

# **BYLAWS OF THE WARREN COLLEGE STUDENT COUNCIL**

Earl Warren College  
University of California, San Diego

Ratified: April 20, 2006  
Last Amended: May 11, 2017

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**TITLE I**  
General Provisions

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 the 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 within that Chapter.
- d. Subsections designated by either a lowercase letter or a number surrounded by parentheses. 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

Chapter 1. President and Voting Membership

§101. President

- a. Shall serve as the official representative of WCSC and the Warren College Student Body (WCSB)
- b. Shall assemble the agenda of and chair the meetings of WCSC
- c. Shall serve as a non-voting, ex-officio member of all WCSC committees, the Events Board, and ASUCSD Council
- d. Shall not have the power of vote in council meetings, except when serving as chair, in which case he or she may only vote if it will change the outcome
- e. 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.
- f. Shall solicit the advice of the Treasurer and submit a proposed budget to WCSC by 9th week of Spring Quarter
- g. Shall maintain the WCSC archives
- h. Shall meet quarterly with the chairs of the WCSC 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

§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 organize the WCSC retreat with the assistance of the Executive Committee
- d. Shall chair the Internal Committee
- e. Shall chair the Appointments Committee and 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 College Senators are properly transitioned within three weeks of their appointment

§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 coordinate the efforts of WCSC's representatives to external committees to ensure that the interests of the WCSB are well represented
- d. Shall chair the External Committee
- e. Shall maintain a running list of all external committees to which WCSC provides representatives.
- f. Shall chair the Scholarship Committee
- g. Shall be responsible for the management of the technical equipment system
- 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

§104. 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 WCSC 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 Website Coordinator
- e. Shall maintain record of WCSC member attendance
- f. Shall submit the approved minutes to the Website Coordinator within twenty-four hours of approval
- 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. Treasurer

- 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 any member 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

§106. Senators

- a. There shall be two senators
- b. Shall attend ASUCSD Council, Senate, and committee meetings as the representative of Warren College
- c. Shall be responsible for at least two senator projects per term of office
- d. Shall be an enrolled Warren student for the entire term of office
- e. 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. Events Board Chair

- a. Shall chair the meetings of the WCSC Events Board
- b. Shall be chiefly responsible for the coordination and success of WCSC Events Board events
- c. Shall represent the WCSC Events Board on issues including funding and acquiring additional volunteers for programs
- d. Shall update WCSC on the status of the Events Board budget fifth week of each quarter
- e. Must have previously been a member of the WCSC Events Board
- 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

§108. Commuter 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
- 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

§109. Transfer At Large

- a. Shall represent the needs and concerns of Warren College transfer students
- b. Shall attend the All Campus Transfer Association meetings as the WCSC representative
- c. Shall be a voting member of the Warren Transfer and Commuter Commission
- d. Shall be an enrolled Warren student for the entire term of office
- e. Shall be a transfer student
- f. Shall be responsible for two projects per term of office that will benefit the Warren transfer students

§110. 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 one of the Warren College student representatives to the Provost Student Advisory Committee
- d. Shall recommend the second student representative for the Provost Student Advisory
- e. 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
- f. Shall be an enrolled Warren student for the entire term of office
- g. Shall be responsible for two projects per term of office that will benefit the Warren community

- h. Shall have completed the Warren College Writing Program
- i. Shall maintain a cumulative UC GPA of at least 2.0 throughout their term or be subject to impeachment

§111. Resident At Large

- a. Shall represent the needs and concerns of Warren students residing on campus
- b. Shall be responsible for at least three projects per term of office
- c. 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 Resident-At-Large appointed while living on campus
- d. Shall be an enrolled Warren student for the entire term of office

§112. Student At Large

- a. Shall represent the needs and concerns of Warren College students
- b. Shall be responsible for at least three projects per term of office
- c. Shall be an enrolled Warren student for the entire term of office

§113. First Year At Large

- a. Shall represent the needs and concerns of Warren College freshmen
- b. Shall be responsible for at least three projects per term of office
- c. Shall have completed no more than three academic quarters of post-secondary education for the entire term of office
- d. Shall be an enrolled Warren student for the entire term of office

§114. International Student At Large

- a. Shall represent the needs and concerns of Warren College International students
- b. Shall be responsible for at least three projects per term of office
- c. Shall be an enrolled Warren student for entire term of office

Chapter 2. Non-voting Membership

§201. Parliamentarian

- a. Shall be nominated by the President and approved by a two-thirds vote of WCSC
- b. Shall serve as an advisor to the President and WCSC on matters of parliamentary procedure and WCSC rules and procedures
- c. Shall assist the President in the operation of WCSC meetings
- d. Shall begin the impeachment process against a member if he or she determines impeachment to be necessary or at the request of the Executive Committee
- e. Shall be a non-voting member of WCSC, with all rights, responsibilities, and privileges of membership except that of voting
- f. Shall be an enrolled Warren student for the entire term of office
- g. Shall meet with their successor to transition them within three weeks of their appointment
  - i. This meeting shall be at least one hour long

§202. Website Coordinator

- a. Shall make updates as often as necessary to preserve the integrity of the WCSC website
- b. Shall be accountable for everything on the WCSC website
- c. Shall post the upcoming WCSC agenda at least 24 hours prior to that week's meeting

- d. Shall post the WCSC agenda and minutes from the previous meeting every week
  - i. This shall happen within 48 hours of receiving the minutes from the Secretary
- e. Shall maintain an information section of all members of WCSC
- f. Shall post the most current version of the Constitution and the Bylaws
- g. Shall train the incoming website coordinator for the subsequent year
- h. Shall be a non-voting member of WCSC, with all rights, responsibilities, and privileges of membership except that of voting
- i. Shall be an enrolled Warren student for the entire term of office

§203. Director of Marketing

- a. Shall be the official media contact for all WCSC-related matters including social media outlets
- b. 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
- c. Shall collaborate with the Website Coordinator to increase the campus awareness of actions taken by WCSC
- d. Shall attend the meetings of the Events Board upon the request of the Events Chair and advise the members on issues on publicity
- e. Shall have the power to create a special committee to assist with the planning of Visibility Week
- f. Shall be a non-voting member of WCSC, with all rights, responsibilities, and privileges of membership except that of voting
- g. Shall be an enrolled Warren student for the entire term of office

§204. External Committee Representatives

- a. All WCSC representatives to campus-wide or college-wide committees shall be non-voting members of WCSC, with all rights, responsibilities, and privileges of membership except that of voting.
- 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

§205. Events Board

- a. All programmers of the WCSC Events Board shall be non-voting members of WCSC, with all rights, responsibilities, and privileges of membership, except that of voting

§206. Community Conduct Outreach Board (CCOB)

- a. The members of the CCOB shall be ex-officio members of WCSC, with all rights, responsibilities and privileges of membership except that of voting

§207. Commission Chairs

- a. The chairs of all WCSC Commissions shall be ex-officio members of WCSC, with all rights, responsibilities and privileges of membership except that of voting
- b. Shall update WCSC on the status of their commission budget fifth week of each quarter

Chapter 3. Terms of Office

§301. Elected 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. If any elected 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

§302. Unelected Office

- a. If any unelected position is not filled, it shall be considered vacant and filled in a manner described by Title V of the Bylaws for the remainder for the term of office
- b. 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
    - 1. The term of office shall not exceed one academic year

Chapter 4. Advisors

§401. Shall be the Dean of Student Affairs and the Warren College Coordinator of Student Activities

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

Chapter 5. Mandatory Program Attendance

§501. All members are required to attend or volunteer for 2 programs hosted by the members of WCSC per academic quarter

§502. 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 6. Resignations

§601. 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

§602. 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

Chapter 7. Amendments

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

**TITLE III**  
Committees

Chapter 1. Standing Committees

§101. Executive Committee

- a. Membership
  - i. President
  - ii. Vice President Internal
  - iii. Vice President External
  - iv. Treasurer
  - v. Secretary
  - vi. Events Board Chair
  - vii. Parliamentarian
  - viii. CCOB Chair
- b. Authority and Purpose
  - i. The Executive Committee shall meet weekly to discuss issues pertaining to the duties of those members as described in Title II of the Bylaws
  - 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
  - iii. The committee may approve allocations from the Internal account for internal aspects of WCSC as described in Title VI of the Bylaws
- c. Meetings
  - i. A majority of the committee membership shall constitute a quorum.
  - ii. The President shall chair the meetings
    - 1. The chair shall only vote when it would change the outcome.
    - 2. All other members shall be voting members
  - iii. Minutes shall not be required for committee meetings, however, any vote taken by the committee shall be reported by the President at the next WCSC meeting
  - iv. The outgoing and incoming Executive Boards shall hold joint meetings between the time the incoming Executive Board is elected and the time the outgoing Executive Board terms out

§102. Appointments Committee

- a. Membership
  - i. Vice-President Internal, Chair
  - ii. One additional Executive Committee member
    - 1. If a candidate lists a preference for the position Events Board Member on the application, the Events Board Chair must fill this position
    - 2. If a candidate lists a preference for the position Community Conduct Outreach Board Chair on the application, the current Conduct Outreach Board Chair must fill this position
  - iii. President
  - iv. Two Additional non-voting members of WCSC

- 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
- vi. 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
- b. Authority and Purpose
  - i. The WCSC Appointments Committee shall be responsible for nominating persons to fill open positions whenever called upon to do so, as described in Title V of 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
- 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
    - 1. If necessary members of Appointments Committee shall provide reasoning for their recommendation only executive session of the council

#### §103. Internal Committee

- a. Membership
  - i. Vice President Internal, Chair
  - ii. Commuter At Large
  - iii. Transfer At Large
  - iv. Director of Academic Affairs
  - v. Resident At Large
  - vi. Student At Large
  - vii. First Year At Large
  - viii. International Student At Large
  - ix. Website Coordinator
  - x. Director of Marketing
  - xi. Warren College Organization Standing Committee Chair
  - xii. WCFC Chair
  - xiii. COWS Chair
  - xiv. WTCC Chair
  - xv. One A.S Senator
- b. Authority and Purpose
  - i. The Internal Committee is established as a committee of WCSC 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

#### §104. External Committee

- a. Membership
  - i. Vice President External, Chair
  - ii. All representatives to external committees
  - iii. One A.S Senator
- b. Authority and Purpose
  - i. The External Committee is established as a committee of WCSC to discuss issues pertaining to the duties of representatives of external committees
  - 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 will then be held to Title IV, Chapter 6, §606

#### §105. Rules Committee

- a. Membership
  - i. Vice-President Internal, Chair
    - 1. The chair shall only vote when it will change the outcome
  - ii. Parliamentarian, 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 Website Coordinator within forty-eight hours of release
- iii. A minimum of three voting members of the Council
- iv. Five additional members from WCSC that are not from CCOB
- v. President, non-voting ex-officio
- vi. One CCOB member, non-voting ex-officio
- vii. All other members of WCSC, non-voting ex-officio
- viii. The committee membership shall expire at the end of every council term
- b. Authority and Purpose
  - i. The Rules Committee is established as a committee of WCSC to review and deliberate changes to the Constitution, the Bylaws, and any of the WCSC rules
  - ii. Any changes to the Constitution or the Bylaws should first be reviewed and reported on by the committee before being considered by WCSC
  - 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
- 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, the vice-chair, three voting members of council, and at least two member from WCSC that is not from the CCOB
  - 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 6, §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 two thirds vote of the entire membership of WCSC

#### §106. Scholarship Committee

- a. Membership
  - i. Vice-President External, Chair
  - ii. Director of Academic Affairs
  - iii. Eight members chosen from the membership of WCSC
  - 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 WCSC 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 WCSC 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 Vice- President External 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. 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 6, §606

#### §107. Finance Committee

- a. Membership
  - i. Treasurer, 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 list serv
    - 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 WCSC meeting
  - ii. One "At Large" Member of WCSC
  - iii. Two Additional Voting Members
  - iv. Seven members from WCSC
  - v. President, non-voting ex-officio
  - vi. All other members of WCSC, non-voting ex-officio
  - vii. The committee membership shall expire at the end of each council position term
- b. Authority and Purpose
  - i. The Finance Committee is established as a committee of WCSC 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 WCSC
- 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 WCSC
  - 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 6, §606
- 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 majority vote of the entire membership of WCSC

## Chapter 2. Special Committees

§201. WCSC may create a Special Committee for a specific purpose by approving a charter for the committee

§202. This charter must include the membership of the committee and the authority and purpose of the committee

§203. The charter must specify a date that the charter and the Special Committee dissolve.

## Chapter 3. Amendments

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

**TITLE IV**  
Council Meetings

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. Beginning Roll Call
- b. Approval of Agenda
- c. Approval of Minutes
- d. 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
- e. 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
- f. Unfinished Business
- g. New Business
- h. 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
- i. Reports
  - i. The current advisor of WCSC
  - ii. President
  - iii. Events Chair
  - iv. Senators
  - v. Committees
  - vi. Members of Council
  - vii. Announcements
  - viii. Final Roll Call

§302. Any member of WCSC who wishes to submit an item for the agenda to the President must do so no less than forty eight hours before the meeting

§303. The President shall distribute the agenda to all members via email no less than twenty four hours before the start of the meeting



§304. Item(s) submitted by a member shall be on the agenda at the discretion of the president

§305. The WCSC Internal, External, and Warren accounts shall be listed on the agenda with their estimated current amounts

§306. Once the agenda has been distributed via e-mail, no changes shall be made except by a two-thirds vote

§307. Items added to New Business after the agenda has been distributed must be urgent and require immediate action, as deemed by WCSC

#### 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. Reports

§501. 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

§502. 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 6. Attendance

§601. Required Meetings

- a. The Executive Committee and all voting members must attend all WCSC meetings
- b. Non-executive, non-voting members are allowed a maximum of three unexcused absences per quarter unrelated to council responsibilities
- c. 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

§602. 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

§603. 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

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

§605. Additional absences beyond the three unexcused absences may be granted at the discretion of the President. WCSC may, by a majority vote, override the decision of the President

§606. If a council member fails to comply with the attendance policy, a meeting shall be arranged by the Parliamentarian 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 7. Minutes

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

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

#### Chapter 8. Amendments

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

**TITLE V**  
Appointments

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
  - vi. 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 his or 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

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

**TITLE VI**  
Financial Policy

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 two-thirds 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 Treasurer 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 Treasurer 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 Treasurer 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. WTCC
  - i. This account is used at the discretion of the WCSC Transfer and Commuter Commission
- e. WCFC
  - i. This account is used at the discretion of the WCSC Concerts and Festivals Commission.
- f. 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 that do not benefit Warren College students or the Warren Community
- b. Those not open 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 Treasurer 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

## Chapter 1. WCSC Transfer and Commuter Commission

§101. 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.

§102. 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 be a Warren commuter or transfer student
  - iii. Shall have been an active member of WTCC prior to being elected Chair
- b. Transfer at Large
- c. Commuter at Large
- d. Members of WCSB

#### §103. 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.

#### §104. 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 2. WCSC Concerts and Festivals Commission

#### §201. 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.

#### §202. 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 be a non-voting, ex-officio member of WCSC and give updates to the council as to the progress of the concert every mandatory meeting



- viii. 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. Vice Chair
  - i. This position shall be filled by the current WCFC Shadow
  - ii. Shall be selected during Fall Quarter appointments
    - 1. WCFC Chair shall be present at potential candidate interviews in Fall and assist in the selection of their Shadow
  - iii. Shall perform duties under the discretion of the WCFC Chair

#### §203. Meetings

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

### Chapter 3. Warren College Organization Standing Commission

#### §301. Membership

- a. Warren College Organization Standing Commissioner, 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
- b. One representative from each registered Warren Organizations, Events Board, WTCC, Warren Ambassadors, WCFC

#### §302. Authority and Purpose

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

#### §303. Meetings

- a. The WCOSC shall meet twice per quarter, with the Chair reserving the right to call additional meetings as he/she sees fit.

### Chapter 4. Commission of Warren Spirit

#### §401. Authority and Purpose

- a. The Commission of 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 the primary WCSC contact for the Commission of Warren Spirit
  - 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 six colleges
      - 1. This includes, but is not limited to, coordinating Spirit Night
    - ii. 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

### 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. 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

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 Warren Commissioner 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 Warren College Organization Standing Commission Chair 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 WCOSC chair
- 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 WCOSC chair 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 WCOSC chair, including a roster, budget summary, event evaluations, and a statement of the organization's impact in the Warren College community.
  - ii. Upon review, the WCOSC chair 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.
  - iv.

### §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 Warren Commissioner 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**

### Warren College Elections Code

#### Chapter 1. Authority, Purpose, and Time □

§101. The authority to govern Warren College elections is vested in these Bylaws by Article II, Section 10 of the WCSB Constitution, in order to provide for a fair, open, and democratic election of Warren College Student Council (WCSC) officers.

§102. The purpose of these Election Bylaws is to provide procedures to conduct all elections held under the jurisdiction of WCSC. □

§103. Elections for all positions as specified in the WCSB Constitution shall be held as part of ASUCSD elections in Spring Quarter. However, special elections may be scheduled and conducted pursuant to these Bylaws on dates and time as approved by WCSC.

§104. WCSC as a whole cannot, nor are WCSC members permitted to explicitly endorse, by use of their WCSC position title, any candidate for office.

§105. These Election Bylaws (Title X) shall assume the highest authority in any dispute regarding a candidate or slate for WCSC office. The Warren College Dean of Student Affairs shall have the presiding authority to enforce these bylaws.

#### Chapter 2. Election Manager & Election Committee

§201. The WCSC Election Manager shall be nominated by the WCSC President no later than the end of week five of Winter Quarter and approved by a two-thirds vote of WCSC and shall serve until the newly elected Council takes office.

§202. The Election Manager duties consist of the following:

- a. Publicize the upcoming Warren College elections to solicit candidates, and inform WCSB of relevant information concerning the dates, times and locations of voting on election days
- b. Submit a complete list of qualified candidates, initiatives and referenda to campus media
- c. Schedule, coordinate and publicize candidates' speeches, forums and debates
- d. Schedule a meeting with the CCOB to educate its members with respect to the WCSC Election Bylaws at least two weeks before the start of campaigning.
- e. Schedule a meeting with the Warren College Resident Dean to determine and certify Residential Election Posting Policies at least two weeks before the start of campaigning.
- f. Work with the AS Executive Assistant and the Warren College Dean of Student Affairs Office to maintain all □ Warren College elections-related financial records, complaints, violations, candidate packets, slate authorization forms, and other documents as appropriate.
  - i. This clause shall not apply in the case of special elections.
- g. Receive verified election results, which include, but are not limited to, the total number of votes for each candidate and/or referenda and transmit them to WCSC and the Warren College Dean of Student Affairs.
- h. Shall serve as the chair of the WCSC Election Committee

- i. Shall serve as a non-voting member of WCSC until the end of the election period.

§203. Election Committee

- a. Shall be chaired by the WCSC Election Manager
- b. Shall consist of at least six members of the Warren College Student Body not running in the Spring ASUCSD or WCSC Elections and not serving as a position on the ASUCSD Election Committee, AS Judicial Board, or CCOB.
  - i. The members of the Election Committee shall be nominated by the WCSC Election Manager no later than the end of week four of Winter Quarter and approved by a two-thirds vote of WCSC and shall serve until the newly elected Council takes office.
  - ii. The WCSC President shall not be a member of the Election Committee.
  - iii. The WCSC Election Manager shall only vote in the case that the decision of the committee comes to a tie.
- c. Shall meet if there is an accusation of a violation of the Election Bylaws (Title X, Section 7, Article 706)
- d. Must meet within 3 academic days of notification of the Election Manager to decide if there was a violation of the Election Bylaws, and to take appropriate action afforded to them by these Bylaws.
- e. All meetings of the Election Committee be shall open to the public unless the Election Committee, by a three-fourths vote, decides to close the meeting at the request of a candidate or slate.

§204. Shall have the authority to make official decisions regarding the WCSC Election, should a situation arise that is not provided for in the election rules that is consistent with the spirit of the purpose of the Election Code. The Election Committee, by a 2/3 vote, may overturn the decision of the Election Manager.

§205. Shall have the responsibility to conduct Warren College Elections in accordance with these Bylaws.

§206. Shall not publicly or officially support or oppose any candidate, slate, or referendum, or be eligible to be a candidate in any Warren College or ASUCSD election while serving on the Election Committee. Failure to comply with this requirement shall be sufficient grounds for removal by the CCOB.

§207. The Elections Manager shall not be the same individual as the Election Committee representative to the AS Election Committee.

Chapter 3. AS Election Committee Representative □

§301. Shall be nominated by the WCSC President no later than the end of week three of Winter Quarter and approved by a two thirds vote of WCSC and shall serve until the newly elected Council takes office.

§302. Shall have the responsibility to serve in the AS Election Committee in full accordance with the AS Election Bylaws.

§303. The Election Committee representative to the AS Election Committee shall not be the same individual as the WCSC Elections Manager, serve on the WCSC Election Committee, serve on the AS Judicial Board, or be a candidate for office.

Chapter 4. Eligibility

- §401. Each candidate for office must, for the duration of the election period,
- a. Satisfy the requirements for eligibility for that office that are articulated in the WCSB Constitution and the appropriate set of bylaws
  - b. Be a registered student of Warren College and be in good academic standing with the college and the University

§402. Referenda intended to apply exclusively to Warren College students may only be sponsored or proposed by Warren College students.

§403. All candidates that fail to meet the necessary filing requirements as stated in these Bylaws shall be ineligible to be placed on the election ballot and shall be so notified by the Warren College Elections Manager within twenty-four hours from the determination of ineligibility.

§404. Any candidate found ineligible may appeal the decision of the WCSC Election Committee to the CCOB within two days of notification by the WCSC Election Manager.

## Chapter 5. The Election Period

§501. The Election Period shall be defined as the period between the start of the filing period and the close of the polls on the last day of voting.

§502. In the case of Special Elections, the Election Period shall be set by the Elections Manager.

## Chapter 6. Filing

### §601. Candidates

- a. The filing period shall be a minimum of one week with starting dates and times to be determined by the Elections Manager in accordance with dates and times set forth by the AS Advocate General.
- b. Candidates for all WCSC offices must submit the items listed below to the Dean of Student Affairs Office in person or by proxy. They include:
  - i. Candidate Intent Form, including a statement that they acknowledge receipt of the Warren College Election Bylaws and agree to adhere to them
  - ii. Candidate Endorsement Petition: Petitions must have printed student names, signatures, student ID numbers, and college affiliations from at least fifty (50) Warren College undergraduates. In addition, candidates for the Warren AS Senator position may be required to get signatures required under the ASUCSD Election Code. If all signatures required under the ASUCSD Election Code are from Warren College students, a duplicate copy of the signatures will suffice.
  - iii. Candidate statement must be submitted via the online form.
- c. A candidate may withdraw from the election at any time during an election period by notifying the Elections Manager in writing. In the event that a candidate withdraws after his/her name has been printed on the ballot, none of the votes that he or she received will be counted toward him or her. Every effort will  be made to delete the candidate's name from the ballot.
- d. A candidate may file for only one Warren College office or ASUCSD office per election.

### §602. Slates

- a. Shall be defined as any group of two or more candidates who mutually agree to use the same slate/group name and conduct a joint campaign.



- b. All candidates who wish to run as a slate must file the Slate Authorization Form that includes candidate positions and signatures of members with the Warren College Dean of Student Affairs Office by the end of the Candidate Filing Period.
- c. All Warren College candidates who file as members of a slate will be held accountable for the actions, conduct and expenditures of the entire slate and for any violations of these Bylaws by any member of the slate.
- d. Slate name shall not be changed and no candidate shall be added to any slate after the close of the ASUCSD Mandatory Candidate's Meeting.
- e. To withdraw from a slate a candidate must provide written notice to the Elections Manager.
- f. No candidate running for a WCSC position, including AS Senator, may run on an AS Campus-Wide or Cross-College slate.
  - i. Campus-Wide Slates
    - 1. Shall be defined as a slate consisting of two or more candidates running for office in the AS General Election.
  - ii. Cross-College Slates
    - 1. Shall be defined as a slate consisting of two or more candidates running for office in both Warren and any additional college(s).

#### §603. Slate Formation and Affiliation

- a. Registration
  - i. All slates may register online starting Monday of eighth week of Winter Quarter, and may continue to form until the filing period for candidates ends. They must submit the following in their registration: A slate platform and a governing structure of the slate (such that if any disputes arise in how the slate is run they can be resolved) and primary representative for the elections committee to contact.
- b. Entry
  - i. For a candidate to join a slate, they must be included on the slate authorization form and must designate that they are on the slate when they file their papers. □
  - ii. A candidate may only join one slate, and the slate name must appear identically for all candidates □ on the same slate.
  - iii. Candidates may withdraw from a slate until the voting period begins by informing the Elections Committee, the AS Programmer, and the Clerk in writing. Every effort will be made to put the candidate's affiliation as "independent" unless the candidate fills out slate authorization paperwork with another slate.

#### §604. Slate Regulations □

- a. Slates may not receive funding from ASUCSD, WCSC, or any other party besides registered members of that slate.
- b. A slate may not use the same name and likeness as a registered student organization.
- c. Slates may not use the student org listserv.
- d. Slates shall not be listed with other student orgs in the CSI registry.
- e. The Election Committee may determine if a slate's name is too similar to the name of an existing slate. Acquisition of slate names is done on a first-come-first-serve basis, unless a continuing slate from a previous year exists

with a given name and plan of succession, in which case that slate shall have priority over the name.

- f. If the governing structure of a slate is contrary to university policy, the Election Committee shall request that it be changed. If the slate disagrees with this, they may appeal the decision to the Community Conduct Outreach Board
- g. This Election Code and the processes and procedures outlined in it shall supersede any processes and procedures outlined in the slate's governing structure.

#### §605. Referenda □

- a. The filing period for referenda shall be a minimum of one week with the starting dates and times to be determined by the Elections Manager. □
- b. All referenda must be submitted to the Warren College Dean of Student Affairs Office by 4:00 pm on the final day of filing with the appropriate number of valid signatures. □
- c. All referenda sponsors that fail to meet the necessary filing requirements as stated in these Bylaws shall be ineligible to have their referenda placed on the election ballot and shall be so notified by the Warren College Elections Manager within twenty-four hours from the determination of ineligibility.
- d. A referenda sponsor may withdraw a referendum from the election by notifying the Elections Manager in writing only with the consent of WCSC.
- e. Referendum order shall not be changed after the close of the ASUCSD Mandatory Candidate's Meeting.

### Chapter 7. Campaign Procedures □

§701. The campaign period shall begin as specified by the AS Elections Code and/or AS Advocate General.

§702. Candidates may not begin campaigning before the beginning of the campaign period.

§703. Campaigning is defined as intentional action of a candidate or distribution of material to publicly speak, act, or argue in favor or against, a candidate or slate.

§704. Campaign material is defined as material created with the intent to publicly speak, act, or argue in favor or against, a candidate or slate.

#### §705. Campaign Finance

- a. No University, ASUCSD, or Warren College allocated funds may be used in support of or against a candidate or slate, except that this restriction does not apply to any print or electronic media editorial funded by ASUCSD or WCSC allocated funds.
- b. Campaign contributions may not be accepted from any source not affiliated with UCSD, with the exception of the personal funds of the immediate family of a candidate.
- c. Voluntary Spending Limits
  - i. WCSC Independent Candidates may not spend more than \$600.
  - ii. WCSC Candidates on Slates If any candidate on a slate accepts voluntary spending limits, the slate and all candidates on it are bound by the voluntary spending limits. Excluding the Presidential candidate, all candidates may spend up to \$50 each. Presidential candidates may spend up to \$100 with regard to campaign spending.

- d. All campaign spending is inclusive of campaign spending in accordance with ASUCSD bylaws.
- e. All items used for campaigning shall be purchased by the members of the slate. If one is running independently, all items used for campaigning shall be purchased by the candidate.

§706. Conduct of Campaign

- a. All campaign materials must include a clearly discernible phrase which shall be composed of "VOTE", followed by either "ON" or "AT" or "USING" or "VIA" or "THROUGH" or "THRU", followed finally by either "TRITONLINK" or "TRITONLINK.UCSD.EDU" or "HTTP://TRITONLINK.UCSD.EDU".
- b. It shall be a violation of these Bylaws for any candidate, referendum sponsor, and/or slate, to:
  - i. Willfully destroy, deface, move, and/or remove from their places posters, signs, flyers, banners, or campaign literature of any candidate or slate. □
  - ii. Falsify information on Election Candidacy forms or campaign □ materials.
  - iii. Commit libel or slander against another candidate or slate, including, but not limited to, attacks on persons on the basis of race, sex, religion or creed, ethnic or national background, and/or sexual orientation, and blatantly unfounded claims towards UCSD, ASUCSD, WCSC, and/or other campaigning parties or individuals.
  - iv. Refuse to appear within three days before the WCSC Election Committee when so requested by the WCSC Election Committee. □
  - v. Fail to file on time any of the Election Candidacy forms specified in these Bylaws. □
  - vi. Tamper with or improperly influence the distribution, collection, tabulation, and/or storage of the ASUCSD or WCSC election ballots. □
  - vii. Use of, offer for use of, or sale of controlled substances, weapons, or dangerous objects as campaign materials. □
  - viii. Campaign on election days within fifty feet of any official polling stations.
  - ix. Use at any time of Warren College offices, services, resources, enterprises or equipment including, but not limited to, computers, paints, stationery and/or logo for advocating in favor of or against a candidate, referendum, or slate.
  - x. University department services or phone numbers shall not appear on any campaign literature produced by candidates.
  - xi. Campaigning in any classroom or lab is prohibited except during student organization meetings. Notwithstanding, wearing clothing or accessories that advertise any candidate or slate in classrooms or labs is permitted.
  - xii. Use their position in a media organization, program, activity, or event that is sponsored, funded, or administered by Warren College to campaign.
  - xiii. Violate an order of the WCSC Election Manager, WCSC Election Committee, CCOB, or Warren College Dean of Student Affairs.
  - xiv. Purposely distribute or make available campaign materials in any UCSD, Warren College, WCSC, Student Organization Office, Residence Hall, or Apartment building, due to unequal access.
  - xv. Violate UCSD or Warren College Residential Life Posting Policies. The official posting policy shall be the one released on the first day of campaigning and may not be amended during the campaign period.

- xvi. Post materials without the written approval of the WCSC Elections Manager prior to its posting.
- c. Warren College Media
  - i. The Warren College Election Manager, in collaboration with Warren media organizations, shall ensure that all candidates, referenda and slates listed on the ballot have equal access to Warren College media resources.
  - ii. No candidate shall use any Warren College media without the prior written approval of the Election Manager.

#### Chapter 8. Qualification of Voters□

§801. Every Warren College student enrolled for Spring Quarter shall be eligible to vote.

#### Chapter 9. The Ballot□

§901. Refer to the ASUCSD Election Code.

#### Chapter 10. The Mechanics of the Election□

§1001. The General Spring Election shall occur concurrently with the ASUCSD General Election.

#### Chapter 11. Tallying of Votes□

§1101. Refer to the ASUCSD Election Bylaws

#### Chapter 12. Violations of Campaigning Rules and Complaints

##### §1201. Complaints

- a. Any members of the WCSB may file a complaint against a candidate for violating campaign procedures by submitting a complaint form to be made available by the Warren College Election Manager.
  - i. The signed complaint form must be filled out in full, detailing as much information about the alleged violation as possible. This includes, but is not limited to, the date, time, location, specific information regarding the individual(s) behavior with regard to the alleged violation, and time-stamped evidence that the alleged violation has taken place.
  - ii. All complaints must be completed and filed with the Warren College Dean of Student Affairs Office within two academic days of the alleged violation.
- b. The Warren College Election Manager shall convene the Election Committee within three academic days after the filing of a complaint and will discuss whether the act is a violation of election policy or bylaws.
- c. If the Election Committee votes by a simple majority that a complaint was a violation, then the committee must impose any sanctions on said candidate or slate up to and including disqualification from the election. The following may, but is not limited to, be used to determine guilt and punishment for a violation:
  - i. Kind of violation(s)

- ii. Degree of severity
  - iii. Knowledge of involvement of the person(s) accused
  - iv. Intent of the person(s) accused
  - v. Prior violation(s)
  - vi. Acknowledgement of the violation by the person(s) accused
  - vii. Number of counts
  - viii. Precedent
- d. If a candidate or slate is found in violation of Election Bylaws after being sanctioned for a previous violation, the Election Committee shall consider all violations when choosing sanctions.
  - e. Disqualification of an entire slate may be considered if the slate encouraged or knowingly allowed for the conduct violation to happen in cases of egregious foul play or repeated violations. In order to disqualify an entire slate from the election, the Election Committee must agree on the sanction unanimously
  - f. The Election Manager shall notify all parties of the complaint in writing of the time, date, and place of the hearing and provide a copy of the Complaint form to the person(s) filing the Complaint and the person(s) and/group(s) charged with the alleged complaint in one academic day.
  - g. The Election Committee shall provide means for keeping a record of all hearing proceedings:
    - i. Minutes shall be taken at all hearings.
    - ii. A recorder may be used for recording all hearings as an alternative to the requirement of taking minutes.
    - iii. Records of all proceedings, including the minutes and copies of all relevant documents and other  items submitted in evidence, shall be available to the individuals or parties involved for use in the preparation of arguments for appeals. However, all disclosures of information from any files, records or recordings of any kind shall comply with all UCSD policies relating to University and/or student records, such as but not limited to UCSD PPM 160-2.
  - h. The agenda of the hearing shall be outlined as follows:
    - i. Statement of the complainant(s) including witnesses
    - ii. Cross examination of the witnesses by the responding candidate(s)
    - iii. Statement of the responding candidate(s) including witnesses
    - iv. Cross examination of the witnesses by the complainant
    - v. Questioning of witnesses by the Election Committee
    - vi. Closing statement of complainant(s)
    - vii. Closing statement of responding candidate(s)
  - i. The complainant shall be entitled to:
    - i. Be provided with all of the evidence submitted by the responding candidates at least twelve hours prior to the hearing
    - ii. Be assisted in the case by a representative of his or her choice and at his or her expense. The AS Office of Student Advocacy shall not represent either party.
    - iii. Question all witnesses at the hearing.
  - j. The responding candidate(s) shall be entitled to:
    - i. A copy of the completed complaint form at least one academic day prior to the scheduled hearing.

- ii. Be provided with all of the evidence submitted by the complainant at least twenty-four hours prior to the hearing. If the complainant refuses to comply with this requirement, the Election Committee may dismiss the case.
- iii. Be assisted in the case by a representative of his or her choice and at his or her expense. The AS Office of Student Advocacy shall not represent either party.
- iv. Question all witnesses at the hearing.
- v. Refuse to answer any questions that might incriminate him or her.
- k. The Election Committee shall, after consideration of all testimony and evidence presented at the hearing, render its decision within one academic day after the completion of the hearing.
- l. These Bylaws shall take precedence if any conflicts should arise between these Bylaws and the Bylaws of the CCOB.

#### §1202. Appeals

- a. Community Conduct Outreach Board (CCOB) shall serve as the hearing board for all appeals relating to decisions made by the Election Committee.
- b. Appeals shall only be considered on the grounds of demonstrated partiality by a member of the Election Committee or that the sanctions issued were inappropriately severe based on the violation.
- c. Community Conduct Outreach Board (CCOB) must convene to decide to hear an appeal within two academic days of the request for an appeal.
  - i. CCOB must agree to hear an appeal by a majority vote.
  - ii. Should the CCOB decide to hear a case, they must hold a hearing within two academic days.
- d. The Community Conduct Outreach Board (CCOB) has the authority to issue new sanctions, overturn the decision of the Election Committee, or allow the decision and subsequent sanctions to stand.
- e. The CCOB has the sole authority to void an election if they find that:
  - i. The procedures governing the election were not followed, and because of this, the outcome of the election was substantially affected.
  - ii. The CCOB may not void the election on any other grounds, for any other reason, or by any other authority.
- f. Should any vote of the Community Conduct Outreach Board (CCOB) result in a tie, the decision and sanctions of the Election Committee shall stand.
- g. In the event of an invalidation of an election, see Title X, Chapter 13. Special Elections

#### Chapter 13. Special Elections

§1301. In the case of a tie for any WCSC candidate or the invalidation of the General Election, the WCSC Election Manager shall schedule a Special Election, in conjunction with the AS Advocate General, to conclude no later than fourteen (14) days after election results are released.

§1302. For referenda, at least four weeks before the date of a special election, WCSC shall determine by a majority vote whether or not to hold a special election and must specify the dates on which the special election is to be held.

§1303. Individual ballot items shall be approved separately from the motion to hold a special election by a majority vote of the WCSC at least 3 weeks before the special election.

§1304. WCSC shall provide sufficient funds to conduct the election in a fair, unbiased manner.

§1305. Eligible voters are all Warren College students who are enrolled for the quarter in which the special election is being held. □

§1306. The Special Elections Manager shall be nominated by the WCSC President at least 4 weeks before the date of the special election and approved by a two-thirds vote of the WCSC.

§1307. The Special Elections Manager shall have all the duties and responsibilities of an Elections Manager as detailed in Chapter 2 of these Bylaws.

§1308. Any special election shall be conducted for five consecutive academic days.

#### Chapter 14. Amendments

§1401. The Election Code may not be suspended nor amended from the beginning of a candidate filing period until the certification of the results for that election.

§1402. WCSC may, by a majority vote, amend any part of this title.

### TITLE XI

#### Community Conduct Outreach Board

#### Chapter 1. Membership

§101. There are four members, appointed with the consent of the WCSC

§102. Chair

- a. Appointed by the Appointments Committee
- b. Shall assemble an agenda for all CCOB meetings
- c. Must be a currently registered Warren Student
- d. Shall serve as a member of the AS Elections Appeals Board.
  - i. If a CCOB Chair is a candidate or is affiliated with any slate or candidate during elections related hearings (or reviews), they shall be replaced by a vote of all members of their CCOB who are not affiliated with slate or candidate.

§103. CCOB may establish other unofficial internal positions at their discretion.

§ 104. Advisor

- a. At the beginning of each academic year, the Dean Of Student Affairs will select a CCOB Advisor.

#### Chapter 2. Duties

§201. Conflicts of Interest- Refer to section XIII, Letter R of the Student Conduct Code

§202. Disputes Over Rules

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

§203. Removal From Office

- a. Shall hear such cases when a member has been impeached by WCSC.
- b. Shall determine:

- i. If the disputed actions took place
- ii. If they fall under the grounds for removal articulated in the Constitution

#### §204. Elections Violations

- a. Shall hear cases concerning violations of Election Bylaws
- b. Shall have original jurisdiction over such cases
- 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

### Chapter 3. Meetings

§301. CCOB shall meet once every two weeks per quarter

§302. A quorum of majority of CCOB voting members must be present to conduct official business.

§304. At the discretion of the Chair, minutes shall be taken by a designee.

### 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.
  - 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 Warren College Dean of Student Affairs Office within ten business days of the incident.
  - ii. Impeachment Cases
    - 1. Refer to the WCSC Constitution

#### §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 CCOB 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 may be any member of CCOB.
  - 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. After submission of the appropriate paperwork, the CCOB shall have seven business days to determine if they have jurisdiction over the dispute.
- c. 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. CCOB 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 fourteen academic days from 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 CCOB 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 business 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. CCOB will determine the merits of any such request.
- b. Quorum for any hearing will be a majority of the board.
- c. The hearing will be open to the public, unless requested otherwise. The Chair of CCOB, subject to the approval of the Board, shall have final judgment on any such requests.
- d. The Chair of CCOB, 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, as defined in Section II, Letter M of the Student Conduct Code, that was presented at the hearing only.
- b. All deliberations shall be open only to voting members of CCOB and the Chair of CCOB and the CCOB Advisor.

- c. The Board will make its decision by majority vote with the Chair voting only in case of a tie.
- 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, CCOB members must adhere to CCOB precedent unless they explicitly reverse themselves or the circumstances are significantly different. CCOB 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 WCSC 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. All decisions of CCOB are final.
- b. If extraordinary circumstances arise, either party may submit a formal written request for a rehearing or reconsideration to the Board.
- c. The Board will decide on any such requests within ten business days of its submission.
- d. 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 7. Amendments

§701. WCSC may, by a majority vote, propose amendments to any part of this title.

§702. Proposed amendments must be ratified by a majority vote of CCOB.

## APPENDIX A

### Glossary

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.).