



**WARREN COLLEGE STUDENT COUNCIL  
OF THE  
UNIVERSITY OF CALIFORNIA, SAN DIEGO**

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**BYLAWS**

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# TITLE I

## GENERAL PROVISIONS

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### **Chapter 1 | Authority and Purpose**

§101. Authority for “The Bylaws of the Warren College Student Council,” hereinafter referred to as “the Bylaws,” is vested in the same by Art. II, Sec. 3 of “The Constitution of the Warren College Student Body”, hereinafter referred to as “the Constitution.”

§102. The purpose of the Bylaws is to exercise through legislation the authority delegated to Warren College Student Council (WCSC) by the Constitution.

### **Chapter 2 | Ratification and Dissolution**

§201. The Bylaws must be ratified by a two-thirds vote of the entire membership of WCSC.

§202. WCSC may, by a two-thirds vote of the entire membership, dissolve the Bylaws.

### **Chapter 3 | Amendments**

§301. WCSC may, by a two-thirds vote of the entire membership, amend any part of this title, except that the requirements for ratification or dissolution of the Bylaws shall not be amendable.

§302. The requirements for amendment to any other title shall be described therein.

### **Chapter 4 | Suspension**

§401. The requirements for temporarily suspending any part of the Bylaws shall be the same as the requirements for amending them, as described in the previous Chapter.

### **Chapter 5 | Parliamentary Authority**

§501. The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern WCSC in all cases to which they are applicable and in which they are not inconsistent with the Bylaws or Constitution.

### **Chapter 6 | Accessibility, Organization, and Formatting of the Bylaws**

§601. The Constitution and the Bylaws shall be available in PDF format on the WCSC website.

§602. The Bylaws shall be organized in the following hierarchy of descending order:

- a. Title, designated by a roman numeral
- b. Chapter, designated by a number
- c. Section, designated by § followed by a three digit number. The first digit shall be the number of the Chapter it is under. The other two digits shall begin at 01 and describe the Section number.
- d. Subsections designated by either a lowercase letter or a number. The first Subsection under a Section shall be a lowercase letter; the Subsection under that Subsection shall be a number. For each further nested Subsection, it shall alternate between lowercase letter and number.

§603. Formatting of the Bylaws

- a. Page breaks between Titles
- b. Line breaks between Chapters
- c. No line breaks between Sections or Subsections
- d. One inch margins on each side
- e. All phrases are capitalized.

# TITLE II

## MEMBERSHIP

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### Chapter 1 | President and Membership

#### §101. President

- a. Shall serve as the official representative of the Council and the Warren College Student Body (WCSB)
  - i. Shall periodically meet with the Provost, Dean, and Assistant Dean of Student Affairs to discuss Warren College Student Council goals and issues brought forth by the Council and student body.
  - ii. Shall attend weekly Leadership of College Councils Meetings
- b. Shall assemble the agenda of and chair the meetings of Warren College Student Council
- c. Shall chair the Executive Committee
- d. Shall serve as a non-voting, ex-officio member of all Warren Council committees and the Events Board
- e. Shall not have the power of vote in council meetings, except when serving as chair, in which case they may only vote when it will change the outcome
- f. Shall have the power of veto on any main motion within seven calendar days of its passage. WCSC may, by a two-thirds vote of voting membership, override such a veto. The President shall notify the membership of WCSC of the veto no later than the end of the next scheduled council meeting. The President may not veto a motion to override a veto.
- g. Shall solicit the advice of the Finance Director and submit a proposed budget to Warren College Student Council by ninth week of Spring Quarter
- h. Shall meet quarterly with the chairs of the Warren College Student Council Commissions in order to evaluate performance and discuss budgets
  - i. The meeting shall take place by no later than eighth week of each quarter
- i. Shall be an enrolled Warren student for the entire term of office
- j. Shall meet with their successor to transition them between weeks three and five of Spring Quarter
  - i. This meeting shall be at least one hour long
- k. Shall hold regular public office hours to promote transparency, accessibility, and engagement with the Warren College community

#### §102. Vice President Internal

- a. In the absence of the President shall serve as Acting President, performing the duties and exercising the powers of the President
- b. Shall assist the President in the execution of the President's duties
- c. Shall jointly amongst the other Vice Presidents organize the WCSC retreat with the assistance of the Executive Committee
- d. Shall chair the Internal Committee; facilitate biweekly meetings with Internal members to discuss projects, initiatives and duties of internal members; and conduct quarterly one-on-one meetings with internal members.
- e. Shall chair the Rules Committee
- f. Shall be an enrolled Warren student for the entire term of office

- g. Shall meet with their successor to transition them between weeks three and five of Spring Quarter
  - i. This meeting shall be at least one hour long
- h. Shall ensure that all Executive Board members and AS Senators are properly transitioned within three weeks of their election or appointment
- i. Shall ensure that all position descriptions are up-to-date, accurately reflect role responsibilities, and clearly communicate expected time commitments to prospective and current members
- j. Shall organize and facilitate quarterly town halls to promote transparency, gather feedback, and encourage open communication between the Council and the Warren College community
- k. Shall hold regular public office hours to promote transparency, accessibility, and engagement with the Warren College community

#### §103. Vice President External

- a. In the absence of the Vice-President Internal shall serve as Acting Vice-President Internal, performing the duties and exercising the powers of Vice-President Internal
- b. Shall assist the President in the execution of the President's duties
- c. Shall jointly amongst the other Vice Presidents organize the WCSC retreat with the assistance of the Executive Committee
- d. Shall coordinate the efforts of WCSC's representatives to external committees to ensure that the interests of the WCSB are well represented
- e. Shall chair the External Committee; facilitate biweekly meetings with external members to discuss projects, initiatives and duties of external members; and conduct quarterly one-on-one meetings with internal members.
- f. Shall chair the Appointments Committee
- g. Shall maintain a running list of all external committees to which WCSC provides representatives
- h. Shall be responsible for:
  - i. Designing, purchasing and distributing apparel to increase WCSC visibility
  - ii. Publicizing vacant WCSC positions and appointments in conjunction with the Vice President Internal
- i. Shall be an enrolled Warren student for the entire term of office
- j. Shall meet with their successor to transition them between weeks three and five of Spring Quarter
  - i. This meeting shall be at least one hour long
- k. Shall hold regular public office hours to promote transparency, accessibility, and engagement with the Warren College community

#### §104. Vice President Programming

- a. Shall chair the meetings of the WCSC Events Board
- b. Shall assist the President in the execution of the President's duties
- c. Shall jointly amongst the other Vice Presidents organize the WCSC retreat with the assistance of the Executive Committee
- d. Shall be chiefly responsible for the coordination and success of WCSC Events Board events
- e. Shall represent the WCSC Events Board on issues including funding and acquiring additional volunteers for programs

- f. Shall update WCSC on the status of the Events Board budget fifth week of each quarter
- g. Shall be an enrolled Warren student for the entire term of office
- h. Shall meet with their successor to transition them between weeks three and five of Spring Quarter
  - i. This meeting shall be at least one hour long

§105. Secretary

- a. Shall prepare and keep minutes of all WCSC meetings
- b. Shall distribute the minutes of each meeting to all members no less than forty-eight hours before the next regular Warren College Student Council meeting
- c. Shall call roll at all WCSC meetings and include the roll call in the minutes
- d. Shall maintain the WCSC roster and provide the most recent edition to the Director of Public Relations
- e. Shall maintain record of WCSC member attendance
- f. Shall maintain the WCSC archives
- g. Shall submit the approved minutes to the Director of Public Relations within twenty-four hours of approval
- h. Shall be an enrolled Warren student for the entire term of office
- i. Shall meet with their successor to transition them between weeks three and five of Spring Quarter
  - i. This meeting shall be at least one hour long

§106. Finance Director

- a. Shall work with the President to draft the annual budget
- b. Shall act as a liaison between WCSC and the Warren College Business Office
- c. Shall be available as a resource to all groups who have received WCSC funding
- d. Shall present a monthly report on the status of the budget and estimated account balances to WCSC
- e. Shall present the status of the budget and estimate account balances at the request of of the WCSB
- f. Shall, if necessary, form and chair a Special Committee on Fundraising for the Scholarship Fund, or any other need that may arise
- g. Shall be an enrolled Warren student for the entire term of office
- h. Shall meet with their successor to transition them between weeks three and five of Spring Quarter
  - i. This meeting shall be at least one hour long

§107. Director of Student Organizations

- a. Shall be appointed as Chair of the Warren College Organization Standing Commission and serve as Director of Student Organizations in WCSC
- b. Shall serve in an adversarial role for all registered Warren College Student Organizations
- c. Shall enforce outlined provisions on the registered Warren College Student Organizations
- d. Shall serve as the primary WCSC contact for Warren College Student Organizations
- e. Shall maintain a running list of all current Warren organizations
- f. Shall be an enrolled Warren student for the entire term of office
- g. Shall meet with their successor to transition them between weeks three and five of Spring Quarter

- a. This meeting shall be at least one hour long

§108. Associated Students Senators (2)

- a. There shall be two senators
- b. Shall attend ASUCSD Assembly, Senate, and committee meetings as the representative of Warren College
- c. Shall be responsible for at least two advocacy areas, projects, initiatives, and/or programs per term of office
- d. Shall be responsible for at least two hours for community engagement per week
  - i. One hour shall be dedicated to office hours for their direct constituency to attend.
  - ii. One hour may be dedicated to generally reaching out to their constituents including but not limited to: office hours, online outreach, going into organization meetings relevant to the Senator's constituencies, etc.
- e. Shall complete a weekly report to be delivered at weekly WCSC meetings
- f. Shall be an enrolled Warren student for the entire term of office
- g. Shall meet with their successor to transition them between weeks three and five of Spring Quarter
  - i. This meeting shall be at least one hour long

§109. Director of Academic Affairs

- a. Shall be familiar with the Warren College general education requirements, operation of the Warren College Writing Program, the Warren College Academic Affairs Staff, the Provost of Warren College
- b. Shall advise the Warren College Provost and Dean of Academic Advising regarding the Warren College general education requirements
- c. Shall serve as the Warren College Student Council student representative to the Provost Student Advisory Committee and on the Library Student Advisory Council;
  - a. Shall serve as a liaison between the Warren College Student Council and the committees
  - b. Shall be responsible for providing updates within one week of the board meeting.
- d. Shall represent the voice of Warren College Students to administration in an academic capacity and in all matters pertaining to academics, general education requirements, and advising
- e. Shall be an enrolled Warren student for the entire term of office
- f. Shall have completed the Warren College Writing Program
- g. Shall maintain a cumulative UC GPA of at least 2.0 throughout their term or be subject to impeachment
- h. Shall, in the event of graduation, resignation, removal, or any other form of termination from office and no interim officer being appointed, have their duties and responsibilities assumed by the Vice President under whose purview the committee falls, until such time that the position is filled pursuant to the procedures outlined in these Bylaws
  - a. Shall, in such circumstances, grant said Vice President the authority, with the approval of the Executive Board and the consent of the members assuming new responsibilities, to reassign any or all duties of this position as deemed necessary

§110. Director of Public Relations

- a. Shall be the official media contact for all WCSC-related matters including social media outlets
- b. Shall attend the meetings of the Events Board upon the request of the Events Chair and advise the members on issues on publicity

- c. Shall attend the meetings of Warren Commissions upon the request of the Commission Chair and advise the members on issues on publicity
- d. Shall establish and maintain connections with UCSD and Warren-specific media organizations in order to publicize WCSC events and actions among the Warren and UCSD community
- e. Shall make updates as often as necessary to preserve the integrity of the WCSC website
  - i. Shall maintain an information section of all members of WCSC
  - ii. Shall post the most current version of the Constitution and the Bylaws
  - iii. Shall post the upcoming WCSC agenda at least 24 hours prior to that week's meeting
  - iv. Shall post the WCSC agenda and minutes from the previous meeting every week
- f. Shall be accountable for everything on the WCSC website
- g. Shall have the power to create a special committee to assist with the planning of Visibility Week
- h. Shall be an enrolled Warren student for the entire term of office
- i. Shall, in the event of graduation, resignation, removal, or any other form of termination from office and no interim officer being appointed, have their duties and responsibilities assumed by the Vice President under whose purview the committee falls, until such time that the position is filled pursuant to the procedures outlined in these Bylaws
  - i. Shall, in such circumstances, grant said Vice President the authority, with the approval of the Executive Board and the consent of the members assuming new responsibilities, to reassign any or all duties of this position as deemed necessary

§111. Out-of-State Student At-Large

- a. Shall represent the needs and concerns of Warren College out-of-state students
- b. Shall be responsible for at least two projects per term of office
- c. Shall be an enrolled Warren student for entire term of office
- d. Shall meet with their successor to transition them between weeks three and five of Spring Quarter
  - a. This meeting shall be at least one hour long
- e. Shall, in the event of graduation, resignation, removal, or any other form of termination from office and no interim officer being appointed, have their duties and responsibilities assumed by the Vice President under whose purview the committee falls, until such time that the position is filled pursuant to the procedures outlined in these Bylaws
  - a. Shall, in such circumstances, grant said Vice President the authority, with the approval of the Executive Board and the consent of the members assuming new responsibilities, to reassign any or all duties of this position as deemed necessary

§112. International Student At-Large

- a. Shall represent the needs and concerns of Warren College international students
- b. Shall be responsible for at least two projects per term of office
- c. Shall be an enrolled Warren student for entire term of office
- d. Shall meet with their successor to transition them between weeks three and five of Spring Quarter
  - a. This meeting shall be at least one hour long

- e. Shall, in the event of graduation, resignation, removal, or any other form of termination from office and no interim officer being appointed, have their duties and responsibilities assumed by the Vice President under whose purview the committee falls, until such time that the position is filled pursuant to the procedures outlined in these Bylaws
  - a. Shall, in such circumstances, grant said Vice President the authority, with the approval of the Executive Board and the consent of the members assuming new responsibilities, to reassign any or all duties of this position as deemed necessary

§113. Residential Student At-Large

- a. Shall represent the needs and concerns of Warren students residing on campus
- b. Shall be responsible for at least two projects per term of office
- c. Shall be an ex-officio member of the Warren Residential Council
  - i. Shall serve as the Warren College representative to Housing, Dining, and Hospitality and the Undergraduate Housing Advisory Committee;
    - i. Shall serve as a liaison between the Warren College Student Council and the committee.
    - ii. Shall be responsible for providing updates within one week of the board meeting.
- d. Shall not live off campus for more than six academic weeks during the entire term of office
  - i. In the case of extenuating circumstances, the President may excuse this requirement for the current Residential Student At-Large appointed while living on campus
- e. Shall be an enrolled Warren student for the entire term of office
- f. Shall, in the event of graduation, resignation, removal, or any other form of termination from office and no interim officer being appointed, have their duties and responsibilities assumed by the Vice President under whose purview the committee falls, until such time that the position is filled pursuant to the procedures outlined in these Bylaws
  - i. Shall, in such circumstances, grant said Vice President the authority, with the approval of the Executive Board and the consent of the members assuming new responsibilities, to reassign any or all duties of this position as deemed necessary

§114. Commuter Student At-Large

- a. Shall represent the needs and concerns of Warren College commuter students
- b. Shall attend the All Campus Commuter Board meetings as the WCSC representative
- c. Shall be a voting member of the Warren Transfer and Commuter Commission
  - a. Shall serve as the Warren College representative on the Student Transportation Advisory Committee;
    - i. Shall serve as a liaison between the Warren College Student Council and the committee.
    - ii. Shall be responsible for providing updates within one week of the board meeting.
- d. Shall be an enrolled Warren student for the entire term of office
- e. Shall not live on campus for more than six academic weeks during the entire term of office
- f. Shall be responsible for two projects per term of office that will benefit the Warren commuter students
- g. Shall, in the event of graduation, resignation, removal, or any other form of termination from office and no interim officer being appointed, have their duties and responsibilities assumed by the Vice President under whose purview the committee falls, until such time that the position is filled pursuant to the

procedures outlined in these Bylaws

- a. Shall, in such circumstances, grant said Vice President the authority, with the approval of the Executive Board and the consent of the members assuming new responsibilities, to reassign any or all duties of this position as deemed necessary

§115. Transfer Students At-Large (2)

- a. There shall be three Transfer Students At-Large
  - i. One shall be a continuing transfer student elected during the Spring Quarter elections
  - ii. Two shall be appointed in fall appointments with at least one being an incoming transfer student
- b. Shall represent the needs and concerns of Warren College transfer students
- c. Shall attend the All Campus Transfer Association meetings as the WCSC representatives
- d. Shall be voting members of the Warren Transfer and Commuter Commission
- e. Shall be enrolled Warren students for the entire term of office
- f. Shall be transfer students
- g. Shall be responsible for two projects per term of office that will benefit the Warren transfer students
- h. The elected officeholder shall meet with their successor to transition them between weeks three and five of Spring Quarter
  - i. This meeting shall be at least one hour long

§116. First-Year Students At-Large (2)

- a. There shall be two First-Year Students At-Large
- b. Shall represent the needs and concerns of Warren College first-years
- c. Shall be responsible for at least two projects per term of office
- d. Shall have completed no more than three academic quarters (excluding summer session) of post-secondary education for the entire term of office
- e. Shall be an enrolled Warren student for the entire term of office
- f. Shall, in the event of graduation, resignation, removal, or any other form of termination from office and no interim officer being appointed, have their duties and responsibilities assumed by the Vice President under whose purview the committee falls, until such time that the position is filled pursuant to the procedures outlined in these Bylaws
  - a. Shall, in such circumstances, grant said Vice President the authority, with the approval of the Executive Board and the consent of the members assuming new responsibilities, to reassign any or all duties of this position as deemed necessary

§117. First Generation Student At-Large

- a. Shall actively represent the interest of and advocate for Warren College first generation students to Council, and in all other appropriate places.
- b. Shall be responsible for at least two projects per term of office
- c. Shall be an enrolled Warren student for the entire term of office
- d. Shall, in the event of graduation, resignation, removal, or any other form of termination from office and no interim officer being appointed, have their duties and responsibilities assumed by the Vice President under whose purview the committee falls, until such time that the position is filled pursuant to the procedures outlined in these Bylaws

- a. Shall, in such circumstances, grant said Vice President the authority, with the approval of the Executive Board and the consent of the members assuming new responsibilities, to reassign any or all duties of this position as deemed necessary

§118. Basic Needs Advocate

- a. Shall serve as the Warren College representative on the Basic Needs Committee; serve as a liaison between WCSC and the committee providing updates within one week of the committee meeting
- b. Shall actively represent constituents to Warren College and campus-wide; including to Warren College administration and WCSC
- c. Shall be responsible for an ongoing project for the duration of their term, or have a project during each full quarter served
- d. Shall be an enrolled Warren student for the entire term of office
- e. Shall, in the event of graduation, resignation, removal, or any other form of termination from office and no interim officer being appointed, have their duties and responsibilities assumed by the Vice President under whose purview the committee falls, until such time that the position is filled pursuant to the procedures outlined in these Bylaws
  - a. Shall, in such circumstances, grant said Vice President the authority, with the approval of the Executive Board and the consent of the members assuming new responsibilities, to reassign any or all duties of this position as deemed necessary

§119. Diversity Advocate

- a. Shall actively represent constituents to Warren College and campus-wide; including to Warren College administration and WCSC
- b. Shall serve as the Warren College representative to the Equity, Diversity, and Inclusion Office; serve as a liaison between WCSC and the committee providing updates within one week of the meetings
- c. Shall ensure that WCSC conducts its business in a manner which is respectful and supportive of DEI matters of Warren College.
- d. Shall serve as a liaison between WCSC and any organizations designated by the Dean.
- e. Shall be responsible for an ongoing project for the duration of their term, or have a project during each full quarter served.
- f. Shall be an enrolled Warren student for the entire term of office
- g. Shall, in the event of graduation, resignation, removal, or any other form of termination from office and no interim officer being appointed, have their duties and responsibilities assumed by the Vice President under whose purview the committee falls, until such time that the position is filled pursuant to the procedures outlined in these Bylaws
  - a. Shall, in such circumstances, grant said Vice President the authority, with the approval of the Executive Board and the consent of the members assuming new responsibilities, to reassign any or all duties of this position as deemed necessary

§120. Sustainability Advocate

- a. Shall serve as the Warren College representative to the Environmental Justice Affairs Office; serve as a liaison between WCSC and the committee providing updates within one week of the meetings
- b. Shall serve as the Warren College representative on environmental justice initiatives within the WCSC, throughout campus, and the surrounding community; serve as a liaison between WCSC and groups

providing updates within one week of meetings.

- c. Shall be responsible for an ongoing project for the duration of their term, or have a project during each full quarter served
- d. Shall be an enrolled Warren student for the entire term of office
- e. Shall, in the event of graduation, resignation, removal, or any other form of termination from office and no interim officer being appointed, have their duties and responsibilities assumed by the Vice President under whose purview the committee falls, until such time that the position is filled pursuant to the procedures outlined in these Bylaws
  - a. Shall, in such circumstances, grant said Vice President the authority, with the approval of the Executive Board and the consent of the members assuming new responsibilities, to reassign any or all duties of this position as deemed necessary

#### §121. Civic Engagement Advocate

- a. Shall serve as the Warren College representative to the Civic Engagement Office; serve as a liaison between WCSC and the committee providing updates within one week of the meetings
- b. Shall present a biweekly report on engagement opportunities and initiatives during primary or general elections
- c. Shall serve as the Warren College representative to the Office of Civic Engagement and Student Organized Voter Access Committee;
  - i. Shall serve as a liaison between the Warren College Student Council and the committee.
  - ii. Shall be responsible for providing updates within one week of the board meeting.
- d. Shall actively represent constituents to Warren College and campus-wide; including to Warren College administration and WCSC
- e. Shall be responsible for an ongoing project for the duration of their term, or have a project during each full quarter served
  - i. Shall host a voting registration workshop during a primary or general election year specifically for Warren college; working with the Diversity Advocate to encourage people from low voting turnout groups to register and vote.
  - ii. Shall create a project during a primary or general election year providing nonpartisan information about initiatives on the state and local ballot, as well as candidates on the state and local ballot
- f. Shall be an enrolled Warren student for the entire term of office
- g. Shall, in the event of graduation, resignation, removal, or any other form of termination from office and no interim officer being appointed, have their duties and responsibilities assumed by the Vice President under whose purview the committee falls, until such time that the position is filled pursuant to the procedures outlined in these Bylaws
  - i. Shall, in such circumstances, grant said Vice President the authority, with the approval of the Executive Board and the consent of the members assuming new responsibilities, to reassign any or all duties of this position as deemed necessary

#### §122. Health and Well-Being Advocate

- a. Shall actively represent and advocate for the needs and concerns of Warren students to Warren College administration, the Warren College Student Council, and applicable campus-wide bodies.

- b. Shall serve as a liaison between Warren College Student Council and any organizations designated by the Dean or the President.
- c. Shall serve as the Warren College representative on the Student Mental Health Advisory Committee and the Student Health and Well-Being Advisory Board;
  - i. Shall serve as a liaison between the Warren College Student Council and the committee.
  - ii. Shall be responsible for providing updates within one week of the board meeting.
- d. Shall serve as the Warren College representative on health and well-being initiatives within the Warren College Student Council, throughout campus, and the surrounding community.
- e. Shall ensure that Warren College Student Council conducts its business in a manner which is respectful and supportive of health and well-being matters of Warren College.
- f. Shall be responsible for an ongoing project for the duration of their term, or have a project during each full quarter served.
- g. Shall, in the event of graduation, resignation, removal, or any other form of termination from office and no interim officer being appointed, have their duties and responsibilities assumed by the Vice President under whose purview the committee falls, until such time that the position is filled pursuant to the procedures outlined in these Bylaws
  - i. Shall, in such circumstances, grant said Vice President the authority, with the approval of the Executive Board and the consent of the members assuming new responsibilities, to reassign any or all duties of this position as deemed necessary

§123. Director of Concerts and Festivals

- a. Shall be appointed as Chair of the Warren Concerts and Festivals Commission and serve as ex-officio Director of Concerts and Festivals in WCSC
- b. Shall be responsible for overseeing all aspects of concert planning including, but not limited to, booking, obtaining necessary approvals, and coordinating the operations of other members
- c. Shall coordinate all production-related matters including, but not limited to, sound, lighting, staging, and security
- d. Shall be responsible for promoting the concert to the UCSD community
- e. Shall oversee all aspects of the budget and funding requests for the concert
- f. Shall work with other members to ensure that all funding guidelines are fulfilled
- g. Shall be an enrolled Warren student for the entire term of office

§124. Director of Spirit

- a. Shall be appointed as Chair of the Commission on Warren Spirit and serve as ex-officio Director of Spirit in WCSC
- b. Shall be responsible for promoting any athletic and spirit-related events to the Warren College Student Body
- c. Shall serve as the primary WCSC contact for the Commission of Warren Spirit
- d. Shall serve as the Warren College representative to the Spirit Week Committee, Triton Tide, and any organizations designated by the Dean as spirit organizations/committees or delegate responsibility to a member of the Commission on Warren Spirit
- e. Shall coordinate Warren College participation in:
  - i. Warren Weeks of Welcome activities

- ii. Spirit Week
- iii. A minimum of one spirit program per quarter
- f. Shall be an enrolled Warren student for the entire term of office

§125. Director of Transfer and Commuter Affairs

- h. Shall be appointed as Chair of the Warren Transfer and Commuter Commission and serve as ex-officio Director of Transfer and Commuter Affairs in WCSC
- i. Shall work alongside the Transfer Students At-Larges and the Commuter Student At-Large, focusing on building community for transfer students and for commuter students through event programming and other forms of community engagement
- j. Shall be an enrolled Warren student for the entire term of office

§126. Student Fee Advisory Committee (SFAC) Representative

- a. Shall serve as the Warren College representative on the Student Fee Advisory Committee; shall serve as a liaison between WCSC and the board providing updates within one week of the board meeting.
- b. Shall be an enrolled Warren student for the entire term of office
- c. Shall, in the event of graduation, resignation, removal, or any other form of termination from office and no interim officer being appointed, have their duties and responsibilities assumed by the Vice President under whose purview the committee falls, until such time that the position is filled pursuant to the procedures outlined in these Bylaws
  - i. Shall, in such circumstances, grant said Vice President the authority, with the approval of the Executive Board and the consent of the members assuming new responsibilities, to reassign any or all duties of this position as deemed necessary

§127. University Centers Advisory Board (UCAB) Representative

- a. Shall serve as the Warren College representative on the University Centers Advisory Board; shall serve as a liaison between WCSC and the board providing updates within one week of the board meeting
- b. Shall be an enrolled Warren student for the entire term of office
- c. Shall, in the event of graduation, resignation, removal, or any other form of termination from office and no interim officer being appointed, have their duties and responsibilities assumed by the Vice President under whose purview the committee falls, until such time that the position is filled pursuant to the procedures outlined in these Bylaws
  - i. Shall, in such circumstances, grant said Vice President the authority, with the approval of the Executive Board and the consent of the members assuming new responsibilities, to reassign any or all duties of this position as deemed necessary

§128. Recreational Facilities Advisory Board (RFAB) Representative

- a. Shall serve as the Warren College representative on the Recreational Facilities Advisory Board; shall serve as a liaison between WCSC and the board providing updates within one week of the board meeting
- b. Shall be an enrolled Warren student for the entire term of office
- c. Shall, in the event of graduation, resignation, removal, or any other form of termination from office and no interim officer being appointed, have their duties and responsibilities assumed by the Vice President under whose purview the committee falls, until such time that the position is filled pursuant to the procedures outlined in these Bylaws
  - i. Shall, in such circumstances, grant said Vice President the authority, with the approval of the

- ii. Executive Board and the consent of the members assuming new responsibilities, to reassign any or all duties of this position as deemed necessary

§129. Director of Honors Council

- a. Shall be the President of the Warren College Honors Council
- b. The duties of the representative shall be determined by the needs of their organization
- c. Shall be an enrolled Warren student for the entire term of office, exceptions can be made at the discretion of the President
- d. Shall serve on one additional committee
- e. Shall be ex-officio if the organization is under probation

§130. Director of Initiative for Student Health

- a. Shall be one co-president of the Warren Initiative for Student Health
- b. The duties of the representative shall be determined by the needs of their organization
- c. Shall be an enrolled Warren student for the entire term of office, exceptions can be made at the discretion of the President
- d. Shall serve on one additional committee
- e. Shall be ex-officio if the organization is under probation

§131. Director of Residential Council

- a. Shall be the Chair of the Warren Residential Council
- b. The duties of the representative shall be determined by the needs of their organization
- c. Shall be an enrolled Warren student for the entire term of office, exceptions can be made at the discretion of the President
- d. Shall serve on one additional committee
- e. Shall be ex-officio if the organization is under probation

§132. Director of Grow

- a. Shall be the Chair of the Warren Grow
- b. The duties of the representative shall be determined by the needs of their organization
- c. Shall be an enrolled Warren student for the entire term of office, exceptions can be made at the discretion of the President
- d. Shall serve on one additional committee
- e. Shall be ex-officio if the organization is under probation

## **Chapter 2 | Ex-officio Membership**

§201. Warren Resident Assistant Representative

- a. Shall be appointed by Warren Residential Life by Week 3 of Fall Quarter to a term ending at the end of business in Week 10 of Spring Quarter or the appointment of a successor, whichever comes last
- b. Shall provide WCSC with updates of committee business within one week of updates
- c. Shall be an enrolled Warren student for the entire term of office
- d. Shall be a Warren Resident Assistant for the entire term of office

§203. Events Board Members

- a. All programmers of the WCSC Events Board shall be non-voting members of WCSC with all other rights and privileges of membership, including debate, motion, and closed session participation. Shall be

required to attend assigned committee meetings.

### **Chapter 3 | Terms of Office**

#### **§301. Span of Office**

- a. The terms of office for all elected positions shall begin at noon on Friday of fifth week of Spring Quarter and end at noon on Friday of fifth week of Spring Quarter the following academic year.
- b. The terms of office for all other positions shall begin upon appointment during Fall Quarter and end at noon on the day of Council Meetings of the third week of Fall Quarter the following academic year unless otherwise specified.
- c. If any position is not filled, it shall be considered vacant and filled in a manner described by Title V of the Bylaws for the remainder of the term of office
- d. Any unelected position that has a vacancy shall be filled by the fourth week of the following quarter
  - i. The term of office shall be determined at the time of appointment and shall not exceed one academic year

### **Chapter 4 | Interim & Proxies**

#### **§401. Interim**

- a. Only an individual who is elected to office while abroad and will not be present to execute the duties of his or her office for a portion of the term of office may petition the Warren College Student Council to make an interim appointment to the position
- b. The Warren College Student Council may, through the incidental appointments process outlined by Article V, Section 1 of the Constitution, make an interim appointment to the position when petitioned to do so by the holder of the position
- c. The term of all interim appointments shall not exceed one quarter, defined as ten academic weeks

#### **§402. Proxies**

- a. In the event a member of the Warren College Student Council is unable to attend a required meeting of an external committee or commission, they shall send, on a one time basis, a proxy, who shall be a member of the Warren College Student Council and shall give the report to the Warren College Student Council
- b. All proxies shall be approved by the relevant member of the Executive Board, which shall be:
  - i. The Vice President Internal for members of the Internal Committee
  - ii. The Vice President External for members of the External Committee
  - iii. The Director of Student Organizations for members of the Warren College Organization Standing Commission

## **Chapter 5 | Advisors**

§501. Shall be the Warren College Dean of Student Affairs, Warren College Assistant Dean of Student Affairs, and Warren College Coordinator of Student Activities

§502. Shall be considered ex-officio members of WCSC, entitled to all the rights and privileges of membership except that of voting

## **Chapter 6 | Mandatory Program Attendance**

§601. All members are required to attend 1 program and volunteer for 1 program

§602. Failure to comply will result in one absence per program

- a. Absences will be equivalent to unexcused absences from council meeting
- b. The council member shall then be held to Title IV, Chapter 6, §606

## **Chapter 7 | Resignations**

§701. The holder of any office in the Warren College Student Body except the President may terminate his or her membership before the expiration of the term of office by submitting a “Letter of Resignation” to the President. The President shall then present the letter to WCSC at the next regular meeting at which point the resignation shall become effective immediately and the position declared vacant

§702. The President may terminate his or her membership before the expiration of the term of office by submitting a “Letter of Resignation” to the Vice-President Internal. The Vice-President Internal shall then present the letter to WCSC at the next regular meeting at which point the resignation shall become effective immediately and the office of President declared vacant

§703. The holder of any office in the Warren College Student Council who misses four consecutive meetings (i.e. four consecutive unexcused absences) shall be considered “Resigned by Non-Attendance.” The attendance shall be confirmed by the Secretary and the Warren College Dean of Student Affairs; once confirmed the President shall write a letter to any members who miss four consecutive meetings informing them that they have Resigned by Non-Attendance.

## **Chapter 8 | Amendments**

§801. WCSC may, by a two-thirds vote, amend any part of this title.

# TITLE III

## COMMITTEES

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### Chapter 1 | Standing Committees

#### §101. Internal Committee

- a. Membership
  - i. Vice President Internal, Chair
  - ii. Director of Academic Affairs
  - iii. Out-of-State Student At-Large
  - iv. International Student At-Large
  - v. Residential Student At-Large
  - vi. Commuter Student At-Large
  - vii. Transfer Students At-Large
  - viii. First Year Students At-Large
  - ix. First Generation Student At-Large
  - x. One Associated Students Senator
- b. Authority and Purpose
  - i. The Internal Committee is established by Article II, Section 8 of the Constitution as a committee of the Warren College Student Council to discuss issues pertaining to the duties of members of the Internal Committee
  - ii. The meetings will also serve as medium of communication between the committee members to openly share their ideas, plans, questions, and anything more that the members wish to informally discuss
- c. Meetings
  - i. The Internal Committee shall meet bi-weekly on a day and time determined by the chair
- d. Attendance
  - i. Committee members may be excused from meetings under the discretion of the chair
  - ii. Members are allowed one unexcused absence per quarter
  - iii. If a committee member fails to comply with the attendance policy, their additional unexcused absences will be equivalent to unexcused absences from council meeting
    1. The council member will then be held to Title IV, Chapter 6, §606

#### §102. External Committee

- a. Membership
  - i. Vice President External, Chair
  - ii. Director of Public Relations
  - iii. Basic Needs Advocate
  - iv. Diversity Advocate
  - v. Sustainability Advocate

- vi. Civic Engagement Advocate
- vii. Health and Well-Being Advocate
- viii. Student Fee Advisory Committee (SFAC) Representative
- ix. University Centers Advisory Board (UCAB) Representative
- x. Recreational Facilities Advisory Board (RFAB) Representative
- xi. One Associated Students Senator

b. Authority and Purpose

- i. The External Committee is established by Article II, Section 8 of the Constitution as a committee of the Warren College Student Council to discuss issues pertaining to the duties of members of the External Committee
- ii. The meetings will also serve as a medium of communication between the committee members to openly share their ideas, plans, questions, and anything more that the members wish to informally discuss.

c. Meetings

- i. The External Committee shall meet bi-weekly on a day and time determined by the Vice President External

d. Attendance

- i. Committee members may be excused from meetings under the discretion of the chair
- ii. Members are allowed one unexcused absence per quarter
- iii. If a committee member fails to comply with the attendance policy, their additional unexcused absences will be equivalent to unexcused absences from council meeting
  - 1. The council member shall then be held to Title IV, Chapter 7, §706

§103. Rules Committee

a. Membership

- i. Vice President Internal, Chair
  - 1. The chair shall only vote in the case of a tie
- ii. Secretary, Vice Chair
  - 1. Shall prepare and keep minutes of all Rules Committee meetings
  - 2. Shall distribute the minutes of each meeting to all members no less than forty-eight hours before the next regular WCSC meeting
  - 3. Shall call roll at all Rules Committee meetings and include the roll call in the minutes
  - 4. Shall submit the minutes to the Director of Public Relations within forty-eight hours of release
- iii. A minimum of two members of the Warren College Student Council
- iv. President, non-voting ex-officio
- v. One Judicial Board member
- vi. The committee membership shall expire at the end of every council term

b. Authority and Purpose

- i. The Rules Committee is established by Article II, Section 8 of the Constitution as a committee of the Warren College Student Council to review and deliberate changes to the Constitution, the

- Bylaws, and any of the Warren College Student Council rules
  - ii. Any changes to the Constitution or the Bylaws should first be reviewed and reported on by the committee before being considered by the Warren College Student Council
  - iii. Any changes to the Constitution or the Bylaws submitted without prior review by the Rules Committee shall be accompanied by the name of the sponsoring party on the agenda
  - iv. The Rules Committee shall have the power to correct any spelling, grammatical, or formatting errors in the Bylaws without a vote in the Warren College Student Council given these changes do not in any way alter the meaning of the edited section
- c. Meetings
- i. Meeting times, dates, and the agenda will be set by the chair
  - ii. Meetings shall not be conducted unless quorum is met
    - 1. Quorum shall be defined as the chair, or the vice-chair, and two members of the committee
  - iii. All meetings shall allocate a ten-minute public input section during the beginning of each meeting
- d. Attendance
- i. All voting members must attend all rules committee meetings
  - ii. Non-voting members are allowed one unexcused absence per quarter
  - iii. Committee members may be excused from meetings under the discretion of the chair
  - iv. If a committee member fails to comply with the attendance policy, their additional unexcused absences will be equivalent to unexcused absences from council meeting
    - 1. The council member will then be held to Title IV, Chapter 9, §606
- e. Procedure
- i. Legislation shall be approved by a majority vote of members present
  - ii. All legislation decisions shall be presented at the following council meeting
    - 1. The legislation may be discharged by a vote of the Warren College Student Council

#### §104. Finance Committee

- a. Membership
- i. Finance Director, Chair
    - 1. The chair is responsible for setting meeting time, dates, and setting agenda
    - 2. The chair shall be responsible for forwarding the Finance Committee weekly agenda to the listserv
    - 3. The chair shall only vote when it will change the outcome
    - 4. The chair will be responsible for delegating the task of recording minutes during meetings, who will then distribute the minutes of each meeting to all members no less than forty-eight hours before the next regular Warren College Student Council meeting
  - ii. One “Student At-Large”
  - iii. Sustainability Advocate
  - iv. Diversity Advocate
  - v. Three members of the Council
  - vi. President, non-voting ex-officio

- vii. All other members of WCSC, non-voting ex-officio
- viii. The committee membership shall expire at the end of each council position term
- b. Authority and Purpose
  - i. The Finance Committee is established by Article II, Section 8 of the Constitution as a committee of the Warren College Student Council to review funding requests.
  - ii. The chair of the committee shall present the details of the funding request and inform WCSC of the recommendation of the Finance Committee
  - iii. Shall inform the requesting party of the financial procedure and bylaws
  - iv. Shall ensure the requesting party complies with financial procedure and bylaws
  - v. Reserves the right to audit or investigate the University's financial records pertaining to organizations funded by the Warren College Student Council
- c. Meetings
  - i. Meeting times, dates and the agenda will be set by the chair
  - ii. Meetings shall not be conducted unless quorum is met
    - 1. Quorum shall be defined as the chair, one "at large" member, two voting members of council, and five members from the Warren College Student Council
  - iii. All meetings shall allocate a ten-minute public input section during the beginning of each meeting
- d. Attendance
  - i. All voting members must attend all finance committee meetings
  - ii. Non-voting members are allowed one unexcused absence per quarter
  - iii. Committee members may be excused from meetings under the discretion of the chair
  - iv. If a committee member fails to comply with the attendance policy, their additional unexcused absences will be equivalent to unexcused absences from council meeting
    - 1. The council member will then be held to Title IV, Chapter 7, §706
- e. Procedure
  - i. Funding requests shall be approved by a two thirds vote of members present
  - ii. All funding request decisions shall be presented at the following council meeting
    - 1. The legislation may be discharged by a vote of the Warren College Student Council

#### §105. Scholarship Committee

- a. Membership
  - i. Director of Academic Affairs, Chair
  - ii. Six members chosen from the membership of the Warren College Student Council
  - iii. President, non-voting ex-officio
  - iv. The committee membership shall expire at the end of every council term
- b. Authority and Purpose
  - i. Shall create and distribute applications for the Warren College Student Council Scholarships
  - ii. Shall review applicants and select scholarship recipients
  - iii. Shall be responsible for raising the funds necessary to provide for the scholarship
- c. Scholarships

- i. The money for scholarships is provided by the Warren College Student Council Scholarship Fund
  - ii. The committee shall award two scholarships, of value to be determined by the Committee
  - iii. Current WCSC members are ineligible to apply for scholarships provided by WCSC
- d. Meetings
- i. A majority of the committee membership shall constitute a quorum
  - ii. The Director of Academic Affairs shall chair the meetings. The chair shall only vote when it would change the outcome.
    - 1. All other members except the President shall be voting members
  - iii. Minutes shall not be required for committee meetings to respect confidentiality of applicants
- e. Attendance
- i. All voting members must attend all scholarship committee meetings
  - ii. Committee members may be excused from meetings under the discretion of the chair
  - iii. If a committee member fails to comply with the attendance policy, their additional unexcused absences will be equivalent to unexcused absences from council meeting
    - 1. The council member will then be held to Title IV, Chapter 7, §706

## **Chapter 2 | Appointments Committee**

### §201. Appointments Committee

- a. Membership
- i. Vice President External, Chair
  - ii. Two additional Executive Board members
  - iii. Three members of the Warren College Student Council
    - 1. In the event of a vacancy in one of the positions of Associated Students Senator, the remaining Associated Students Senator shall serve on the Appointments Committee
    - 2. In the event of a vacancy in one of the positions of Transfer Student At-Large, the remaining Transfer Student At-Large shall serve on the Appointments Committee
    - 3. In the event of a vacancy in one of the positions of First Year Student At-Large, the remaining First Year Student At-Large shall serve on the Appointments Committee
  - iv. Any additional members the Chair deems necessary for the operational efficiency of the committee
  - v. The committee membership shall be determined at the beginning of each appointments term by the chair and shall expire when the desired positions have been filled. The committee membership shall expire at the end of every appointments term
- b. Authority and Purpose
- i. Appointments Committees shall be responsible for nominating persons to fill open positions whenever called upon to do so, as described in the Constitution and in the Bylaws
- c. Interviews
- i. The chair is responsible for scheduling the interview dates and times and keeping the committee informed of the interviews
  - ii. Only the members of this committee and the interviewee may be present for the interviews, except for interviews for voting members of the Executive Boards, which may be done in a public format

- d. Deliberations
  - i. The Chair shall only vote in case of a tie
  - ii. All other members of the committee shall have a vote
  - iii. Only members of the committee may be present during the deliberations
  - iv. All proceedings during the deliberations shall be confidential. If any member of the committee should violate this confidentiality, it shall be considered a “failure to perform duties” on the part of the member and grounds for removal from office
  - v. If necessary members of Appointments Committee shall provide reasoning for their recommendation only during a closed session of the Warren College Student Council
- e. Attendance
  - i. Unsatisfactory attendance by any committee member may be grounds for dismissal at the discretion of the chair with a two-thirds approval by the committee membership

### **Chapter 3 | Special Committees**

#### §301. Special Committees

- a. The Warren College Student Council may create a Special Committee for a specific purpose by approving a charter for the committee
- b. This charter for a Special committee must include
  - i. Membership
  - ii. Authority and Purpose
  - iii. Meetings
  - iv. Attendance
  - v. Procedure
- c. The charter must specify a date that the charter and the Special Committee dissolve.

### **Chapter 4 | Amendments**

#### §401. WCSC may, by a two-thirds vote, amend any part of this title

# TITLE IV

## COUNCIL MEETINGS

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### Chapter 1 | Parliamentary Authority

§101. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern meetings in all cases to which they are applicable and in which they are not inconsistent with the Bylaws or the Constitution

### Chapter 2 | Council Sessions

§201. The sessions of WCSC shall begin and end concurrently with the terms of elected officers

### Chapter 3 | Agenda

§301. The agenda for regular Council meetings shall consist of at least the following classes of business:

- a. Call to Order
- b. Beginning Roll Call
- c. Approval of Agenda
- d. Approval of Minutes
- e. Public Input
  - i. Public input shall not exceed five minutes per presentation, unless time is extended by a two-thirds vote
  - ii. No single presentation shall exceed ten minutes maximum
- f. Special Presentations
  - i. Each special presentation shall not exceed twenty minutes, unless time is extended by a two-thirds vote
  - ii. Each presentation may not exceed thirty minutes maximum
- g. Unfinished Business (items that were tabled from a previous meeting, must be addressed first before New Business)
- h. New Business (items including finance requests, bylaw revisions, appointments, and other action items requiring a vote of the Warren College Student Council)
- i. Open Forum
  - i. Each presentation in open forum shall not exceed twenty minutes, unless time is extended by a two-thirds vote
  - ii. Each open forum may not exceed thirty minutes maximum
- j. Reports
  - i. Advisor
  - ii. Members of Council
- k. Announcements (announcements relating to an upcoming event or future matter, no new business can be discussed, and announcements may not exceed 15 minutes)
- l. Concluding Roll Call
- m. Adjournment

### Chapter 4 | Debate

§401. The chair may form a speaker list on any item of debate or discussion. The speaker list shall be divided into those who have not spoken on the question and those who have, with the former having priority to speak

§402. Members may ask questions during any agenda item. No member shall speak for more than three minutes at a time, unless extended for a specific amount of time by a two-thirds vote.

§403. A speaker may yield the floor to a guest who is to be listed on the WCSC agenda, or another member who may yield back to the original speaker, so long as the time limit for the original speaker is not exceeded. The floor may be yielded only once to one other member or guest per original speaker. A speaker may yield the remainder of his or her time for questioning, in which case members and guests may ask questions to the speaker but shall not otherwise debate during that speaker's time

§404. Immediately following a member's opportunity to speak, up to three members may make short comments limited to thirty seconds directly relating to the member's speech. No member may make more than one thirty second comment on the original statement

§405. During debate and discussion, guests may speak at the recognition of the chair if there are no members desiring to speak

## **Chapter 5 | Voting**

§501. Roll Call Votes: May be called at any time by majority of the Warren College Student Council. The outcome of the roll call vote shall be recorded by the Secretary in the minutes. Each member's vote shall be recorded in the minutes.

§502. Hand/Voice Votes: A hand or voice vote may be used for any votes. A roll call vote may be ordered to verify the results of a hand or voice vote. The outcome of the hand vote shall be recorded by the Secretary in the minutes.

§503. Closed vote: Allowed only when the Warren College Student Council is in Closed Session following the procedure outlined in Chapter 9 of this Title. The outcome of the closed vote shall be recorded by the Secretary in the minutes.

§504. Straw Polls: Shall be permitted during the discussion of any motion, including Special Presentations and Open Forums, and shall not be binding to the outcome of the motion.

## **Chapter 6 | Reports**

§601. Written reports should be submitted to the President and Secretary and should be added to the minutes no later than twenty four hours after the meeting

§602. Oral Reports shall each not exceed five minutes unless time is extended by a two-thirds vote

- a. Each report may not exceed a total of ten minutes maximum

## **Chapter 7 | Attendance**

§701. Required Meetings

- a. The Executive Committee and all voting members must attend all WCSC meetings
- b. If a meeting should fall on a holiday, the meeting of said week shall be reassigned at the discretion of the President at least one week in advance

§702. Roll call is taken twice during a meeting. Full attendance at a meeting is defined as being present for both roll calls of the same meeting. Missing a roll call is counted as half an absence. Missing both roll calls is counted as one absence

§703. If a member is unable to attend a meeting, he or she must inform the President in writing or via email at least twenty-four hours before the meeting unless an extraordinary circumstance makes such notification difficult

§704. Absences shall be excused at the discretion of the President. WCSC may, by a majority vote, override the decision of the President

§705. If a council member fails to comply with the attendance policy, a meeting shall be arranged by the Secretary between said council member, the President, and the WCSC advisor within one week of the last unexcused absence. After the meeting, the President shall decide the final resolution

### **Chapter 8 | Minutes**

§801. All minutes approved by WCSC shall be available on the website

§802. The formatting of the minutes should follow the recommendations prescribed in the current edition of Roberts Rules of Order Newly Revised

### **Chapter 9 | Closed Session**

§901. The Council may, by a majority vote, enter a closed session for only the following reasons:

- a. personnel and/or membership matters
- b. litigation
- c. a business item that if discussed in public would bring harm to an individual or group of people

§902. During the closed session, no recording or minutes shall be taken of the meeting.

§903. After the Council leaves a closed session, the Secretary shall report and have entered into the minutes any action taken by the Council during the closed session.

### **Chapter 10 | Amendments**

§1001. WCSC may, by a two-thirds vote, amend any part of this title

# TITLE V

## APPOINTMENTS

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### Chapter 1 | Types of Appointments

#### §101. Regular

- a. Any appointment that is part of the regular, yearly process is defined as a regular Appointment
- b. All positions filled by WCSC shall be classified under the regular appointments process, except where the position is classified as an incidental appointment, where the position to be filled is classified as a vacancy, or where a position has an appointments process expressly provided for
- c. Process
  - i. There shall be publicized applications for all the regularly appointed positions
  - ii. Applications must be available for at least five academic days
  - iii. The applications shall be reviewed and the candidates interviewed by the Appointments Committee.
  - iv. Interviews shall be held for every applicant
  - v. The Appointments Committee shall nominate one person for every position WCSC shall, by a majority vote, approve all appointments

#### §102. Incidental

- a. From time to time, WCSC is asked by a campus-wide or college-wide authority to fill positions. These appointments to positions that are available ad-hoc throughout the year are classified as incidental appointments
- b. If WCSC knows about an available position and it would not be impractical, it should be included in a Regular Appointment process
- c. Process
  - i. Information should be disseminated to the extent practical regarding the availability of the position
  - ii. Interested applicants should email the President with their interest and availability
  - iii. The President should schedule a time during a WCSC meeting for all the candidates to come in
  - iv. The candidates shall answer questions from members of WCSC
  - v. The candidates shall step outside while WCSC discusses the appointment
  - vi. WCSC shall nominate the candidate by a run-off vote
  - vii. WCSC shall, by a majority, approve the appointment

#### §103. Vacancy

- a. If there is a resignation, a removal from office, or a position isn't filled and the term of office has begun without a person to fill the position, the position shall be considered vacant
- b. If the position is ordinarily filled by the Regular or Incidental Appointment process, the position may be filled for the remainder of the term by either the Regular Appointment process or the Incidental Appointment process whichever is more appropriate in the opinion of the Vice-President Internal
- c. If the position is not ordinarily filled by the Regular or Incidental Appointment process, it shall be filled for the remainder of the term in the same manner as it would be if it were not a vacancy, except that WCSC may vote to have the vacant position be filled for the remainder of the term through the Incidental

Appointment process

- d. If there is no more than one-third of the original term left in the term for a vacant position, WCSC may vote to leave the position vacant for the remainder of the term

§104. Interim

- a. Only an individual who is elected to office while abroad and will not be present to execute the duties of their her office for a portion of the term of office may petition WCSC to make an interim appointment to the position
- b. WCSC may, through the incidental appointments process, make an interim appointment to the position when petitioned to do so by the holder of the position
- c. The term of all interim appointments shall not exceed ten academic weeks

**Chapter 2 | Amendments**

§201. WCSC may, by a two-thirds vote, amend any part of this title

# TITLE VI

## FINANCIAL POLICY

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### Chapter 1 | Warren College Activity Fee

§101. WCSC will assess a Warren College Activity Fee as prescribed in the most up to date activity fee referendum. This fee shall be collected in conjunction with the registration fees in accordance with UC policies and procedures

§102. Modification or Disestablishment

- a. To propose a modification to the Warren College activity fee or to propose a disestablishment of the fee, a petition of at least fifteen percent of the WCSB or a  $\frac{2}{3}$  vote of the entire membership of WCSC is needed
- b. The Warren College Election Code shall govern the referendum necessary to modify or disestablish the Warren College Activity Fee

### Chapter 2 | Budget and Accounts

§201. The Finance Director and President shall submit a proposed budget for the following academic year to WCSC. It must be approved by second week of Fall Quarter

- a. The budget shall default to the allocations based on the percentages of the entire budget from the previous year until a budget is passed by WCSC
- b. In cases of mid-session changes in revenue, including, but not limited to, the passing of a new fee referendum, the Finance Director will submit an updated budget to WCSC for its approval

§202. All Warren College Activity Fee revenue, Associated Students income, and any other revenue funds will be allocated into the following accounts:

- a. Internal
  - i. This account may be used for WCSC spending. Such spending may include, but is not limited to: administrative expenses such as printing and copying costs, council retreats, council binders, banquets, council shirts, and purchasing capital for fundraising (e.g. buying the items to be sold).
  - ii. This account may be used to fund Welcome Week events
  - iii. This account may be drawn from after a simple majority vote by the Executive Committee. This vote may be via email or during an Executive Committee meeting and is not necessarily formal. Funding from this account to Internal aspects of WCSC does not need to be requested from the entire WCSC. The WCSC President and Finance Director must approve of the allocation
  - iv. Income from any WCSC fundraiser shall be allocated into this account
- b. Warren
  - i. This account is used to fund Warren-affiliated Organizations
  - ii. This account is used to fund projects or programs organized by members of WCSC
- c. Events Board
  - i. This account is used at the discretion of the WCSC Events Board
- d. Warren Transfer and Commuter Commission (WTCC)
  - i. This account is used at the discretion of the WCSC Transfer and Commuter Commission
- e. Warren Concerts and Festivals Commission (WCFC)
  - i. This account is used at the discretion of the WCSC Concerts and Festivals Commission.

- f. Commission on Warren Spirit (COWS)
  - i. This account is used at the discretion of the WCSC Spirit Commission
- g. Mandate Reserves
  - i. This account shall be used for the long term benefit of the majority of Warren College students or WCSC including, but not limited, capital investments and start-up costs
  - ii. WCSC shall allocate at least 3% of the Warren College Activity Fee revenue into this account every year
    - 1. The annual allocation shall be reserved as emergency funds in case the WCSC Budget is depleted
    - 2. Council may, by a two-thirds vote, allocate funding from this annual allocation
  - iii. With the exception of the most recent annual allocation, WCSC may use this account in the manner described in Title VI
  - iv. Shall not roll over into unallocated budget at the end of the year
- h. Miscellaneous
  - i. This account is used for funding items that do not fall into accounts (a) through (g)

§203. There shall be no funding caps on any WCSC account at any time

§204. Income from any event shall return to the account from which the event was funded

§205. At the end of each Spring Quarter, all remaining funds in all accounts will be rolled over into the “Total Income” of the following Fall Quarter’s budget to be reallocated with that year’s income

- a. This clause shall not include Mandate Reserves where the funds shall remain in the account
- b. Exceptions made to this clause must be agreed upon by the Office of Student Affairs and the Council

### **Chapter 3 | Funding Guidelines**

§301. WCSC shall not fund the following types of events:

- a. Those not benefitting Warren College students or the Warren Community
- b. Those not specifically advertised to Warren students
- c. Those not encouraging and practicing sustainability
- d. Those not open and accessible to Warren students

§302. WCSC shall not allocate funds for the purpose of:

- a. Personal financial gain
- b. Support or opposition of a public proposition or candidate for public office
- c. Support or opposition of a candidate for ASUCSD or Warren office

§303. All money allocated by WCSC shall comply with WCSC and UC business and account procedures, UC and UCSD rules and regulations, and local, state, and federal law

§304. WCSC will not fund retroactively

## **Chapter 4 | Funding Procedures**

§401. Any registered organization at UCSD may apply for funds at any time by submitting a funding request letter and a line-itemized budget that indicates all anticipated and secured expenditures and resources to the WCSC President and the chair of the Finance Committee, prior to the scheduled Finance Committee meeting

§402. A student representative from the requesting party must be present at the Finance Committee meeting to present their request, distribute copies of their event's budget, and answer any questions the Finance Committee asks. Failure to do so will result in either a postponement or denial of funding. The funding request must be presented to the Finance Committee at least two weeks prior to the event. An additional presentation may be given at the subsequent WCSC meeting

§403. Any financial allocations shall first be reviewed and reported on by the committee before being considered by WCSC. A two-thirds vote is required by council to review a financial request without prior review from the Finance Committee

§404. A majority vote of WCSC is needed to approve the allocation of funds unless otherwise stated

§405. After the organization has been notified by the Finance Committee chair of the status of its funding request, the organization is responsible to pick up any allocations at the Warren College Business Office

§406. Requirements of any Organization Receiving Funding from WCSC

- a. The organization must name WCSC as a co-sponsor of its event on all publicity that has the date and time of the event. The event must be advertised to Warren Students.
- b. If the event is cancelled, the organization must notify WCSC within seven days of the cancellation of the event, and funds will be reallocated.
- c. Unused allocated funds must be returned to WCSC, and excess funds may not be spent on non-previously approved projects.
- d. Once approved, the organization must contact their staff financial advisor about completing the necessary cost transfer to move the appropriate expense. Money must be expended within thirty days after the event or must be returned. If this exceeds thirty days, a letter of justification must be submitted to WCSC asking for an extension.
- e. The approval process must be completed before any transaction may be made.

§407. All event reallocation requests follow the same procedures as a normal funding request.

## **Chapter 5 | Non-Compliance**

§501. If any organization that has been allocated money by WCSC violates either the WCSC funding procedures or its agreement with WCSC, WCSC may impose any of the following penalties by a majority vote:

- a. The organization's funding is frozen and all allocated funds returned to WCSC
- b. Suspension of any future funding to the organization for the remainder of the academic year
- c. A written warning to the organization

§502. The Finance Director is responsible for implementing any penalty imposed by WCSC and informing the organization and WCSC within seven days.

§503. WCSC may unfreeze an account or set the terms by which an organization's account may be unfrozen by a majority vote.

## **Chapter 6 | Reallocation**

§601. Reallocation between WCSC accounts shall require a two-thirds vote.

## **Chapter 7 | Amendments**

§701. WCSC may, by a two-thirds vote, amend any part of this title.

# TITLE VII

## COMMISSIONS

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### Chapter 1 | Warren College Organization Standing Commission

#### §101. Membership

- a. Director of Student Organizations, Chair
  - i. Appointed by WCSC Appointments Committee for a term of one academic year
  - ii. Shall serve as the primary WCSC contact for Warren College Student Organizations
  - iii. Shall maintain a running list of all current Warren organizations
  - iv. Shall serve as Director of Student Organizations in WCSC, give updates to the council, and serve as the primary contact for Warren Student Organizations
  - v. Shall be an enrolled Warren student for the entire term of office
- b. Events Board Chair
- c. WTCC Chair
- d. COWS Chair
- e. WCFC Chair
- f. Warren Resident Assistant Representative
- g. One representative from all other registered Warren Organizations

#### §102. Authority and Purpose

- a. The purpose of WCOSC will serve to inform all organizations of the others' activities and general information.

#### §103. Meetings

- a. The WCOSC shall meet biweekly, with the Chair reserving the right to call additional meetings as they see fit.

### Chapter 2 | Warren Transfer and Commuter Commission

#### §201. Authority and Purpose

- a. The WCSC Transfer and Commuter Commission, hereinafter referred to as WTCC, shall collaborate with the All Campus Commuter Board (ACCB), the All Campus Transfer Association (ACTA), as well as working independently on transfer and commuter programming.
- b. WTCC is provided with its own budget by WCSC, as described in Title VI.
- c. WTCC shall be responsible for involving commuters and transfers in campus activities, especially those of WCSC and Warren College.
- d. WTCC shall inform transfers and commuters of issues that pertain to them.
- e. WTCC shall represent the interests of transfers and commuters to the Warren College community.

#### §202. Membership

- a. Chair
  - i. Elected fourth week of Spring Quarter by the outgoing Commission to a term of one academic year beginning fifth week of Spring Quarter

- ii. Shall serve as Director of Transfer and Commuter Affairs in WCSC, give updates to the council, and serve as the primary contact for the Warren Transfer and Commuter Commission
  - iii. Shall be a Warren commuter or transfer student
  - iv. Shall have been an active member of WTCC prior to being elected Chair
- b. Transfer Students at-Large
  - c. Commuter Student at-Large
  - d. Members of WCSB

#### §203. Meetings

- a. All members of WTCC shall have a vote.
- b. The members of WTCC shall meet weekly at a time and location determined by the chair.
- c. The WTCC Chair may call special meetings.
- d. Meetings are open to the public.
- e. Order at the meeting is at the discretion of the chair.
- f. The chair shall assemble and distribute the agenda of and chair the meetings of WTCC.

#### §204. Event Funding

- a. A budget shall be produced for each event organized by WTCC.
- b. The budget shall include a line-item breakdown of all projected income and expenses.
- c. The event's budget shall be voted on by the entire commission. It must pass by a majority vote of the WTCC members present and must be approved by the Chair and the Student Activities Coordinator. Once passed, the funds may be withdrawn directly from the WTCC account.

### **Chapter 3 | Warren Concerts and Festivals Commission**

#### §301. Authority and Purpose

- a. The WCSC Concerts and Festivals Commission, hereinafter referred to as WCFC, shall be responsible for coordinating and holding Warren College's annual concert.
- b. WCFC is provided with its own budget by WCSC, as described in Title IV.

#### §302. Membership

- a. Chair
  - i. Shall be responsible for overseeing all aspects of concert planning including, but not limited to, booking, obtaining necessary approvals, and coordinating the operations of other members
  - ii. Shall coordinate all production-related matters including, but not limited to, sound, lighting, staging, and security
  - iii. Shall be responsible for promoting the concert to the UCSD community
  - iv. Shall oversee all aspects of the budget and funding requests for the concert
  - v. Shall work with other members to ensure that all funding guidelines are fulfilled
  - vi. Shall serve for four academic quarters or until the appointment of the new WCFC Chair, whichever comes sooner
  - vii. Shall serve as Director of Concerts and Festivals in WCSC and give updates to the council as to the progress of the concert at every mandatory meeting
  - viii. Shall be an enrolled Warren student for the entire term of office

- ix. The succeeding Chair shall be selected by a joint committee
  - 1. This joint committee shall consist of the current WCFC Chair as well as the WCSC Appointments Committee
- b. Members of WCSB

§303. Meetings

- a. Meetings shall be held at the discretion of the WCFC Chair

**Chapter 4 | Commission on Warren Spirit**

§401. Authority and Purpose

- a. The Commission on Warren Spirit, hereinafter referred to as COWS, shall promote school spirit in Warren College for all university athletics and events through college-wide programming.
- b. COWS shall coordinate Warren College participation in the annual Spirit Night Competition in conjunction with other Warren Organizations.

§402. Membership

- a. Commissioner of Warren Spirit, Chair
  - i. Shall be responsible for promoting any athletic and spirit-related events to the Warren College Student Body
  - ii. Shall serve as Director of Spirit and Athletics in WCSC, give updates to the council, and serve as the primary contact on spirit and athletic related matters
  - iii. Shall oversee the Inter-College and Intra-College Event Directors
  - iv. Appointed by WCSC Appointments Committee for a term of one academic year
  - v. Shall be an enrolled Warren student for the entire term of office
- b. Publicity Coordinator
  - i. Shall be responsible for promoting COWS events to the Warren College students
  - ii. Shall be assisted by members of COWS
- c. Inter-College Event Director
  - i. Shall oversee any events between the eight colleges
    - 1. This includes, but is not limited to, coordinating Spirit Night
    - 2. Shall be assisted by members of COWS
- d. Intra-College Event Director
  - i. Shall oversee any events within Warren College
  - ii. Shall be assisted by members of COWS
- e. Members of WCSB

§403. Meetings

- a. Meetings shall be held at the discretion of the COWS chair.

§404. Appointments

- a. The determination of membership of COWS shall be under the discretion of the Commissioner of Warren Spirit

**Chapter 5 | Amendments**

§501. WCSC may, by a majority vote, amend any part of this title.

# TITLE VIII

## EVENTS BOARD

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### Chapter 1 | Authority and Purpose

§101. The WCSC Events Board, hereinafter called the Events Board, is the programming entity of WCSC.

§102. The Events Board receives funding exclusively through WCSC as described in Title VI.

§103. The Events Board may, by a majority vote, allocate any of their funds.

§104. The Events Board shall put on events every quarter that benefit the Warren College and University community.

§105. The Events Board shall work with WTCC to put on events that benefit the Warren Community.

### Chapter 2 | Membership

§201. Vice President Programming, Events Chair

- a. Refer to Title II
- b. Shall only vote during Events Board meetings if it will change the outcome

§202. Programmers

- a. There shall be twelve programmers.
- b. Each programmer shall be appointed through the Regular Appointments process except that they should be selected by the Events Chair on the advice of the WCSC Appointments Committee and the consent of WCSC.
- c. Each programmer that is appointed in the spring shall term at the end of the following academic year
- d. Each programmer that is appointed in the fall shall term out at the end of the academic year
- e. Shall have the power of vote during Events Board meetings
- f. Shall be an enrolled Warren student for the entire term of office

§203. Non-voting

- a. All members of WCSC shall be non-voting, ex-officio members of the Events Board.
- b. The Warren College Coordinator of Student Activities shall serve as the Events Board Advisor.

### Chapter 3 | Meetings

§301. The Events Board shall meet weekly on a day and time determined by the Events Chair.

§302. The Events Chair may call special meetings.

§303. Order at the meetings is at the discretion of the chair.

§304. All meetings are open to the public.

### Chapter 4 | Amendments

§401. WCSC may, by a majority vote, amend any part of this title

# TITLE IX

## WARREN COLLEGE STUDENT ORGANIZATIONS

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### Chapter 1 | Requirements for Establishment

#### §101. Membership

- a. The organization must have at least four members who are registered Warren students, two of whom must hold the positions of President and Financial Officer
  - i. If the organization chooses to use alternate titles than the ones specified above, the organization must contact the Director of Student Organizations for special permission
- b. Each organization must have one non-student, Warren College staff or faculty member as an official advisor.

#### §102. Filing for Approval

- a. In order to file to be an official organization, the members must submit the Warren Student Organization Registration form, which can be accessed online
- b. Each organization must additionally submit the following:
  - i. A Constitution, which includes
    1. The name of the organization
    2. The statement of purpose of the organization
    3. The frequency of organization meetings
    4. The description of the election process and qualifications to hold office
    5. The requirements of membership
    6. The duties of the officers
    7. The duties of the advisor
  - ii. The contact information of all principal members, including college affiliation
  - iii. The completed advisor acknowledgement form
  - iv. Signature and initials of all principal members that they understand and will fully adhere to all rules and guidelines pertaining to Warren Organizations.

#### §103. Approval

- a. The Warren Student Organization Registration forms and all additional paperwork will be reviewed by the Director of Student Organizations and Warren College Student Affairs, who will check for proper completion and will issue a recommendation for approval of the organization to WCSC
- b. WCSC shall, with a majority vote, issue a recommendation to the Warren College Dean of Student Affairs for the approval of all Warren College Organizations

#### §104. Probationary Period

- a. There will be a probationary period of two (2) quarters for all new organizations. During the probationary period, organizations will be required to:
  - i. Keep an updated roster and submit the roster at the beginning of each quarter during this probationary period to Warren College Student Affairs and the WCOSC chair
  - ii. Evaluate their events using the post-event report provided by Warren College Student Affairs

- iii. Submit and review budget each of the two quarters to Warren College Student Affairs and the Director of Student Organizations
- b. Upon the completion of the the quarters, the organization will be asked to schedule a meeting with a Warren College Student Affairs staff member and the Director of Student Organizations to review the organization’s probationary period.
  - i. In this meeting, the organization will submit an executive summary report to Warren College Student Affairs and the Director of Student Organizations, including a roster, budget summary, event evaluations, and a statement of the organization’s impact in the Warren College community.
  - ii. Upon review, the Director of Student Organizations and Warren College Student Affairs staff member will recommend to confirm, deny, or extend the status of the probation period for the student organization. This proposed decision is submitted to the Warren College of Dean of Student Affairs, who will confirm, deny, or revise the proposed recommendation.
  - iii. Once confirmed, the organization can function with all the rights and privileges of a Warren College student organization. This includes the opportunity to re-register as a student organization, as outlined in Chapter 2.

## **Chapter 2 | Requirements for Reregistration of Established Organizations**

### **§201. Membership**

- a. The organization must have at least five principal members who are registered Warren students, two of whom must hold the position of President and Financial Officer.
  - i. If the organization chooses to use alternate titles than the ones specified above, contact the Director of Student Organizations for special permission.
- b. Each organization must have one non-student, Warren staff or faculty member as an official advisor.

### **§202. Filing for reinstatement**

- a. In order to file to be an official organization, the members must submit all required items included in the Warren College Organization Approval Packet, hereinafter referred to as The Packet
- b. The Packet shall include, but is not limited to the following
  - i. A constitution, which includes:
    - 1. The name of the organization
    - 2. The Statement of Purpose of the organization
    - 3. The frequency of organization meetings
    - 4. The description of the election process and qualifications to hold office
    - 5. The requirements of membership
    - 6. The duties of the officers
    - 7. The duties of the advisor
  - ii. The Contact Information of the President and Financial Officer, including college affiliation
  - iii. The Completed Advisor Acknowledgment form
  - iv. Signature and Initial of all principal members that they understand and will fully adhere to all rules and guidelines pertaining to Warren Organizations

## **Chapter 3 | Policies and Procedures**

### **§301. Funding**

- a. In order to receive funding, a Warren College organization must be in complete compliance with these policies.

§302. Warren College Organization Standing Commission

- a. Each organization shall choose one representative to serve on the WCOSC

**Chapter 4 | Removal**

§401. Any student organization may be removed if it is not in compliance with the aforementioned policies in these bylaws

- a. The WCOSC may motion for an organization to be removed and it will be brought to WCSC for a vote
  - i. The organization will be terminated by a two-thirds vote
- b. If a student organization would like to be reinstated after having been removed, they can reapply using the process underlined in Title IX Chapter 1

**Chapter 5 | Amendments**

§501. WCSC may, with the advice of WCOSC and by a two-thirds vote, amend any part of this title

# TITLE X

## JUDICIAL BOARD

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### Chapter 1 | Membership

§101. Earl Warren Chief Justice of the Warren College Student Council Judicial Board, Chair

- a. Shall be appointed by the President in a manner consistent with Article IV of the Constitution and Title III, Chapter 2 of the Bylaws
- b. Shall assemble an agenda for all Judicial Board meetings

§102. The Judicial Board may establish other unofficial internal positions at their discretion, including, but not limited to, a Clerk and other such positions meant to assist with the administration of the Judicial Board

§ 103. Advisor

- a. The advisor of the Judicial Board shall be the Warren College Assistant Dean of Student Affairs.

### Chapter 2 | Duties

§201. Disputes Over Rules

- a. Shall hear questions of parliamentary procedure and constitutionality of bylaws and legislation
- b. Shall have original jurisdiction over such cases

§202. Removal From Office

- a. Shall hear such cases when a member has been impeached by the Warren College Student Council.
- b. Shall determine:
  - i. If the disputed actions took place
  - ii. If they fall under the grounds for removal articulated in the Constitution

§203. Elections Violations

- a. Shall hear cases concerning violations of Election Bylaws
- b. Shall have appellate jurisdiction over such cases, only after the Elections Committee has made a decision and in the event that the relevant party seeks to appeal the decision of the Elections Committee
- c. Shall determine:
  - i. If the disputed action(s) took place
  - ii. If the disputed action(s) violate the Warren College Elections Bylaws
  - iii. The appropriate sanction, up to disqualification from the elections process, or overturning of the Elections Committee decision

### Chapter 3 | Meetings

§301. The Judicial Board shall meet as the Chair sees fit.

§302. A majority of the Judicial Board members must be present to conduct official business.

### Chapter 4 | Cases

§401. Filing the Complaint

- a. Each party is allowed one spokesperson to present its case, which may be the complainant or the respondent student.
- b. The complainant is required to complete the appropriate paperwork, including:

- i. Rules and Elections Cases
  1. The complainant must complete a complaint form and a detailed schedule of available times for his or her subsequent three-week period.
  2. These forms must be submitted to the Chair within ten business days of the incident.
    - a. A form submitted after ten business days may still be considered if the Judicial Board deems it appropriate.
- ii. Impeachment Cases
  1. Refer to the Warren College Student Council Constitution and Election Code

#### §402. Processing the Complaint

- a. If the complainant is seeking a preliminary injunction, an order preserving or restraining the status quo, until a full hearing can be held:
  - i. The Chair of the Judicial Board shall schedule a preliminary hearing with a preliminary hearing officer and the spokespersons from each party within the time needed for the preliminary injunction to have effect.
  - ii. The preliminary hearing officer is selected by the Chair and must be any member of the Judicial Board.
  - iii. Only the spokespersons from each party shall be allowed to speak at this preliminary hearing.
  - iv. For a preliminary injunction to be granted, the complainant must show that:
    1. There is probable cause the complaint is true, and
    2. The harm to be incurred by the complainant if the preliminary injunction is not issued is greater than the harm to be suffered by the respondent student if the preliminary injunction is issued.
  - v. The preliminary hearing officer shall have the authority to grant or deny the complainant's request for a preliminary injunction based on the information presented at the hearing only.
- b. Should the board determine that a hearing is in order, the following steps shall be taken:
  - i. Notification of the respondent student party of the charges filed against him or her within three academic days.
  - ii. The Judicial Board shall request within three academic days a schedule of available times for the subsequent three week period of the official spokesperson of the respondent student.
  - iii. A hearing date will be announced. This date must be within three weeks of the original submission of the appropriate paperwork. Both parties shall be notified in writing or via email at least four business days before the scheduled hearing. Any request for postponement must be submitted to the Chair of the Judicial Board in writing or via email at least two days before the scheduled hearing.
  - iv. The complainant must provide the respondent student with a comprehensive list of all the evidence and witnesses to be presented at the hearing at least two academic days before the scheduled hearing. The respondent student may waive this right.
  - v. The respondent student must provide the complainant with a comprehensive list of all evidence and witnesses to be presented at the hearing at least twenty-four hours before the scheduled hearing. The complainant may waive this right.

#### §403. The Hearing

- a. Any objections raised on a failure to follow the aforementioned procedures must be made before the start of the hearing. The Judicial Board will determine the merits of any such request.
- b. Quorum for any hearing will be the entirety of the board.
- c. The hearing will be open to the public, unless requested otherwise. The Chair of the Judicial Board, subject to the approval of the Board, shall have final judgment on any such requests.
- d. The Chair of the Judicial Board, with the Board's approval, shall have the authority to take any appropriate action necessary for the proper conduct of the proceedings.
- e. If the respondent student party fails to appear, then the case will be decided based upon the evidence presented at the hearing. If the complainant fails to appear, then the case will be dismissed
- f. If the complainant or respondent student is not his or her official spokesperson, then he or she may only speak as a witness

#### §404. The Decision

- a. The decision will be based on the preponderance of the evidence, that was presented at the hearing only.
- b. All deliberations shall be open only to members of the Judicial Board and the Judicial Board Advisor.
- c. The Board will make its decision by majority vote.
- d. The presiding member or designee shall write the Opinion of the Board.
  - i. This Opinion must be approved by a majority vote of the members present.
  - ii. In delivering a decision and opinion, the Judicial Board members must adhere to the Judicial Board precedent unless they explicitly reverse themselves or the circumstances are significantly different. The Judicial Board may use AS Judicial Board decisions as an aid in their decision making.
  - iii. This Opinion of the Board serves as binding precedent for future cases and controversies, unless sealed as described below or there is a change in the Warren College Student Council bylaws
  - iv. Any member on the prevailing side who disagrees with the Opinion of the Board or wishes to add to it may issue a concurring opinion. This concurring opinion shall not serve as binding precedent.
  - v. Any member not on the prevailing side may issue a dissenting opinion.
  - vi. The Board may issue an injunction or any other judicial remedy deemed appropriate to enforce its judgment.
  - vii. The Opinion of the Board along with any concurring and dissenting opinions shall be published within seven days of the hearing. All parties to the dispute shall receive a copy of the Opinion of the Board along with any concurring and dissenting opinions.
  - viii. The official copy of the Opinion of the Board shall bear the signature of the presiding member.

#### §405. Rehearing a Case

- a. If extraordinary circumstances arise, either party may submit a formal written request for a rehearing or reconsideration to the Board.
- b. The Board will decide on any such requests within ten academic days of submission.
- c. Extraordinary circumstances include, but are not limited to:
  - i. Newly discovered important evidence not known at the time of the hearing
  - ii. The decision is not supported by the findings

- iii. Misapplication or misinterpretation of the Constitution or rules made pursuant to it
- iv. Violation of University policy
- v. Unfairness in the proceedings such as but not limited to the denial of due process that prejudiced the result

## **Chapter 5 | Amendments**

§501. Warren College Student Council may, by a majority vote, propose amendments to any part of this title.

§502. Proposed amendments must be ratified by a majority vote of the Judicial Board.

# APPENDIX A

## GLOSSARY

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This glossary provides references to the current edition of Robert's Rules of Order Newly Revised to the definitions of various terms used in the Constitution and the Bylaws. Nothing in this appendix substantively creates any rule or definition. WCSC may, by a majority vote, amend this appendix.

- *ex-officio members*: “persons who are members...by virtue of some [other] office...” (RONR 10th ed., p. 466, l. 22).
- *executive session*: “any meeting...or a portion of a meeting, at which the proceedings are secret” (RONR 10th ed., p. 92, l. 25-26)
- *quorum*: “the minimum number of who must be present...for business to be legally transacted.... The quorum is a majority of the entire membership...” (RONR 10th ed., p. 20, l. 6-7, 24-25).
- *majority vote*: “more than half the votes cast by persons legally entitled to vote, excluding blanks or abstentions” (RONR 10th ed., p. 387, l. 10-12).
- *majority of the entire membership*: “[more than half] of the total number of those who are members of the voting body [and legally entitled to vote] at the time of the vote” (RONR 10th ed., p. 390, l. 25-26).
- *two-thirds vote*: “two-thirds of the votes cast by persons legally entitled to vote, excluding blanks or abstentions” (RONR 10th ed., p. 388, l. 3-5).
- *two-thirds vote of the entire membership*: “[two-thirds] of the total number of those who are members of the voting body [and legally entitled to vote] at the time of the vote” (RONR 10th ed.).