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Article I. Establishment

Section 1.01 Recognition
(a) The name of the Corporation, as recognised by the Articles of Incorporation for the Associated Students of Claremont Men's College, Inc., now known as Claremont McKenna College (the "College"), shall be called the Associated Students of Claremont McKenna College, Inc., hereafter referred to as the Corporation;

Section 1.02 Seal
(a) The seal of the Corporation shall be the official symbol of the Corporation;
(b) The seal of the Corporation shall consist of the words “Incorporated September 30, 1976, California,” encircled by the words, “Associated Students of Claremont McKenna College, Inc.”;
(c) The seal of the Corporation shall be affixed to all the Corporation instruments and official documents;

Section 1.03 Oath of Office
(a) All members serving in any elected, appointed, or nominated position within the Corporation shall take the Oath of Office;
(b) The Oath of Office must be taken prior to ascension to any office;
(c) The Oath of Office shall read as:
   (i) I do solemnly swear to obey and uphold the Constitution of the Associated Students of Claremont McKenna College, to maintain the highest standard of ethics, to represent and serve the Corporation to the fullest of my abilities, and to work for the benefit and enrichment of the Corporation and Claremont McKenna College.
(d) The incoming President shall be sworn into office by the outgoing President;
(e) The President shall then swear all other Officers, and Staff into office;

Section 1.04 Status of this Constitution
(a) This Constitution shall be the supreme law within the Corporation and no motions, Operating Procedures, or any other guidelines or decisions may contradict it;

Article II. Membership of the Corporation

Section 2.01 Members of the Corporation
(a) The Membership of the Corporation shall be all students enrolled at the College. All actions that under California Nonprofit Public Benefit Corporation Law require the consent of the members will be brought to the student body by the Elections Committee for a vote;
(b) Each Member holds one (1) vote in all matters open to the entire membership;
(c) Membership shall be non-transferable;
(d) Membership shall terminate upon a Member’s withdrawal or graduation;

Section 2.02 Proxies
(a) Any Member may act as a proxy in the execution of the duties of any Officer of the Corporation;
(b) Proxies must be indicated to committee chairs, or in the case of chairs, to each of the other committee members, in advance of any meeting;
(c) The designation of a proxy by an Officer shall not supersede the clear designation of a successor by this Constitution;
(d) Proxies shall not have the right to vote;
(e) No designation of proxy shall be valid beyond the duration of the meeting for which they are appointed;
(f) Proxies shall have no fiscal powers within the Corporation;

Section 2.03  Special Meetings

(a) Special meetings of the Membership may be called by a vote of the Board of Directors or the Senate, or by a petition of at least one-fifth (1/5) of the Members;
(b) Such a meeting shall be presided over by the President;
(c) The Chief Operating Officer shall be present to record and publish minutes;

Article III.  The Board of Directors

Section 3.01  Responsibility and Authority

(a) Ultimate corporate responsibility for and authority over all matters relating to the Associated Students of Claremont McKenna College, a California Nonprofit Public Benefit Corporation (the “Corporation”), shall be vested in a Board of Directors (the “Board”), which Board shall have all the power of a board of directors as that term is defined in the California Nonprofit Public Benefit Corporation Law. In the exercise of this responsibility and authority, the Board shall:
(i) Exercise all of the rights, powers, and privileges conferred upon the Corporation by the Articles of Incorporation and the statutes of the State of California,
(ii) Formulate general policies for the attainment of the purposes of the Corporation;
(iii) Review and evaluate on a regular basis the various aspects and programs of the College,
(iv) Promote the holistic wellbeing of the students of the College, with the aim of facilitating personal growth and development across the student body,
(v) Work closely with the administration of the College to promote diversity in all its forms across the academic, social, and professional aspects of the College,
(vi) Organise events such as they may be conducive to the enjoyment of the general student body;
(b) All new or revised contractual agreements shall be subject to a vote of the Board prior to their execution and the Board may not sign a contract last longer than one (1) year, except through a two-thirds majority vote of the Board;

Section 3.02  Composition

(a) The Board shall be composed of fourteen (14) Officers. As used in these Bylaws, the term “Officer” shall have the same meaning as the term “director” is used in the California Nonprofit Public Benefit Corporation Law;
(b) The Board shall have full Officers and those operating in an advisory capacity. Full Officers shall have the right to vote on matters brought before the Board, whereas Advisory Officers are expected to assist the Board in its decision making, but do not have the right to vote;
(c) All Officers shall serve until the regular selection process governing the election or appointment of their successor is complete with the exception of the President for Life of the Graduating Class:
The President for Life of the Graduating Class shall serve begin service after the Spring Break of their Senior Year and shall conclude their term upon graduation,

The Senior Class President has the title of President for Life of the Graduating Class conferred upon them by virtue of being Senior Class President;

(d) No Officer may be a member of the Senate;
(e) Full Officers:
   (i) The President,
   (ii) The Executive Vice President,
   (iii) The Vice President of Student Activities,
   (iv) The Chief Financial Officer,
   (v) The Diversity and Inclusion Chair,
   (vi) The Campus Organisations Chair,
   (vii) The Dormitory Affairs Chair,
   (viii) The President for Life of the Graduating Class,
   (ix) The Senior Class President,
   (x) The Junior Class President,
   (xi) The Sophomore Class President,
   (xii) The First-Year Class President;
(f) Advisory Officers:
   (i) The Comptroller,
   (ii) The Chief Operating Officer,
   (iii) The Chief Ethics and Procedural Officer,

(g) All Officers may bring motions before the Board;

Section 3.03 Chair of the Board

(a) The President shall serve as the Chair of the Board;
(b) The Executive Vice President shall serve as both the Acting Chair of the Board and the Executive Vice President if the President is temporarily unable to fulfil their duties;

Section 3.04 Meetings of the Board

(a) The Board shall meet at least once a week, unless the President sees reason to cancel:
   (i) This decision can be overturned by a vote of the Board;
(b) All meetings shall be held on campus and shall be open to all Members;
(c) All Members must be notified at least twenty-four (24) hours prior to a meeting of the Board, by whatever means deemed appropriate such as are most likely to reach every Member:
   (i) In the case of regular meetings of the Board, notification shall be assumed;
   (ii) All meetings of the Board require an agenda to be posted publicly sufficiently in advance such that Members who wish to be present to express their opinions may attend;
(d) At the initiative of the President or President Pro-Tempore, the Executive Board shall maintain the right to close meetings to the public in order to discuss confidential material:
   (i) Any Officer may also request closed minutes which can be granted through a vote;
   (ii) A brief statement of the material intended for discussion must be included in the minutes;
(e) Quorum shall be set at eight (8) Full Officers:
(i) For physical meetings, Officers or their Proxies must be physically present,
(ii) For non-voting matters conducted remotely, quorum shall be assumed,
(iii) For voting conducted remotely, quorum shall be achieved if at least eight (8) Full Officers have voted and voting has been open for at least twenty-four (24) hours;
(f) The Chief Operating Officer shall take minutes at all meetings of the Board;
(g) The minutes must be published to the Membership and posted on the website of the Corporation before the next meeting of the Board;
(i) At the discretion of the President Pro-Tempore, electronic communications pertaining to votes shall be presumed public and may be included in the next set of minutes, unless, pursuant to Article 3 Section 3.04 Clause (d), they are closed: An Officer or Staff person may petition the Board to, through a vote, require the disclosure of particular communications,
(ii) Such a motion cannot overrule a motion to close the minutes;
(h) Officers shall be allowed to participate in meetings via such means of communication as allow the rest of the Board to clearly hear their voice, governed by the following provisions:
(i) All other Officers present must be able to hear all other Officers and be able to communicate with them in a way that ensures that each has the ability to communicate fully in the meeting, including but not limited to proposing motions, raising objections, and voting,
(ii) The Chief Operating Officer shall verify the identity of all Officer by such means as deemed reasonably necessary, such as visual and/or voice identification;

Section 3.05 Voting

(a) The Chief Operating Officer shall record all votes of the Board, taking care at all times to record the vote of each individual member in addition to the tally of votes;
(b) All votes cast shall be recorded in their entirety in the minutes;
(c) In the event the Chief Operating Officer is absent; the votes shall be counted by their proxy;
(d) The normal method of tabulating votes shall be by raised hands;
(e) All votes shall be part of the public record, including the vote of each individual Officer;
(f) Unless specified otherwise in this Constitution, all motions shall require a majority (50% + 1) of votes possible to pass. Abstentions do not count as votes cast;

Section 3.06 Operating Procedures

(a) The Operating Procedures shall be the sole prerogative of the President Pro-Tempore;
(b) The Board shall pass updated Operating Procedures through a vote;
(c) All Operating Procedures shall be posted publicly;
(d) Operating Procedures expire after the Spring Break of every academic year;
(e) All procedural questions not addressed in this Constitution or any Operating Procedures shall be governed by the most recent edition of Robert’s Rules of Order;

Article IV. Officers of the Board of Directors

Section 4.01 The President

(a) The President shall be tasked with the oversight, management, and direction of the Corporation and be ultimately responsible for the actions of its Officers and Staff,
(b) The President shall represent and act in the interest of the Members;
(c) The President shall represent the Corporation in all financial negotiations and meetings;
(d) The President shall report to the Board of Directors on their activities regularly;
(e) The President shall sit on the following committees:
   (i) The Elections Committee,
   (ii) The Five College President’s Council,
   (iii) The Student Affairs Trustee Committee,
   (iv) The Athenaeum Advisory Committee,
(f) The President shall chair the Budget Committee;

Section 4.02  The Executive Vice President

(a) The Executive Vice President be tasked with direct oversight of: The Comptroller, the Dormitory Affairs Chair, the Senate Chairs, and the Senate Secretary;
(b) The Executive Vice President shall oversee the operational aspects of the Corporation through their direct reports and promote student discussion and engagement through the Senate;
(c) The Executive Vice President shall report to the President;
(d) In the absence of the President the Executive Vice President shall serve as the Acting President, with all the powers and responsibilities of the President;
(e) The Executive Vice President shall serve as the Chair of the Senate;
(f) The Executive Vice President shall sit on the following committees:
   (i) The Elections Committee,
   (ii) The Budget Committee,
   (iii) The Student Affairs Trustee Committee,
   (iv) The Athenaeum Advisory Committee;

Section 4.03  The Vice President of Student Activities

(a) The Vice President of Student Activities shall be tasked with direct oversight of: The Director of Student Security and the Event Commissioners;
(b) The Vice President of Student Activities shall oversee the planning of all social events and work to promote a vibrant, inclusive, and healthy social scene for all Members;
(c) The Vice President of Student Activities shall report to the President;
(d) The Vice President of Student Activities shall sit on the following committees:
   (i) The Elections Committee,
   (ii) The Budget Committee;

Section 4.04  The Chief Ethics and Procedural Officer

(a) The Chief Ethics and Procedural Officer shall serve as the Parliamentarian and Chief Ethical Officer of the Corporation, and be consulted on all matters that pertain to the interpretation, enforcement, and adherence to this Constitution, the Operating Procedures, and the ethical standards of the Corporation;
(b) The Chief Ethics and Procedural Officer shall serve as Acting Chair of the Senate in the event the Executive Vice President is temporarily unable to fulfil their duties;
(c) The Chief Ethics and Procedural Officer shall report to the President;
(d) The Chief Ethics and Procedural Officer shall, in the event of a suspected ethical breach, be authorised to convene a special investigatory committee comprised of themselves and at least two other Officers:
The investigatory committee shall research the alleged ethical violation through, but not limited to, the means of interviews and the review of related documents and/or other physical evidence,

If the committee finds grounds to act, it shall file a formal complaint with the Board and the Senate and recommend a course of action;

The Chief Ethics and Procedural Officer shall adjudicate all questions about the interpretation of this Constitution or any of the Operating Procedures. The Board may overturn a decision of the President Pro-Tempore through a two-thirds (2/3) majority vote;

The Chief Ethics and Procedural Officer shall sit on the Budget Committee;

The Chief Ethics and Procedural Officer shall chair the Elections Committee;

The Chief Ethics and Procedural Officer shall be an ex-officio non-voting member of the Senate’s Administrative Affairs and Appropriations Committee;

Section 4.05 The Diversity and Inclusion Chair

The Diversity and Inclusion Chair shall be tasked with fostering a supportive and inclusive climate for all students on campus and facilitating healthy and productive discussion around intersectional issues of race, gender, sexuality, class, ability, and other identities;

The Diversity and Inclusion Chair shall chair the Diversity and Inclusion Committee;

The Diversity and Inclusion Chair shall report to the President;

The Diversity and Inclusion Chair shall organise programming for identity and affinity-based groups:

Such programming may include: partnerships with campus organisations, the Dean of Students, or other relevant bodies that might further diversity and inclusion,

The Diversity and Inclusion Chair shall hold forums for dialogue open to all Members that seek to address pertinent issues and current events,

The Diversity and Inclusion Chair may encourage new campus organisations to form and help them organise programming;

The Diversity and Inclusion Chair may seek to incentive the involvement of marginalised students in the Corporation and their running for elected and/or appointed positions;

The Diversity and Inclusion Chair shall serve as a liaison between the College, the Corporation, and other relevant stakeholders on identity-based issues:

The Diversity and Inclusion Chair shall recognise that students from marginalised identities may have concerns and/or needs not necessarily shared by the larger student body and shall seek to represent those,

The Diversity and Inclusion Chair shall regularly meet with College personnel in the Dean of Students Office, the Dean of Faculty Office, the Admissions Office, and other pertinent offices, as might contribute to their work promoting diversity and inclusion,

The Diversity and Inclusion Chair shall regularly meet and communicate with Members about issues surrounding diversity and inclusion;

The Diversity and Inclusion Chair shall promote the importance of diversity and inclusion throughout the College community and shall work to actively support such efforts;

The Diversity and Inclusion Chair shall serve as an independent evaluator of the Corporation’s progress on issues of diversity and inclusion, and shall make recommendations as necessary as well as an annual recommendation to the Executive Board and Senate at the beginning of the Spring Semester to the Corporation on possible ways to better serve students of marginalized identities and increase their representation within the Corporation;
Section 4.06 The Chief Operating Officer

(a) The Chief Operating Officer shall be tasked with managing the logistical and operational aspects of the Corporation, in addition to serving as the Clerk;

(b) The Chief Operating Officer shall report to the President;

(c) The Chief Operating Officer shall record minutes from all meetings of the Board and publish minutes from all open meetings:
   
   (i) All published minutes shall be made publicly available on the ASCMC website,
   
   (ii) The bulletin board in Collins Dining Hall shall be updated and maintained by the Chief Operating Officer,

(d) The Chief Operating Officer shall keep a record of all past minutes, which shall be accessible to all Members and Officers at any time:
   
   (i) Minutes from closed meetings shall not be publicly available, but shall be included in the record and accessible only to the Board,

(e) The Chief Operating Officer shall maintain and update the website;

(f) The Chief Operating Officer shall maintain regular communication with the Office of Advancement, Office of Alumni and Parent Relations, and the Office of Public Affairs and Communications;

(g) The Chief Operating Officer shall be responsible for the management of the offices and the provision of adequate supplies;

(h) The Chief Operating Officer shall be responsible for keeping an inventory of all of the Corporation’s assets, specifically those located in the Bubble;

(i) The Chief Operating Officer shall confer with the Dean of Students and Bubble Manager about the ongoing use and development of the Bubble;

Section 4.07 The Chief Financial Officer

(a) The Chief Financial Officer shall be responsible for all funds and securities of the Corporation and the management and planning of all expenditures and revenues:

   (i) The Chief Financial Officer shall maintain a complete and accurate record of all accounts and transactions of the Corporation,

   (ii) Reimbursements shall be dispersed at least once a week on the day(s) determined by the Chief Financial Officer,

(b) The Chief Financial Officer shall report to the President;

(c) The Chief Financial Officer shall, when necessary, make recommendations to the Board that seek to improve the long-term financial position of the Corporation;

(d) The Chief Financial Officer shall, in cooperation with their predecessor, prepare and make publicly available the Annual Financial Report of the Corporation to Members by the 15th of October. The Annual Financial Report covers all financial activities of the Corporation during the previous fiscal year, from the 1st of September to the 31st of August;

(e) The Chief Financial Officer shall prepare and make available the End-of-Term Financial Report of the Corporation to Members by the second Monday after Spring Break. The End-of-Term Financial Report covers all financial activities of the Corporation during the term of the outgoing administration;

(f) The Chief Financial Officer shall implement and oversee measures to accurately record the number of hours worked by remunerated Staff, as defined by Article 10 Section 10.05;
(g) The Chief Financial Officer shall maintain files on all contractual agreements made by Corporation;
(h) All contracts approved by the Board must be signed by both the President and the Chief Financial Officer;
(i) The Chief Financial Officer shall be responsible for filing taxes;
(j) The Chief Financial Officer shall serve on the following committees:
   (i) **Budget Committee**

Section 4.08  **The Comptroller**

(a) The Comptroller shall serve as a check on the Chief Financial Officer and work to ensure the integrity of all financial activities of the Corporation;
(b) The Comptroller shall consolidate and maintain financial records including reconciliations, bank statements, and checks, and shall perform reconciliations by the end of the first week of each month for the previous month;
(c) The Comptroller shall oversee the collection of timely funds by the Corporation, including by counting cash received after every event, and drawing down funds from the Venmo account;
(d) All revenues shall be deposited into the accounts of the Corporation no later than one month after their receipt;
(e) The Comptroller shall retrieve mail of the Corporation from Story House and shall stamp “deposit only” on all incoming checks;
(f) The Comptroller shall audit events held by the Corporation as well as activities of the Corporation’s subsidiaries on a regular basis with the goal to produce one report, to be made public, each month:
   (i) The Comptroller will recommend the auditee for each report which will then be discussed with the CFO and Chief Ethics and Procedural Officer in order to minimize potential preference or bias;
(g) The Comptroller shall serve on the Budget Committee;

Section 4.09  **The Dormitory Affairs Chair**

(a) The Dormitory Affairs Chair shall be tasked with oversight of the Dorm Presidents;
(b) The Dormitory Affairs Chair shall be tasked with oversight of all dormitory activities, the fostering of vibrant and supportive dormitory communities, and shall liaise between the Residential Life Committee and the Board;
(c) The Dormitory Affairs Chair shall report to the Executive Vice President;
(d) The Dormitory Affairs Chair shall serve as the Chair of the Residential Life Committee;

Section 4.10  **The Campus Organisations Chair**

(a) The Campus Organisations Chair shall be tasked with oversight of all recognised campus organisations and shall liaise between such campus organisations and the Board:
   (i) The Campus Organisations Chair shall have the power to recognise campus organisations,
   (ii) The Campus Organisations Chair shall receive and review all funding requests from campus organisations,
   (iii) The Campus Organisations Chair has the discretion to accept or reject, in whole or in part, funding requests for less than five hundred (500) dollars from any campus organisation per semester,
(iv) The Campus Organisations Chair shall refer all funding requests more than the above threshold to the Board with a recommendation. The Board shall then, through a vote, approve or deny the funding,

(v) The Campus Organisations Chair shall refer funding requests for which a conflict of interest might exist to the Board,

(vi) All campus organisations have the right to petition the Board to overturn a decision by the Campus Organisations Chair through a vote,

(vii) The Campus Organisations Chair shall keep records of all funds transferred to campus organisations,

(viii) The Campus Organisations Chair shall keep records of the constitutions and membership lists of all campus organisations, and shall investigate these records as necessary,

(ix) The Campus Organisations Chair shall make accessible to all campus organisations a ledger recording their expenditures and their budgeted allocation,

(x) The Campus Organisations Chair reserves the right to temporarily halt payments to a campus organisation pending review by the Board if they feel it appropriate,

(xi) The Campus Organisations Chair shall ensure that all campus organisations have a non-discrimination clause that declares their organization will not discriminate on the basis of race, religion, colour, national or ethnic origin, sex, gender identity and expression, sexual orientation, class marital status or disability;

(b) The Campus Organisations Chair shall report to the Executive Vice President;

(c) The Campus Organisations Chair shall serve on the Budget Committee;

Section 4.11 The President for Life of the Graduating Class

(a) The President for Life of the Graduating Class shall serve as the liaison between the Corporation and their class, and shall work to foster a healthy and supportive environment within the class through the planning of events;

(b) The President for Life of the Graduating Class shall report to the President;

(c) The President for Life of the Graduating Class shall represent their class in all events post-graduation;

(d) The President for Life of the Graduating Class shall work with the College to plan graduation ceremonies;

(e) The President for Life of the Graduating Class is expected to maintain a Cabinet to help them plan events and receive input from their peers;

Section 4.12 The Senior Class President

(a) The Senior Class President shall serve as the liaison between the Corporation and their class, and shall work to foster a healthy and supportive environment within the class through the planning of events;

(b) The Senior Class President shall report to the President;

(c) The Senior Class President shall be recognised as the President-for-Life for their class, and shall represent their class in all events post-graduation;

(d) The Senior Class President shall work with the College to plan graduation ceremonies;

(e) The Senior Class President is expected to maintain a Cabinet to help them plan events and receive input from their peers;

Section 4.13 The Junior Class President
(a) The Junior Class President shall serve as the liaison between the Corporation and their class, and shall work to foster a healthy and supportive environment within the class through the planning of events;
(b) The Junior Class President shall report to the President;
(c) The Junior Class President shall work together with the Vice President of Student Activities to plan Monte Carlo;
(d) The Junior Class President is expected to maintain a Cabinet to help them plan events and receive input from their peers;

Section 4.14 The Sophomore Class President

(a) The Sophomore Class President shall serve as the liaison between the Corporation and their class, and shall work to foster a healthy and supportive environment within the class through the planning of events;
(b) The Sophomore Class President shall report to the President;
(c) The Sophomore Class President is expected to maintain a Cabinet to help them plan events and receive input from their peers;

Section 4.15 The First-Year Class President

(a) The First-Year Class President shall serve as the liaison between the Corporation and their class, and shall work to foster a healthy and supportive environment within the class through the planning of events;
(b) The First-Year Class President shall report to the President;
(c) The First-Year Class President is expected to maintain a Cabinet to help them plan events and receive input from their peers;

Article V. Committees of the Board of Directors

Section 5.01 Composition

(a) There shall be four regular committees of the Board:
   (i) The Elections Committee,
   (ii) The Budget Committee,
   (iii) The Diversity and Inclusion Committee;
   (iv) The Residential Life Committee;

Section 5.02 General Rules

(a) All Committees shall have a Chair that shall be subject to these General Rules;
(b) All matters of debate regarding procedure or policy shall be decided by a vote of the committee. Members may appeal these decisions to Board, which may revoke decisions by a two-thirds (2/3) majority;
(c) Standing Committees shall reserve the right to select an Acting Chair from their membership in the event that the Chair is temporarily unable to fulfil their duties, unless otherwise specified by this Constitution;
(d) All members of the Standing Committees shall have a vote, except for the Senators on the Budget Committee;

Section 5.03 Meetings
(a) Meetings of Standing Committees may be called by the Chair or a petition of one half (1/2) of the members of the committee;

(b) The COO shall take minutes at each committee meeting:
   (i) Minutes shall be presumed to be public;
   (ii) Minutes shall be published publicly;
   (iii) Minutes may be closed by a vote of the committee:
       1) A brief reason for the closure of minutes must be included in the public minutes;

(c) All motions in Committees shall be decided by a vote;

(d) All votes in Committees shall require a quorum of one-half (1/2) plus one (1) of each committee's membership;

(e) Unless specified otherwise in this Constitution, all motions shall require a simple majority (50% + 1) of votes cast to pass. Abstentions do not count as votes cast;

Section 5.04 Elections Committee

(a) The Elections Committee shall oversee the election or appointment of all Officers and Staff of the Corporation and shall administer all elections of the Corporation;

(b) The Chief Ethics and Procedural Officer shall chair the committee;

(c) The Elections Committee shall include:
   (i) The Chief Ethics and Procedural Officer,
   (ii) The President,
   (iii) The Executive Vice President,
   (iv) The Vice President of Student Activities,
   (v) The Diversity and Inclusion Chair,
   (vi) Two Senators;

(d) For the appointment of any of the below Officers and Staff persons, the outgoing Officer or Staff person shall advise the Elections Committee on the necessary qualifications for the position. No outgoing Officer or Staff person shall have the right to view application materials or take part in interviews:
   (i) The Chief Financial Officer,
   (ii) The Comptroller,
   (iii) The Campus Organisations Chair,
   (iv) The Chief Operating Office,

(e) In the event that an immediate decision regarding the Election Rules is necessary, the Chair shall have the power to make immediate decisions, subject to later approval or reversal by the committee. Both approval and reversal shall require a vote of the committee;

(f) No member of the Elections Committee may be a candidate for an elected or appointed position and serve on the committee concurrently. In the event a member of the Elections Committee enters an election or applies for an office, the Board shall appoint another Officer to replace that member until the end of the election or selection process by a vote;

(g) The following Officers are elected:
   (i) The President,
   (ii) The Executive Vice President,
   (iii) The Vice President of Student Activities,
   (iv) The Dormitory Affairs Chair,
The Senior Class President,
The Junior Class President,
The Sophomore Class President,
The First-Year Class President;

The following Officers are appointed:
(i) The Chief Operating Officer,
(ii) The Chief Financial Officer,
(iii) The Campus Organisations Chair,
(iv) The Comptroller,
(v) The Diversity and Inclusion Chair;

The following Officers are chosen through special process:
(i) The Chief Ethics and Procedural Officer,
(ii) The President for Life of the Graduating Class;

The following Staff are appointed:
(i) The four (4) Events Commissioners,
(ii) The Director of Student Security,
(iii) The five (4) At-Large Members of the Diversity and Inclusion Committee,
(iv) The four (4) Senate Chairs,
(v) The three (3) Campus Organizations Liaisons;

The Board may hire Staff in excess of the levels prescribed by Article 4 Section 17 Clause (i) Sub-Clause (i), (iii), (iv), and (v);

Section 5.05 Budget Committee

The Budget Committee shall include:
(i) The President,
(ii) The Executive Vice President,
(iii) The Chief Financial Officer,
(iv) The Vice President of Student Activities,
(v) The Diversity and Inclusion Chair,
(vi) The Club and Organisations Chair,
(vii) The Comptroller,
(viii) The Chief Ethics and Procedural Officer,
(ix) The Administrative Affairs and Appropriations Chair,
(x) Two Senators;

The President shall chair the Budget Committee;

The President and the Chief Financial Officer shall work together to develop the agenda for the committee’s meetings;

Any member of the Board who has discretion over or a significant stake in a fund affected by the decisions of the Budget Committee may appear before the Committee in person to express their position on the action the Committee should take with respect to that fund,

The Budget Committee shall, in accordance with the provisions of Article 10 Section 10.03 Subclause (b) of this Constitution, have sole jurisdiction over budgetary allocations,
The Budget Committee shall determine which organs and/or Officers shall administer each line-item in the budget;

Section 5.06 Diversity and Inclusion Committee

(a) The Diversity and Inclusion Committee shall include:
   (i) The Diversity and Inclusion Chair,
   (ii) The At-Large Members of the Diversity and Inclusion Committee;
(b) The Diversity and Inclusion Chair shall chair the Diversity and Inclusion Committee;
(c) The Diversity and Inclusion Committee shall strive to promote inclusion and diversity at the Corporation and at the College and assist the Diversity and Inclusion Chair in the execution of their duties;
(d) Except for the Diversity and Inclusion Chair and the At-Large Members of the Diversity and Inclusion Committee, no Officer of Staff person shall serve on the Diversity and Inclusion Committee:
   (i) This clause shall not in any way preclude the Diversity and Inclusion Committee from soliciting input from Officers or Staff persons;
(e) The Diversity and Inclusion Committee shall serve as independent evaluators of the Corporation’s progress on issues of diversity and inclusion, and shall make recommendations as necessary as well as an annual recommendation at the beginning of the Spring Semester to the Corporation on possible ways to better serve students of marginalized identities and increase their representation within the Corporation;
(f) The Diversity and Inclusion Committee shall serve as independent evaluators of the Corporation’s progress on issues of diversity and inclusion, and shall make recommendations as necessary as well as an annual recommendation at the beginning of the Spring Semester to the Corporation on possible ways to better serve students of marginalized identities and increase their representation within the Corporation;
(g) Members of the committee shall serve terms lasting from the time of their appointments until the Monday after Spring Break;
(h) The committee shall meet regularly, and no less often than twice per month:
   (i) Meetings shall be called by the Diversity and Inclusion Chair and must be announced at least 24 hours in advance to Committee members;

Section 5.07 Residential Life Committee

(a) The Residential Life Committee shall include:
   (i) The Dormitory Affairs Chair,
   (ii) The Dormitory Presidents;
(b) Invitations to attend Residential Life Committee meetings shall be regularly extended to:
   (i) The relevant Dean(s) or Director(s) of Residential Life for Claremont McKenna College,
   (ii) The RA liaison,
   (iii) The Chair of the Senate’s Campus Improvements Committee;
(c) The Dormitory Affairs Chair shall chair the Residential Life Committee;
(d) The Residential Life Committee shall strive to promote the fostering of vibrant and supportive dormitory communities through means including but not limited to
   (i) Quad-carnivals, so-called “quarnivals”,
   (ii) Various programming which may be done in conjunction with Residential Assistants;
(e) The Residential Life Committee shall be responsible for soliciting feedback from the Members with regards to improving residential life and the room-draw process and shall present their findings and recommendations to the Senate shortly before the Spring Break of each year;
(f) The Residential Life Committee shall endeavour to support the room draw process in any way that the organizers deem effective;

(g) The Residential Life Committee shall be responsible for administering a room-draw exit-survey each year;

(h) The committee shall meet regularly, and no less often than once per month;

Article VI. The Senate

Section 6.01 Responsibility and Authority

(a) The Senate shall serve as the primary forum for discussion and student engagement of the Corporation, and work to increase communication between the Corporation, the College, and the Members;

(b) The Senate has the authority to pass, through a vote, resolutions reflecting the opinion of the student body on topical issues;

(c) The Senate along with the President and Executive Vice President shall solicit applications from members interested in being appointed to Trustee, Faculty, and Special Administrative committees following Spring pre-registration, except for those in which this constitution stipulates that an Officer shall serve on a given committee;

(i) In the event that a position on a Trustee, Faculty, or Special Administrative committee is made available following the conclusion of the Senate’s regular process, the President and Executive Vice President shall nominate a replacement to be confirmed by the Senate through a vote;

(d) The Senate shall have the authority to, through a vote, disburse funds to students and recognized campus organisations for whatever purpose it sees fit;

(e) The Senate shall select, through a vote, two Senators to serve on Elections Committee and Budget Committee at the start of the Academic Year;

(f) The Senate shall have the power through a vote to issue a subpoena to any Officer of the Corporation to appear before the Senate for the purpose of receiving that Officer’s testimony;

Section 6.02 Composition

(a) The Senate shall be composed of Senators:

(i) Any member, except an Officer, may become a Senator by:

1) Attending the first Senate meeting of the semester or,
2) Attending the first Senate of a new administration or,
3) Attending three consecutive Senate meetings;

(ii) Members shall lose their status as Senator if they miss three consecutive meetings,

(iii) Senate Chairs shall be granted Senator status while in office;

(b) The above shall not in any way be interpreted as restricting the constitutionally defined duties of either the Executive Vice President or the Chief Ethics and Procedural Officer;

Section 6.03 Chair of the Senate

(a) The Executive Vice President shall chair the Senate;

(b) The Chief Ethics and Procedural Officer shall serve as Acting Chair of the Senate if the Executive Vice President is temporarily unable to fulfil their duties;

Section 6.04 Meetings
(a) The Senate shall meet at least once a week, unless the Executive Vice President sees reason to cancel:

(i) *The Executive Vice President’s decision can be overturned by a vote of the Senate Chairs;*

(b) All meetings shall be held on campus and shall be open to the Members;

(c) The Members must be notified at least twenty-four (24) hours prior to a meeting by whatever means deemed appropriate such as are most likely to reach every Member:

(i) *In the case of regular meetings, notification shall be assumed;*

(ii) *All meetings of the Senate require an agenda to be posted publicly sufficiently in advance such that Members who wish to be present to express their opinions may attend;*

(d) At the initiative of the Executive Vice President or Chief Ethics and Procedural Officer, the Senate shall maintain the right to close meetings to the public in order to discuss confidential material:

(i) *A Senator may also request closed minutes which can be granted through a vote;*

(ii) *A brief statement of the material intended for discussion must be included in the minutes;*

(e) The following Officers must attend all Senate meetings:

(i) *The President,*

(ii) *The Executive Vice President,*

(iii) *The Chief Financial Officer,*

(iv) *The Vice President for Student Activities,*

(v) *The Campus Organizations Chair,*

(vi) *The Diversity and Inclusion Chair,*

(vii) *The Comptroller,*

(viii) *The Chief Ethics and Procedural Officer;*

(f) All other Officers not mentioned must attend at minimum, one in every three Senate meetings;

(g) The Senate Secretary shall take minutes at all meetings of the Senate;

(h) The minutes must be published to the Membership and posted on the website of the Corporation;

Section 6.05 Voting

(a) All Senators shall have one (1) vote on matters brought before the Senate:

(i) *The Executive Vice President shall have a vote only in the case of a tie,*

(ii) *The Chief Ethics and Procedural Officer shall only have a vote if serving as Acting Chair of the Senate and there is a tie;*

(b) The Senate Secretary shall record all votes of the Senate;

(c) The vote of individual Senators shall be recorded only in the event of a roll call vote;

(d) Unless specified otherwise in this Constitution, all motions shall require a simple majority (50% + 1) of votes cast to pass. Abstentions do not count as votes cast;

Section 6.06 Operating Procedures

(a) The Operating Procedures shall be the prerogative of the Chief Ethics and Procedural Officer;

(b) The Senate shall pass updated Operating Procedures through a vote;

(c) All Operating Procedures shall be posted publicly;

(d) Operating Procedures expire after the Spring Break of every academic year;

(e) All procedural questions not addressed in this Constitution or any Operating Procedures shall be governed by the most recent edition of Robert’s Rules of Order;
Article VII. Chairs of the Senate

Section 7.01 The Senate Chairs

(a) The Senate Chairs shall serve for one academic year;
(b) The Senate Chairs shall have Senator status conferred upon them for the duration of their tenure;
(c) All Senate Chairs must attend a minimum of one in three Executive Board meetings;

Section 7.02 The Administrative Affairs and Appropriations Committee Chair

(a) The Administrative Affairs and Appropriations Committee Chair shall be responsible for handling administrative affairs of Senate, including but not limited to reviewing Constitutional Amendments and Operating Procedure amendments. The Chair shall also Chair their respective committee and shall make a recommendation to Senate on each request for an allocation from the Senate Budget;
(b) The Administrative Affairs and Appropriations Committee Chair shall keep a record of all of the Senate’s expenditures;
(c) The Administrative Affairs and Appropriations Committee Chair shall sit on the Budget Committee;
(d) The Administrative Affairs and Appropriations Committee Chair shall serve as Acting Chief Ethics and Procedural Officer in the event that the Chief Ethics and Procedural Officer is temporarily unable to fulfill their duties;
(e) The Administrative Affairs and Appropriations Committee Chair shall report to the Executive Vice President;

Section 7.03 The Campus Improvements Committee Chair

(a) The Campus Improvements Committee Chair shall be responsible for creating and executing projects that will address student needs and improve life for the students of Claremont McKenna College;
(b) The Campus Improvements Committee Chair solicits feedback from the relevant members of the Corporation in order to update the Corporation’s handbook each year;
(c) The Campus Improvements Committee Chair shall serve as an ex-officio member of the Residential Life Committee;
(d) The Campus Improvements Committee Chair shall report to the Executive Vice President;

Section 7.04 The Environmental Affairs Committee Chair

(a) The Environmental Affairs Committee Chair shall work to minimize the environmental footprint of both the Corporation and the College as well as educate the Members on best-environmental practices;
(b) The Environmental Affairs Committee Chair shall oversee the following positions in the interim until Claremont McKenna hires a sustainability coordinator:
   (i) The Garden Manager,
   (ii) The Sustainable Dining Intern,
   (iii) The EcoReps:
   1) The Chair shall coordinate with the Roberts Environmental Center to send out the EcoReps applications every fall who will then serve for the rest of the academic year:
a) The EcoReps will be chosen through a combination of the Chair and the Roberts Environmental Center;

2) The EcoReps in conjunction with the Chair shall manage the GreenWare and drying rack programs;

(c) The Environmental Affairs Committee Chair shall oversee the Sustainability Fund in the interim until Claremont McKenna hires a sustainability coordinator:
   (i) The Chair shall update the Senate on the state of the Sustainability Fund at the beginning and end of each semester,
   (ii) The Sustainability Fund may be used to finance projects that members of the Environmental Affairs Committee are working on provided they abide by the regular selection process;
(d) The Environmental Affairs Committee Chair shall direct the “re-room” program so long as it exists and is not delegated to a permanent sustainability coordinator;
(e) The Environmental Affairs Committee Chair shall report to the Executive Vice President;

Section 7.05 The Student Engagement Committee Chair

(a) The Student Engagement Committee Chair shall work to increase Member engagement and participation with the Corporation through methods including but not limited to:
   (i) The Student Engagement Chair shall work to ensure that the Corporation has a strong social media presence,
   (ii) Surveys on issues relevant to the Members;
(b) The Student Engagement Committee Chair shall help the Senate draft resolutions;
(c) The Student Engagement Committee Chair shall work closely with both the Chief Operating Officer and the Senate Secretary;
(d) The Student Engagement Committee Chair shall report to the Executive Vice President;

Article VIII. Committees of the Senate

Section 8.01 Composition

(a) There will be four (4) regular committees of the Senate:
   (i) The Student Engagement Committee;
   (ii) The Administrative Affairs and Appropriations (AAA) Committee;
   (iii) The Campus Improvements Committee;
   (iv) The Environmental Affairs Committee;
(b) Committees not explicitly stated in this Constitution are subject to the discretion of the Executive Vice President;
(c) Additional Committees must be reflected in the Operating Procedures of the Senate;

Section 8.02 General Rules

(a) All Committees shall have a Chair that shall be subject to these General Rules;
(b) All matters of debate regarding procedure or policy shall be decided by a vote of the committee;
(c) Standing Committees shall reserve the right to select an Acting Chair from their membership in the event that the Chair is temporarily unable to fulfill their duties, unless otherwise specified by this Constitution;
(d) All committee Chairs shall provide weekly updates of their activity to the Senate;
Committee members shall be appointed by the Chairs of each respective committee, in accordance with the following stipulations:

(i) Applications shall be solicited from the student body at large each Fall,
(ii) All applications shall be reviewed by the Chairs, the Executive Vice President, and the Chief Ethics and Procedural Officer,
(iii) In the event of vacancies, special appointments shall be carried out in accordance with all other rules herein specified;

Section 8.03 Meetings

(a) Meetings of Standing Committees may only be called by the Chair;
(b) The Chair of each committee shall take minutes at their respective committee meeting:
   (i) Minutes shall be presumed to be public;
   (ii) Minutes shall be published publicly;
   (iii) Minutes may be closed by a vote of the committee:
      1) A brief reason for the closure of minutes must be included in the public minutes;
   (c) All motions in Committees shall be decided by a vote;
(d) Unless specified otherwise in this Constitution, all motions shall require a simple majority (50% + 1) of votes cast to pass. Abstentions do not count as votes cast;

Section 8.04 The Student Engagement Committee

(a) The Student Engagement Committee shall work with the other Senate Chairs, ASCMC Officers, and ASCMC Committees to promote Member participation in the Corporation’s activities and inform the Members of the Corporation’s various work;
(b) The Student Engagement Committee shall be responsible for sending out surveys on behalf of the Corporation not otherwise explicitly stated in this Constitution;
(c) The Student Engagement Chair shall chair the committee;

Section 8.05 The Administrative Affairs and Appropriations Committee

(a) The Administrative Affairs and Appropriations Committee shall be responsible for handling administrative affairs of Senate, including but not limited to reviewing Constitutional Amendments and Operating Procedure amendments as established in these Operating Procedures. The AAA shall also oversee the Budget of the Senate, and shall make a recommendation to Senate on each request for an allocation from the Senate Budget;
(b) The AAA Senate Chair shall chair the committee
(c) The Chief Ethics and Procedural Officer shall be an automatic non-voting member of the Committee;

Section 8.06 The Campus Improvements Committee

(a) The Campus Improvements Committee shall be responsible for creating and executing projects that will address student needs and improve life for the students of Claremont McKenna College;
(b) The Campus Improvements Senate Chair shall chair the committee;
(c) The Campus Improvements Committee shall coordinate with the Dormitory Affairs Chair and Residential Life Committee for matters regarding residential life;
(d) The Campus Improvements Committee shall be responsible for annually updating the ASCMC Handbook;

Section 8.07 The Environmental Affairs Committee
(a) The Environmental Affairs Committee shall work to minimize the environmental footprint of both the Corporation and the College as well as educate the Members on best-environmental practices;
(b) The Environmental Affairs Senate Chair shall chair the committee;
(c) The Environmental Affairs Committee shall direct the “re-room” program so long as it exists, and a Sustainability Coordinator has not been hired;

Article IX. Staff

Section 9.01 The Event Commissioners

(a) The Event Commissioners shall assist the Vice President of Student Activities in the planning of all social events and working to promote a vibrant, inclusive, and healthy social scene for all Members;
(b) The Event Commissioners shall report to the Vice President of Student Activities;
(c) In the case that the Vice President for Student Activities is temporarily unable to fulfil their role, the Event Commissioners shall choose one Event Commissioner to serve as Acting Vice President of Student Activities;

Section 9.02 The Director of Student Security

(a) The Director of Student Security shall assist the Vice President of Student Activities in ensuring the safety of all students during all events organised by the Corporation;
(b) The Director of Student security shall report to the Vice President for Student Activities;

Section 9.03 The Dormitory Presidents

(a) Dormitory Presidents shall assist the Dormitory Affairs Chair in the fostering of vibrant and supportive dormitory communities;
(b) Dormitory Presidents shall serve until the end of the Academic Year and may hold up to one (1) other office within ASCMC:
   (i) A Dormitory President may not hold the office of Dormitory Affairs Chair or Chief Ethics and Procedural Officer;
(c) Dormitory Presidents may be expelled from office by a petition of one half (1/2) of their constituency or upon three consecutive absences of Residential Life Committee meetings;
(d) Dormitory Presidents shall put on at least two (2) events on their own per academic semester, one (1) event in conjunction with their Residential Advisor(s) per semester, and one (1) quad-carnival or “quarnival” in conjunction with other quad-specific Dormitory Presidents in the course of the academic year;
(e) Dormitory Presidents shall strive to spend approximately one-half (1/2) of their dorm’s budget by the end of Fall semester, failure to do so may result in their removal from office;
(f) Dormitory Presidents shall report to the Dormitory Affairs Chair;
(g) Dormitory Presidents shall serve on the Residential Life Committee

Section 9.04 The Resident Assistant Liaison

(a) The Resident Assistant Liaison shall be selected by the Resident Assistant cohort:
   (i) The cohort may determine that it would rather have two liaisons share the duty;
(b) The Liaison will endeavour to represent the Resident Assistants in relevant discussions;

Section 9.05 The Presidential Advisors
(a) The President may select up to three (3) Members to serve as Presidential Advisors for whatever purpose they see fit;
(b) The Presidential Advisors serve at the pleasure and discretion of the President;
(c) The Presidential Advisors shall have no authority within the Corporation beyond advising the President;

Section 9.06 The At-Large Members of the Diversity and Inclusion Committee

(a) The At-Large Members of the Diversity and Inclusion Committee shall endeavour to represent a broad range of intersectional identities and perspectives and work to further the inclusivity and diversity of the Corporation;
(b) The At-Large Members of the Diversity and Inclusion Committees shall report to the Diversity and Inclusion Chair;

Section 9.07 The Senate Chairs

(a) The Senate Chairs shall serve for one academic year;
(b) The Senate Chairs shall have Senator status conferred upon them for the duration of their tenure;
(c) The Senate Chairs are expected to attend every Senate meeting but may ask a member of their respective committees to serve as a proxy in instances where attendance is not possible;

Section 9.08 The Senate Secretary

(a) The Senate Secretary shall report to the Executive Vice President;
(b) The Senate Secretary shall be responsible for recording the minutes of all Senate meetings, and keeping records of votes and attendance;

Section 9.09 The Student Security Staff

(a) The Student Security Staff shall assist the Director of Student Security in the execution of their duties;
(b) The Student Security Staff shall report to the Director of Student Security;

Section 9.10 The Campus Organizations Liaisons

(a) The Campus Organizations Liaisons shall assist the Campus Organizations Chair in the execution of their duties;
(b) At the discretion of the Campus Organizations Chair, the Campus Organizations Liaisons shall work with different clusters of campus organizations in order to help the organizations function to the best of their ability;
(c) The Campus Organizations Liaisons shall report to the Campus Organizations Chair;

Article X. Finances

Section 10.01 Purpose and Scope

(a) All expenditures of the Corporation shall be for the benefit of the students of Claremont McKenna College;
(b) The Corporation shall act in accordance with all other budgetary provisions in this Constitution;

Section 10.02 Student Body Fees

(a) Annual fees shall be compulsory of all Members and shall be collected in accordance with the procedures of the Claremont McKenna College Student Accounts Office;
A proposed change in the Student Body Fees shall be set by the Budget Committee, with a two-thirds (2/3) majority vote of the Board and the Senate, and subject to the final approval of the CMC Board of Trustees, prior to the academic year the change in fees is to go into effect;

every Member shall be charged the same Student Body Fees;

All Student Body Fees shall be placed in the Student Body Fund, which shall constitute the Annual Budget along with other associated revenues or dividends that the Corporation may accrue throughout the year;

Student Body Fees may not be used for the purchase of alcohol;

Section 10.03 General Fund

The General Fund shall be administered by the Board;

Any funds not allocated to some other specific fund shall be moved to the General Fund, and shall be dispersed by the Board of Directors by a vote;

Section 10.04 Officer Stipends

The Budget Committee may choose to allocate the following regular stipends, not to exceed the following amounts on a semester basis:

(i) The President shall receive for their services the payment of one semester of their room & board expenses for the academic year they are in office put forth by the Claremont McKenna College Dean of Students. This compensation may take the form of either a check or a credit to their student account,

(ii) The Executive Vice President shall receive a stipend of up to two thousand two hundred dollars ($2200),

(iii) The Vice President of Student Activities shall receive a stipend of up to two thousand eight hundred dollars ($2800),

(iv) The Chief Ethics and Procedural Officer shall receive a stipend of up to one thousand three hundred dollars ($1300),

(v) The Diversity and Inclusion Chair shall receive a stipend of up to one thousand six hundred dollars ($1600),

(vi) The Chief Financial Officer shall receive a stipend of up to two thousand six hundred dollars ($2600),

(vii) The Comptroller shall receive a stipend of up to one thousand four hundred dollars ($1400),

(viii) The Dormitory Affairs Chair shall receive a stipend of up to nine hundred dollars ($900),

(ix) The Campus Organizations Chair shall receive a stipend of up to one thousand nine hundred dollars ($1900),

(x) The Chief Operating Officer shall receive a stipend of up to one thousand one hundred dollars ($1100),

(xi) The President for Life of the Graduating Class shall not receive a stipend as the Senior Class President stipend is understood to account for this extra time in office;

(xii) The Senior Class President shall receive a stipend of up to two thousand two hundred dollars ($2500),

(xiii) The Junior Class President shall receive a stipend of up to one thousand seven hundred dollars ($1700),

(xiv) The Sophomore Class President shall receive a stipend of up to one thousand five hundred dollars ($1500),
(xv) The First-Year Class President shall receive a stipend of up to nine hundred dollars ($900);
(b) Payment of the aforementioned stipends shall be made, at minimum, at the end of each academic semester, at the discretion of the Budget Committee:
(i) Prior to the payment of any stipends, the Budget Committee shall review the performance of all Officers,
(ii) The Budget Committee shall then determine how much to allocate to each Officer, up to the level set by Section 10.04 Clause (a),
(iii) The Budget Committee may choose to pay the stipends out over the course of the semester, however the total payment for each specific Officer may not exceed their specified cap,
(iv) Should the Budget Committee choose to pay the stipends out over the course of the semester, they may not pay an Officer in advance of the portion of their stipend that the specified Officer would’ve accrued as a portion of their time serving in Office;
(c) Officers have the right to appeal any decision of the Budget Committee as pertains their regular stipend to the Senate, which may overturn the decision of the Budget Committee with a two-thirds (2/3) vote:
(i) In the event the Senate overturns the decision of the Budget Committee, the Senate shall then, through a vote, make a recommendation for the stipend of the Officer in question,
(ii) The Senate may not recommend a stipend exceeding the maximum set in Section 10.04 Clause (a),
(iii) The Board shall then, by a vote, accept or reject the recommendation of the Senate;
(iv) If the Board accepts the recommendation of the Senate, the Officer shall have no further right to appeal and the stipend shall be paid out,
(v) If the Board rejects the recommendation of the Senate, the Senate shall make another recommendation in accordance with the provisions in Section 10.04 Clause (c) Sub-Clause 1)
   This process shall continue until both the Board and the Senate agree on a stipend;
(d) The Board or the Senate may choose to allocate a Special Stipend if they feel that a student has performed an extraordinary service for the Corporation, the student body, or the College:
(i) All Special Stipends allocated by the Board shall be drawn from the General Fund,
(ii) All Special Stipends allocated by the Senate shall be drawn from the Senate Fund,
(iii) Special Stipends may not exceed two hundred dollars ($200) per student nor be duplicated by anybody during a semester,
(iv) Officers shall be ineligible for Special Stipends;

Section 10.05 Staff Compensation

(a) The Event Commissioners, the Director of Student Security, and the Student Security Staff shall be compensated on an hourly basis;
(b) The Board shall determine a range for the hourly wage of all remunerated Staff for the following academic year by the end of the preceding Spring Semester:
(i) Each Staff person’s annual compensation shall be capped at a level set by the board in the preceding Spring Semester,
(ii) All Staff persons shall start at the base rate, but the Board can, through a vote, increase their wage within the range set in the preceding year;
(c) Staff members shall not be allowed to bill for meetings of the Senate or the Board;
(d) The Chief Financial Officer shall oversees the payment of hourly wages;
The Senate Chairs shall be allocated the following regular stipends, not to exceed nine hundred dollars ($900):

(i) These stipends shall be recommended the Executive Vice President and shall follow the same procedures as Section 10.04 clause (b);

Section 10.06 Formation

(a) The Diversity and Inclusion Chair shall receive a Budget of no less than two thousand dollars ($2,000) per year;
(b) Each dormitory shall receive seven dollars and fifty cents ($7.50) per Member per semester;
(c) The Senate shall receive at least three percent (3%) of the Annual Budget;
(d) The Campus Organisations Chair shall receive at least two percent (2% of the Annual Budget;
(e) At least one-fifth (1/5) of the following budget allocations may not be spent until after Spring Break: The General Fund, the Senate Budget, the Student Activities Allocation, the Dormitory Affairs Chair’s Fund, and the Class President’s Budgets;

Section 10.07 Budgetary Controls

(a) The Annual Budget must be approved by a two-thirds majority vote of the Board after it has been reviewed by the Board and the Senate;
(b) Any single expenditure by an Officer of the Corporation greater than $1000.00 but not exceeding $1999.99 must be approved by the Chief Financial Officer at least two (2) weeks prior to the occurrence of the event or transaction for which said expenditure is required, and/or prior to any contract or agreement, whether written, verbal, or otherwise, is entered; whichever occurs first. This approval may be requested and granted per the relevant guidelines of the Operating Procedures of the Board of Directors:
   (i) The Chief Financial Officer reserves the right to reject any such expenditure by the Officer(s) in question. Specific reasons for the denial of expenditure must be presented to the requesting Officer. These reasons for denial must also be communicated to the Board of Directors at its next regular meeting,
   (ii) Should the Chief Financial Officer reject the proposed expenditure, the Officer may petition the Board to overturn the Chief Financial Officer’s decision. The Board of Directors may overturn the decision by a two-thirds (2/3) majority vote,
   (iii) If the Board of Directors upholds the rejected expenditure, the Officer seeking expenditure may also petition the Senate to overturn the Board’s decision. The Senate may overturn the decision by a two-thirds (2/3) majority vote;
(c) Any single expenditure by an Officer of the Corporation with an expected or real value equal to or greater than $2000.00 must be approved by a vote of the Board at least two (2) weeks prior to the occurrence of the event or transaction for which said expenditure is required, and/or prior to any contract or agreement, whether written, verbal, or otherwise, is entered into; whichever occurs first:
   (i) The Board reserves the right to reject any such expenditure by the Officer(s) in question. If an expenditure is rejected, the Board shall communicate the specific reasons for the rejection of expenditure in writing to the requesting Officer,
   (ii) If the Board rejects the expenditure, the Officer(s) that requested the expenditure may petition the Senate to overturn the Board’s decision. The Senate may overturn the decision by a two-thirds (2/3) majority vote;
If an Officer exceeds their budget allocation, the Budget Committee must deduct the excess amount from their stipend;

The Campus Organisations Chair shall not allocate more than five hundred (500) dollars to any campus organisation per semester, except by approval of a of the Board;

Any Member shall have the right to request to view complete and detailed records of all expenditures;

The Chief Financial Officer and Clubs and Organizations Chair shall conduct the annual budget-freeze immediately following Spring Break:

(i) When the freeze occurs, all line items in the annual budget with the exception of one-time events will be reduced to 15% of their original allocations:

1) All money seized through the reduction process will be deposited in the General Fund;

The Corporation shall hold thirty-thousand dollars ($30,000) in reserve to be used as a Rainy Day fund in the case of an emergency:

(i) The Rainy Day fund shall be accessed by a ¾ majority vote of Board,

(ii) The Rainy Day fund shall be replenished through the use of excess fees not spent by the end of the year;

Under the direction of the CFO and Claremont McKenna College, the Corporation shall endeavour to maintain an endowment for the purpose of generating additional future revenues:

(i) All fees accrued by the Corporation each year and not spent before the end of the year shall be moved to the Corporation’s endowment unless the Rainy Day fund is below its prescribed level in which case the excess fees shall return the fund to its thirty-thousand dollar ($30,000) level,

Section 10.08 Non-Guarantee of Reimbursements

(a) The Corporation will not guarantee reimbursement of any particular expenditures, pursuant to all other provisions in this Constitution;

(i) If the President, Chief Financial Officer, or the Chief Ethics and Procedural Officer determine that a check request or purchase is illegitimate, the Chief Financial Officer shall deny the request and notify the organisation’s authorised person of the decision. The Chief Financial Officer shall also inform the organisation of the next opportunity to appeal the decision to the Board of Directors, which can overturn such a decision by a vote,

(ii) If a reimbursement request exceeds the remaining balance of a particular organisation’s account but otherwise is in accordance with all relevant regulations, the Chief Financial Officer shall authorise the reimbursement of the remaining balance of the account of the organisation in question. The person who made the reimbursement request is responsible for any amount in excess;

Section 10.09 Reimbursement Requests

(a) All reimbursement requests should be submitted within a month of the expenditure in question being incurred. In the event that a Member submits a reimbursement request more than a month after the expenditure was incurred, The Chief Financial Officer reserves the right to deny the reimbursement request;

(b) The Corporation shall make all reasonable efforts to reimburse Members as quickly as possible;

Article XI. Elections and Appointments

Section 11.01 Officer and Staff Appointments:
(a) Officer appointments shall adhere to the following guidelines:

(i) The Elections Committee shall solicit applications from the Members interested in appointed Officer positions. The following shall apply to all Officer appointments:

1) Applications must be open and distributed to all Members prior to the General Election,
2) Applicants may apply for more than one (1) position,
3) Applications shall be due, at minimum, one (1) week following the end of the General Election,
4) An application shall consist of:
   a) A cover letter,
   b) A résumé,
   c) A transcript from those applying for Chief Financial Officer or Comptroller;
5) An interview must be conducted as part of the process;

(ii) The Elections Committee shall nominate up to three (3) candidates for the position of Chief Ethics and Procedural Officer. The nomination process shall follow the guidelines established for appointments. The Senate shall then select one of the nominees:

1) All applicants must have completed at least one (1) semester of service in the Corporation by the end of the semester in which they apply,
2) The Elections Committee shall nominate up to three qualified individuals for the position,
3) The Senate shall debate and elect one of the nominated candidates as Chief Ethics and Procedural Officer through a vote;

(iii) The Chief Financial Officer must have demonstrable accounting experience;

(b) Staff appointments, with the exception of the Senate Secretary, Resident Assistant Liaison, Presidential Advisors, and Student security Staff shall adhere to the following guidelines:

(i) Elections Committee shall solicit applications from the Members interested in Staff positions. The following shall apply to all Staff appointments:

1) Applications must be open and distributed to all Members prior to the General Election,
2) Applicants may apply for more than one (1) position,
3) Applications shall be due, at minimum, two (2) weeks following the end of the General Election,
4) An application shall consist of:
   a) A cover letter,
   b) A résumé;
5) An interview must be conducted as a part of the process;

(ii) An interview must be conducted as a part of the process;

1) Interviews will be directed by the relevant Officers;

(c) The Committee will select its Officer nominees by vote;

(d) The Committee will confirm Staff nominees by vote;

(e) The Board must review and confirm all appointees by vote:

(i) If the Board does not confirm an appointee, the Senate will review the nomination. The Senate may confirm the nomination by a two-thirds (2/3) majority vote,

(ii) If the Senate rejects the nomination, the Elections Committee must select a new nominee for the position;
(f) Student Security Staff shall be solicited from the general Members on an as needed basis with the Director of Student Security providing recommendations as to an appropriate size for the pool of available staff necessary to execute the events of the Corporation:

(i) The Director of Student Security shall be in regular communication with the Chief Ethics and Procedural Officer and Elections Committee to minimize favouritism in the employment process;

(g) The Senate Secretary shall be elected through a vote of the Senate during the first Senate of the Academic Year;

(h) The three (3) Presidential Advisors are discretionary and serve at the pleasure of the President;

(i) The Resident Advisor Liaison shall be nominated by the Resident Assistant Cohort and confirmed by the President;

(j) All Officers and Staff persons, with the exceptions of the Senate Secretary, Senate Chairs, and Dormitory Presidents shall serve for one academic year or until Spring Break, whichever comes sooner:

(i) The Senate Secretary, Senate Chairs, and Dormitory Presidents shall serve one academic year;

(k) The Senior Class President shall assume the officer of President for Life of the Graduating Class at the conclusion of their term;

Section 11.02 Election Requirements

(a) The only requirement for candidacy for an elected position shall be that the member must be on campus for the duration of their term:

(i) Candidates for the position of Class President must also be part of the class they are running to represent;

(ii) Candidates for the position of Dormitory President must also live in the dormitory they represent:

1) Candidates running for the position of Dormitory President may run as a joint ticket not to exceed three Members;

(b) To stand in an election, those students interested in running must comply with the following regulations:

(i) They must collect the official campaign petition form from the Elections Committee, which will be made easily available at a date and location made aware to all Members;

(ii) Each candidate running for a campus-wide position (President, Executive Vice President, Vice President of Student Activities, Dormitory Affairs Chair) must obtain two hundred (200) signatures from the entire student body;

(iii) Each candidate running for Class President must obtain fifty (50) signatures from Members of their class;

(iv) Each candidate running for Dormitory President must obtain signatures from 20% of their dormitory.

(v) Upon submission of a complete petition and the adjournment of the candidates' meeting, campaigning may begin immediately;

(vi) Candidates will have until 24 hours before ballots are sent out to obtain signatures;

(c) All candidates will only be allowed to campaign in accordance with the following regulations:

(i) Candidates for campus-wide elections may spend no more than fifty (50) dollars in each election,
(ii) Candidates for a class president position may spend no more than forty (40) dollars in a General Election,

(iii) Candidates for Dormitory President may spend no more than twenty (20) dollars per ticket in each election,

(iv) All candidates shall be required to submit complete itemised receipts for all expenditures incurred to the Committee,

(v) No free services (services for which normally a fee applies) may be utilised during elections,

(vi) Candidates may only use recyclable paper 8 1/2 by 11 inch or smaller,

(vii) Candidates may not post flyers on glass or painted surfaces, except inside dormitory residents' windows with the consent of the resident(s),

(viii) Candidates may not post flyers in mailboxes at Story House,

(ix) Candidates may only place three (3) flyers in Story House and three (3) flyers on the kiosk outside of Collins Dining Hall,

(x) Candidates may not post flyers in classrooms, Collins Dining Hall, Marian Miner Cook Athenaeum, Frazee Game Room, or Crocker Reading Room,

(xi) Candidates will be allowed one (1) 3 feet by 6 feet banner that may be hung on the south railing at Appleby Hall. Banners and posters will not be allowed in any other public area:
   1) Candidates for Dormitory President are exempt from the banner;

(xii) Candidates may not generate and/or use distribution lists over any Claremont McKenna College e-mail system,

(xiii) No equipment, supplies, paid personnel, publications, or funding may be used to assist candidates,

(xiv) No Member shall destroy, deface, obscure, or remove any campaign materials, xiv. Candidates are expected to behave in an ethical manner throughout the election process,

(xv) Campaigning for Dormitory President will last for a duration decided upon jointly by the DAC and Resident Assistant Liaison;

(xvi) Violation of any of the above rules shall result in the immediate forfeit of the candidate;

Section 11.03 Election Procedures

(a) Balloting shall be carried out through electronic ballots sent to the Members,

(b) Voting shall be carried out in accordance with Instant-Runoff Voting (hereafter: “IRV”),

(c) The following instructions shall clearly appear on each ballot:
   (i) This election uses the Instant-Runoff Voting System. Please vote by placing a "1" next to the name of your first-choice candidate, and placing the numbers "2", "3", "4", etc. next to each candidate, in order of decreasing preference, with "2 " being placed next to your second-choice candidate, "3" being placed next to your third choice, and so on. Write-in votes are not valid. You are not required to rank every candidate. No candidate may be ranked more than once, and only consecutive numbers may be used. If any of the above rules are violated, the whole ballot will be considered invalid and will not be counted in the election.

(d) In order to win an election a candidate must receive one-half (1/2) plus one (1) percent of votes cast;

(e) Votes shall be counted in accordance with IRV, which works as follows:
   (i) All ballots shall be organised and counted according to first rank votes.
(ii) If no candidate has a majority of votes, the candidate with the least number of votes shall be eliminated, and each of the eliminated candidate's ballots shall be redistributed among the remaining, noneliminated candidates by next available choice ranked. If all remaining candidates on a ballot have been eliminated, then that ballot shall be considered an abstention.

(iii) In the event of a tie between candidates with the fewest number of votes among first ranked votes, look forwards, and eliminate the candidate with the fewest number of second-rank votes among all ballots. If a tie persists, eliminate the candidate with the fewest number of votes among the third, fourth and subsequent rankings, among all ballots.

(iv) After the first round of candidate elimination and vote-redistribution, if there is a tie among candidates with the fewest number of votes, the candidate from among those tied, with the fewest votes in the previous round, is eliminated. If there is still a tie, the candidate with the fewest number of votes in the next most recent round, is eliminated. If a tie persists, repeat these until a candidate is eliminated.

(v) If a candidate now has an absolute majority of votes, that candidate wins. If not, steps (2) and (3) shall be repeated until a winner has been determined.

(f) Voting shall be open for twenty-four (24) hours,

(g) If an Officer-elect declines their office, they will be considered to have withdrawn from the election process and the ballots will be recounted with the withdrawn candidate eliminated,

(h) Elections for Dormitory President will be exempt from clauses a-f and instead will adhere to the following guidelines:

(i) Elections will be presided over by the Resident Assistant of the respective dormitory,

(ii) In order to win an election, a candidate (or ticket) must receive a plurality of votes,

(iii) Voting will only be open to members of the respective dormitory,

(iv) Voting will be conducted by the respective RA and shall use a hands-raised method;

(i) All General Elections Procedures apply to Class President Elections, except that only students in the relevant year are allowed to vote;

(j) No individual may concurrently serve on the Board of Directors and a position selected by the Elections Committee, nor shall any individual be selected by the Elections Committee for more than one (1) position;

(k) No Officer may officially or publicly endorse any candidate for any elected position;

(l) No Officer may concurrently hold a remunerated position at any other 501(c)3, duties and responsibilities of which conflict with or directly pertain to their duties and responsibilities to the Corporation;

(m) All findings of the Elections Committee may be appealed by a two-thirds (2/3) majority vote of the Senate;

(n) Results of all Elections and Officer Appointments will be announced to the Members within 24 hours of the conclusion of the aforesaid process:

(i) Before announcing results to the Members, the Chief Ethics and Procedural Officer will call each individual candidate to notify them of the results;

Article XII. Disciplinary Procedures

Section 12.01 Censures and Removals
The Board or the Senate have the right to temporarily censure an Officer or a member of the Staff of the Corporation through a vote if they find the person in question to have seriously breached the terms of this Constitution or the law:

(i) The motion to censure must stipulate the duration of the censure,
(ii) The person in question shall have the right to speak in their defence,
(iii) All censures must be recorded in public minutes,
(iv) The person in question has the right to appeal their censure to either the Senate or the Board, who may choose to overturn their censure through a two-thirds majority vote;

Grounds for removal from office:

(i) Criminal conduct, including the violation of the rules of Claremont McKenna College, this Constitution, the violation of local, state, or federal law,
(ii) The serious and consistent failure to adequately perform prescribed duties,

An Officer or a member of the Staff may be removed from their position through two consecutive three-quarters (3/4) majority votes of the Senate at subsequent meetings, except for Student Security Staff, who can be removed through a vote of Elections Committee at the recommendation of the Director of Student Security;

Article XIII. Succession and Replacements

Section 13.01 Succession

(a) In the event that any Officer is permanently unable to continue their duties for the remaining duration of their term or is removed from office:

(i) In the event that there is still at least two weeks remaining in the Spring semester, the vacant position shall be filled by the relevant special election of appointment process,

(ii) In the event that the vacancy occurs between the end of subclause (i) and the beginning of October, the Elections Committee shall meet within two weeks and decide whether the position will be filled via the relevant special election or appointment or through succession:

1) The method with which the Elections Committee decides to fill the vacant spot may be overturned by a 2/3 majority vote of the Senate;

(iii) In the event that any Officer is permanently unable to continue their duties for the remaining duration of their term or is removed from office after October has begun:

1) The vacancy shall be filled through the succession outlined as follows:

   a) The President’s replacement shall be the Executive Vice President;
   b) The Executive Vice President’s replacement shall be one of the Senate Chairs:
      i) The replacement shall be chosen by a vote of Elections Committee,
      ii) A replacement for the lost Senate Chair will be conducted in accordance with Article 13, Section 13.02;
   c) The Vice President of Student Activities replacement shall be one of the Event Commissioners:
      i) The replacement shall be chosen by a vote of Elections Committee,
      ii) The remaining Event Commissioners may choose to split up the duties of the Vice President for Student Activities as they see fit;
   d) The replacement for the Chief Financial Officer shall be the Comptroller;
e) The replacement for any Class President shall be a Member of the President’s respective cabinet:
   i) *The replacement shall be chosen by a vote of Elections Committee;*

f) The replacement for the Dormitory Affairs Chair shall be a member of the Residential Life Committee:
   i) *The replacement shall be chosen by a vote of Elections Committee,*
   ii) *If the replacement is currently a Dormitory President, they must resign as Dormitory President;*

g) The replacement for the Chief Operating Officer shall be the Student Engagement Committee Chair:
   i) *A replacement for the lost Senate Chair will be conducted in accordance with Article 13, Section 13.02;*

h) The replacement for the Diversity and Inclusion Chair shall be a member of the Diversity and Inclusion Committee:
   i) *The replacement shall be chosen by a vote of Elections Committee,*
   i) The replacement for the Campus Organizations Chair shall be one of the Campus Organizations Liaisons:
      i) *The replacement shall be chosen by a vote of Elections Committee;*

j) The replacement for the Comptroller shall be the Administrative Affairs and Appropriations Committee Chair:
   i) *A replacement for the lost Senate Chair will be conducted in accordance with Article 13, Section 13.02;*

k) The replacement for the Chief Ethics and Procedural Officer shall be the Administrative Affairs and Appropriations Chair:
   i) *A replacement for the lost Senate Chair will be conducted in accordance with Article 13, Section 13.02;*

Section 13.02 Staff Replacements

(a) In the event that a Staff person, with the exceptions of Dormitory Presidents or the Senate Secretary, is unable to continue their duties or is removed from their position:
   (i) *The Officer presiding over the relevant Staff shall solicit applications from the Members interested in the position. The following shall apply to all Staff replacement appointments:*
      1) Applications must be open and distributed to all Members for at least one (1) week,
      2) Applicants may apply for more than one (1) position,
      3) An application shall consist of:
         a) A cover letter,
         b) A résumé;

(b) The Elections Committee will confirm Staff nominees by vote;

(c) In the event that the Director of Student Security needs to hire more staff to ensure the functioning of an event of the Corporation, the Elections Committee will work with the Director to ensure a fair and equitable process is used to hire additional personnel who may serve on an ad-hoc basis;
Article XIV. Conflicts of Interest

Section 14.01 Disclosure

(a) All Officers shall be required to promptly, transparently, and fully disclose all possible conflicts of interest;
(b) If an Officer has a direct or indirect interest or relationship with any organisation or individual that has any transaction or relationship with ASCMC, the Officer shall recuse themselves from involvement with the issue, and shall abstain from any vote on the matter;
(c) With the exception of the Diversity and Inclusion Chair and the Chief Operating Officer, no Officer may also be a Resident Assistant;
(d) The serious breach of the above requirements shall constitute immediate grounds for the invocation of Article 12 Section 12.01;

Article XV. Constitutional Amendments

Section 15.01 Amendments

(a) All changes, additions, or deletions to this Constitution shall be considered amendments;
(b) All amendments shall require a two-thirds (2/3) majority vote by the Board and the Senate;
(c) The Chief Ethics and Procedural Officer shall be empowered to make minor typographical and formatting changes this Constitution, subject only to review by the Senate and approval through a vote;

Compiled and formatted by President Pro-Tempore Connor Bloom ’19, based on the Constitution of February 26th, 2018 and considering all amendments since.