B. The Advisor or any Member of the Council may propose amendments to this document. The Council only considers amendments for approval at official Council meetings (see Section V: Council Meetings). See section IX.B.5 for voting procedures for amendments.
- III. Membership
 - A. Membership Types: There are three forms of Membership: active, inactive, and freshmen. Active Members are able to fulfill the responsibilities set forth in section III.B and may vote on Council business (see section IX). Inactive Members cannot fulfill the responsibilities set forth in section III.B and do not have voting power. Inactive Members temporarily vacate their seats but intend to return to the Council, pursuant to section III.G.1. Freshmen Members cannot sit cases and are ineligible for Co-Chair and Recruitment Chair consideration in their first spring semester on Council, but otherwise are full Members who can vote during elections.

- B. Responsibilities of Members: These duties apply to all Members. Violation of these responsibilities may result in a Review of Membership.
1. Attendance at weekly meetings: Members attend meetings of the general Council each week in accordance with the attendance policies noted in section V.B.
 2. Engaged Membership: Members must be engaged, involved, and deliberative during all meetings and other Council activities. All Members are expected to refrain from using electronic devices during meetings, hearings, and events unless permitted by the Co-Chairs.
 3. Participation in small project teams: Members participate in teams related to the Council's education, outreach, and orientation projects (see Section VII).
 4. Case participation: Members participate in Panels and Boards.
 5. Mid-year Membership check-in. The Co-Chairs 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.
 6. Adherence to duties and responsibilities outlined in the *Student Handbook*.
- C. Membership Application
1. Prospective Members are invited to apply in the fall semester. The Recruitment Chair organizes information sessions for interested students several weeks before the application is due.
 2. The Membership application is an online form that asks applicants to discuss their values and commitments on campus, and tests their ability to comprehend the Code of Conduct through a case-study.
 3. The Council reviews applications in the middle of each fall semester.
 4. After the application closes, the Recruitment Chair organizes interviews with prospective applicants that emphasize character traits desired in Council Members, like maturity, dedication, composure, engagement, and the ability to make appropriate judgments of character. The Council conducts interviews according to the guidelines in the *Student Handbook*.
 5. The Council notifies newly selected Members before the end of the Fall semester preceding the start of their tenure on the Council, and induction occurs no later than finals period in the Fall.
- D. Membership Review. Membership Review is a process initiated by the Co-Chairs to address inappropriate behavior in a Council Member. A Council Member is 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 will schedule a meeting with the Member in question to discuss the reasons

for the review. The Co-Chairs will make every effort to meet with the Member under review within a reasonable timeframe.

2. The Co-Chairs will inform the Council at least three days in advance that a Membership Review is set to take place, and they will provide the circumstances that triggered the Membership Review to the Council.
3. At the Council meeting following the initial private meeting between the Co-Chair(s) and the Member under Review, the Member under Review will 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 votes as to whether to remove the Member under Review. The Member under Review leaves the room and does not participate in this vote. See section IX.B.4 for the voting procedures for Membership Review.

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 works closely with the Co-Chairs to address the issues raised during a period of probation via a written action plan developed by the Co-Chairs. The length of this probationary period is determined by the Member under Review and the Co-Chairs,
2. If a majority of a Council quorum votes in favor of the Member's removal, the Council will consider the Member removed.

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 in writing 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 in writing 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 Officer to assist with the 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 the Council holds an election prior to their departure from the Council, and meet with the newly elected Co-Chair to assist with the transition.
4. Permanent Vacancies. If permanent vacancies occur on the Council, the Co-Chairs may opt to initiate a special application process to recruit new Members.

IV. Leadership

A. Co-Chairs

1. Co-Chair Elections. Co-Chair elections take place during the Spring academic semester. Scheduling is 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 full year by the time they assume the position.
 - (2) Candidate must commit to a full year of academic enrollment on William & Mary's main campus for the duration of their perspective term.
 - b) Election Procedures
 - (1) Co-Chairs announce the date of the election at least one week in advance.
 - (2) Eligible Members must submit a letter of intent to the Co-Chairs 24 hours in advance of the election.
 - (3) Candidates announce their candidacies at the beginning of the meeting in which the election takes place and are then included on the ballot provided by the Secretary.
 - (4) When voting takes place, candidates leave the room, and be called in one by one for a round of questions, asked by the remaining Council members.
 - (5) After the Council questions every candidate, the Council discusses the candidates, without revealing voting choices, and proceed to the rounds of voting. See section IX.B.3 for the voting procedures for Co-Chair elections.
2. Co-Chair Duties
 - a) The Co-Chairs 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 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 liaison between the Council and the University's administration.
 - (6) Ceremonial duties, including administering the Pledge and inducting new Members.
 - (7) Schedule and coordinate panels for hearings.
3. Membership Review of Co-Chairs
 - a) Reasons for Membership Review are the same for Co-Chairs as they are for other Council Members (see section III.D).
 - b) Procedures for Membership Review for a Co-Chair are the same as those pertaining to Council Members as described in sections III.E- F, with the following exceptions:

- (1) The Advisor and the Co-Chair who is not under review acts in the role of the Co-Chairs.
- (2) The Council has 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 an Officer position at a time specified by the Co-Chairs, excluding freshmen Members for the positions of Co-Chair or Recruitment Chair.
2. At a Council meeting designated by the Co-Chairs, Members cast a vote for their preferred candidate. See section IX.B for the voting requirements for officer positions.
3. At a Council meeting designated by the Co-Chairs, Members cast a vote for their preferred candidate. See section IX.B for the voting requirements for officer positions.
 - a) Secretary. The Secretary is responsible for taking minutes and attendance at any business meeting of the Council. The Secretary records the final tallies of all votes during meeting. The Secretary is responsible for making minutes available to the Council.
 - b) Social Media Chair. The Social Media Chair is responsible for updating the Council's social media pages and publicizing Council events.
 - c) Finance and Budget Chair. The Finance and Budget Chair works closely with the Co-Chairs to manage the Council's allocated funds. Teams and Council events that require funds consult the Finance and Budget Chair.
 - d) Recruitment Chair. The Recruitment Chair is responsible for recruiting new Members and managing the Induction Ceremony.
4. Officers may be put under Membership Review if they are found to be negligent in the execution of their duties. 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 begin the meeting no later than 5 minutes after the set meeting time.
 - b) The Secretary takes attendance.
2. Agenda Items
 - a) The Co-Chairs move from item to item until they complete the agenda, allowing adequate time for discussion, as the agenda and meeting time permits.
 - b) Members may contact the Co-Chairs 24 hours in advance with any items they would like to be included on the agenda.
 - c) The Council decides on items requiring a vote pursuant to section IX.A.

- d) A majority of Council Members must vote affirmatively in order to approve an item.

B. Attendance

1. Attendance at Council meetings is mandatory.
2. The Council will consider a Member “tardy” if they arrive in excess of five minutes late and “absent: if they arrive in excess of ten minutes late, unless there are extenuating circumstances and they inform the Co-Chairs of those circumstances.
3. The Secretary takes attendance and notes which Members are tardy and absent to meetings.
4. Any Member seeking to be absent from a Council meeting must notify Co-Chairs at least 24 hours before the meeting. Absences are excused in the case of:
 - a) Academic requirements. These 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 the day prior to the meeting.
5. Any absence from a Council meeting without prior permission from the Co-Chairs constitutes 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 determined by the Co-Chairs.
 - d) Being tardy more than once to a Council meeting without an approved excuse.
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/assigned.

VI. Training

- A. Members participate in all training sessions. The Co-Chairs and Advisor will determine dates and content of training.

VII. Project Teams

- A. Creation and Composition. At their discretion, the 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. 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 Co-Chairs will determine the responsibilities and powers of each Team.

VIII. Recommendations

- A. Purpose. The Council may submit recommendations on Student Conduct policies and procedures to Community Values & Restorative Practices. Such recommendations will be considered the official positions of the Council, but no recommendation is binding upon CVRP 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 it will consider a policy revision. See Section IX.B.5. for voting requirements for amendments.

IX. Quorum and Voting

- A. Quorum is defined as:

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. Members may abstain on votes pertaining to general business.
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. Members cannot abstain on votes pertaining to special business.

- B. Voting Requirements

1. Recommendations. A majority must vote in favor of the recommendation for it to be approved.
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 are used. In the first round, everyone (except for the candidates) votes for two candidates. The top two candidates from the first round advance to the second round, conducted according to clause IX.B.2.a, above.
3. Co-Chair Elections
 - a) Two rounds of voting are used. In the first round, each non-candidate votes for two candidates. The top three vote getters advance to round two while the other candidates cease their campaign and return to the voter pool.
 - b) In the second round, the Council selects from among the three remaining possible Co-Chair pairings. Aside from the three remaining candidates who do not vote, each Member votes for one pairing. The pairing who receive the most votes is elected.
4. Membership Review. To remove an officer or Member, at least two-thirds 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. The Council conducts all uncontested votes by voice vote.
2. The Council conducts all contested votes by secret ballot in which it provides each voter a nondescript piece of paper on which to cast their vote.
3. In the event of a tie, the Council discusses and re-votes from among the tied candidates until one wins.
4. All active Members may vote unless specifically prohibited from doing so by these Bylaws.
5. Members can abstain unless these Bylaws prohibit abstentions.
6. Only those present at a given meeting may vote.