

## Article I. Establishment

### Section 1.01 Recognition

- (a) The name of the Corporation, as recognized 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 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 President shall swear in all members serving in any elected, appointed, or nominated position;

### Section 1.03 Status of this Constitution

- (a) This Constitution shall be the supreme law within the Corporation and no bylaws, motions, operating procedures, or any other guidelines or decisions may contradict it;

### Section 1.04 Corporation Statements

- (a) The Corporation's mission statement shall be as follows:
  - (i) *The Associated Students of Claremont McKenna College strives to serve, represent, and lead the Claremont McKenna College student body through direct advocacy work, inclusive programming, and campus organization mentorship,*
- (b) The Corporation's diversity statement shall be as follows:
  - (i) *The Associated Students of Claremont McKenna College recognizes that a commitment to diversity and inclusion is crucial to our mission, and to being an organization that empowers students of all identities. This commitment to the ideals of social justice extends both to the Associated Students of Claremont McKenna College and our advocacy within the College,*
- (c) The Corporation's Non-Discrimination, Equal Employment and Related Laws Statement shall be as follows:
  - (i) *The Associated Students of Claremont McKenna College adheres to all of the College's relevant policies and procedures related to protection of civil rights and prohibition of unlawful discrimination, including those set forth in the College's Civil Rights Policy, its Non-Discrimination Statement, and its Equal Opportunity Statement. The Associated Students of Claremont McKenna College will not discriminate on any illegal basis in terms of any of its employment practices,*

*including all aspects of employment, selection, job assignment, compensation, discipline, and termination. As such, the Associated Students of Claremont McKenna College strives to conduct all of its activities in a manner that is free from all forms of discrimination and harassment prohibited by law, including, but not limited to: race, color, ethnicity, religion, gender identity, gender expression, sexual orientation, age, nationality, citizenship, immigration status, ability, class, felon status, marital, or parental status. Further, the Associated Students of Claremont McKenna College will not discriminate on any illegal basis in the administration of its elections, programs, funding practices or other activities,*

## **Article II. Organization of the Corporation**

### Section 2.01 Members of the Corporation

- (a) The Membership of the Corporation shall be all students enrolled at the College and paying student fees. All actions that require the consent of the members under California Nonprofit Public Benefit Corporation Laws 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) Votes on resolutions shall be open to the entire membership:
  - (i) Votes on resolutions shall be conducted via all-member Qualtrics Form (or equivalent secure anonymous voting platform) survey sent via email by The Chief Ethics and Procedural Officer;
  - (ii) Voting on resolutions shall be open for twenty-four (24) hours;
  - (iii) Voting on resolutions shall occur only after they are heard and discussed during a Senate meeting;
- (d) Membership shall be non-transferable and shall terminate upon a member's withdrawal or graduation from the College

### Section 2.02 The Board of Directors

- (a) Ultimate corporate responsibility for and authority over all matters relating to the Corporation shall be vested in a Board of Directors (the "Board"), which shall have all the power of a board of directors as that term is defined in the California Nonprofit Public Benefit Corporation Law.
- (b) The Board shall be composed of twelve (12) Full Officers with the right to vote on all matters brought before the board and three (3) Advisory Officers without the right to vote. As used in this Constitution and its bylaws, the term "Officer" shall have the same meaning as the term "director" is used in the California Nonprofit Public Benefit Corporation Law;
- (c) There shall be the following twelve (12) Full Officers:
  - (i) The President, the Executive Vice President, the Vice President of Student Activities, the Vice President of Campus Organizations, the Chief Financial Officer, the Diversity and Inclusion Chair, the Dormitory Affairs Chair, the President for Life of the Graduating Class, the Senior Class President, the Junior Class President, the Sophomore Class President, the*

*First-Year Class President* (d) There shall be the following three (3) Advisory Officers:

(i) *The Chief Ethics and Procedural Officer, the Chief Operating Officer, the Comptroller*

#### Section 2.03 The Senate

(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 shall be composed of Senators;

(c) There shall be five (5) Senators who serve as the following Senate Chairs: (i) *The Administrative Affairs and Appropriations Committee Chair, the Student Life Committee Chair, the Environmental Affairs Committee Chair, the Community Service Committee Chair, the Academic Affairs Committee Chair*

(d) There shall be one (1) Senator who serves as the Senate Secretary;

### **Article III. Bylaws and Amendments**

#### Section 3.01 Bylaws

(a) Bylaw(s) shall be appended to this Constitution:

(i) These bylaw(s) shall serve as the guiding document(s) of our Corporation for topics not outlined in this Constitution;

#### Section 3.02 Amendments

(a) All changes, additions, or deletions to this Constitution and its bylaws shall be considered amendments;

(b) All Constitutional amendments and amendments to the bylaws shall require a two-thirds ( $\frac{2}{3}$ ) majority vote by both the Board and the Senate;

## Article I. Outline of the Senate

### Section 1.01 Authorities of the Senate

- (a) The Senate shall have the authority to pass, through a vote, resolutions reflecting the opinion of the student body on topical issues;
- (b) The Senate, in coordination with the President, the Executive Vice President, and the Chief Ethics and Procedural Officer, shall solicit applications from members interested in being appointed to Trustee, Faculty, and Special Administrative committees following Spring pre-registration:
  - (i) *In the event that a position on a Trustee, Faculty, and 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,*
- (c) The Senate shall have the authority to, through a vote, disburse funds to students and recognized campus organizations for whatever purpose it sees fit;
- (d) The Senate shall select, through a vote, two (2) Senators to serve on Elections Committee and two (2) Senators to serve on Budget Committee, with the responsibilities of reporting to the Senate on their committee's activities and raising concerns to the Senate, at the start of the Academic Year;
- (e) The Senate shall have the power to issue, through a vote, a subpoena to any Officer of the Corporation to appear and testify before the Senate;

### Section 1.02 Means of Senatorship

- (a) Any Member, except Officers and Presidential Advisors, may become a Senator by:
  - (i) Attending the first Senate meeting of the semester or,
  - (ii) Attending the first Senate meeting of a new administration or,
  - (iii) Attending three consecutive Senate meetings,
- (b) Members shall lose their Senatorship if they miss three consecutive Senate meetings,
- (c) Senate Chairs shall be granted Senatorship while in office,

### Section 1.03 Meetings

- (a) The Senate shall meet at least once a week, unless the Executive Vice President sees reason to cancel:
  - (i) *This decision to cancel 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) All Members

must be notified at least twenty-four (24) hours prior to a meeting of the Senate, by whatever means deemed appropriate;

*(i) In the case of regular meetings of the Senate, 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 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;

*(i) Any Senator may request closed minutes, which can be granted through a vote,*

*(ii) A brief statement of the material discussed must be included in the minutes, (e)*

All minutes shall be posted on the website of the Corporation for all Members to see;

#### Section 1.04 Voting

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

*(i) The Acting Chair shall have a vote only in the case of a tie,*

(b) The normal method of tabulating votes shall be by raised hands;

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

Unless otherwise specified in the Corporation's Constitution and its bylaws, all motions shall require a simple majority (50%+1) of votes cast to pass. Abstentions do not count as votes cast;

### **Article II. Staff of the Senate**

#### Section 2.01 The Senate Secretary

(a) The Senate Secretary shall be responsible for recording the minutes and votes of all Senate meetings and keeping records of votes and attendance;

(b) The Senate Secretary shall assist the Chief Operating Officer to ensure that the Corporation has a strong social media presence;

#### Section 2.02 General Senate Chair Guidelines

(a) All Senate Chairs, with the exception of the Academic Affairs Committee Chair, shall attend a minimum of one in three meetings of the Board of Directors;

*(i) The Academic Affairs Committee Chair shall attend all meetings of the Board of Directors,*

(b) 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;

(c) The Senate Chairs shall take minutes at their respective committee meetings: *(i)*

*Minutes shall be presumed public, published publicly, and may be closed by a vote of the Committee,*

(1) If minutes are closed, a brief statement of the material discussed shall be included in the public minutes,

(2) The Academic Affairs Committee shall be presumed to be in closed minutes unless otherwise voted on by the Committee,

*(ii) The Senate Chairs may ask a member of the committee to take minutes at their respective committee meetings if the Chair is unable to Chair the meeting simultaneously while taking minutes;*

(d) All Senate Chairs shall provide weekly updates of their activity to the Senate; Section 2.03 The Administrative Affairs and Appropriations Committee Chair

(a) The Administrative Affairs and Appropriations Committee Chair shall be responsible for handling administrative affairs of the Senate, including but not limited to reviewing Constitutional Amendments, Bylaws Amendments, Senate Operating Procedure Amendments, and Resolutions

(b) The Administrative Affairs and Appropriations Committee Chair shall make a recommendation to the Senate on each request for an allocation from the Senate Budget; (c) The Administrative Affairs and Appropriations Committee Chair shall keep a record of all of the Senate's expenditures;

(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 chair the Administrative Affairs and Appropriations Committee;

Section 2.04 The Student Life Committee Chair

(a) The Student Life Committee Chair shall be responsible for creating and executing projects that will address student needs and improve life for the students of the College in physical and digital situations;

(b) The Student Life Committee Chair shall solicit feedback from the relevant members of the Corporation in order to update the Corporation's handbook each year; (c) The Student Life Committee Chair shall chair the Student Life Committee Section 2.05 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 Sustainability Fund, the Garden Manager, and the Sustainable Dining Intern, in the interim until the College hires a sustainability coordinator;

(c) The Environmental Affairs Committee Chair shall update the Senate on the state of the Sustainability Fund at the beginning and end of each semester;

*(i) 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 chair the Environmental Affairs Committee;

### Section 2.06 The Community Service Committee Chair

- (a) The Community Service Committee Chair shall strive to increase community engagement and community service opportunities for all Members through methods including, but not limited to:
  - (i) *Service Weeks,*
  - (ii) *Community Service Calendars,*
  - (iii) *Email lists, social media accounts, or other methods of allowing students to subscribe to regularly receive information on service opportunities,*
  - (iv) *Partnerships with on-campus service organizations,*
  - (v) *Outreach events to popularize service in the CMC community,*
- (b) The Community Service Committee Chair shall work closely with service-based clubs, the Class Presidents, and campus organizations interested in team volunteerism;
- (c) The Community Service Committee Chair shall chair the Community Service Committee;

### Section 2.07 The Academics Affairs Committee Chair

- (a) The Academics Affairs Committee Chair shall be responsible for advocating for students on academic issues and maintaining a working relationship between the Senate, the Corporation, and the faculty of the College:
  - (i) *The Academics Affairs Committee Chair shall regularly meet with appropriate College personnel in the Dean of Students Office and Dean of Faculty Office to ensure that the student body's academic needs are being met,*
- (b) The Academics Affairs Committee Chair shall collaborate with relevant parties from the Dean of Faculty Office to ensure a proper line of communication between the Academic Affairs Committee, student body, and faculty;
- (c) The Academics Affairs Committee Chair shall work closely with the relevant Board of Directors Officers on matters related to the Committee;
- (d) The Academics Affairs Committee Chair shall chair the Academic Affairs Committee; **Article III. Committees of the Senate**

### Section 3.01 Composition

- (a) There shall be five (5) Regular Committees of the Senate:
  - (i) *The Administrative Affairs and Appropriations Committee, The Student Life Committee, The Environmental Affairs Committee, The Community Service Committee, The Academic Affairs Committee,*
- (b) Committees not explicitly stated in the Corporation's Constitution and its bylaws are subject to the discretion of the Executive Vice President;
- (c) Additional committees must be reflected in the Senate Operating Procedures;

### Section 3.02 General Rules

- (a) All Regular Committees shall have a Chair;
- (b) All matters of debate regarding procedure or policy shall be decided by a vote of the committee;

- (c) Regular 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 the Corporation's Constitution and its bylaws;

#### Section 3.03 Meetings

- (a) Meetings of Regular Committees may only be called by the Chair;
- (b) All motions in Committees shall be decided by a vote;
- (c) Quorum at all Regular Committee meetings shall be set at fifty (50) percent plus one voting committee member:
  - (i) *Motions and votes may not be taken unless the Regular Committee meeting has achieved quorum,*
- (d) Unless otherwise specified in the Corporation's Constitution and its bylaws, all motions shall require a simple majority (50%+1) of votes cast to pass. Abstentions do not count as votes cast.

#### Section 3.04 The Administrative Affairs and Appropriations Committee

- (a) The Administrative Affairs and Appropriations Committee shall be responsible for handling the administrative affairs of the Senate, including but not limited to reviewing Constitutional Amendments, Bylaws Amendments, Senate Operating Procedures Amendments, and Resolutions;
- (b) The Administrative Affairs and Appropriations Committee shall oversee the Senate Budget and shall make a recommendation to the Senate on each request for an allocation from the Senate Budget;
- (c) The Chief Ethics and Procedural Officer shall be an ex-officio, non-voting member of the Administrative Affairs and Appropriations Committee;

#### Section 3.05 The Student Life Committee

- (a) The Student Life Committee shall be responsible for creating and executing projects that will address student needs and improve life for the students of the College;
- (b) The Student Life Committee shall coordinate with the Dormitory Affairs Chair and Residential Life Committee for matters regarding residential life;
- (c) The Student Life Committee shall coordinate with the Vice President of Student Activities on matters concerning student life and general student welfare;
- (d) The Student Life Committee shall be responsible for annually updating the Corporation's handbook;
- (e) The Student Life Committee shall be responsible for digital engagement with the student body through methods including but not limited to:
  - (i) *Collaboration with the Senate Secretary on social media posts,*
  - (ii) *Collaboration with the Executive Vice President on efforts to increase Senate attendance,*
  - (iii) *Outreach directed to link the CMC community with students abroad or in off-campus programs,*

#### Section 3.06 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 Committee shall direct the “re-room” program so long as it exists and a Sustainability Coordinator has not been hired;

#### Section 3.07 The Community Service Committee

- (a) The Community Service Committee shall work with the Class Presidents, relevant College offices, and service based clubs and organizations to provide Members with volunteering and community service opportunities;
- (b) The Community Service Committee shall be responsible for organizing and running Service Weeks at least once a semester;
- (c) The Community Service Committee shall be responsible for cultivating a culture of service among the first-year class, with the goal that they will continue to engage in community service throughout their time at the College and beyond;

#### Section 3.08 The Academic Affairs Committee

- (a) The Academic Affairs Committee shall provide a platform for student input in academic affairs and maintain a working relationship between the Dean of Faculty’s office, select faculty members, and student representatives;
- (b) The Academic Affairs Committee shall include:
  - (i) *The Academic Affairs Chair,*
  - (ii) *At least two members of each class, selected at the start of each semester, (iii) The Senior Class President, The Junior Class President, The Sophomore Class President, and The First-Year Class President shall sit as non-voting, ex-officio members of the committee,*
- (c) Invitations to attend the Academic Affairs Committee shall be regularly extended to:
  - (i) *Relevant members of the Dean of Students Office, Dean of Faculty Office, and Registrar’s Office,*
  - (ii) *Relevant professors or members of the College faculty,*
  - (iii) *The relevant Dean(s) or Director(s) of Residential Life for the College,*
- (d) The Academic Affairs Committee shall meet regularly, no less than once per month;

## **Article I. Unusual Attendance and Meetings**

### Section 1.01 Proxies

- (a) Any Member, other than Full Officers, may act as a proxy in the execution of the duties of any Officer for meetings of the Board;
- (b) Proxies shall be indicated to the Board chair;
  - (i) *If a Member is acting as a proxy for the Board chair, they shall be indicated to each of the other Officers in advance of the meeting,*
- (c) The designation of a proxy by an Officer shall not supersede the clear designation of a successor by the Corporation's Constitution and its bylaws;
- (d) Proxies shall not have the right to vote;
- (e) No designation of a 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 1.02 Special Meetings of the Membership

- (a) Special Meetings of the Membership may be called by a vote of the Board, a vote of the Senate, or a petition of at least one-fifth (1/5) of the Members;

## **Article II. Elections and Appointments**

### Section 2.01 Elected and Appointed Officers

- (a) The elected Officers of the Corporation shall be as follows:
  - (i) *The President, the Executive Vice President, the Vice President of Student Activities, the Dormitory Affairs Chair, the Senior Class President, the Junior Class President, the Sophomore Class President, the First-Year Class President,*
- (b) The appointed Officers of the Corporation shall be as follows:
  - (i) *The Vice President of Campus Organizations, The Chief Financial Officer, the Diversity and Inclusion Chair, the Chief Operating Officer, the Comptroller, The Mental Health and Wellness Liaison, The Director of Events Operations,*
- (c) The Officers appointed through a special process shall be as follows:
  - (i) *The Chief Ethics and Procedural Officer, The President for Life of the Graduating Class*

### Section 2.02 Elected and Appointed Staff

- (a) The Dormitory Presidents shall be elected staff;
- (b) The appointed Staff of the Corporation shall be as follows:
  - (i) *The Events Commissioners, The Director of Student Security, The At-Large Members of the Diversity and Inclusion Committee, The Senate Chairs, The Campus Organizations Liaisons,*
  - (ii) *There shall be at least four (4) Events Commissioners, three (3) At-Large Members of the Diversity and Inclusion Committee, and three (3) Campus Organizations Liaisons,*
- (c) The Senate Secretary, Resident Assistant Liaisons, Presidential Advisors, and Student Security Staff shall be appointed through a special process;

#### Section 2.03 Officer Appointments Guidelines

- (a) The Elections Committee shall solicit applications from the Members interested in appointed Officer positions;
- (b) Available positions shall be announced to all Members prior to the General Election;
- (c) Applicants shall be allowed to apply to more than one (1) position;
- (d) Applications shall be due, at minimum, five (5) days following the end of the General Election;
- (e) Applications shall consist of an application form that consists of questions that probe an applicant about their experiences and interests relevant to the position(s) they aim to apply for:
  - (i) *A transcript shall be included only in applications for those applying for Chief Financial Officer or Comptroller,*
  - (ii) *Applicants for Chief Financial Officer must have demonstrable accounting experience,*
- (f) An interview shall be conducted as part of the application process;
- (g) The Elections Committee shall select its Officer nominees by vote;
- (h) The Board must review and confirm all Officer nominees by vote:
  - (i) *If the Board does not confirm an appointee, the Senate shall review the nomination,*
  - (ii) *The Senate may confirm the nomination by a two-thirds (2/3) majority vote, (iii) If the Senate rejects the nomination, the Elections Committee shall select a new nominee for the position and restart the confirmation process,*
- (i) In the case of applications for Chief Ethics and Procedural Officer, the Elections Committee shall nominate up to three (3) candidates for the position:
  - (i) *All applicants must have completed at least one (1) full semester of service in the Corporation, either as a Senator or by serving in an Officer or Staff position, (ii) The Senate shall debate and elect one (1) of the nominated candidates as Chief Ethics and Procedural Officer,*
- (j) The Senior Class President shall assume the office of President for Life of the Graduating

Class at the conclusion of their term;

#### Section 2.04 Staff Appointments Guidelines

- (a) Elections Committee shall solicit applications from the Members interested in all regularly appointed Staff positions:
- (i) Available positions shall be announced to all Members prior to the General Election;*
  - (ii) Applicants shall be allowed to apply to more than one (1) position; (iii) Applications shall be due, at minimum, ten (10) days following the end of the General Election;*
  - (iv) Applications shall consist of an application form that consists of questions that probe an applicant about their experiences and interests relevant to the position(s) they aim to apply for:*
    - (1) A transcript shall be included only in applications for those applying for Chief Financial Officer or Comptroller,
  - (v) An interview shall be done as part of the process:*
    - (1) Interviews shall be conducted by the Elections Committee,
  - (vi) The Elections Committee shall confirm Staff nominees by vote;*
  - (vii) The Board must review and confirm all Staff nominees by vote:*
    - (1) If the Board does not confirm an appointee, the Senate shall review the nomination,
    - (2) The Senate may confirm the nomination by a two-thirds ( $\frac{2}{3}$ ) majority vote, (3) If the Senate rejects the nomination, the Elections Committee shall select a new nominee for the position and restart the confirmation process,
- (b) Applications for 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 role:
- (i) The Director of Student Security shall be in regular communication with the Chief Ethics and Procedural Officer and Elections Committee to minimize favoritism in the employment process,*
- (c) The Elections Committee shall solicit applications from Senators interested in the Senate Secretary position by publishing an online form following the first Senate of the academic year:
- (i) An interview must be conducted as part of this process,*
  - (ii) Elections Committee shall nominate up to two (2) candidates for the position of Senate Secretary,*
  - (iii) The Senate shall select one of the nominees by debating and electing a nominated candidate through a vote,*
- (d) The Presidential Advisors are discretionary and chosen solely by the President; (e) The Resident Assistant Liaisons shall be nominated by the Resident Assistant Cohort: (i) *The*

*Resident Assistant Cohort shall nominate two (2) Resident Assistants to serve in this position,*

#### Section 2.05 Senate Regular Committee Members Appointments

- (a) Senate Regular 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 Senate 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 2.06 Election Procedures

- (a) Balloting shall be carried out through electronic ballots sent to all current Members;
  - (i) Only students in the relevant year are allowed to vote for Class President Elections,*
- (b) Voting shall be carried out in accordance with Instant-Runoff Voting (“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 shall receive one-half ( $\frac{1}{2}$ ) plus one (1) of votes cast;
- (e) Voting shall be open for twenty (20) hours;
- (f) 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;
- (g) Elections for Dormitory President shall be exempt from clauses a-e of this section and will adhere to the following special guidelines:
  - (i) Elections shall be presided over by the Resident Assistant(s) of the respective dormitory,*
  - (ii) A candidate or ticket shall receive a plurality of votes to win an election,*
  - (iii) Voting shall only be open to Members of the respective dormitory, (iv) Voting shall be conducted through one of the following methods:*
    - (1) A hand raised vote,
    - (2) An online form,

- (v) *The duration for Dormitory President campaigns shall be decided jointly by the Dormitory Affairs Chair and Resident Assistant Liaison(s),*
- (h) No individual selected by the Elections Committee shall hold more than one (1) position;
- (i) Sitting Officers shall not publicly endorse any candidate for any elected position; (j) No candidate may officially or publicly endorse any candidate besides themselves for any elected position;
- (k) No Officer may concurrently hold a remunerated position at any other 501(c)3 that is unaffiliated with the College of which the duties and responsibilities of that position conflict with or directly pertain to their duties and responsibilities to the Corporation;
- (l) All findings of the Elections Committee may be overturned by a two-thirds ( $\frac{2}{3}$ ) majority vote of the Senate;
- (m) Results of all Elections and Officer Appointments shall be announced to the Members within 24 hours of the conclusion of the aforementioned process:
  - (i) *Before announcing results to the Members, the Chief Ethics and Procedural Officer shall call each individual candidate to notify them of the results,*
  - (ii) *If a candidate cannot be reached via telephone, the Chief Ethics and Procedural Officer shall email the candidate to notify them of the results,*

#### Section 2.07 Election Requirements

- (a) Any Member who wishes to stand for candidacy for an elected position must be on campus for the duration of their term:
  - (i) *Candidates for the position of Class President must also be a part of the class they are running to represent,*
    - (1) *For any ASCMC definitions, class membership is defined by the official Claremont McKenna College Dean of Students List,*
  - (ii) *Candidates for Dormitory President must also live in the dormitory they are running to represent,*
- (b) Candidates running for Dormitory President shall be allowed to run as a joint ticket of no more than three (3) Members,
- (c) To stand in an election, those interested in running must comply with the following regulations:
  - (i) *They shall 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) *Those interested in running for President, Executive Vice President, Vice President for Student Activities, and Dormitory Affairs Chair shall obtain two hundred (200) signatures from the entire student body,*
  - (iii) *Those interested in running for Class President shall obtain fifty (50) signatures from Members of their class,*
  - (iv) *Those interested in running for Dormitory President shall obtain signatures from 20% of their dormitory,*

- (v) *Only upon submitting a complete petition and the adjournment of the candidates' meeting, campaigning shall begin,*
- (1) Candidates shall have until twenty-four (24) hours before ballots are sent out to obtain signatures,
- (d) All candidates must adhere to the following guidelines during their campaign: (i) *Candidates for campus-wide elections may use no more than fifty (50) dollars' worth of materials and services during their campaign,*
- (ii) *Candidates for a Class President position may use no more than forty (40) dollars' worth of materials and services during their campaign,*
- (iii) *Candidates for Dormitory President may use no more than twenty (20) dollars' worth of materials and services per ticket during their campaign,*
- (iv) *All candidates shall be required to submit to the Elections Committee complete itemized receipts for all expenditures incurred,*
- (v) *No free services (services for which normally a fee applies) shall be utilized during campaigns,*
- (vi) *All services and materials shall be priced at the lowest market price available to all candidates,*
- (vii) *Candidates may only use recyclable paper 8 ½ by 11 inches or smaller, (viii) Candidates shall not post flyers on glass or painted surfaces, except inside dormitory residents' windows with the consent of the resident(s),*
- (ix) *Candidates shall not put flyers in mailboxes at Story House,*
- (x) *Candidates may only place three (3) flyers in the Story House and three (3) flyers on the kiosk outside of Collins Dining Hall,*
- (xi) *Candidates shall not post flyers in classrooms, Collins Dining Hall, Marian Miner Cook Athenaeum, or Crocker Reading Room,*
- (xii) *Candidates may hang one (1) 3 feet by 6 feet banner on the south railing of Appleby Hall,*
- (1) Banners and posters shall not be posted in any other public area,
- (2) This clause does not apply to candidates for Dormitory Presidents
- (xiii) *Candidates shall not generate and/or use distribution lists over any College e-mail system;*
- (xiv) *No equipment, supplies, paid personnel, publications, or funding may be used to assist candidates;*
- (xv) *No Member shall destroy, deface, obscure, or remove any campaign materials;*
- (xvi) *Candidates are expected to behave in an ethical manner throughout the election process;*
- (e) Violation of any of the subclauses in Section 2.05 clause (d) shall result in the immediate forfeit of the candidate;

(a) 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 for one academic year;*

*(ii) In the event that a sitting Senate Chair is elected or appointed to an Officership, they shall no longer serve as a Senate Chair; and their position shall be filled by a member of their committee:*

(1) The replacement shall be chosen by a vote of the elections committee and subject to confirmation by the Senate,

(2) The replacement shall carry out the rest of the term of the former Senate chair,

### **Article III. Disciplinary Procedures**

#### **Section 3.01 Investigatory Committees**

(a) All investigatory committees shall be comprised of the Chief Ethics and Procedural Officer and at least two other Officers;

*(i) The Chief Ethics and Procedural Officer shall have full authority over the selection of these officers,*

(b) 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;

(c) 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;

#### **Section 3.02 Dormitory Presidents Removal From Office**

(a) Dormitory Presidents may be expelled from office by a petition of one-half ( $\frac{1}{2}$ ) of their constituency

(b) Dormitory Presidents may be expelled from office upon three consecutive absences of the Residential Life Committee meetings;

(c) Dormitory Presidents may be expelled from office if they fail to spend approximately one-third ( $\frac{1}{3}$ ) of their dorm's budget by the end of the Fall semester;

#### **Section 3.03 Censures**

(a) The Board or the Senate shall have the right to temporarily censure an Officer or Staff of the Corporation through a vote if they find the person in question to have seriously breached the terms of the Corporation's Constitution, its bylaws, either Operating Procedures, or the law;

(b) The motion to censure shall stipulate the duration of the censure;

(c) The person in question shall have the right to speak in their defense;

(d) All censures shall be recorded in public minutes;

(e) The person in question shall have the right to appeal their censure to either the Senate or

the Board:

- (i) *The Senate or Board may choose to overturn the censure by a two-thirds ( $\frac{2}{3}$ ) majority vote,*

#### Section 3.04 Removal From Office

- (a) An Officer or Staff of the Corporation may be removed from office due to: (i) *Criminal conduct, including serious violation of local, state, or federal law,* (ii) *Violation of the rules of the College,* (iii) *Serious violation of the Corporation's Constitution, its bylaws, or either Operating Procedures,* (iv) *Serious and consistent failure to adequately perform prescribed duties,* (b) An Officer or Staff may be removed from their position through two consecutive three-quarters ( $\frac{3}{4}$ ) majority votes of the Senate at subsequent meetings:
  - (i) *Student Security staff may be removed through a vote of Elections Committee at the recommendation of the Director of Student Security,*

### **Article IV. Succession and Replacements**

#### Section 4.01 Processes of Replacing Vacant Officer Positions

- (a) In the event that a vacancy in an Officer position occurs when there are still at least two weeks remaining in the Spring Semester, the vacant position shall be filled by the relevant special election or appointment process;
- (b) In the event that a vacancy in an Officer position 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 process, or through succession;
  - (i) *The method chosen by Elections Committee may be overturned by a two-thirds ( $\frac{2}{3}$ ) majority vote of the Senate,*
- (c) In the event that a vacancy in an Officer position occurs after October has begun, the vacancy shall be filled through the line of succession;

#### Section 4.02 Officer Line of Succession

- (a) A vacancy of the President shall be filled by the Executive Vice President; (b) A vacancy of the Executive Vice President shall be filled by one of the Senate Chairs: (i) *The replacement shall be chosen by a vote of the Elections Committee,* (c) A vacancy of the Vice President of Student Activities shall be filled by one of the Event Commissioners:
  - (i) *The replacement shall be chosen by a vote of the Elections Committee,* (d) A vacancy of the Chief Financial Officer shall be filled by the Comptroller; (e) A vacancy of any Class President shall be a Member of the President's respective cabinet:
    - (i) *The replacement shall be chosen by a vote of the Elections Committee,* (f) A vacancy of the Dormitory Affairs Chair shall be filled by 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) A vacancy of the Chief Operating Officer shall be filled by the Senate Secretary; (h) A vacancy of the Diversity and Inclusion Chair shall be filled by an At-Large Member of the Diversity and Inclusion Committee:

*(i) The replacement shall be chosen by a vote of the Elections Committee, (i) A vacancy of the Vice President of Campus Organizations shall be filled by one of the Campus Organizations Liaisons:*

*(i) The replacement shall be chosen by a vote of the Elections Committee, (j) A vacancy of the Comptroller shall be the Administrative Affairs and Appropriations Committee Chair;*

(k) A vacancy of the Chief Ethics and Procedural Officer shall be the Administrative Affairs and Appropriations Committee Chair;

(l) A vacancy of the Mental Health and Wellness Liaison shall be filled by an appointment process pursuant to Section 2.03;

(m) A vacancy of the Director of Events Operations shall be filled by an Events Commissioner:

*(i) The replacement shall be chosen by a vote of Elections Committee,*

#### Section 4.03 Staff Replacements

(a) In the event that a Staff person, with the exception of the Dormitory Presidents, is unable to continue their duties or is removed from their position, the Officer presiding over the relevant Staff shall solicit applications from the Members interested in the position:

*(i) Applications must be open and distributed to all Members for at least five (5) days,*

*(ii) Applicants may apply for more than one (1) position,*

*(iii) Applications shall consist of an application form with questions that probe an applicant about their experiences and interests relevant to the position(s) they aim to apply for,*

(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 V. Conflicts of Interest**

#### Section 5.01 Individual Conflicts of Interest

(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 organization or individual that has any transaction or relationship with the Corporation, the Officer shall recuse themselves from involvement with the issue and shall abstain from any vote on the

matter;

- (c) The serious breach of these requirements shall constitute immediate grounds for the initiation of censure and/or removal procedures;

#### Section 5.02 Institutional Conflicts of Interest

- (a) The President, The Vice President of Student Activities, the Dormitory Affairs Chair, and the Dormitory Presidents may not be Resident Assistants:

- (i) *The breach of this requirement shall constitute immediate grounds for the initiation of censure and/or removal procedures,*

### **Article VI. Operating Procedures**

#### Section 6.01 Board Operating Procedures

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

#### Section 6.02 Senate Operating Procedures

- (a) The Senate shall pass updated Senate Operating Procedures through a vote;
- (b) All Senate Operating Procedures shall be posted publicly;
- (c) Senate Operating Procedures shall expire after the Spring Break of every academic year;
- (d) All procedural questions not addressed in this Constitution, its bylaws, or any Senate Operating Procedures shall be governed by the most recent edition of Robert's Rules of Order;

## **Article I. General Financial Guidelines**

### Section 1.01 Purpose and Scope

- (a) All expenditures of the Corporation shall be for the benefit of the students of the College;
- (b) The Corporation shall act in accordance with all other budgetary provisions in the Constitution and its bylaws;

### Section 1.02 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; (b) Proposed changes to Student Body Fees shall be set by the Budget Committee prior to the academic year the change in fees is to go into effect;

*(i) These changes shall require a two-thirds ( $\frac{2}{3}$ ) majority vote of the Board and the Senate,*

*(ii) These changes shall be subject to approval of the CMC Board of Trustees,*

- (c) Every Member shall be charged the same Student Body Fee;
- (d) All Student Body Fees shall be placed in the Student Body Fund;

*(i) The Student Body Fund shall constitute the Annual Budget, along with other associated revenues or dividends that the Corporation may accrue throughout the year;*

- (e) Student Body Fees shall not be used for the purchase of alcohol;

### Section 1.03 General Fund

- (a) The General Fund shall be administered by the Board;
- (b) Any funds not allocated to another specific fund shall be moved to the General Fund and shall be dispersed by the Board through a vote;

### Section 1.04 Formation

- (a) The Diversity and Inclusion Chair shall receive a Budget of no less than two thousand dollars (\$2000) per year;
- (b) Each dormitory shall receive seven dollars and fifty cents (\$7.50) per Member who resides in said dorm per semester;
- (c) The Senate shall receive at least three percent (3%) of the Annual Budget; (d) The

Vice President of Campus Organizations shall receive at least two percent (2%) of the Annual Budget;

(e) At least one-fifth of these following budget allocations shall not be spent until after Spring Break:

- (i) *The General Fund, the Senate Budget, the Student Activities Allocation, the AdHoc Programs Fund, the Diversity and Inclusion Chair Fund, the Dormitory Affairs Chair Fund, the Class President's Budgets,*

#### Section 1.05 Contracts

- (a) All new or revised contractual agreements shall be subject to a vote of the Board prior to their execution;
- (b) The Board may not sign a contract lasting longer than one (1) year without a two-thirds ( $\frac{2}{3}$ ) majority vote;
- (c) All contracts approved by the Board shall be signed by both the President and the Chief Financial Officer;

### **Article II. Officer Stipends and Bonuses**

#### Section 2.01 Stipend Allocation Guidelines and Processes

- (a) The Budget Committee shall choose to allocate regular stipends to Officers on a semesterly basis;
- (b) Payment of allocated stipends shall be made, at minimum, at the end of each academic semester, at the discretion of the Budget Committee;
- (c) The Budget Committee shall solicit performance statements from all Officers and review the performance of all Officers prior to the decision of their stipend allocation; (i) *The Budget Committee shall then determine how much to allocate to each Officer;* (d) The Budget Committee shall reserve the right to pay the stipends over the course of a semester; (i) *Notwithstanding Section 2.01(d), Budget Committee may not pay Officers or Staff for work not yet performed at the time of the stipend amount being assessed,* Section 2.02

#### Officer Stipend Limits

- (a) The President shall receive the payment of two semesters of their room & board expenses for the Academic Year they are in office;
  - (i) *This compensation may take the form of either a check or a credit to their student account,*
- (b) Each of the following Officers shall be eligible to receive a semesterly stipend of up to the following respective amounts;
  - (i) *The Executive Vice President: one thousand and seven hundred dollars (\$1700),*
  - (ii) *The Vice President of Student Activities: two thousand and four hundred dollars (\$2400),*
  - (iii) *The Vice President of Campus Organizations: two thousand and one hundred dollars (\$2100),*
  - (iv) *The Chief Financial Officer: two thousand dollars (\$2000),*

- (v) *The Diversity and Inclusion Chair: one thousand and two hundred dollars (\$1200),*
- (vi) *The Dormitory Affairs Chair: nine hundred dollars (\$900),*
- (vii) *The Senior Class President: two thousand and two hundred dollars (\$2200),* (viii) *The Junior Class President: one thousand and one hundred dollars (\$1100),* (ix) *The Sophomore Class President: one thousand and one hundred dollars (\$1100),* (x) *The First-Year Class President: seven hundred dollars (\$700),*
- (xi) *The Chief Ethics and Procedural Officer: one thousand and one hundred dollars (\$1100),*
- (xii) *The Comptroller: eight hundred dollars (\$800),*
- (xiii) *The Chief Operating Officer: six hundred dollars (\$600),*
- (xiv) *The Mental Health and Wellness Liaison: six hundred dollars (\$600),* (xv) *The Director of Events Operations: one thousand and six hundred dollars (\$1600),*

(c) The President for Life of the Graduating Class shall not be eligible for a stipend;

#### Section 2.03 Bonus Allocations Guidelines and Processes

(a) The Budget Committee shall reserve the right to allocate bonuses in an amount of up to thirty (30) percent of an Officer's semester stipend;

(b) An Officer shall only be eligible for a bonus if they have fulfilled the following requirements:

(i) *An Officer has successfully executed their duties as outlined in the Board of Directors Bylaws,*

(ii) *An Officer has received a full stipend for both academic semesters of service,* (iii) *An Officer submitted a performance statement specifically requesting the payment of a bonus,*

(c) The President shall not be eligible for a bonus;

(d) If the Budget Committee decides to grant a bonus, a one-time payment of said bonus shall only be made at the end of an Officer's term:

(e) Prior to the payment of any bonus, the Budget Committee shall solicit performance statements from all Officers seeking a bonus;

(i) *The Budget Committee shall then determine how much to allocate to each Officer,* (f)

The Budget Committee shall, in its sole discretion, cancel the payment of all bonuses if doing so is in the best interest of the Corporation, would counteract a violation of any law or regulation, or would jeopardize the Corporation's ability to carry out its tax-exempt purposes;

#### Section 2.04 Stipend and Bonus Decision Appeals

(e) Officers have the right to appeal any stipend or bonus allocation decision of the Budget Committee to the Senate;

(i) *The Senate may overturn the decision of the Budget Committee with a two-thirds ( $\frac{2}{3}$ ) vote,*

(f) In the event that the Senate overturns the decision of the Budget Committee, the Senate shall then, through a vote, make a recommendation for the stipend or bonus of the Officer;

*(i) The Board shall then, by a vote, accept or reject the recommendation of the Senate,*

(1) If the Board accepts the recommendation of the Senate, the Officer shall have no further right to appeal and the stipend or bonus shall be paid out, (2)

If the Board rejects the recommendation of the Senate, this process shall start over until the Board and the Senate agree on a stipend or bonus,

### **Article III. Staff Compensation and Special Stipends**

#### **Section 3.01 Staff Compensation**

(a) The Chief Financial Officer shall oversee the payment of hourly wages; (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) The Event Commissioners, the Director of Student Security, and the Student Security Staff shall be compensated on an hourly basis;

(d) Staff members shall not be allowed to bill for meetings of the Senate or the Board; (e) The Senate Chairs shall each receive a stipend of up to six hundred dollars (\$600), with the exception of the Academic Affairs Committee Chair:

*(i) The Academic Affairs Committee Chair shall receive a stipend of up to eight hundred dollars (\$800),*

*(ii) These stipends shall be recommended by the Executive Vice President and shall follow the same procedures as outlined in Section 2.01 Clauses (b) (c) and (d)* (f) The Senate Secretary shall receive a stipend of up to four hundred dollars (\$400); Section 3.02 Special Stipends

(a) 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 from the Senate shall be drawn from the Senate Fund,*

*(iii) Special Stipends shall be an amount requested that equals the number of work hours times minimum wage or equivalent to the necessary compensation for an act done as deemed by the Board, not exceeding five hundred dollars (\$500) per student nor be duplicated by anybody during a semester,*

- (iv) Special Stipends allocation shall require written evidence of conducted work,*
- (v) Officers shall be ineligible for Special Stipends,*

#### **Article IV. Budgetary Controls**

##### **Section 4.01 General Budgetary Controls**

- (a) The Annual Budget shall be approved by a two-thirds ( $\frac{2}{3}$ ) majority vote of the Board after it has been reviewed by the Board and the Senate;
- (b) Any single expenditure or single event budget by an Officer of the Corporation greater than \$1000.00 but not exceeding \$1999.99 shall 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:
  - (i) This approval may be requested and granted per the relevant guidelines of the Board Operating Procedures of the Board of Directors,*
  - (ii) The Chief Financial Officer reserves the right to reject any such expenditure or event budget by the Officer(s) in question. Specific reasons for the denial of expenditure or event budget must be presented to the Officer. These reasons for denial must also be communicated to the Board at its next regular meeting,*
  - (iii) Should the Chief Financial Officer reject the proposed expenditure or event budget, the Officer may petition the Board to overturn the decision. The Board of Directors may overturn the decision by a two-thirds ( $\frac{2}{3}$ ) majority vote,*
  - (iv) If the Board upholds the rejected expenditure or event budget, 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 ( $\frac{2}{3}$ ) majority vote,*
- (c) Any single expenditure or single event budget by an Officer of the Corporation with an expected or real value equal to or greater than \$2000.00 shall be approved by a vote of the Board at least one (1) week 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 shall reserve the right to reject any such expenditure or event budget 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 or event budget, 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 ( $\frac{2}{3}$ ) majority vote,*
- (d) If an Officer exceeds their budget allocation, the Budget Committee shall deduct the excess amount from their stipend;
- (e) Any Member shall have the right to request to view complete and detailed records of all expenditures;
- (f) The Chief Financial Officer and Vice President of Campus Organizations 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:*

*(ii) All money seized through the reduction process will be deposited into the General Fund,*

(g) The Corporation shall hold thirty-thousand dollars (\$30000) 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 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,*

(h) All revenues shall be deposited into the accounts of the Corporation no later than one month after their receipt;

Section 4.02 Vice President of Campus Organizations Financial Guidelines (a) The Vice President of Campus Organizations has the discretion to accept or reject, in whole or in part, funding requests for less than eight hundred (800) dollars from any campus organization per academic year;

*(i) Any request more than the above threshold shall be referred to the Board with a recommendation,*

*(ii) The Board shall then, through a vote, approve or deny funding,*

(b) The Vice President of Campus Organizations shall refer to the Board funding requests for which a conflict of interest might exist;

(c) All campus organizations shall reserve the right to petition the Board to overturn a decision by the Vice President of Campus Organizations;

(d) The Vice President of Campus Organizations shall reserve the right to temporarily halt payments to a campus organization, pending review by the Board;

(e) The Vice President of Campus Organizations shall not allocate more than eight hundred dollars (\$800) to any campus organization per semester, except by approval of the Board;

#### **Article V. Reimbursements**

Section 5.01 Reimbursement Requests

(a) All reimbursement requests shall be submitted within a month of the expenditure in questions being incurred:

*(i) In the event that a Member submits a reimbursement request more than a month after the expenditure was incurred, the Chief Financial Officer shall reserve the right to deny the reimbursement request,*

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

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

Section 5.02 Non-Guarantee of Reimbursements

- (a) The Corporation shall not guarantee reimbursement of any particular expenditures, pursuant to all other provisions in this Constitution and its bylaws:
- (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 organization's authorized person of the decision. The Chief Financial Officer shall also inform the organization of the next opportunity to appeal the decision to the Board, which can overturn such a decision by a vote,*
  - (ii) *If a reimbursement request exceeds the remaining balance of a particular organization's account but otherwise is in accordance with all relevant regulations, the Chief Financial Officer shall authorize the reimbursement of the remaining balance of the account of the organization in question. The person who made the reimbursement request shall be responsible for any amount in excess,*

#### **Article VI. Endowment**

##### Section 6.01 Establishment of an Endowment

- (a) Under the direction of the Chief Financial Officer and the College, the Corporation shall endeavor to maintain a quasi endowment ("Endowment") for the purpose of generating additional future revenues:
- (i) *All fees accrued by the Corporation each year and not moved into the Rainy Day fund for the purpose of returning said fund to the established thirty-thousand dollar (\$30000) level shall be moved to the Corporation's endowment,*
- (b) The purpose of the Endowment shall be to promote the long-term financial health of the Corporation, with the end goal of allowing the Corporation to become a financially self-sustaining organization and removing the need for annual collection of Student Body fees;
- (i) *All actions taken with regard to the Endowment shall be done in good faith,*
- (c) The Endowment shall be an investment account or other similar vehicle administered on behalf of the Corporation;
- (d) The Chief Financial Officer shall inform both the Senate and the Board of the nature, reasons, and possible or certain consequences of any and all actions taken with regard to the Endowment at each body's next meeting after said action's occurrence; Section 6.02

##### Management of the Endowment

- (a) At the conclusion of each fiscal year, after processing all transactions, the Chief Financial Officer shall work with the Claremont McKenna College Office of the Treasurer to deposit any surplus funds from the year into the Endowment as cash holdings;
- (b) The funds in the Endowment shall be invested in USD-denominated securities, including but not limited to exchange-traded funds (ETFs) and mutual funds, as well as cash holdings in US dollars:
- (i) *No portion of the funds in the Endowment shall be used to invest directly in any individual stock, bond, or other company-level security, or derivatives of these*

*assets;*

*(ii) No portion of the funds in the Endowment shall be used to invest in any securities which may cause a margin call, including short selling and writing options; (iii) No more than twenty-five percent (25%) of the Endowment's value shall be held in cash:*

*(1) Should this occur due to a drop in investment value or deposit of a large cash surplus, the Chief Financial Officer shall endeavor to find one or more appropriate investments to purchase in order to meet this requirement;*

*(iv) All proceeds received as dividends or interest payments shall be retained in the Endowment to be either reinvested or retained as cash:*

*(v) A comprehensive account of all securities or funds directly held in the Endowment shall be available to any member upon request, as well as presented to the Executive Board and Senate promptly after any transaction is made;*

**(c) Any investment to be bought or sold in the Endowment shall follow these steps, in order:**

*(i) The Chief Financial Officer shall discuss the transaction with the Claremont McKenna College Chief Investment Officer;*

*(ii) The Chief Financial Officer shall present the transaction to Budget Committee, as well as attempt to accurately and impartially summarize the outcome of the discussion in Section 6.02(c)(i) of this bylaws document:*

*(1) Budget Committee must approve the transaction by a two-thirds ( $\frac{2}{3}$ ) majority vote,*

*(iii) The Chief Financial Officer shall present the transaction to the Board, as well as attempt to accurately and impartially summarize the outcome of the discussions outlined in Sections 6.02(c)(i) and 6.02(c)(ii) of this bylaws document:*

*(1) The Board must approve the transaction by a simple majority vote,*

*(iv) The Chief Financial Officer shall execute the transaction in the amount and security specified, making reasonable adjustments for any changes in price occurring during the process laid out herein:*

*(1) The Chief Financial Officer shall inform Executive Board and Senate of the completed transaction and final value after these adjustments,*

*(2) All transactions shall be subject to final approval by the Claremont McKenna College Chief Investment Officer or their representative,*

**(d) The Chief Financial Officer and Budget Committee shall endeavor to maintain a balanced budget and avoid realizing a deficit in any fiscal year:**

*(i) Should a deficit occur in excess of the Rainy Day Fund, the funds needed to meet required expenses shall be withdrawn from the Endowment, with preference given to cash holdings,*

**(e) Should an Officer or Member other than the Chief Financial Officer wish to propose a transaction for the Endowment, the transaction process may be initiated through majority votes of both the Board and the Senate, pursuant to Section 6.02(c)(i) of these bylaws;**

## **Article I. Outline of the Board of Directors**

### **Section 1.01 Responsibilities of the Board of Directors**

(a) The Board of Directors 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) Organize events so they may be conducive to the enjoyment of the general student body,*

### **Section 1.02 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 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;

- (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 may attend,*

(d) At the initiative of the President or Chief Ethics and Procedural Officer, any meeting of the Board may be closed to the public;

- (i) Any Officer may request closed minutes, which can be granted through a vote, (ii) A brief statement of the material discussed must be included in the minutes, (iii) The*

*following Officers and Staff shall have access to closed minutes: (1) The President, The Executive Vice President, The Vice President of Student Activities, The Vice President of Campus Organizations, The Diversity & Inclusion Chair, The Chief Financial Officer, The Dormitory Affairs Chair, The President for Life of the Graduating Class, The Senior Class*

*President, The Junior Class President, The Sophomore Class President, The First Year Class President, The Chief Ethics and Procedural Officer, The Comptroller, The Chief Operating Officer, The Academic Affairs Committee Chair,*

*(2) Any Officers or Staff not included in the above list may be included in the closed minutes with the approval of the Board,*

(e) Quorum shall be set at sixty-seven (67) percent of currently serving Full Officers, rounded up;

*(i) For physical meetings, Officers or their Proxies must either be physically present or electronically attending,*

*(ii) For non-voting matters conducted remotely, quorum shall be assumed, (iii) For voting conducted remotely, quorum shall be achieved if at least sixty-seven (67) percent of currently serving Full Officers, rounded up, have voted with voting open for at least twenty-four (24) hours,*

(f) All 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 Chief Ethics and Procedural Officer, electronic communications pertaining to votes shall be presumed public and may be included in the next set of minutes, unless they are closed,*

*(ii) An Officer or Staff person may petition the Board to, through a vote, require the disclosure of particular communications,*

(1) Such a motion cannot overrule a motion to close the minutes,

(g) Officers shall be allowed to electronically participate in meetings such that all other Officers present can hear and are able to communicate with them;

*(i) The Chief Operating Officer shall verify the identity of all virtually-attending Officers by such means as deemed reasonably necessary,*

(h) All Officers shall be allowed to bring motions before the Board;

### Section 1.03 Voting

(a) All votes shall be recorded in their entirety in the minutes;

(b) The normal method of tabulating votes shall be by raised hands;

(c) All votes shall be part of the public record, including individual Officer's votes; (d)

Unless otherwise specified in the Corporation's Constitution and its bylaws, all motions shall require a simple majority (50%+1) of votes cast to pass. Abstentions do not count as votes cast;

## Article II. Officers of the Board of Directors

### Section 2.01 General Officer Guidelines

- (a) 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;
  - (i) *The President for Life of the Graduating Class shall begin service directly after their term as Senior Class President expires and shall conclude their term upon the end of their academic year;*
- (b) No Officer may be a member of the Senate;
- (c) No Officer may serve concurrently on the Board and as a Staff member;
- (d) The following Officers must attend all Senate meetings:
  - (i) *The President, The Executive Vice President, The Vice President of Student Activities, The Vice President of Campus Organizations, The Chief Financial Officer, The Diversity and Inclusion Chair, The Chief Ethics and Procedural Officer*
- (e) The following Officers must attend at minimum one in every three Senate meetings: (i) *The Dormitory Affairs Chair, The President for Life of the Graduating Class, The Senior Class President, The Junior Class President, The Sophomore Class President, The First-Year Class President, The Chief Operating Officer, The Comptroller, The Mental Health and Wellness Liaison, The Director of Events Operations,*

### Section 2.02 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 be tasked with the direct oversight of the Executive Vice President, the Vice President of Student Activities, the Chief Ethics and Procedural Officer, the Diversity and Inclusion Chair, the Chief Operating Officer, the Chief Financial Officer, the President for Life of the Graduating Class, the Senior Class President, the Junior Class President, the Sophomore Class President, the First-Year Class President;
- (c) The President shall represent and act in the interest of all Members;
- (d) The President shall represent the Corporation in all financial negotiations and meetings;
  - (i) *The President and Chief Financial Officer shall inform and consult each other on all financial negotiations and meetings,*
- (e) The President shall report to the Board on their activities regularly;
- (f) The President shall serve as the Chair of the Board;
- (g) The President shall preside over any and all Special Meetings of the Membership;
- (h) The President shall serve on the following three (3) external committees: (i) *The Five Colleges President's Council,*
  - (ii) *The Student Affairs Trustee Committee,*

*(iii) The Athenaeum Advisory Committee,*

#### Section 2.03 The Executive Vice President

- (a) 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;
- (b) The Executive Vice President shall be tasked with the direct oversight of the Comptroller, the Vice President of Campus Organizations, the Dormitory Affairs Chair, the five (5) Senate Chairs, and the Senate Secretary;
- (c) 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;
- (d) The Executive Vice President shall serve as the Chair of the Senate;
- (e) The Executive Vice President shall serve on the following two (2) external committees:
  - (i) The Student Affairs Trustee Committee,*
  - (ii) The Athenaeum Advisory Committee,*

#### Section 2.04 The Vice President of Student Activities

- (a) The Vice President of Student Activities shall oversee the planning of all large scale social events, serve as the point person for the student body regarding all ASCMC events, and shall work to promote a vibrant, accessible, and healthy social scene for all that is inclusive of students of marginalized identities;
- (b) The Vice President of Student Activities shall be responsible for sending out the weekly party inform;
- (c) The Vice President of Student Activities shall meet regularly with relevant members of the Dean of Students Office as well as relevant student government officials at the other Claremont Colleges;
- (d) The Vice President of Student Activities shall be responsible for keeping an inventory of all of the Corporation's assets, specifically those located in the Bubble;
- (e) The Vice President of Student Activities shall confer with the Dean of Students and the Art Council about the ongoing use and development of the Bubble;
- (f) The Vice President of Student Activities shall be tasked with direct oversight of the Director of Student Security, the Event Commissioners, and the Director of Events Operations;

#### Section 2.05 The Vice President of Campus Organizations

- (a) The Vice President of Campus Organizations shall be tasked with oversight of all recognized campus organizations and shall liaise between such campus organizations and the Board;
- (b) The Vice President of Campus Organizations shall have the power to recognize campus organizations;
- (c) The Vice President of Campus Organizations shall receive and review all funding requests from campus organizations;

- (d) The Vice President of Campus Organizations shall keep records of the constitutions and membership lists of all campus organizations, and shall investigate these records as necessary;
- (e) The Vice President of Campus Organizations shall keep records of all funds transferred to campus organizations;
- (f) The Vice President of Campus Organizations shall make accessible to all campus organizations a ledger recording their expenditures and their budgeted allocation;
- (g) The Vice President of Campus Organizations shall ensure that all campus organizations have a non-discrimination clause that declares their organization will not discriminate on the basis of race, religion, color, national or ethnic origin, sex, gender identity or expression, sexual orientation, class, marital status, disability, caste, citizenship, immigration status, criminal history, or parental status;
- (h) The Vice President of Campus Organizations shall be tasked with the direct oversight of the Campus Organizations Liaisons;

#### Section 2.06 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;
- (b) The Chief Financial Officer shall maintain a complete and accurate record of all accounts and transactions of the Corporation;
- (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 President and Chief Financial Officer shall inform and consult each other on all financial negotiations and meetings;
- (e) The Chief Financial Officer shall prepare and make publicly available the Annual Financial Report of the Corporation to Members by the 15th of October;
- (f) The Chief Financial Officer shall implement and oversee measures to accurately record the number of hours worked by remunerated Staff;
- (g) The Chief Financial Officer shall have the prerogative of managing the Endowment;
- (h) The Chief Financial Officer shall be responsible for filing taxes;
- (i) The Chief Financial Officer shall serve as chair of Budget Committee;
- (j) The Chief Financial Officer shall maintain files on all contractual agreements made by the Corporation;

#### Section 2.07 The Diversity and Inclusion Chair

- (a) 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;
- (b) The Diversity and Inclusion Chair shall serve as a liaison between the College, the Corporation, and other relevant stakeholders on identity-based issues;
  - (i) *The Diversity and Inclusion Chair shall recognize that students from marginalized*

*identities may have concerns and/or needs not necessarily shared by the larger student body and shall seek to represent those,*

*(ii) 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,*

*(iii) The Diversity and Inclusion Chair shall regularly meet and communicate with Members about issues surrounding diversity and inclusion,*

(c) The Diversity and Inclusion Chair shall organize programming for identity and affinity-based groups, which may include the following:

*(i) Partnerships with campus organizations, the Dean of Students, or other relevant bodies that might further diversity and inclusion,*

*(ii) Open forums for dialogue that seek to address pertinent issues and current events,*

*(iii) Encouraging new campus organizations to form and help them organize programming,*

(d) The Diversity and Inclusion Chair may seek to incentivize the involvement of students from historically marginalized groups in the Corporation and their running for elected and/or appointed positions;

(e) 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;

(f) 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 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;

(g) The Diversity and Inclusion Chair shall be tasked with the direct oversight of the At-Large Members of the Diversity and Inclusion Committee

(h) The Diversity and Inclusion Chair shall chair the Diversity and Inclusion Committee;

#### Section 2.08 The Dormitory Affairs Chair

(a) 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;

(b) The Dormitory Affairs Chair shall be tasked with the direct oversight of the Dormitory Presidents;

(c) The Dormitory Affairs Chair shall serve as the Chair of the Residential Life Committee; Section 2.09 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 represent their class in all events post-graduation;
- (c) The President for Life of the Graduating Class shall work with the College to plan graduation ceremonies;
- (d) The President for Life of the Graduating Class shall maintain a Cabinet to help them plan events and receive input from their peers;

#### Section 2.10 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 assume the role of President for Life of the Graduating Class at the conclusion of their term;
- (c) The Senior Class President shall work with the College to plan graduation ceremonies and coordinate the senior class gift;
- (d) The Senior Class President shall sit on the Alumni Association Board; (e) The Senior Class President shall maintain a Cabinet to help them plan events and receive input from their peers;

#### Section 2.11 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 maintain a Cabinet to help them plan events and receive input from their peers;

#### Section 2.12 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 maintain a Cabinet to help them plan events and receive input from their peers;

#### Section 2.13 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 maintain a Cabinet to help them plan events and receive input from their peers;

#### Section 2.14 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 shall be consulted on all matters pertaining to the interpretation, enforcement, and adherence to this Constitution, the Bylaws, the Board

Operating Procedures, the Senate Operating Procedures, and the ethical standards of the Corporation;

- (b) The Chief Ethics and Procedural Officer shall, in the event of a suspected ethical breach, be authorized to convene a special investigatory committee;
- (c) The Chief Ethics and Procedural Officer shall adjudicate all questions about the interpretation of the Constitution, Bylaws, or any of the Board Operating Procedures and the Senate Operating Procedures.
  - (i) *Any decision made may by the Chief Ethics and Procedural Officer may be overturned through a two-thirds (2/3) majority vote of the Board;*
- (d) The Chief Ethics and Procedural Officer shall serve as the chair of the Elections Committee;
- (e) The Chief Ethics and Procedural Officer shall have sole prerogative over formulating both the Board and the Senate Operating Procedures;
- (f) The Chief Ethics and Procedural Officer shall serve as Acting Chair of the Senate if the Executive Vice President is temporarily unable to fulfill their duties;

#### Section 2.15 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 record minutes from all meetings of the Board, Standing Committees, and Special Meetings of the Membership:
  - (i) *In the event that the Chief Operating Officer is absent, their proxy shall record minutes from the meeting,*
- (c) The Chief Operating Officer shall publish all minutes from all open meetings on the Corporation's website;
- (d) The Chief Operating Officer shall keep a record of all past minutes, which shall be accessible to all Members and Officers at anytime so long as they are open minutes;
- (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 for the purpose of marketing ASCMC to the broader CMC community;
- (g) The Chief Operating Officer shall lead the work to ensure that the Corporation has a strong social media presence in collaboration with the Senate Secretary;

#### Section 2.16 The Comptroller

- (a) The Comptroller shall serve as a check on the Corporation's finances 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 provide the Board a regularly updated ledger of the Corporation's

assets;

- (d) 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;
- (e) 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(s) for each report, which will then be discussed with the Chief Ethics and Procedural Officer in order to minimize potential preference or bias,*

#### Section 2.17 The Mental Health and Wellness Liaison

- (a) The Mental Health and Wellness Liaison (Mental Health and Wellness Liaison) shall be responsible for advocating for mental health and wellness issues to ensure a positive campus culture;
- (b) The Mental Health and Wellness Liaison shall work with other Officers and Staff to plan events to bolster wellness on campus;
- (c) The Mental Health and Wellness Liaison shall work to build a community of students passionate about mental health and wellness advocacy;
- (d) The Mental Health and Wellness Liaison shall communicate with relevant College administration and personnel about mental health and wellness needs of the student body;
- (e) The Mental Health and Wellness Liaison shall lead programming discussions about Question, Persuade, and Refer (QPR) during First Year Guide Training;
- (f) The Mental Health and Wellness Liaison shall work to institute a mental health and suicide prevention training program during new student orientation, ASCMC leadership training, and campus organization leader orientation;
- (g) The Mental Health and Wellness Liaison shall communicate with the student body on a frequent basis with mental health and wellness updates and resources;
- (h) The Mental Health and Wellness Liaison shall have access to an annual \$600 Mental Health and Wellness Fund;

#### Section 2.18 The Director of Events Operations

- (a) The Director of Events Operations shall oversee the operations of all social events, the planning of all small scale social events, and shall work to promote a vibrant, accessible, and healthy social scene for all that is inclusive of students of marginalized identities;
- (b) The Director of Events Operations shall meet regularly with relevant members of the Dean of Students Office alongside The Vice President of Student Activities;
- (c) The Director of Events Operations shall manage all duties pertinent to executing the formation and success of events, such as obtaining and paying vendors, coordinating DJs, and managing clean-up and set-up;

### **Article III. Committees of the Board of Directors**

#### Section 3.01 Composition and General Rules

- (a) There shall be four (4) Standing Committees of the Board:
  - (i) *The Elections Committee, the Budget Committee, the Diversity and Inclusion Committee, the Residential Life Committee,*
- (b) Quorum shall be set at one half (½) plus one (1) of each committee's voting membership;
  - (i) *All votes in the Committee shall require quorum,*
- (c) All matters of debate regarding procedure or policy shall be decided by a vote of the respective Standing Committee;
  - (i) *Members may appeal these decisions to the Board, which may overturn them by a two-thirds (2/3) majority vote,*
  - (ii) *All votes of a Standing Committee shall be made public, provided that closed minutes were not requested and approved prior to the vote,*
- (d) Standing Committees shall reserve the right to select an Acting Chair in the event that the Chair is temporarily unable to fulfill their duties, unless otherwise specified by this Constitution and its bylaws;
- (e) All members of the Standing Committees shall have a vote, except for the Senators on the Budget Committee;
- (f) Standing Committees shall not recognize proxies;
- (g) Meetings of Standing Committees shall be called either by the chair or one half (½) of the members of the committee;
  - (h) All minutes shall be presumed to be public and shall be published publicly; (i) *The members of the committee shall reserve the right to close minutes as long as a brief statement of the material discussed is included in the minutes,*
- (i) All motions in Committees shall be decided by a vote;
  - (i) *All votes shall require a simple majority (50%+1) of votes cast to pass. Abstentions shall not count as votes cast,*

### Section 3.02 Elections Committee

- (a) The Elections Committee shall oversee and administer the election or appointment of all Officers and Staff of the Corporation;
- (b) The Elections Committee's members shall be:
  - (i) *The Chief Ethics and Procedural Officer, The President, The Executive Vice President, The Vice President of Student Activities, The Diversity and Inclusion Chair, two Senators,*
- (c) For the appointment of the Chief Financial Officer, the Vice President of Campus Organizations, and the Director of Student Security, the respective outgoing Officer or Staff person shall advise the Elections Committee on the necessary qualifications for the position:
  - (i) *No outgoing Officer or Staff person shall have the right to view application materials or take part in interviews,*
- (d) 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:

*(i) Both approval and reversal shall require a vote of the Committee,*

(e) Elections Committee members shall not be a candidate for an elected or appointed position and serve on the committee concurrently:

*(i) 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 appointment process,*

### Section 3.03 The Budget Committee

(a) The Budget Committee shall oversee the administration of all funds of the Corporation and shall be empowered to make decisions as per budgeting and fiscal policy of the Corporation;

(b) The Budget Committee's members shall be:

*(i) The Chief Financial Officer, The President, The Executive Vice President, The Vice President of Student Activities, The Vice President of Campus Organizations, The Diversity and Inclusion Officer, The Chief Ethics and Procedural Officer, The Comptroller, The Administrative Affairs and Appropriations Chair, two Senators, (c) Agendas for committee meetings shall be developed by the Chief Financial Officer and the President*

(d) All Officers and Staff shall be notified at least twenty-four (24) hours prior to a meeting of the Budget Committee;

*(i) Any Officer or Staff who has discretion over or a significant stake in a fund affected by the decisions of the Budget Committee may appear before the Committee,*

(e) The Budget Committee shall have sole jurisdiction over budgetary allocations; (f) The Budget Committee shall determine which organs and/or Officers shall administer each line-item in the budget;

### Section 3.04 The Diversity and Inclusion Committee

(a) 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;

(b) The Diversity and Inclusion Committee's members shall be:

*(i) The Diversity and Inclusion Chair, The At-Large Members of the Diversity and Inclusion Committee,*

(c) The Diversity and Inclusion Committee shall be permitted to solicit input from Officers and Staff;

(d) 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 ways to better serve students of marginalized identities and increase their representation within the Corporation;

(e) The Diversity and Inclusion Committee shall regularly consult all relevant affinity-based student organizations;

(f) Members of the committee shall serve terms lasting from the time of their appointments until the Monday after Spring Break;

(g) 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 twenty four (24) hours in advance to Committee members, Section 3.05 The Residential Life Committee

(a) The Residential Life Committee shall strive to foster vibrant and supportive dormitory communities through means including, but not limited to:

*(i) Quad-carnivals,*

*(ii) Various programming done in conjunction with Residential Assistants,*

(b) The Residential Life Committee's members shall be:

*(i) The Dormitory Affairs Chair, the Dormitory Presidents, The Resident Assistant Liaisons,*

(c) The Student Life Committee Chair shall serve as an ex-officio member of this committee;

(d) 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,*

(e) The Residential Life Committee shall solicit 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 endeavor 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 IV. Staff of the Board of Directors**

##### Section 4.01 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) If the Vice President of Student Activities is temporarily unable to fulfill their role, the Event Commissioners shall choose amongst themselves one Event Commissioner to serve as Acting Vice President of Student Activities;

##### Section 4.02 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 organized by the Corporation; (b) The Director of Student Security shall be tasked with the direct oversight of the Student

Security Staff;

#### Section 4.03 The Dormitory Presidents

- (a) The Dormitory Presidents shall assist the Dormitory Affairs Chair in fostering vibrant and supportive dormitory communities;
- (b) The Dormitory Presidents shall put on at least two (2) events per academic semester: (i) *One (1) event in conjunction with their Residential Assistant(s),*  
(ii) *One (1) quad-carnival or in conjunction with other quad-specific Dormitor(y/ies),*
- (c) Dormitory President shall spend approximately one-half (½) of their dorm's budget by the end of the Fall semester;
- (d) A Dormitory President shall serve until the end of the Academic Year and may hold up to one (1) other office within the Corporation other than Dormitory Affairs Chair and Chief Ethics and Procedural Officer;

#### Section 4.04 The Resident Assistant Liaisons

- (a) The Resident Assistant Liaisons shall endeavor to represent the Resident Assistants in relevant discussions;
- (b) There shall be two Resident Assistant Liaisons selected,
- (c) Resident Assistant Liaisons shall attend all Executive Board meetings and one in three Senate meetings,
- (d) Resident Assistant Liaisons shall serve on the Residential Life Committee,

#### Section 4.05 The Presidential Advisors

- (a) The President shall select up to three (3) Members to serve as Presidential Advisors for whatever purpose they see fit;
- (b) The Presidential Advisors shall serve at the pleasure and discretion of the President; (c) The Presidential Advisors shall have no authority within the Corporation beyond advising the President;  
(i) *The Presidential Advisors may not serve as Senators,*

Section 4.06 The At-Large Members of the Diversity and Inclusion Committee (a) The At-Large Members of the Diversity and Inclusion Committee shall endeavor to represent a broad range of intersectional identities and perspectives and work to further the inclusivity and diversity of the Corporation;

#### Section 4.07 The Student Security Staff

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

#### Section 4.08 The Campus Organization Liaisons

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