

THE CODE
of the
STUDENT ASSEMBLY
of the
COLLEGE OF WILLIAM & MARY IN VIRGINIA
Ratified April 15th, 2024

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TITLE 1: THE LEGISLATIVE BRANCH

Chapter 1: The Bylaws of the Senate

Meetings of the Senate

- I. The meetings of the Senate shall be conducted in parliamentary style according to Robert's Rules of Order.
 - A. Except as otherwise specified by the Constitution or Code of the Student Assembly.
 - B. The Chair of the Senate shall have the authority to segment Robert's Rules of Order to better suit the Student Assembly.
- II. The agenda shall be specified by the Chair of the Senate.
 - A. The agenda shall include a report from each standing committee, social class, and graduate school.
 - B. The agenda shall include a time for public comment at the beginning and end of each meeting, when observers may comment on the Senate's proceedings.
 - C. The agenda shall include a time for Executive officers to give executive updates.
 1. The Senate shall be allowed to ask questions of the executive pertaining to both executive initiatives and their opinion on campus issues.
- III. The Chair of the Senate shall hold the sole discretion in determining whether or not a meeting is virtual and/or live-streamed.
- IV. The Senate may enter into a Closed Session by vote of a majority of the Senators in office. The Secretary of the Senate will note the purpose of the Closed Session in the record in accordance with the Code of Virginia as follows;
 - A. The Senate must identify the subject matter;
 - B. State the purpose of the meeting as authorized in subsection A of § 2.2-3711 or other provision of law
 - C. Cite the applicable exemption from open meeting requirements provided in subsection A of § 2.2-3711 or other provision of law.
 - D. For ease, the section cited by the Senate for the purpose of a Closed Session shall be § 2.2-3711 A. 1 (permitting a body to go into Closed Session for purposes of discussion on prospective candidates).
 - E. All present except seated Senators must exit the meeting for the duration of the closed session, except;
 1. The Senate may allow, by a majority vote, any member of the University community to remain within the Senate during Closed Session.
 - F. As per the Code of Virginia § 2.2-3712, "[a]t the conclusion of any closed meeting, the public body holding such meeting shall immediately reconvene in an open meeting and shall take a roll call or other recorded vote to be included in the minutes of that body, certifying that to the best of each member's knowledge
 1. (i) only public business matters lawfully exempted from open meeting requirements under this chapter and
 2. (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body."

- G. The Senate, as per the Code of Virginia, must exit Closed Session before taking a vote on the question at hand.

Voting

- I. A passing vote shall be a majority vote of the present membership unless otherwise specified in the Constitution or the Code of Student Assembly.
- II. The voting procedures available to the Senate shall be as follows:
 - A. Roll Call Vote: every Senator's vote shall be counted one by one and attached to their respective name.
 - B. Secret Ballot: every Senator's vote shall be written in secret and counted by the presiding chair.
 - C. Placard Vote: every Senator shall raise their hand and be counted.
 - D. Vote by Acclamation: the body shall vote by voice.
 - E. Motion of Unanimous Consent:
 - 1. Any Senator may move to vote on a motion before the Senate by Unanimous Consent.
 - a) For Senators attending the meeting virtually, a Senator must express their dissent to the motion for Unanimous Consent, otherwise their vote shall be assumed to have been 'yes'.
 - b) The Senate Chair shall take a vote on the motion to vote by Unanimous Consent; if any Senator votes 'no' on the motion, the motion to vote by Unanimous Consent shall fail and the Senate Chair shall immediately move into a Roll Call Vote on the question at hand.
 - F. A Roll Call Vote shall be the highest in order and a Vote by Acclamation shall be the lowest in order.
 - G. Any Senator may motion to change the method of voting as long as their proposed method is of higher order.

Chapter 2: Membership

Election

- I. The members of the Senate shall be elected according to the guidelines created by the Elections Commission, in accordance with the Constitution of the Student Assembly.
- II. Should an Undergraduate Senator vacate their seat, the Class President of their social class shall announce an open application for the seat. Should the vacancy occur after the beginning of Spring Semester Election Informational Sessions, the seat shall remain vacant until the end of the session.
 - A. All applications shall be reviewed by the Class President and Senators of that social class. At least 4 students will be given the opportunity to interview, should that many apply.
 - B. The Class President and Class Senators shall conduct a review process to select their top candidate.
 - C. Should a tiebreaker be necessary, the Chair of the Senate shall serve as the tiebreaker.

- D. The position shall become open during the next election cycle, and shall be conducted according to the normal procedures as outlined in the Constitution and Code of the Student Assembly.
- III. Should a Graduate Senator vacate their seat, their respective school governance organization shall appoint a new representative.
 - A. Should a vacancy exist for more than one month while classes are in session, the seat shall revert to the Graduate Council for re-allocation to another graduate school.
- IV. Should a Class President vacate their seat, the Senators of their social class shall conduct a blind vote to determine an interim Class President.
 - A. Should a tiebreaker be necessary, the Chair of the Senate shall serve as the tiebreaker.
 - B. The social class will then undergo the normal procedure to fill the newly vacated Senate seat.

Attendance

- I. Should a Senator miss a Senate meeting, or some Senate-wide initiative which the Senate Chair deems mandatory, it shall count as an absence, regardless of it being excused or not.
 - A. Should a Senator miss a committee meeting, each committee absence shall count as $\frac{1}{2}$ an absence, regardless of it being excused or not.
- II. Should a Senator arrive late or leave before a meeting's conclusion, the Secretary shall record the time that the Senator arrives or leaves.
 - A. Upon reviewing the minutes, should it be discovered that the Senator missed more than fifty percent of the meeting, it shall be recorded as an absence.
 - B. Excused absences shall include, but are not limited to: time away caused by a student's serious illness (medical or mental health), hospitalization, or death or serious illness of a close family member; emergency academic obligations; and important religious or cultural obligations.
 - C. Graduate Senators shall also be excused for non-emergency academic obligations.
 - D. Unexcused absences shall include: other student organization events; minor academic events that could have been avoided; and social activities.
 - E. Whether an excuse not included in this list is excused or not shall be at the discretion of the Secretary of the Senate.
 - F. Senators who choose to attend any meeting of the Senate virtually must have their camera active and on unless extraneous circumstances arise. Exceptions may be approved by the Chair of the Senate. Unapproved exceptions shall count as an absence.
- III. Senators shall notify the Secretary, by any reasonable means set by the Secretary, of their absence before the meeting they will miss. In the event that they will miss or be late for a committee meeting, they shall notify their Committee Chair, in addition to the Senate Secretary.
- IV. After an Undergraduate Senator's fifth absence or a Graduate Senator's eighth absence in a session, the Senator will be asked to explain their reason(s) for their absences to the Chair and Secretary of the Senate and any involved Committee Chairs.
 - A. At this attendance review, it shall be noted whether a Senator's absences were excused or unexcused. If a Graduate Senator is under an attendance review, the Chair

of the Senate should make an effort to notify that graduate school's student leadership.

- V. An Article of Impeachment shall automatically be introduced by the Secretary of the Senate after an Undergraduate Senator's eighth absence or a Graduate Senator's twelfth absence in a session.
 - A. In the event that the Secretary reaches the relevant number of the absences according to the minutes, then the Chair of the Senate shall introduce the Article of Impeachment against them.
 - B. The Article shall include the number of excused and unexcused absences for the Senator.
 - C. Undergraduate Senators shall be allowed three more absences and Graduate Students shall be allowed four more absences from the total accrued by the date of the failure of the Articles of Impeachment, at either a trial or if defeated at introduction until the next Article of Impeachment is automatically introduced by the Secretary again.

Officers

- I. Presiding Officer
 - A. The Vice President of the Student Assembly shall serve as the Presiding Officer.
 - B. The Presiding Officer is responsible for conducting the meetings of the Senate and maintaining decorum while meetings are in session.
 - C. The Presiding Officer shall have voting privileges only in the case of a tie.
 - 1. At the first meeting of the new session the Presiding Officer shall facilitate the election of Senate Officers.
- II. Chair of the Senate
 - A. The Chair shall be elected at the first meeting of the Senate by a majority of Senators present.
 - 1. If no candidate for Chair receives a majority on the first ballot, the candidate with the fewest votes shall be eliminated and a new round of voting shall take place until a candidate receives a majority of the vote.
 - B. The Chair shall determine the agenda for each meeting and inform their fellow Senators of the agenda at least 24 hours prior to the meeting.
 - C. The Chair shall receive legislation and assign it to the appropriate committee following its introduction.
 - D. The Chair shall maintain a record of all legislation submitted and its status. The Chair shall make said record available to the Historian of the Senate.
 - E. The Chair shall assume the Presiding Officer's duties in their absence.
 - 1. The Presiding Officer shall assume the Chair's duties in their absence.
 - 2. If the Chair and Presiding Officer are not in attendance then their designee shall assume their duties.
 - F. If the position of Chair becomes vacant, the Senate shall hold a special election at the next meeting to elect a new Chair. This election shall be conducted by the Presiding Officer.
 - G. The Chair shall send out the dates of the Senate meetings for the semester to the Senate and Executive in a timely manner.

- H. The Chair shall represent the students at such ceremonies and events as the Office shall require.
 - I. The Chair, in conjunction with the Presiding Officer, is responsible for updating, assembling, and distributing introductory materials to all new Undergraduate and Graduate Senators within seven days of the incoming senators' first full body meeting. At the end of the session, the Presiding Officer will be responsible for updating and assembling introductory materials for all new incoming members.
 - J. The Chair shall require all Committee Chairs to submit written transition materials for incoming Committee Chairs a minimum of one week prior to the end of a session.
- III. Secretary of the Senate
- A. The Secretary shall be elected at the first meeting of the Senate by a majority of Senators present.
 - 1. If no candidate for Secretary receives a majority on the first ballot, the candidate with the fewest votes shall be eliminated and a new round of voting shall take place until a candidate receives a majority of the vote.
 - B. The Secretary shall record the minutes of the meeting and the attendance. The Secretary will record the results of all votes taken during the meeting. The minutes, vote tallies, and attendance shall be made available to their fellow Senators.
 - C. Should the Secretary miss a meeting, they shall notify the Chair of the Senate at least 24 hours in advance. The Secretary shall appoint a Senator to replace them at any meeting of the Senate that they are unable to attend.
- IV. Historian of the Senate
- A. The Historian shall be elected at the first meeting of the Senate by a majority of Senators present.
 - 1. If no candidate for Historian receives a majority on the first ballot, the candidate with the fewest votes shall be eliminated and a new round of voting shall take place until a candidate receives a majority of the vote.
 - B. The Historian shall keep records of bills and amendments and care for the records of the Student Assembly.
 - C. The Historian shall ensure Senate records are added to the Special Collections at Swem.

Chapter 3: Requirements of Senators

Information

- I. The Senate shall communicate an update of its activity to the student body at least once a semester.
- II. All Senators shall possess knowledge of the Constitution and Code of the Student Assembly.
- III. All Senators shall be responsible for learning about what occurred at any meetings from which they were absent.

Requirements of Class Presidents

- I. The Class President is considered the leading voice of their undergraduate social class in all matters pertaining to the University and/or their class and is charged with updating

classmates of student happenings as the primary user of the class listserv, except for purposes of voter mobilization or elections.

- II. Class Presidents shall serve as Chairs of their respective social class leadership meetings by ensuring that notes are taken and distributed to absent members and by setting an agenda for every meeting. The Class President shall attend and assist in social and advocacy events sponsored by their social class.

Conduct

- I. During Senate meetings, all Senators shall act in a manner appropriate for the proceedings.
- II. To maintain decorum, the Presiding Officer may make a motion to remove a Senator for the duration of the meeting should they find said Senator's behavior disruptive. The motion must be approved by a $\frac{2}{3}$ majority of Senators present.
- III. All Senators are required to faithfully execute all legislation they sponsor.

Chapter 4: Committees

Composition

- I. There shall be seven standing committees: Finance, Policy & Student Rights, Student Experience, and the committee of each undergraduate class.
- II. The Senate may also commission ad-hoc bodies, outside of the standing committees, on its own, so long as the life and purpose of the Commission is specified by the Senate.
- III. The Chair of the Senate may not hold any other leadership position in the Senate, with the exception of Chair of the Executive Committee. The Presiding Officer of the Senate may not serve on any committee. Class Presidents may not serve as the Chair of the Senate.
- IV. The committees on Finance, Policy & Student Rights, and Student Experience shall have a membership generally equal in number.
 - A. The committee on Finance shall be composed of eight Senators.
 - B. Senators shall express their committee preference to the Chair of the Senate who will then make the committee assignments.
 - C. Senators who join the Senate in the middle of a session shall be equally distributed amongst all committees.
 - D. Undergraduate Senators must serve on exactly one committee in addition to their social class committee; with the exception of membership on the Executive Committee. Senators cannot be relieved of the duty to serve on a Committee.
 - E. Graduate Senators must serve on exactly one committee; with the exception of membership on the Executive Committee. Senators cannot be relieved of the duty to serve on a Committee.
 - F. Members of the University community outside of the Senate may participate in committee projects.

Officers

- I. Committee Chair
 - A. The Committee Chair shall preside over the committee's meetings, maintain decorum while meetings are in session, and set meeting agendas.

- B. The Committee Chair is responsible for sharing meeting agendas, times, and locations with their assigned executive department secretaries.
 - C. The Committee Chair shall report to the Senate the opinions of their committee. The Committee Chair shall also deliver any resolutions or amendments as passed out of their committee to the Chair of the Senate forty-eight (48) hours prior to the next Senate meeting.
 - D. The committees shall elect one of its members to serve as the Committee Chair during the first committee meeting of the new session. A majority of committee members must be present in order to elect a Chair.
- II. Committee Secretary
- A. Each of the standing committees, with the exception of Class Committees, shall elect one of its members to serve as Secretary during its first meeting. The Chair of the Committee in question shall conduct this election. A majority of committee members must be present in order to elect a Secretary.
 - B. The Secretary of each committee shall record the minutes and attendance of the meeting and provide these to the Secretary of the Senate within twenty-four (24) hours after a committee meeting. In the case of a roll call vote, the Secretary will record the vote of individual members and submit them to the Secretary of the Senate.

Responsibilities

- I. Each committee shall review all bills and resolutions assigned to it by the Chair of the Senate.
 - A. Each Committee may also consider internal organization priorities as directed by the Chair of the Senate.
- II. Each committee may also consider other matters of the University in relation to its area of interest and recommend the appropriate actions to the Senate.
- III. Each committee shall meet prior to the Senate meeting every week (with the exception of class committee meetings) while the Senate is in session unless there are extenuating circumstances.
- IV. Committee Chairs shall be permitted to cancel a committee meeting when there is no business on the agenda. Committee Chairs shall not be permitted to cancel more than two consecutive meetings without consulting with the Chair of the Senate and Presiding Officer.

Removal

- I. A Bill of Impeachment can be brought forward by a simple majority of the committee members or the Chair of the Senate if they feel a committee officer has not fulfilled the duties of their position. The impeachment trial shall abide by the guidelines set forth in the Impeachment Trial Procedures.
- II. If a Committee Chair is removed, or their office is vacant due to other circumstances, a new Chair will be elected at the next committee meeting.
- III. If a Committee Secretary is removed, or their office is vacant due to other circumstances, a new Secretary will be elected at the next committee meeting.

The Senate Executive Committee

- I. There shall exist an Executive Committee, for internal affairs integral to accomplishing the overall mission of the Student Assembly Senate.
- II. The Executive Committee shall consist of the Chair of the Senate, the Secretary of the Senate, the Historian of the Senate, the Chairs of the three standing committees, and an additional member of the Senate chosen by the Chair of the Senate. The Chair of the Senate shall serve as Chair of the Executive Committee, and the Secretary of the Senate shall serve as Secretary of the Executive Committee.
- III. The Executive Committee shall be responsible for reviewing internal affairs and shall liaison with the Cabinet as needed.

Undergraduate Class Committees

- I. Class Committees shall consist of each social class' four elected senators and Class President. The Class Committee shall meet as is necessary, so long as they meet at least twice every full month of the semester to address student concerns, collaborate on class initiatives and events, and serve as a resource for information and a medium for discussion and debate between each social class, the administration, and faculty and staff at the University.
- II. Class Committees will oversee class budgets and expenditures. Each class will be provided an annual spending budget by the Student Assembly Finance Leadership Team as part of the annual budget allocation process. This money is to be used for class-specific events and initiatives. In the event a class wishes to request more funding, any of the class representatives may choose to submit a bill in the Senate. Members of the Senate must abstain from voting on any funding requests that pertain exclusively to their social class.
- III. Class Presidents shall serve as Chair of their respective Class Committee.

Chapter 5: Legislation

Format

- I. The Senate shall construct and pass legislation to fulfill its mandate of serving the students who elected it.
- II. Legislation will follow the standard format, as set by the Chair of the Senate. Each bill or resolution must include the name of the sponsor(s), the Student Assembly session in which it was proposed, and a number assigned by the Chair of the Senate denoting when it was submitted.

Submission

- I. Any Senator may submit legislation of their own composition, or sponsor legislation composed by a member of the University community.
 - A. Legislation shall be submitted to the Chair of the Senate, who will ensure that they are in the proper format before their introduction.
- II. All legislation, following their introduction, shall be forwarded to the appropriate committee, selected by the Chair of the Senate.
 - A. If extreme urgency applies, the Senate may, by the approval of a majority of its members attending, consider legislation at the same meeting in which it is introduced.

- III. After review by the appropriate committee, the Committee Chair shall present the legislation along with the opinion of the committee.
- IV. The Senate shall then vote on the legislation following sufficient debate. If a simple majority of the Senate approves, the legislation is effective upon Presidential approval or veto.
- V. All legislation shall be placed on file with the records of the Senate.
- VI. Should the Student Assembly President veto legislation, they shall distribute a message to all members of the Senate within 7 days of receiving said legislation detailing the reasons for issuing a veto, else the legislation shall be considered signed.
- VII. Sponsors of all legislation requesting funds must verbally disclose to the Senate their membership in any organization for which they are requesting funds.

Chapter 6: Confirmations

Media Council Liaisons

- I. The Senate of the Student Assembly may nominate up to two Senators to serve as non-voting, advisory liaisons to the Media Council. The President may reject nominees for Media Council Liaisons within a week of the nomination, in which case the Senate shall nominate another Senator(s). These liaisons shall serve until the end of the Student Assembly session in which they are appointed, unless they resign from the position of liaison or vacate their seat in the Senate.

Executive Confirmation

- I. The Senate shall confirm Executive appointees.

TITLE 2: THE EXECUTIVE BRANCH

Chapter 1: Generally

- II. The President shall appoint a Chief of Staff, who shall serve at the pleasure of the President. The Chief of Staff shall oversee the internal affairs of the Executive Branch. The Chief of Staff shall assist the President and Vice President with any and all duties assigned to them, including but not limited to managing relations with the University administration and the Board of Visitors. The Chief of Staff shall serve as a member of the Finance Leadership Team.
- III. Executive Departments shall be under the leadership of the Secretary of that Department. They shall have vested authority over the workings of that Department within those limitations set in legislation and the directions of the President of the Student Assembly.
- IV. Secretaries of Executive Departments are appointed by the President of the Assembly with the Consent of the Senate, pursuant to the Constitution. Nominees must be presented to the Senate for confirmation by the end of the academic year of the President's inauguration, or within 14 academic days after a Secretary position becomes vacant.
 - A. Secretaries should have demonstrated leadership on campus and knowledge of the issues and/or operations relevant to the Department of which they lead.
- V. If the Senate should refuse to consent to a nominee of the President, the President must present another nomination to the Senate within 14 academic days.
- VI. The period of time after the election of the President, and before the President's assumption of office, shall be used to distribute applications for positions in the Executive Branch. The outgoing President shall cooperate fully in this endeavor by providing the newly elected President access to all resources necessary, including but not limited to, the school-wide email list.
- VII. All Secretaries of the Executive Departments shall be assigned to at least one Committee of the Senate by the President.
 - A. The Secretaries are charged with maintaining open communication between their Executive Department and the committee to which the Secretary is assigned.
 - B. Secretaries are required to serve as nonvoting, ex-officio representatives to their respective Senate Committees and they must attend all committee meetings.
 1. Secretaries are required to report to their respective Senate Committee on all upcoming or passed executive initiatives pertinent to that Committee.
 2. Secretaries must report back to their Executive Department once a week as to the actions and progress of the Senate Committee to which they are assigned.
 3. If a Secretary of an Executive Department has three consecutive absences for which the Secretary did not send a representative of the Executive Department in their place, the President is required to present an explanation of the absence to the Senate at the Senate's next regular meeting. An absence will be excused by the Secretary of the Senate for reasons pursuant to the Senate's attendance policy.
- VIII. The roles prescribed to Executive Departments may be expanded through the direction of the President.

Chapter 2: Department of Academic Affairs

- I. There shall be an Executive Department of Academic Affairs. The Department shall manage, coordinate, and advocate Assembly actions on all matters relating to academics. The Departments will advocate for student concerns regarding academics at William & Mary and act as the Assembly's primary representative in academic matters that require coordination between the Assembly and the University administration. Additionally, the Department will promote educational resources and foster positive relations with the Office of the Provost and the Faculty Assembly.
- II. Within the Department of Academic Affairs, there shall be a Secretary of Academic Affairs, who shall lead the Department. There shall also be Undersecretaries and other Deputies for the roles assigned to the Department as the President shall deem necessary.

Chapter 3: Department of Data & Analytics

- I. There shall be an Executive Department of Data & Analytics. The Department of Data & Analytics shall be responsible for the management of survey design, implementation, distribution, and analysis on behalf of the Assembly. The Department shall ensure ethical practices in the collection and analysis of data and seek to improve the ways in which the Assembly serves the student body.
- II. Within the Department of Data & Analytics, there shall be a Secretary of Data & Analytics, who shall lead the Department. There shall also be Undersecretaries and other Deputies for the roles assigned to the Department as the President shall deem necessary.

Chapter 4: Department of Diversity & Inclusion

- I. There shall be an Executive Department of Diversity & Inclusion. The Department shall manage, communicate with and act as a liaison to culture and identity focused organizations. The Department will support and uplift students from underrepresented populations. The Department should work closely with the Center for Student Diversity (CSD).
- II. Within the Department of Diversity & Inclusion there shall be a Secretary of Diversity & Inclusion who shall lead the Department. There shall also be Undersecretaries and other Deputies for the roles assigned to the Department as the President shall deem necessary.

Chapter 5: Department of Finance

- I. There shall be an Executive Department of Finance. The Department shall be an integral part of the management and oversight of Student Assembly Finances. The Department shall manage the allocation of funds to student organizations through the Organization Budget Allocation Committee and educate student organizations on the Assembly's financial guidelines and processes.
- II. Within the Department of Finance there shall be a Secretary of Finance who shall lead the Department. The Secretary of Finance will serve as a member of the Student Assembly Finance Leadership Team and oversee the Organization Budget Allocation Committee.

There shall also be up to six Undersecretaries and Deputies for the roles assigned to the Department, appointed to assist the Secretary of Finance and who will serve on the Organization Budget Allocation Committee.

Chapter 6: Department of Health & Safety

- I. There will be an Executive Department of Health & Safety. The Department shall be tasked with overseeing, organizing, and promoting Assembly initiatives concerning student health, campus safety policies, and related matters. This Department will also oversee and promote health and wellness initiatives on campus. The Department should work closely with the Wellness Center, the Office of Health Promotion, and the William & Mary Police Department.
- II. Within the Department of Health & Safety there shall be a Secretary of Health & Safety who shall lead the Department. There shall also be Undersecretaries and other Deputies for the roles assigned to the Department as the President shall deem necessary.

Chapter 7: Department of Outreach

- I. There shall be an Executive Department of Outreach. The Department shall manage communications for the Assembly. The Department shall be charged with planning and executing outreach programming and promotion, including communicating with students to ensure that the Assembly is best representing the student body.
- II. Within the Department of Outreach there shall be a Secretary of Outreach who shall lead the Department. There shall also be Undersecretaries and other Deputies for the roles assigned to the Department as the President shall deem necessary.

Chapter 8: Department of Public Affairs

- I. There shall be an Executive Department of Public Affairs. The Department shall manage the relations of, and advocate for, the Assembly to the Commonwealth of Virginia and the elected officials of such, including the City of Williamsburg, surrounding Counties, and those entities in the City and Counties which affect the University and the students. The Department shall manage all initiatives related to Civic & Community Engagement, and local, state, and federal voting and elections.
- II. Within the Department of Public Affairs there shall be a Secretary of Public Affairs who shall lead the Department. There shall also be Undersecretaries and other Deputies for the roles assigned to the Department as the President shall deem necessary.

Chapter 9: Department of Student Experience

- I. There shall be an Executive Department of Student Experience. The Department shall manage, coordinate, and advocate for Assembly actions on student life issues. The Department shall coordinate initiatives and execute events hosted by the Assembly for the benefit of the student body. The Department shall establish relationships with relevant student groups to improve the student experience.

- II. Within the Department of Student Experience there shall be a Secretary of Student Experience who shall lead the Department. There shall also be Undersecretaries and other Deputies for the roles assigned to the Department as the President shall deem necessary.

Chapter 10: Department of Sustainability

- I. There shall be an Executive Department of Sustainability. The Department shall advocate for campus environmental initiatives such as waste management, carbon footprint analysis, and efficiency research. The Department shall collaborate with student environmental groups and the University's Committee on Sustainability.
- II. Within the Department of Sustainability there shall be a Secretary of Sustainability who shall lead the Department. There shall also be Undersecretaries and other Deputies for the roles assigned to the Department as the President shall deem necessary.

Chapter 11: Department of University Policy & Student Rights

- I. There shall be an Executive Department of University Policy & Student Rights. The Department shall manage, coordinate, and advocate Assembly actions on university policy and student advocacy. The Department shall manage, coordinate and advocate for students on residential living policies and Title IX policy. The Department shall provide education to students on their rights regarding Campus Police and Residence Life, liaise with relevant stakeholders in the Conduct and Honor processes, and provide oversight on policies regarding students' rights.
- II. Within the Department of University Policy & Student Rights there shall be a Secretary of University Policy & Student Rights who shall lead the Department. There shall also be Undersecretaries and other Deputies for the roles assigned to the Department as the President shall deem necessary.

TITLE 3: THE JUDICIAL BRANCH

Chapter 1: Terminology & Processes

- I. Definitions: Within this title, the following phrases have the following meanings and abbreviations unless otherwise specified:
 - A. **“Functional unit of the Student Assembly”** or **“Functional Unit”** refers to any branch, department, agency, or office within the Student Assembly.
 - B. **“Petitioner”** refers to the student(s), student organization(s), and/or functional unit(s) of Student Assembly that file a complaint with the Review Board.
 - C. **“Respondent”** refers to the student(s), student organization(s), and/or functional unit(s) of Student Assembly that are challenged in a complaint with the Review Board.
 - D. **“Opinion”** is the written report the Review Board issues at the conclusion of each case it hears. The opinion will generally include the Board’s findings, reasoning, and remedies as well as the names of the members who heard the case and their votes.

Chapter 2: Authority

- I. Original Jurisdiction
 - A. The Review Board has original jurisdiction over all cases arising out of violations or disputes concerning:
 1. The Constitution of the Student Assembly.
 2. The Code of the Student Assembly.
 3. Regulations produced by Student Assembly agencies.
 - B. Examples of appropriate cases include, but are not limited to:
 1. Conflicts between branches, divisions, agencies, offices, or officials within the Student Assembly about the meaning or impact of Student Assembly regulations.
 2. Allegations of denial of due process, discrimination, and/or unfair treatment within the scope of Student Assembly regulations.
- II. Appellate Jurisdiction
 - A. The Review Board has appellate jurisdiction over all cases arising out of:
 1. All cases originally brought before the Independent Elections Commission.
 2. All cases originally brought before any non-Review Board functional unit of the Student Assembly, excluding the appeals process outlined for the Organization Budget Allocation Process.
- III. Members of the Review Board may not speak on the Constitution, Code, or how a bill or initiative would relate to the Constitution or Code at a Senate meeting unless they are announcing a formal decision of the Review Board or the Chair of the Senate or President of the Student Assembly has formally requested an advisory opinion from the Review Board as a body. This includes making points of information, points of procedure, and all public comments.

Chapter 3: Initiating a Case

- I. Initiating a Case Under the Review Board's Original Jurisdiction:
 - A. Any student, student organization, or Student Assembly functional unit (or combination therein) may request that the Review Board initiate a case by filing a complaint with the Chair of the Review Board. Complaints must satisfy the following criteria:
 1. The complaint must be made in good faith.
 2. The complaint must be freely signed by all petitioners.
 - a) If a student is a petitioner, that student must sign the complaint.
 - b) If a student organization or Student Assembly functional unit is a petitioner, the primary contact (or their designee) must sign the complaint.
 3. The complaint must identify respondent(s) by name and title.
 4. The complaint must articulate a specific conflict that the Review Board has original jurisdiction over.
- II. Upon receiving a suitable complaint, the Chair of the Review Board must send the complaint to the respondent(s) as soon as possible. Respondent(s) have 72 hours after receiving the complaint to submit an acceptable response to the Chair of the Review Board. The Chair of the Review Board must then send the response to the petitioner(s) as soon as possible. Responses must satisfy the following criteria:
 - A. The response must be made in good faith.
 - B. The response must be freely signed by all respondents.
 1. If a student is a respondent, that student must sign the complaint.
 2. If a Student Assembly functional unit is a respondent, the primary contact (or their designee) must sign the complaint.
 - C. The response must identify petitioner(s) by name and title.
 - D. The response must agree that the Review Board has jurisdiction over the case or explicitly challenge that claim. If no clear jurisdictional challenge is raised, the Board will assume that all parties are in agreement and that the case may proceed.
- III. After receiving an acceptable complaint and an acceptable response, the Board will conduct a vote of its members to decide whether to hear the case or decline it.
 - A. If at least three members of the Board vote in favor of hearing the case, the case is initiated. The Chair of the Review Board must notify all petitioners and respondents within 48 hours of the Board's decision to schedule a mutually agreeable hearing time.
 1. If the case is about a time-sensitive matter, such as a recent election or passed legislation, the Review Board may also vote to issue an injunction, with a majority deciding as such, on the matter at hand. Such injunctions pause any and all proceedings related to the case matter, such as (but not limited to):
 - a) Inaugurations
 - b) Action on legislation

- B. If the complaint does not receive the requisite votes to warrant a hearing, the Chair of the Review Board will notify the petitioner(s) and respondent(s) of declination and the Board's reasoning for it. The Review Board may decline a case for the following reasons:
 - 1. The complaint fails to satisfy the criteria established for initiating a case.
 - 2. The Review Board lacks jurisdiction to hear the case.
 - 3. The Review Board otherwise determines it is not appropriate to hear the case.
- IV. This process can be expedited at the Chair's discretion with the mutual approval of the petitioner(s) and respondent(s).
- V. Initiating a Case Under the Review Board's Appellate Jurisdiction:
 - A. Any party to a case for which the Review Board may have appellate jurisdiction may initiate an appeal of the ruling in that case within 7 days of it being issued, but not before.
 - B. To initiate an appeal, the party must submit a complaint with the Chair of the Review Board. Complaints must satisfy the following criteria:
 - 1. The complaint must be made in good faith.
 - 2. The complaint must be freely signed by all petitioners.
 - a) If a student is a petitioner, that student must sign the complaint.
 - b) If a student organization or Student Assembly functional unit is a petitioner, the primary contact (or their designee) must sign the complaint.
 - C. The complaint must identify respondent(s) by name and title.
 - D. The complaint must articulate significant flaws in the previous ruling and/or provide substantive new information, not previously presented to the Review Board.
- VI. Unless otherwise specified, the remainder of the appeals process follows the same rules as for cases arising out of the Review Board's original jurisdiction.

Chapter 4: Rules for Review Board Hearings

- I. Attendance
 - A. Review Board hearings are, by default, open to the public.
 - B. The Review Board, if it wishes to go into a closed session, must follow the procedures outlined in the Code of Virginia controlling the procedure of closed meetings.
 - C. Review Board members who are not present for the entire hearing are ineligible to participate in any Review Board discussions, deliberations, opinions, or other work on that case.
- II. Procedure
 - A. The Chair of the Review Board shall call the session to order promptly once quorum is achieved. Petitioners and Respondents are responsible for arriving and being ready before the session begins.
 - B. The hearing will begin with opening remarks:
 - 1. The Petitioner may present uninterrupted for up to 3 minutes.

2. After the Petitioner, the Respondent may present uninterrupted for up to 3 minutes.
 3. The Chair may lengthen, but not shorten, the allotted time so long as each party has the same maximum (regardless of whether or not either party uses their full time).
- C. The thirty minutes after opening remarks will be dedicated to open discussion during which Review Board Members may ask questions of either or both parties at will.
1. The parties may only address the Review Board, not each other.
 2. The Chair has sole discretion to end the discussion portion early or extend it.
- III. Recusal
- A. Review Board members are obligated to recuse themselves from a case when they have personal connections to a case or other factors that would either:
 1. Prevent them from ruling fairly and impartially on the case, or
 2. Cause an ordinary observer to question the fairness or impartiality of that member.
 - B. If any party to a case believes that a Review Board member should have recused, but did not, it may motion for that member's recusal. A vote of $\frac{2}{3}$ of the Review Board members present is required to sustain the motion and require that member leave the hearing.
- IV. Quorum
- A. A minimum of 4 Review Board members must be present to hear a case.
 - B. In extreme circumstances, the Chair may choose to adjust the number required for quorum, so long as it is not fewer than half of the Board's active members. Any decision to adjust the quorum must be justified in the Board's final opinion for that case.

Chapter 5: Deliberations

- I. Review Board Discussions
 - A. The Chair will lead a discussion among present Review Board members immediately after the hearing.
 - B. The discussion may be brief and followed by a longer session at a later date, but there must be some deliberation immediately after each hearing.
 - C. If the Review Board is hearing multiple cases in succession, a closed deliberation session is still required after each case, before the next hearing can begin.
- II. All discussions and deliberations about a closed session will be done in a closed session. Review Board members may only make public statements about active cases through final, written opinions.
- III. Drafting Opinions
 - A. While the Chair may coordinate opinion drafting, any member of the Review Board who was present at the hearing may write an opinion.
 - B. Soon after the hearing, the Chair will set a discussion and decision timeline, including a deadline by which opinions must be submitted for the Review Board to vote on. The Chair is free to revise that timeline, especially if no opinion carries a majority at the first voting session.

- IV. Deciding Cases
 - A. At the voting deadline set by the Chair, all Review Board members who heard the case may vote on opinions.
 - B. The Chair has sole discretion to have discussions and/or votes be done in-person or remotely.
 - C. All opinions (dissenting and majority) become official and finalized immediately after the final vote is taken.
- V. Distributing Decisions
 - A. The Chair of the Review Board is responsible for distributing all opinions for a case.
 - B. The opinions must be simultaneously distributed to the following actors within 24 hours of being finalized:
 - 1. Chair of the Senate.
 - 2. Student Assembly President.
 - 3. Historian of the Senate.
 - 4. Attorney General.
 - 5. All parties in the case.
 - 6. Anyone else who filed a brief in the case.

Chapter 6: Remedies

- I. General Remedies
 - A. In all cases, the Review Board has the authority to impose whatever remedies it sees fit.
 - B. These general remedies include, but are not limited to:
 - 1. Striking down any bill, rule/regulation, and guideline of the Student Assembly that is found unconstitutional.
- II. Election Remedies
 - A. In cases involving elections, the Review Board retains its authority to issue General and Special remedies while gaining the authority to issue Election Remedies.
 - B. Election remedies include, but are not limited to:
 - 1. Denying or allowing a candidacy.
 - 2. Imposing or removing sanctions issued by another body including, but not limited to warnings, fines, and ballot changes.
 - 3. Establishing special elections, nullifying election results, and requiring new elections.
- III. Special Remedies
 - A. In certain cases, the Review Board may find that a case is so extraordinary that it may require a uniquely strong or forceful remedy to solve the dispute at hand.
 - B. These include, but are not limited to:
 - 1. Removing an incumbent from office.
 - 2. Ordering that a member or unit of Student Assembly follow the rules governing them or face the risk of removal or dissolution.
 - 3. Reinstating a member of Student Assembly who was wrongfully impeached.

Chapter 7: Appealing Review Board Decisions

- I. Appeals of Cases the Review Board has Already Heard
 - A. All Review Board decisions are final and not subject to review.
 - B. If new facts arise in a case that was previously heard by the Review Board and would likely change the outcome of the case, either party may file a new complaint with the Chair of the Review Board regardless of how much time has elapsed since the incident or original case and the discovery of the new facts. These special cases based on new facts must be initiated within 7 days of discovering the new facts.

TITLE 4: THE CODE OF ETHICS

Chapter 1: Ethical Standards of Student Assembly Members

- I. Purpose
 - A. It is the intent of these ethical standards to protect the integrity of the Student Assembly by prescribing restrictions against unethical practices and/or behavior that is concerning.
 - B. The Code of Ethics does not purport to resolve all ethical issues that may arise within and without the Student Assembly. Every member of Student Assembly is expected at all times to conduct themselves in a reasonable manner.
- II. Conduct of Members
 - A. All members of Student Assembly shall:
 - 1. Adhere to their duties as outlined in the Student Assembly Constitution & Code.
 - 2. Be forthright and honest, keeping with the highest tradition of William & Mary's Honor Code and the Student Code of Conduct.
 - 3. Act in the best interest of their constituents and make their best attempt to fulfill their duties in good-faith.
 - 4. Conduct themselves with respect and dignity, and treat Student Assembly colleagues and members of the greater William & Mary community to the same standard.
 - B. No member of Student Assembly, when acting in their official capacity, shall:
 - 1. Take advantage of the official capacity of their office for their own personal gain or advantage.
 - 2. Participate in any malicious act or conduct their duties in bad-faith.
 - 3. Be involved in any agreement to accept a bribe.
 - 4. Advise, aid, procure, or in any way induce another to act in violation of the Student Assembly Constitution, Code, or any university regulation.
 - 5. Misuse, mismanage, or misappropriate the use of Student Assembly equipment, facilities, or funds.

Chapter 2: Violation of the Code of Ethics

- I. Violation
 - A. Any Student Assembly member may bring forth a concern to the Student Assembly Attorney General, or to the President, Vice President, Chief of Staff, or Chair of the Senate, hereafter referred to as the Executive Leadership team, via written correspondence.
 - B. In the case that the Attorney General is the respondent or otherwise involved in the matter, concerns shall be reported to a member of the Executive Leadership Team, or Student Assembly Advisor.
- II. Any Student Assembly member accused of violating these standards may warrant an investigation.
 - A. Possible violations include:

1. Unprofessional conduct.
 2. Threat or fraud.
 3. Embezzlement, bribery, or misuse of funds.
 4. Harassment or discrimination, of any kind.
 5. Violence, of any kind.
- B. Due to the nature of these violations, the Attorney General will immediately inform the Student Assembly Advisor. In consultation with the Student Assembly Advisor, the Attorney General will contact the appropriate University compliance unit (e.g., Compliance & Equity or W&M Police) as needed for severe violations.

III. Reporting Violations and Internal Process

- A. The Attorney General shall lead all misconduct processes on behalf of the Student Assembly. In the event the process involves the Attorney General or they have an actual or reasonably perceived conflict of interest in the matter, a member of the Executive Leadership Team or the Student Assembly Advisor's designee shall lead the process.
- B. The Attorney General shall be able, but not required to, open a preliminary investigation or standard review based upon their investigative power or by the filing of a Code of Ethics complaint by a member of the William & Mary community.
- C. Should a complaint submitted by a member of the William & Mary community pose a serious concern, the Attorney General will immediately inform the Student Assembly Advisor and the appropriate University compliance unit as needed (e.g., Compliance & Equity or W&M Police).
 1. Upon receiving a Code of Ethics complaint, the Attorney General shall be charged with opening a preliminary investigation.
 2. With sufficient cause, the preliminary investigation may proceed to a standard review. Should a Code of Ethics complaint not have sufficient cause, the Attorney General shall not proceed to a standard review and will close the preliminary investigation.
 3. At the start of the process, the Attorney General will email all involved parties, including the respondent, with an official notification that a misconduct process has begun and will outline all steps in the process.
 4. If a complaint is deemed to be time-sensitive or of high consequence, temporary suspension of privileges or duties within Student Assembly may be pursued.
 5. After a thorough review by the Attorney General, they will convene with the Student Assembly Advisor and the Executive Leadership Team to discuss and review their findings.
 6. The respondent of the complaint has the right to respond. The respondent may make a statement and gather their own evidence in preparation for their conduct review meeting.
 7. The Attorney General will document findings and notes from their review.

8. After concluding the review, the Attorney General will meet with the named party or parties to discuss remedies and be given an opportunity to present their statement of facts. At least one member of Student Assembly's Executive Leadership must also be present, but more can be present upon request.
9. At the close of the process, the Attorney General will email all involved parties with this notification.
10. If at the conclusion of the process any named party does not agree with a set resolution or remedies, they may request for their case to be heard before the Review Board.

IV. Communication

- A. The Attorney General shall communicate with the complainant once the report has been received.
- B. After the Attorney General has communicated that the report has been received, it is up to the discretion of the Attorney General whether further communication is necessary.
- C. In the case that the Attorney General cannot decide on which communication strategy is appropriate, they shall refer to the Student Assembly Advisor and the Executive Leadership Team for advising.

V. Remedies

- A. If a member is found to have violated the Code of Ethics, this decision will be communicated to them.
 1. If removal is deemed to be warranted:
 2. The individual will be given the opportunity to resign their position.
 - a) If the member complies, they will submit their resignation to the appropriate parties.
 - b) If the member refuses:
 - (1) If this individual is a member of the Executive Branch, they will be dismissed by the President.
 - (2) If the individual is elected or an independent appointment unable to be dismissed at-will, they will be subject to impeachment proceedings in the Senate.
- B. If removal is deemed to be not warranted, a remedial approach will be taken.
 1. This approach may include measures including but not limited to:
 - a) Recusal from certain projects.
 - b) Stepping down from a specific committee or internal leadership role.
 - c) Reassignment to a different position or unit.
 - d) Letter(s) of apologies to affected individuals.
 - e) Written warning.
 - f) Last chance behavioral agreement.

TITLE 5: IMPEACHMENT PROCEDURES

Chapter 1: Conditions of Impeachment

- I. The Senate has the sole power of impeachment. The act of impeachment shall be considered the formal acknowledgment of potential misconduct serious enough to warrant a complete evaluation by the Senate.
 - A. To initiate the impeachment process, a Senator must introduce an Article of Impeachment. The Article of Impeachment shall name the individual officer and the rationale for the action.
 - B. Following the introduction of the Article of Impeachment, the Senate shall hear from the responding official and the Senator introducing the Article and shall vote on the Article of Impeachment
 1. A vote to adopt an Article of Impeachment should be predicated on whether a Senator believes the charge outlined in the Article has standing for an Impeachment trial to occur. Judgments of guilt, intention, and punishment should be withheld until the trial itself.
 2. For attendance matters, the Senate shall refer to the number of excused and unexcused absences in evaluating whether the absences impede their ability to serve when voting on the Article of Impeachment.
 3. An Article of Impeachment shall be called by an open paper ballot. Should the vote pass, the results shall be read by Roll Call. Should the vote fail, the tally alone shall be read. If a Senator is unable to provide a paper ballot, an oral or electronic vote shall be accepted, provided it is given in private to the tabulating official. The Secretary shall tabulate the votes and the Chair of the Senate shall announce the results. If the Secretary is subject to the impeachment process, then the Chair of the Senate shall tabulate the votes.
 4. If an Article of Impeachment is passed, the Impeached Official shall continue their normal duties, but face an impeachment trial within 10 academic days where a vote on removal shall occur.

Chapter 2: Impeachment Trial Guidelines

- I. The impeachment trial shall have the following impeachment roles:
 - A. Per the Constitution, the Chair of the Review Board shall serve as the Presiding Officer for the impeachment trial, unless they are on trial, in which case, the Review Board shall vote for another member to serve as Presiding Officer; the Chair of the Review Board must abstain from this vote.
 - B. Prior to the trial, the Presiding Officer shall designate a member of the Review Board to serve as the Secretary of the impeachment trial responsible for taking minutes and attendance of all participants in the Impeachment Trial.
 - C. The Impeachment Manager is responsible for litigating against the Impeached Official. The Impeachment Manager shall be the Attorney General of the Student Assembly.

1. If the impeachment is against the Attorney General, the President of the Student Assembly shall designate a Manager in consultation with the Senator who sponsored the Article of Impeachment.
 2. If there is a conflict of interest between the Impeachment Manager and the Impeached Official, the President of Student Assembly (unless they are on trial, in which case the Vice President) in consultation with the Senator who sponsored the Article of Impeachment, shall designate another Manager. Managers shall not be Senators.
 3. The selection of the Impeachment Manager must be made within three academic days of the passage of the Article of Impeachment; the Presiding Officer shall be made aware of this development.
- D. The Impeached Official may select an individual to serve as Counsel, as long as the individual is not already participating in the proceedings of the trial, including as a Senator, Presiding Officer, and the Secretary.
1. An Impeached Official may serve as their own Counsel.
 2. The Impeached Official must notify the Presiding Officer of their selected Counsel within three academic days of the passage of the Article of Impeachment.
- II. The impeachment trial shall take place in no more than 10 academic days following the passage of the Articles of Impeachment. The Senate may vote, by simple majority, to extend this deadline to 15 academic days in the event that multiple Articles of Impeachment are passed. The Chair of the Senate, in consultation with the Impeachment Officers and the Impeached Official, shall designate the meeting place and date.
- III. Attendance and Participation Guidelines:
- A. The impeachment trial shall be considered as a mandatory Senate-wide meeting, all Attendance guidelines shall apply.
 - B. The impeachment trial shall be open to the public.
 - C. Attendees not involved in the proceedings are prohibited from speaking during the trial. If they disrupt the proceedings, the Presiding Officer shall have them removed.
 - D. Participants in the proceedings of the trial are welcome to use physical or electronic notes, but are prohibited from communicating with the Impeachment Manager, Impeachment Counsel, or Impeached Official during the proceedings outside of designated periods.
 - E. Any agreements by involved parties to impact the course of the trial are strictly prohibited.

Chapter 3: Impeachment Trial Procedure

- I. There shall be two parties responsible for conducting the trial: the Impeachment Manager and the Impeachment Counsel. The Impeachment Manager and Impeachment Counsel are permitted to receive assistance to formulate their case for the trial, but assistant counsel cannot speak during proceedings.
- II. The Presiding Officer shall call the session into order at the stated start time. The Presiding Officer will introduce all impeachment officials, explain the rules and procedure of impeachment trials laid out in this Code, drop any evidence not deemed relevant, and

announce the purpose of the impeachment trial. The hearing shall begin with opening remarks.

- A. Remarks may include the presentation of relevant evidence, including but not limited to, videos, emails, or paper documents.
 - B. The Impeachment Manager may present uninterrupted for up to fifteen minutes.
 - C. After the Impeachment Manager, the Impeachment Counsel may present uninterrupted for up to fifteen minutes.
 - D. The Presiding Officer may lengthen, but not shorten, the allotted time so long as each party has the same maximum time, regardless of whether or not either party uses their full time.
- III. Up to thirty minutes after the opening remarks will be dedicated to questions. To pose a question, Senators will be allowed to physically or electronically submit questions to the Impeachment Manager and Impeachment Counsel, to be read aloud by the Presiding Officer.
- A. The questions must clearly distinguish who the question is intended towards. Questions must be questions, and not statements. Questions must also be respectful. The Presiding Officer shall have the discretion to decline to read questions that fail to follow these guidelines but must verbally explain why.
 - B. The Impeachment Manager and Impeachment Counsel shall have a time constraint for their response as established beforehand by the Presiding Officer, provided the time constraint is equally applied towards both the Manager and Counsel. The Senate, by a simple majority vote, may vote to extend the time limit or end the discussion early.
- IV. The hearing will conclude with closing remarks:
- A. The Impeachment Counsel may present, uninterrupted for up to fifteen minutes. During this period, if the Impeachment Counsel is not the Impeached Official, then the Impeached Official will have the same opportunity to speak.
 1. The Impeached Official, if they have appointed Counsel, may participate in the Impeachment Counsel's comments if they so choose.
 - B. After the Impeachment Counsel, the Impeachment Manager may present uninterrupted for up to fifteen minutes.
 - C. The Impeachment Counsel shall have up to four minutes for rebuttal.
 - D. The Presiding Officer may lengthen, but not shorten, the allotted time so long as each party has the same maximum time, regardless of whether or not either party uses their full time.
- V. After closing remarks, there will be dedicated time for closed deliberation where Senators have the opportunity to discuss the verdict.
- A. The Presiding Officer shall decide the length of the closed deliberation, provided the closed deliberation is at least twenty minutes long. The Senate shall have the authority to extend the closed deliberation or end it early, provided they inform the Presiding Officer. The Presiding Officer shall be responsible for reconvening the trial upon the conclusion of the closed deliberation.
 - B. During closed deliberation, the Senate will be secluded from the rest of the observers and participants of the trial to discuss the verdict in a manner it sees fit. If the Impeached Official is a Senator, that Senator may not participate in the closed

deliberation. Senators shall be prohibited from communicating with anyone outside of the closed deliberation, unless for emergency purposes.

- C. Upon commencement of the closed deliberation, the trial shall be suspended. It shall reconvene upon the conclusion of the closed deliberation.
- D. Once the trial is reconvened, the Vote on Removal shall be called by an open paper ballot, where each Senator shall write their vote and name. If for whatever reason a Senator in attendance is unable to provide a physically written answer, an oral or electronic vote shall be accepted, provided it is given in private to the tabulating official.

VI. Announcement of Verdict

- A. The Secretary shall tabulate and record the paper ballots, with the Presiding Officer confirming the results. Then, the Presiding Officer shall announce the Roll Call vote and the results of the removal vote based on the paper ballot. Immediately following this announcement, the Presiding Officer shall adjourn the impeachment trial.

Chapter 4: Impeachment Trial Verdict

- I. Should the vote to convict and remove the Impeached Official pass, the Official will be immediately removed from their office. All existing guidelines for vacancy fulfillment will be effective.
 - A. If a vote to convict and remove is passed, another vote will occur, in matters apart from attendance, immediately afterward on whether the Impeached Official will be barred from holding elected Student Assembly office again. This vote necessitates a $\frac{3}{4}$ majority for passage. If passed, the Impeached Official cannot hold any elected or appointed Student Assembly office.
- II. Should the vote to convict and remove the Impeached Official fail, the Impeached Official shall continue the normal duties of their office.

TITLE 6: INDEPENDENT AGENCIES

Chapter 1: Generally

- I. Independent Agencies are those Offices which are not solely under the authority of a given branch of the Assembly, but are integral to accomplishing the overall mission of the Assembly.

Chapter 2: Independent Elections Commission

Section 1: Establishment of the Independent Elections Commission

- I. There shall be an Independent Elections Commission, pursuant to the Constitution. It shall have the following duties:
 - A. The fair and impartial administration of all elections for all popularly elected Offices of the Assembly.
 - B. The fair and impartial administration of referendum elections.
 - C. To enforce the requirements of the election.
 - D. Other rules, regulations, or processes not specified in this Code but deemed necessary by the Elections Commission for the successful implementation of the election.
- II. The President shall appoint one Chair and two to four Commissioners as principal officers to the Elections Commission to carry out the duties enumerated in the Code. All members of the Commission shall be subject to confirmation by the Senate, pursuant to the Constitution. The Commission may determine its other officers as necessary to conduct elections, including a Vice Chair. No member of the Commission may have a public interest in the outcome of an election. Public interests include, but are not limited to, personal gain resulting from election results, public statements prior to election regarding candidates or offices sought and collective gains by a campus organization affiliated with the member of the Commission. If such public interest is found during the tenure of a Commissioner, they must remove themselves from the deliberations of the Commission.
- III. All forms and documents of the Commission should be posted in a public manner accessible to all students.

Section 2: Referenda

Establishment of Referenda

- I. Every academic spring term during the Student Assembly's elections, questions may be placed on the ballot for the student body to vote upon. The ballot platform can also be used to pose referendum questions for the student body at any point in the year, given that the referendum complies with guidelines.
- II. There is no limit as to the number of questions that may be posted on the ballot in the Student Assembly General Elections.

- III. In the event that 500 different William & Mary students sign a petition requesting for an emergency referendum to be held on a particular question, the Elections Commission must select a calendar date within 15 academic days of receiving the petition to hold the referendum.
- IV. Questions should be presented to the Elections Commission no later than 21 days before the referendum is held. This allows for the Elections Commission to have ample time to establish the referendum.

Nature of Posting a Question on the Ballot

- I. There are three ways for a question to be posted on the ballot:
 - A. Student Assembly Senators vote for a question to be posted on the ballot under the legislative guidelines set forth in the Constitution of the Student Assembly.
 - B. The Vice President of Student Affairs formally requests (either in writing or in person at a Senate meeting) for the Senate to post a question. The Student Assembly Senate may pass the request for the question to be posted on the ballot under the legislative guidelines set forth in the Constitution of the Student Assembly.
 - C. 250 different students sign and date an official Election's Commission "Referendum Question Petition Form" and present it to the Election Commission.
 1. The "Referendum Question Petition Form" will be created by the Election's Commission. At the top of the form will be the question being petitioned to be posted on the ballot.
 2. The Elections Commission shall post the question written as provided by the petitioners.
 3. Only two weeks will be provided for signatures to be signed upon a petition form. The start of these two weeks shall be from the date the first signature is placed upon the "Referendum Question Petition Form."

Section 3: Candidacy

- I. Pursuant to the Constitution, no student may seek to represent a constituency of which they are not apart. By default, a student's constituency shall be the social class they entered the university with. Exceptions may be granted by the Elections Commission as to a student's potential changes in social class. Candidates must be enrolled as a student of the university.
- II. In order to be listed on the ballot, one must attend a candidate information session before a deadline set by the Elections Commission and submit a declaration of candidacy to the Elections Commission. In this declaration one must agree to abide by all campaign regulations.
- III. No one may run for more than one Student Assembly office at the same time.
- IV. No one shall be eligible to seek office with the knowledge that they will not be an active student at the university, defined as not being enrolled as a full-time student, during part of their tenure. Examples of this include participation in study abroad programs, academic suspension, or withdrawals.

- V. All candidates for Student Assembly office must pledge to conduct their campaign, and if elected, their activities while in office in an honorable fashion, adhering always to the William & Mary Honor Code and the Student Assembly Code of Ethics.

Section 4: Election Procedure

- I. Each student will cast one ballot in each race for which they are eligible. A student is eligible to vote for officers of their own social class, as determined by the university administration.
- II. The Elections Commission shall determine the means of polling for each election in order to maximize participation and electoral validity. This shall be announced publicly at candidate information sessions and through campus publicity. However, if an unforeseen problem arises, a change in method must not constitute an unfair advantage to any candidate. All candidates must be treated equally and impartially under any method of polling.
- III. Only one person may hold each elected office.
- IV. Those wishing to seek the office of Student Body President must run in conjunction with a Vice President candidate, and vice versa.
- V. Between 4 and 6 weeks before the election, the Elections Commission shall provide/host mandatory candidate information sessions.
 - A. If held in-person, at least 4 mandatory candidate information sessions shall be held, over no less than a one week period.
 - B. If offered as an asynchronous virtual session, the information sessions will be advertised and available for at least one week.
 - 1. Potential candidates participating in the asynchronous virtual session will be required to complete a short quiz at the end of session to be marked as completed.
 - 2. At minimum, one info session should be held as an asynchronous virtual session.
 - C. The availability of Candidate Info Sessions shall be announced no later than one week prior and successive communications shall be sent out.
- VI. Declarations of candidacy and a statement by the candidate and a statement by the candidate for inclusion on the ballot are due two thursdays before the election.
- VII. The Commission will notify the candidates and provide them with the listing of candidates and offices sought. The Commission will offer all candidates the opportunity to change their position sought within the Student Assembly up to ten days before the election. The interim change period will be openly visible, with candidates being notified what changes have been made to the candidate list as they arise. Any changes made to the candidate list must be announced to all candidates within 12 hours.
- VIII. In a circumstance in which two or more Class Senatorial candidates receive an identical number of votes for fourth place, a run-off election will be held no more than seven calendar days after the certification of the election results by the Elections Commission. A first-past-the-post voting polling system will be held solely between the candidates sharing a tied vote.
- IX. If there is a tie between any two first place candidates for any office excluding Senators, there shall be a run-off election to determine the winner.

- A. A run-off election will be held no more than seven calendar days after the certification of the election results by the Elections Commission.
- X. If a candidate who has won their election declines to accept the office prior to installation, the second place candidate will assume the position. If there is no candidate to assume the position, then there will be a vacancy, and the vacancy procedures outlined in the Student Assembly Constitution will be followed.
- XI. Election results must be approved and certified by the Commission as a whole prior to public or private dissemination of results. This certification process will vary by polling method, but must end with presentable evidence of vote totals for all candidates in all races.
 - A. Should a candidate not answer their phone, the elections commission shall call again. Should the candidate still not answer their phone, the elections commission shall then leave a voicemail and send the candidate an email, in which the results of the race are communicated.
- XII. At the first Senate meeting following the election, the Commission or representatives thereof must present a report of the election proceedings.

Section 5: Campaign Regulations

- I. Every candidate must carry on a fair campaign and abide by all campaign regulations. All candidates must abide by these rules.
 - A. The Elections Commission is required to post these guidelines online to allow for public access to these regulations.
- II. Election Dates:
 - A. Campaigning for the General Election may not begin until 12:00 a.m. two Mondays preceding the election
 - B. Change of candidacy form due the Thursday prior to the election
 - 1. Including changes to the Presidential and Vice-President Ticket
 - C. Financial Disclosure is due 5 p.m. the day preceding the election
 - D. If the date of the general election is rescheduled due to extenuating circumstances, the timing of the campaign period may also be rescheduled by the Commission.
- III. Campaigning is defined as the act of publicly announcing candidacy and/or soliciting votes. Examples of campaigning include, but are not limited to:
 - A. The public distribution or posting of campaign materials, physical or electronic, seeking votes for a particular candidate.
 - B. Scheduling and speaking before an organized group or in a public place seeking votes for a particular candidate.
 - C. Announcing intent to run for office to an organized group or in a public manner, including, but not limited to, flier distribution or posting, social networking websites, mass emails, stumping, or electronic status messages, as interpreted by the Commission.
 - 1. Campaign materials may not be published or otherwise accessible to the general public prior to the start of the campaign period.
 - D. Any activity, on the part of either a particular candidate or representative of a candidate, requesting the vote of a constituent, as interpreted by the Commission.

- E. Asking an organized group or non-campaign workers to review a candidate's platform or submit ideas to be included in a platform.
 - F. Asking an organized group or non-campaign workers to endorse and/or otherwise publicly support a candidate or candidate ticket.
 - G. No listservs, or any methods of mass communication provided as a result of membership in the Student Assembly, may be used by members of Student Assembly for the purposes of voter mobilization, or for any other purposes in regards to an election, at any time, including any time before or during campaigning of any election, without authorization of the Commission.
 - 1. Any authorized use shall be disseminated to the entire electorate of the election affected by the authorization and shall be free of any bias relating to the election.
- IV. The President, Vice-President, Chief of Staff, any member of the Independent Elections Commission, any member of the Review Board, and the Attorney General shall not participate in any of the proscribed campaigning activities.
- A. These Officers shall not serve on any campaign staff.
 - B. These Officers shall not endorse any candidate or campaign.
 - C. If any of these Officers violate this provision it shall be considered to be a Class Two Infraction.
 - D. These provisions shall not apply to an Officer seeking election or reelection to a Student Assembly position.
- V. The definition of campaigning shall not include the creation or design of campaign materials, the recruitment of direct campaign workers, the discussion of campaign strategies, or other activities intended for the establishment of a campaign staff, as defined by the Commission.
- VI. A campaign staff shall be defined as any individuals willfully helping a candidate seek office, either before or during the official campaign period.
- A. Only declared candidates themselves may solicit individuals to serve on a campaign staff.
- VII. Candidates are expected to follow all University Posting, Fire Code, and Solicitation Policies.
- VIII. Campaigns must be run in an ethical manner with mutual respect toward other candidates at all times. Candidates must abide by all applicable University, local, state, and federal regulations including, but not limited to, the Student Conduct and Honor Codes.
- IX. Candidates are responsible for the actions of their campaign workers and supporters. This includes any independent organizations supporting the candidate.
- X. Any materials posted or distributed by the campaign, whether printed or electronic, must contain the name of the candidate responsible for its publication. This includes declarations of support on university chalkboards.
- XI. Candidates are not permitted to use any obscene or pornographic material with their campaign.
- XII. Every campaign will be held to spending limits. This limit refers to the spending of the whole campaign, including those items purchased or acquired by campaign workers and supporters, which includes independent organizations donating money to a candidate or spending money on behalf of a candidate. The definition of an independent organization is any group of people that helps support a candidate in any way. All donations made by

individuals to a candidate must be included in the spending limit. Candidates may not raise funds that in total exceed the spending limit.

- A. A campaign must report the fair market value of all goods and services when calculating how much has been spent on their campaign.
 - 1. All goods or services shall include those that are owned, have been donated, or have been purchased by the campaign prior to the beginning of the campaigning period.
- B. Candidates for Class President will be limited to fifty (50) dollars or its equivalent in goods and services based on fair market value.
- C. Candidates for Senate will be limited to fifty (50) dollars or its equivalent in goods and services based on fair market value.
- D. Candidates for Student Assembly President will be limited to four-hundred (400) dollars or its equivalent in goods and services based on fair market value.

Section 6: Offenses

- I. Candidates may not engage in the following activities, and may be assessed a CLASS ONE infraction if they do so:
 - A. Post any piece of campaign material on a surface which is prohibited by the regulations of the university and/or university units.
 - B. Post more than one piece of campaign material on any bulletin board or kiosk.
 - C. Post any piece of campaign material larger than 8 ½ by 11 square inches on a bulletin board-kiosk. Writing on publicly accessible chalkboards shall not be limited.
 - D. Post any piece of campaign material on a non-public bulletin board. This includes RA bulletin boards, unless the permission of the RA of that hall is given.
 - E. Post on the door of any Residence Hall room without the permission of one of the residents of that room.
 - F. Post any materials that do not have the name of the candidate(s) printed on it.
 - G. Use a Student Assembly or official social class or academic class listserv for campaigning or voter mobilization purposes.
 - H. Reserve a table via proxy or table in the Sadler Center Atrium or Terrace on a time and day not sanctioned by the Commission.
- II. Candidates may not engage in the following activities, and may be assessed a CLASS TWO infraction if they do so:
 - A. Slander, defined as the oral communication of a statement known to be false with the intention to injure the reputation of a candidate. Allowance shall be made by the Commission for expressions which may be reasonably understood as the opinion of the person expressing it.
 - B. Libel, defined as the presentation of publications which have contents known to be false with the intention to injure the reputation of a candidate. Allowance shall be made by the Commission for expressions which may be reasonably understood as the opinion of the person expressing it.
 - C. Knowing inclusion in campaigns of pornographic or obscene materials, as interpreted by the Commission.

- D. Failure to submit required additional information to the Commission by a required deadline known to the candidate.
 - E. Campaigning by door-to-door solicitation, as defined by university policy.
 - F. Negative attacks against a candidate. Candidates for office may not make attacks on a candidate based solely upon their character or person. This shall not be construed to prohibit direct comparisons of a candidate's experience, trustworthiness, platform, issues or other legitimate factors as interpreted by the Commission.
 - G. Anonymous Posting. The posting of anonymous campaign material, physical or electronic, including, but not limited to, anonymous flyers, e-mails, or web-postings, as interpreted by the Commission.
 - H. The President, Vice-President, Chief of Staff, any member of the Independent Elections Commission, any member of the Review Board, and the Attorney General participating in a campaign as defined by the campaign regulations.
- III. Candidates may not engage in the following activities, and may be assessed a CLASS THREE infraction if they do so:
- A. Engage in campaign activities before the start of the campaign period.
 - B. Failure to submit financial disclosure statements.
 - C. Bribery of a candidate. Bribery of a candidate shall be defined as the promise or provision of money or any tangible incentive with the intent of a candidate removing themselves from contention for the office they are declared for, or intentionally losing the campaign for the office.
 - D. Bribery of a voter. Bribery of a voter shall be defined as the promise or provision of money or any tangible incentive with the intent of soliciting a vote for a particular candidate.
 - E. Tampering. Tampering shall be defined as intentional interference with the electoral process in such a way as to subvert the integrity of the process. Tampering includes watching a voter complete the voting process. Tampering also includes accessing in any way, directly or indirectly, elections returns before the full results are certified by the Commission.
 - F. Overspending. Spending more than the spending limit.
 - G. Accruing more than \$39 in fines.
 - H. Intentional destruction of another candidate's campaign materials. Destruction of another candidate's campaign materials includes, but is not limited to, widespread destruction of another candidate's flyers, and tampering with another candidate's electronic campaign materials, such as a website or social networking group, as interpreted by the Commission. Erasing of campaign messages on chalk boards shall not be considered destruction of campaign materials.
- IV. All candidates must turn in financial disclosure statements. The appropriate receipts must accompany this statement when applicable. The Commission must make all financial disclosure statements publicly available no later than the day after Election Day.
- V. All who wish to run for office must turn in a signed declaration of candidacy form by the deadline established by the Commission. Individuals will not be listed on the ballot unless this form is handed in by the deadline.
- VI. As the Student Assembly exists to further the interests of the student body, all candidates for the elections are required to submit a personal statement. This should not exceed one

hundred and fifty words in length and will serve as the statement used by the Commission for publicity of that candidate.

- VII. Candidates for Student Assembly office may withdraw their declared candidacy at any point twenty-four hours prior to the election by notifying the Commission of their intent in writing. This notification is a binding agreement.

Section 7: Enforcement

- I. The Commission has the authority to enforce all decisions.
- II. Anyone may file a complaint regarding a violation of any campaign regulation with the Commission.
 - A. All violations must be reported no later than twenty-four (24) hours after the closing of the polls.
 - B. Violations may be reported by contacting members of the Commission via email.
- III. The Commission will investigate all complaints found to have merit.
 - A. Any candidate accused of violating the election regulations will be contacted by the Commission and given the opportunity to explain or refute the charges prior to a decision of sanctions.
 - B. The Chair will have the power to impose sanctions independent of the committee, except for removal from the ballot and disqualification. If necessary, the Commission will hold an emergency meeting regarding violations.
- IV. A CLASS ONE infraction shall carry the following penalties, one of which shall be assessed by the Chair of the Commission.
 - A. For a first offense, a warning will suffice.
 - B. A fine, not to exceed \$20, to be paid to the Student Assembly or a suspension of active campaign privileges between 1 day to 2 days based on the discretion of the Commission.
 - C. In addition to either the warning or the fine, the candidate must remove all inappropriately placed election flyers immediately upon the request of the Chair of the Commission.
 - D. Following three Class One infractions, the Commission may choose to enforce the penalties of future Class One infractions as the penalties of a Class Two infraction.
- V. A CLASS TWO infraction shall carry the following penalties, one of which shall be assessed by the Chair of the Commission.
 - A. A suspension of active campaign privileges for a set period of time. The first suspension must be between 2 days to 6 days. Any future Class Two infractions will be at the discretion of the Commission.
 - B. Following two Class Two infractions, the Commission may choose to enforce the penalties of future Class Two infractions as the penalties of a Class Three infraction.
- VI. A CLASS THREE infraction shall carry the following penalties, which shall be assessed by the Commission.
 - A. Removal from the ballot and invalidation of candidacy.
- VII. Penalties assessed against candidates by the Chair of the Commission may be overturned by a majority vote by the Commission. Penalties may be assessed for each item or event of infraction, if said infractions occur in various places. Penalties may be downgraded in severity

from Class Three to Class Two or Class Two to Class One by a majority vote by the Commission.

- VIII. Penalties may be assessed for each item or event of infraction, if said infractions occur in various places or instances.
- IX. If any candidate's actions are found to have violated other codes, they will be referred to the appropriate entity. This may involve, but is not limited to the Honor Council, Student Conduct Council, or University administration.

Section 8: Appeals

- I. Any candidate who believes that the elections process has not met the requirements of a fair and unbiased election as set out in the Constitution of the Student Assembly, whether through improper enforcement of regulations by the Commission or other irregularities, to the extent that the alleged infraction could have materially changed the outcome of the election, may appeal the election to the Review Board.
- II. A candidate has forty-eight (48) hours after the certification of election results by the Commission Chair to file an appeal to the Review Board.
- III. The Review Board must convene within forty-eight (48) hours to hear the appeal.
- IV. If the Review Board determines that the alleged infraction could have altered the outcome of the election, the results of the appealed race shall be declared invalid and a special election shall be held for the appealed office open only to the same candidates.

Chapter 3: Office of the Attorney General

Section 1: Establishment of the Office

- I. The President of the Student Assembly shall nominate a student for this position, subject to confirmation by the Senate.
- II. The Attorney General will be defined as the head legal counsel of the Student Assembly.
- III. If the Senate believes that the Attorney General is not properly executing their duties and is potentially guilty of nonfeasance, misfeasance, malfeasance, or any other serious neglect of their duties in office, they may file Articles of Impeachment against the Attorney General.

Section 2: Duties of the Office

- I. The Attorney General shall make themselves available to the members of the Student Assembly to assess the legality of potential actions.
- II. The Attorney General is charged with investigating any perceived breach of the Constitution, Code, or any other regulation governing a functional unit of Student Assembly.
 - A. If the Attorney General finds any functional unit of the Student Assembly to not be acting in accordance with the Constitution, Code, or any other regulation governing them, then they are charged with filing a complaint against such functional unit to the Review Board, beginning a potential case.
- III. The Attorney General shall represent the Student Assembly or any functional unit within if a case is brought by an individual or group not affiliated with the Student Assembly.

TITLE 7: STUDENT ASSEMBLY FINANCIAL OVERSIGHT

Chapter 1: Organization Budget Allocation Committee and Student Activities Fee Management

Section 1: Student Activities Fee Administration and Oversight

- I. The purpose of the Student Activities Fee is to foster growth, well-being, and excellence in the student experience at William & Mary. The Student Assembly of William & Mary is entrusted with the distribution and allocation of the funds generated by the Student Activities Fee.
- II. The Student Assembly shall follow the fiscal year July 1 through June 30, or as defined by the university.
- III. Each spring, the Student Assembly Finance Leadership (composed of the President, Vice President, Chief of Staff, Senate Chair, Senate Finance Chair, and the Secretary of Finance) will establish the overall annual budget for allocating the Student Activities Fee for the upcoming fiscal year. This budget will be presented to the Student Assembly Senate for approval. General allocations will include, but are not limited to:
 - A. Funding for the Student Assembly operational and programming budget, including Graduate Council and undergraduate class funding;
 1. Funding for Recognized Student Organizations, which will be allocated at the discretion of the Organization Budget Allocation Committee (“OBAC”); in
 2. Graduate School Funding - each Graduate School to which enrolled students are charged the Student Activities Fee (Law, Business, Education, and Graduate Arts & Sciences) shall receive an allocation equal to 75% of the Student Activities Fee per projected full-time enrolled student in their respective program(s), as determined by Student Leadership Development;
 - a) Graduate Student organizations receive funding from their respective school and/or governance organization in accordance with the policies and procedures set forth by that school/governance organization, and if this funding is exhausted can request funding through the Senate. For events jointly sponsored by graduate and undergraduate students and/or organizations, funding may be requested through Senate even if graduate funding has not been exhausted but may not request through OBAC;
 3. Funding for organizations with whom Student Assembly will enter into specific funding contracts, including the Media Council, and Alma Mater Productions.
 4. Funding for administrative and operating costs for the administration of the student activities fee (including staffing, vans, etc.)
 - B. The Student Assembly Finance Leadership will also be responsible for negotiating, on behalf of Student Assembly, the above-mentioned funding agreements with the appropriate entities, proposing any changes to the Student Activities Fee to the Board of Visitors (if necessary), and establishing organization budget request deadlines for the academic year.

- C. In addition to the funds generated from the annual Student Activities Fee, the Student Assembly Senate will have allocation oversight for the Student Activities Fee Reserve Fund which will consist of unused allocations each year; this fund will be cumulative.

Section 2: Composition and Responsibilities of the Organization Budget Allocation Committee

- I. The purpose of the Organization Budget Allocation process is to support the activities and initiatives of Recognized Student Organizations which contribute to community development, diversified experiences, and enhanced student life. The process of allocating funding will be done in an accessible, equitable, consistent, and transparent manner.
- II. The Organization Budget Allocation Process will be facilitated by the OBAC.
- III. The OBAC will meet on a regular basis to review budget requests from Recognized Student Organizations. The presence of the Secretary of Finance or their designee, Chair of the Senate Finance Committee or their designee, at least 2 Undersecretaries and 1 Senator, and a staff member from Student Leadership Development (ex-officio) shall be required to establish quorum for the meeting.
- IV. The members of the Organization Budget Allocation Committee will be as follows:
 - A. Six Undersecretaries/Deputy Secretaries of Finance and seven members of the Senate Finance Committee;
 - B. The Secretary of Finance shall serve as a non-voting member of the OBAC, and will be responsible for chairing the meetings);
 - C. The Chair of the Senate Finance Committee shall serve as a non-voting member of the OBAC, unless they are needed to cast the tie-breaking vote, in the event of a tie;
 - D. Should the Secretary of Finance, Chair of the Senate Finance Committee, or Senate Finance Committee Secretary be absent, they shall designate a member of the OBAC to act in their stead during a meeting;
 - E. At each meeting, the Committee shall, by verbal agreement, appoint any one Senator or Undersecretary present to be acting Secretary responsible for taking the minutes of that meeting.

Chapter 2: Organization Budget Allocation Process and Guidelines

Section 1: Organization Budget Allocation Committee Timeline

- I. Quarter 1:
 - a. First day of fall semester through last day of Fall Break
 - b. Requests for Q1 spending/events must be submitted by the deadline in Q4
- II. Quarter 2:
 - a. First academic day following Fall break through Last day of Fall semester
 - b. Requests for Q2 spending/events must be submitted by the deadline in Q1
- III. Quarter 3:
 - A. First day of Spring semester through last day of spring break
 - B. Requests for Q3 spending/events must be submitted by the deadline in Q2

- IV. Quarter 4:
 - A. First day following spring break through last day of classes spring semester
 - B. Requests for Q4 spending/events must be submitted by the deadline in Q3
 - C. Summer conferences shall be requested in alignment with Quarter 4 spending
- V. The specific dates for each quarter shall be determined by the Student Assembly Finance Leadership based on the Undergraduate Academic Calendar for that academic year, and publicly announced.
- VI. Allocation decisions shall be made by the OBAC the quarter before an order must be placed/purchased and/or the event is scheduled to be held so as to require organizations to plan ahead and ensure they have sufficient time to make purchases and contracts.

Section 2: Organization Budget Allocation Process

- I. Organizations may submit budget requests on a quarterly basis, so long as such requests are made at least one quarter prior to an anticipated activity. No late submissions will be accepted. Activities for which organizations receive funding must occur between the beginning of the Fall semester and the last day of classes in the Spring semester. There will be two quarters each semester. The SA Finance Leadership will establish specific dates for each quarter's funding deadline.
- II. The method of submission and development of the submission platform will be at the discretion of Student Leadership Development staff, in consultation with the OBAC.
- III. Through the quarterly budget request process, Recognized Student Organizations will be able to request the following types of budgets:
 - A. Operational expenses: products, supplies, and services needed throughout the year that allow the organization to maintain regular operations;
 - B. Programming and Events expenses: speakers, cultural events, performances, educational initiatives/awareness campaigns, and member training/development;
 - C. Competition expenses: registration fees and travel expenses, funded from Competition Fund, for the purpose of participating intercollegiate competitions on behalf of their student organization;
 - D. Equipment acquisition: items organizations need to purchase once every few years, and are retained by the organization year over year, such as uniforms or specialized equipment; organizations must wait a minimum of 3 years to replace these items);
 - E. Service activities: as funded from the Service Fund, these include supplies for events/activities that are direct engagement/service benefiting the community beyond William & Mary;
 - F. Conference expenses: registration fees and travel expenses, for the purpose of participating in developmental conferences on behalf of their student organization;
- IV. OBAC Meeting Procedure
 - A. OBAC meetings may occur without quorum, but without quorum, an official vote cannot be conducted.
 - B. Organizations may request to meet with OBAC
 - C. The OBAC shall review requests on a rolling basis. Decisions shall be communicated to organizations by the last day of the funding quarter prior to the activity.

- D. OBAC reserves the right to request additional information from organizations prior to making a decision. Additionally, if time allows, OBAC may choose to defer allocation decisions to later quarters.
- E. Following each quarterly deadline, the OBAC shall submit a summary report of funding requests and allocations to the Senate and post an allocation summary online.
- F. The OBAC shall make one of the following determinations for each request:
 - 1. Approve - full or partial request;
 - 2. Defer - this may include a request for additional information or revisions;
 - 3. Partial Deferral - approve some requested expenses and defer decision on remaining requested expenses to a later quarter;
 - 4. Revise and Resubmit within the same quarter;
 - A. Deny
- II. If a member of the OBAC serves on the Executive Board of an organization requesting funding, they shall disclose their affiliation to the Committee, and recuse themselves from deliberation and voting on that organization's budget request.

Section 3: Guidelines for Organization Budget Allocation Process

- I. These guidelines are intended to provide clarity on the funding and expenditures that may be approved/allocated by the OBAC. The following section shall serve as a guideline and are not representative of guaranteed funding by OBAC. Organizations are encouraged to secure additional funding sources for events and activities. Student organizations **should not** rely solely on allocations from the Organization Budget Allocation Committee to fund their operations, events, and activities. The committee reserves the right to give priority consideration to programmatic events/activities that serve the broadest range of the W&M community. OBAC reserves the right to review and present guideline revisions to the Student Assembly Senate each spring semester prior to the next fiscal year allocation process.
- II. Approved Expenses:
 - A. Operational supplies/expenses, such as office supplies and printing services with an intended purpose. Printing specifically for interest meetings is a maximum of \$10. This may include organizational membership fees to affiliate with a broader association, for example a W&M chapter's membership fees to a national organization;
 - B. Equipment integral for general operations that can be retained by the organization over multiple years, such as banner/tablecloth, mission/purpose aligned equipment, and costumes/uniforms;
 - 1. Costumes and uniforms are defined as integral if they must be worn for specific events (competitions and performances);
 - C. Speakers and Performers, will be required to comply with all university contracting/procurement requirements. William & Mary affiliated individuals (faculty/staff/students) may not be contracted/paid through the OBAC funding process;
 - D. Giveaway items that are intended to promote an educational purpose for the broader campus community, so long as these items do not promote specific events or are

branded solely for promotion of the organization itself. Additionally, items must be intended for broad distribution, and not for members only;

- E. Event expenses including reservations/rentals, event supplies/decorations, promotion/advertising, and event support services. All event expenses should have a defined purpose and clear alignment with the purpose of the event;
- F. Travel expenses for organizations limited to transportation and registration fees;
- G. Food, under the following conditions and guidelines. The funding of food will be approved under a stringent review process and is not intended to be provided at all SA-funded events. OBAC shall give priority consideration to “reception” style events where a taste (not a meal) is the funding request. OBAC will deny funding requests for food where the sole purpose of the food is to be used as an attendance incentive.
 - 1. Food expenses for events and receptions may not be full meals; for any events where food is funded, organizations will be required to track attendance and submit the attendee list to the OBAC;
 - 2. Cultural Event - a maximum of \$5/person of anticipated attendance; education and exploration of culture must be the primary focus of the event and the inclusion of food must enhance the educational/exploration experience;
 - 3. Speaker/Performer Reception - a maximum of \$3/person of anticipated attendance; receptions are held following an external speaking/performer engagement to promote further engagement and discussion immediately following the event;
 - 4. Non-Cultural Event - a maximum of \$3/person of anticipated attendance; non-cultural events where food is an allowable expense include organization training/development events that are open to the entire organization or organization sponsored events that are open to the entire campus where food would enhance the development of the community. This does not include internal social events or regular meetings;
 - 5. Meal expenses for invited speakers/performers/judges - maximum amounts of funding allocated will follow university per diem guidelines;
 - 6. Hospitality table food, not to exceed \$50, may be funded for organization sponsored events exceeding 5 hours; food will be available to organization members staffing the management/execution of the event;
 - 7. Interest meetings - a maximum of \$50 per request and no more than once a semester for a total of two times maximum each academic year; interest meetings should be held within the first 30 days of each semester and the purpose must be to recruit new members;
 - 8. Food that may not be funded includes meals for individual members and food for regular organization meetings;

III. Limitations

- A. Fundraising activities may be funded, only if the purpose of the fundraiser is to support continuing organization operations or future campus/organization programming; the funding of fundraisers where the proceeds will be donated to external charitable organizations shall be prohibited;

1. Ticket or admission revenue shall be applied to help the organization offset the cost of the event being funded;
 - B. The OBAC reserves the right to limit food funding requests from student organizations to a maximum of 2 events each semester, excluding interest meetings;
 - C. Direct travel or use of university vehicles for student organizations may be funded. However, meals for travelers and lodging will not be funded. Additionally, international travel may be funded, only under the conditions outlined in the International Travel policy, as provided by the university;
 - D. Equipment expenses may be limited to one-time purchases (minimum of three years) unless special circumstances exist as approved by OBAC.
 - E. Payment for DJ services shall be limited to a maximum amount consistent with rates agreed upon between the university and the contracted provider;
 - F. Print shop orders or copy charges for event publicity shall be limited to a maximum of \$20/event;
 - G. Conference attendance is limited to one conference per semester and one per summer;
 - H. Interest meeting publicity shall be limited to a maximum of \$10;
- IV. Restrictions/Prohibited Expenses; this is inclusive but not limited to the items listed below
- A. Awards and Honorariums will not be funded, such as plaques, trophies, certificates, gift certificates, scholarships, or cash prizes;
 - B. No internal/private social and/or celebration activities will be funded, such as formals, award ceremonies, initiations, or senior send offs. Private events shall be defined as members plus invited guests;
 - C. Operational expenses that may not be funded include software, subscriptions, websites including domains and hosting fees, and membership fees for individual people;
 - D. Individual admissions tickets/entrance fees;
 - E. Political or partisan activities in support of or opposition to a candidate or political party;
 - F. Purchases solely for the purposes of religious worship or devotion;
 - G. Activities for which academic credit is received;
 - H. Alcohol or tobacco, or other similar/related substances;
 - I. Memorabilia, yearbooks, photo albums, or other organization branded/customized paraphernalia;
 - J. Salaries or wages;
 - K. Apparel for members of the organization, where apparel is defined as articles of clothing/accessories that can be worn beyond a specific purpose, such as a performance/competition costume or uniform;
 - L. Single-use plastics;
 - M. Printing with no clearly-specified purpose;
 - N. Financial penalties, such as but not limited to late fees, expedited shipping, damages, and cancellation;
 - O. Parking or transportation fees that require reimbursement;
 - P. Any other items/services prohibited by university policy or local, state, or federal law;

- V. Prior to submitting a budget request within a fiscal year, an organization shall attend an Information session in which guidelines, the submission process, and post-OBAC approval requirements will be explained. It shall be the responsibility of the member attending to share the information from the information session with other members of the organization responsible for submitting the budget. The individual submitting the budget request must have attended an information session within the fiscal year.

Section 4: Organization Budget Allocation Distribution and Spending

- I. Organizations receiving an allocation from the OBAC will work with Student Leadership Development, who will facilitate purchases and payments on behalf of the organization's allocation of Student Activities Fees. Student Organizations who receive an allocation of funds agree to abide by any processes Student Leadership Development may set to request or receive disbursement of these funds.
- II. By applying for Organization Budget Allocations, organizations agree to comply with policies/procedures set by the university, Student Assembly, and Student Leadership Development.
- III. Allocated funds will not be distributed directly to organizations in the form of cash or check.
- IV. Organizations that purchase or make payments to providers/vendors may not seek reimbursement after the fact. Organizations must submit purchase requests in advance and work with Student Leadership Development to navigate payment.
- V. All spending must be compliant with state and university policies, guidelines, regulations, and procedures. These policies, guidelines, regulations, and procedures will supersede any allocation decisions made by the OBAC.
- VI. Any unused funds will be returned to Student Activities Fee Reserves at the conclusion of the fiscal year.
- VII. Prior to submitting a purchase request within a fiscal year, an organization shall attend an Information session in which guidelines, the submission process, and post-OBAC approval requirements will be explained. It shall be the responsibility of the member attending to share the information from the information session with other members of the organization responsible for submitting the purchase request; it is preferred that the individual attending the information session be the submitter of the purchase request.

Section 5: Requirements of Organizations and Follow Up Procedures

- I. Organization will promote all funded events in the student engagement platform, as directed by Student Leadership Development, and must track attendance in that platform as well.
- II. Organizations must submit an after action report to OBAC on all funded events. Information in the after action report will include, but is not limited to: attendance, actual spending, revenue, advertisement efforts, issues/problems arising from the event, and how purchases were used.
- III. Organizations must submit an after action report to OBAC on all funded conferences. Information in the after action report will include, but is not limited to: key lessons learned, ideas for implementation, explanation of how the organization and attendees benefited from attending, etc.

- IV. Failure to comply with expectations and follow up procedures may impact OBAC decisions on future funding requests for organizations. Additionally, overinflation of anticipated attendance for food at events may impact OBAC decisions on future requests for food.
- V. Student Leadership Development shall provide quarterly reports to the OBAC about organization spending and balances.

Section 6: Reserves

- I. Any monies that are appropriated through the student fee funding, including the Organization Budget Allocation Process, and are not used, shall be returned to the Student Activities Fee Reserve Fund at the end of the fiscal year.
- II. The Student Activities Fee Reserve Fund shall exist to support Student Assembly operations and initiatives that arise throughout the year and were not previously budgeted/allocated for.
- III. The power to appropriate the Student Activities Fee Reserve Fund shall be vested in the Student Assembly Senate, with exceptions stated within this section on Executive and Administrative spending. When determining expenditures from Reserves, the Senate should consider the guidelines governing the decisions of the OBAC, but is not strictly bound by them. To allocate funds from the Reserves, the Senate must pass legislation that follows regulations.
- IV. All spending must be compliant with state and university policies, guidelines, regulations, and procedures. All Senate allocation bills must follow these policies, guidelines, regulations, and procedures to be valid.
- V. The following appropriations of funds from the Student Activities Fee Reserve Fund do not require approval from the Senate Assembly Senate:
 - A. Executive Spending - The Student Assembly President may spend a maximum of \$10,000 from the Student Activities Fee Reserve Fund per fiscal year on SA programming/initiatives and other operating expenses without Senate approval. Prior to spending, expenditures must be reported, in writing, to the Chair of the Senate, the Senate Finance Chair, and the Secretary of Finance.
 - B. Administrative Spending - The Office of Student Leadership Development may spend a maximum of \$10,000 from the Student Activities Fee Reserve Fund per fiscal year on general maintenance purposes without Senate approval. Expenditures exceeding \$1,500 must be reported, in writing, to the Student Assembly President. General maintenance purposes are defined as essential upkeep that would otherwise hinder the day to day operations of a recognized student organization or Student Assembly.
- VI. Competition and Service Funds shall be allocated annually out of the Student Activities Fee Reserve Fund. If the established allocations are depleted during the fiscal year, the Senate may approve the replenishment of monies in increments of no more than \$5,000 from the Student Activities Fee Reserve Fund.
 - A. Competition Fund allocation shall be 17.5% of reserves at the start of the fiscal year, but may not exceed \$55,000. Any unused portion of this fund will be returned to Reserves at the conclusion of the fiscal year.

- B. Service Fund allocation shall be 2.5% of reserves at the start of the fiscal year, but may not exceed \$5,000. Any unused portion of this fund will be returned to Reserves at the conclusion of the fiscal year.

Section 7: Contractual Agreements/Other Financial Obligations

- I. During the Spring semester of each year, the SA Finance Leadership shall establish a budget, no later than the start of Spring Break (end of Quarter 3), for the upcoming fiscal year and determine the overall distribution of the Student Activities Fee. The budget shall include the following distributions:
 - A. Graduate School Funding - each Graduate School to which enrolled students are charged the Student Activities Fee (Law, Business, Education, and Graduate Arts & Sciences) shall receive an allocation equal to 75% of the Student Activities Fee per projected full-time enrolled student in their respective program(s), as determined by Student Leadership Development;
 - B. Media Funding through Media Council Funding Agreement - Student Assembly has delegated the funding allocation process to Media Council for its member organizations. This allocation is to be used for the operational expenditures of the Media Council and its member organizations;
 - C. Administrative/Operations - this funding will support the operations and administration (including staffing, vans, etc.) required to manage the Student Activities Fee and related processes.
 - D. Student Government - this funding will support the annual operations and programming of Student Assembly as well as the associated groups under the purview of Student Assembly such as Graduate Council and the undergraduate classes;
 - E. Other Funding Agreements with organizations/entities at William & Mary. This shall be limited to organizations/entities for whom a quarterly request process would hinder operations. An example of this is Alma Mater Productions.
 - 1. Proposals for new funding agreements or revocation of existing funding agreements shall be determined by the SA Finance Leadership and presented to the Student Assembly Senate for approval no later than the last meeting of the Fall Semester.

Section 8: Accountability

- I. In the event of misuse of funds by students and/or student organizations, they shall be referred to appropriate bodies on campus, such as SA Review Board, Community Values and Restorative Practices Office, Honor Council, and/or Student Conduct Council. Additionally, misuse by student organizations, or student leaders representing organizations, may result in the disqualification for future funding, including already allocated funds. Disqualification for future funding shall be at the discretion of the OBAC and require a $\frac{2}{3}$ majority vote. OBAC shall also determine the length of disqualification, which may not exceed 3 years.
- II. In the event of misuse by staff, they shall be referred to their supervisor and Human Resources.

III. Additional and appropriate action may be taken at the discretion of the above listed entities.

Section 9: Off Campus Accounts

- I. The Student Assembly shall maintain an account, (herein known as the “Primary Off-Campus Account”). Approval for expenditures from this account can be made by the Student Assembly Senate, through passing legislation, or by the Executive Branch through the President and Secretary of Finance.
- II. This account shall receive all profits from fundraisers organized and managed by Student Assembly for the purpose of funding SA operations/activities/initiatives.
- III. The off-campus account(s) shall be required to have three signatories on the account, to include the Advisor, President of the Student Assembly, and the Secretary of Finance. A signatory is someone who has filled out paperwork with the bank and whom the bank recognizes as having the ability to sign checks. It does not confer any other rights, such as the right to authorize purchases. Expenditures from the off-campus account shall be required to have two signatures for disbursement. These checks must be filled out entirely with their purpose in the memo or “for” line.
- IV. The Student Assembly shall use the monies collected in the off-campus account for internal operations and/or purposes that are not funded by Student Fee money. Such things shall never include:
 - A. Salaries;
 - B. Personal purchases for individuals except as otherwise defined in this section;
 - C. Lending of money to an individual except as otherwise defined in this section;
 - D. Purposes not allowed by local, state, or federal law or university policy;
- V. Financial records and checks from the Off-Campus Account will be kept in a secure manner by Student Leadership Development.
- VI. Every purchase with a receipt shall be presented to the Secretary of Finance to aid in record keeping. Student Leadership Development shall establish a location for these receipts to be kept. The Secretary of Finance may decide a process by which to submit these receipts.
 - A. In order to ensure a smooth transition year to year, the outgoing Student Assembly President and Secretary of Finance shall be required to transfer signatory authority to the incoming administration within 10 business days of the inauguration. If there is no new Secretary of Finance at this time, they shall transfer signatory authority to the incoming President of the Student Assembly.
 - B. The Secretary of Finance shall provide a report of activity in the Off-Campus account at the Senate Finance Committee meeting following the receipt of the bank statements. The committee shall review the on-line records regularly following the meeting at which the Secretary of Finance presents their report to ensure that they are consistent with the executives report.
 - C. Any Senator may request records from the off-campus account(s), including all banking and financial records from financial institutions, and including reasoning for authorization of specific purchases. Such requests shall be made to the Secretary of Finance, upon which the Secretary shall have seven business days to comply with the information request. Additionally, these records may be requested pursuant to the provisions of the Virginia Freedom of Information Act.

- D. Misuse of the Student Assembly Off-Campus account will be referred to appropriate bodies on campus, such as SA Review Board, Community Values and Restorative Practices Office, Honor Council, and or Student Conduct Council. Additional and appropriate action may be taken at the discretion of the above listed entities.

Chapter 3: OBAC Appeal Process

Section 1: Appeal Procedure

- I. Recognized Student Organizations shall be notified of budget allocation decisions as they are available, no later than the last day of the current quarter. Should the Recognized Student Organization request to have the decision appealed by the Organization Budget Allocation Committee (OBAC), the following process shall be followed.
 - A. The Recognized Student Organization (RSO) must provide a thorough explanation for the appeal, stating why, in the RSO's view, the allocation should be changed. This request for an appeal and typed explanation shall be submitted within 14 days of being notified of OBAC's decision.
 - B. An appeal shall not be entertained for equipment or operational expenses, and when there is a lack of significant change in the original budget request that would warrant reconsideration. OBAC, the Policy & Student Rights Chair, and the Student Experience Chair shall have discretion on whether the change is compelling enough to warrant reconsideration.
 - C. If the reconsideration is warranted, OBAC, the Policy & Student Rights Chair, and the Student Experience Chair shall reevaluate the initial request and explanation for the appeal and recommend any necessary adjustments. Two representatives from the Recognized Student Organization are invited to the appeals deliberation.
 - D. If OBAC's decision following the appeal is not to the organization's satisfaction, the Student Assembly Finance Leadership Team shall be engaged in the process. Members of the Student Assembly Finance Leadership Team also serving on OBAC shall be excluded from this deliberation; the remaining members shall serve as the appeal deliberation body and make the final determination. The decision that the Finance Leadership Team, excluding members of OBAC, arrives at shall constitute the final review of the Organization Budget Allocation Process. No additional funding for the RSO may be allocated by OBAC for the budget request items/events.
 - E. The Secretary of Finance shall compile information pertinent to the budget request and provide it to the appeal deliberation body. This pertinent information shall include the initial budget request, an explanation of why the decision should be reviewed, all pertinent email correspondence between the organization and Student Assembly Finance email, and written records of the initial OBAC deliberations and the reevaluation performed by OBAC and Senate committee chairs. The review by the Finance Leadership Team shall take place within 10 calendar days of the appeal request.

TITLE 8: THE CONSTITUTION OF THE GRADUATE COUNCIL

Section 1: Mission

- I. The organization described herein shall be called the Graduate Council of William & Mary. Its purpose shall be:
 - A. To advance the academic and social interests of graduate students of the university.
 - B. To select eligible graduate students for university committees in which graduate representation is necessary.
 - C. To advance the recognition and integration of graduate students at the university and to provide a forum for the dissemination of information and ideas to the university and the community.
 - D. To represent the interests and concerns of graduate students to the administration, the Student Assembly, and other university-wide policy organizations through the Executive Council Officers or their delegates.

Section 2: Membership

- I. The Graduate Council affirms its commitment to conducting its activities in accordance with William & Mary's Policy on Discrimination, Harassment and Retaliation. Membership in this organization shall be open to all graduate students at the University without regard to irrelevant personal factors. Irrelevant personal factors include (without limitation) race or color, citizenship, national origin or ethnicity, ancestry, religion or creed, political affiliation or belief, age, sex or sexual orientation, gender identity or expression, physical or mental disability, marital status, pregnancy status, parental status, height, weight, military service, veteran status, caretaker status, or family medical or genetic information.
- II. Any graduate student from any school may attend meetings and raise their opinions and concerns, but only the official representatives from each school may vote.

Section 3: Governance

- I. The Graduate Council shall be governed by two representatives from each graduate school (Arts & Sciences, Law, VIMS, Business, and Education), forming the voting members of the Graduate Council.
 - A. The representatives for each school will be selected by the school's internal mechanisms either by vote or appointment by the school's graduate student governing body.
- II. Quorum for a meeting is 60% or more of voting members of the Graduate Council.
- III. The President, Vice-President, Treasurer and Secretary are the four officers of the Graduate Council and will comprise the Executive Council.
- IV. All binding general resolutions except Constitutional amendments will be carried by a simple majority vote.
- V. At the beginning of the Fall semester and whenever required by the university, the Graduate Council will solicit applications and select eligible graduate students to fill the graduate student positions on campus-wide committees. This process will be coordinated by the President and approved by the Graduate Council as a general resolution.

- VI. Regular meetings of the Graduate Council, to occur approximately twice a month, shall be posted as soon as they are set and are open to all graduate students at William & Mary but non-representative members will not have voting rights.

Section 4: Finances

- I. All bank accounts and any money held by the Graduate Council received from the school or private donors shall be herein referred to as the "Treasury."
 - A. Officers being a 'signatory' on the Treasury requires that they be an official manager of all bank accounts of the Graduate Council.
- II. To provide funding for any event, a proposal with the event details and an estimated budget must be approved by the Graduate Council as a general resolution.
- III. Two signatories must sign every Order on the Treasury (Check) provided it is not emergency funding for an event (required within 24 hours).
- IV. The Graduate Council shall be informed of the state of the Treasury by the Treasurer or President at the beginning and end of every semester.

Section 5: Officers

- I. The President
 - A. Shall be required to preside over all meetings of the Graduate Council.
 - B. Shall be required to be a signatory on the Treasury and have the power to countersign orders on the Graduate Council Treasury.
 - C. Shall have the power to create ad-hoc committees.
 - D. Shall have the power to appoint officers provided in Section 6.
- II. The Vice-President
 - A. Shall assume the duties of the President in their absence.
 - B. Shall coordinate the elections provided under Section 6.
 - C. May be a signatory on the Treasury and if so shall have the power to countersign all Orders of the Treasury.
- III. The Treasurer
 - A. Shall maintain the finances and bank account of the Graduate Council and shall report on them at the first and last general meeting of each semester as provided in Section 4.
 - B. Is required to be a signatory on the Treasury and must sign all orders on the Treasury.
- IV. The Secretary
 - A. Shall maintain the documents of the Graduate Council.
 - B. Shall help the President coordinate communications to the graduate student body.
 - C. Shall keep the minutes of Graduate Council meetings.

Section 6: Election Procedures

- I. Elections for officers will be held at the last meeting of the Spring semester before graduation.

- II. Graduate Council officers will be installed at the last Spring meeting and will serve a regular one-year term from the last Spring meeting before graduation to the last Spring meeting before graduation the following year.
- III. The President is the only member required to have served one term on the Graduate Council before assuming the position.
- IV. If any returning members wish to run for the same position, the election for that office will be held on the same day as the Graduate Council Presidential election.
- V. Elections for the remaining offices will be held at the first meeting of the Fall semester or at the next possible meeting if a vacancy arises.
- VI. All elections require a simple majority to pass.
- VII. If no resolution to elect a Graduate Council voting member to an officer position passes at the first Fall meeting, the President may appoint a non-Graduate Council William & Mary graduate student to the vacant position(s) to be approved by the full Council.
 - A. The appointed officer will not have the right to vote.

Section 7: Policy Compliance

- I. The Graduate Council will abide by all university policies including the Student Code of Conduct, the Campus Alcohol Policy, and requirements set by the Office of Student Leadership Development.
- II. The Graduate Council agrees that it will not initiate, support, or encourage any events or situations that endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with this group or organization.

Section 8: Amendments

- I. All Constitutional amendments must be presented at least one regular meeting before being voted on by the Graduate Council.
- II. This Constitution may be amended by a $\frac{2}{3}$ vote of present voting members provided a quorum is present.
- III. This Constitution is considered to supersede all general policies or binding resolutions created by the Graduate Council.

TITLE 9: AMENDMENTS TO THE CODE

Chapter 1: Code and Senate Bylaws Amendments

- I. The Code of the Student Assembly and the Bylaws of the Senate may be amended at any time by a vote of $\frac{2}{3}$ of the Senators currently holding office.
- II. Amendments should be submitted in accordance with the procedures established for formal legislation.
- III. The Constitution of the Graduate Council may only be amended as that Council shall determine, pursuant to the process outlined in its Constitution.