



College Council By-Laws

The College Council is the legitimate voice of the College student body. Individually, each member represents the interests of their respective class constituencies. Collectively, members represent the interests of all students in the College. The Council shall continually seek to improve student life for all College students and shall actively work to investigate and address important College issues.

Article I: COUNCIL MEMBERSHIP

1. The Council, at its full membership, shall have 16 voting members, in addition to a Chair that may only vote to break ties within the Council.
2. There shall be five electoral units within the College Council. There shall be four units for the four standard College class years (one per class), and there shall be one unit for the College Council Chair. A class shall be defined by academic year of matriculation in the College. Those students who matriculated more than four years ago, students on Extended-College Status, and Students-at-Large shall be represented by the 4th-year class. Each of the four electoral units for the standard College class years shall have four representatives, and the electoral unit for the College Council Chair shall have one representative, the Chair.
3. After the selection of the College Council Chair, the unelected candidate possessing the next highest number of votes in the Chair's electoral unit will move into the seat formerly held by the Chair. This individual will become a member of the Council and will possess all standard privileges and voting rights in both the College Council and Assembly. In this way, each electoral unit will have four representatives and the Council will have an independent Chair.
 - a. If the earner of the next highest number of votes declines the position or cannot serve in the position, then the seat will be considered vacant and will be filled as specified elsewhere in these bylaws.
4. Voting members of the College Council, plus the Chair, shall occupy a seat on the Student Government Assembly.
5. Pursuant to Article II §14 of the Assembly By-Laws, College Council shall select a representative to fulfill the position of Council Liaison:
 - a. On the first meeting of College Council following the first Assembly meeting of Fall Quarter, representatives shall select from among their own number a Liaison to the Graduate Council.
 - i. The Liaison to the Graduate Council shall be selected by a simple majority vote.
 - b. The Liaison to the Graduate Council shall serve until their term expires upon the last meeting of Spring quarter. However, their term of service may be abridged due to any of the following circumstances:
 - i. The Liaison to the Graduate Council is removed by a $\frac{2}{3}$ vote of the College Council.



- ii. The Liaison to the Graduate Council is removed by a simple majority vote of the College Council upon petition of either:
 1. The Chair of the Graduate Council, or
 2. Five members of the Graduate Council duly sworn and chosen.
- iii. The Liaison to the Graduate Council resigns the Council Liaison position upon accruing too many absences at Graduate Council meetings per Graduate Council By-Laws Article I §5(b).
- iv. The Liaison to the Graduate Council resigns from their role as liaison.
- v. The Liaison to the Graduate Council vacates, for any reason, their seat in College Council.
- c. The Liaison to the Graduate Council shall fulfill their duties as described in Article II §14 of the Assembly By-Laws.
- d. In the event of the removal or resignation of the Liaison to the Graduate Council, College Council should select a new liaison no later than two meetings after the seat became vacant.
 - i. The selection of the new Liaison to the Graduate Council shall require a simple majority vote.

Article II: ELECTIONS

1. College Council elections will take place in both the Spring and Autumn Quarters. 2nd, 3rd, and 4th year representatives will be elected in the Spring. 1st year representatives will be elected in the Autumn.
2. No representative shall be elected from an electoral unit unless he or she is eligible to vote in that unit. An undergraduate student may only be a member of one electoral unit.
3. In order to appear on the ballot, candidates must submit a petition with 30 valid signatures from the appropriate electoral unit
4. Regularly scheduled elections will be administered by the SG Elections & Rules Committee in conjunction with the Executive Slate and CLI.
5. In the event of a tie, candidates with tied votes will appear before the newly elected College Council. The Council will select one candidate by majority vote.
6. A College Council candidate runs intending to serve for the whole year. However, a Declared Proxy may serve on behalf of a College Council representative who studies abroad for one quarter during that representative's term of service. Pursuant to Article II § 15(d)(i)-(iii) of the Assembly By-Laws, the candidate must declare on the ballot the quarter in which they will be studying abroad, and name the student who will serve as their Declared Proxy.
 - a. A College Council representative who does not designate a Declared Proxy by the proper deadline automatically vacates the seat.



7. If a candidate is elected as a representative, that representative's Declared Proxy will attend all Student Government-related meetings and cast votes on behalf of the representative during the quarter in which the elected representative is studying abroad. This Declared Proxy will be bound to any and all attendance rules that would normally apply to a College Council member. The attendance of the representative who is studying abroad will be gauged by the attendance of the Declared Proxy.
8. A Declared Proxy has the power to resign and to vacate their seat. If a Declared Proxy vacates their seat for any reason, they forfeit the seat held for the representative for whom the Declared Proxy was serving. Such a vacancy shall be filled pursuant to Article V § 3(a).
9. No member of the Student Association may run for a College Council seat if the member plans on studying abroad for more than one quarter during the requisite term of service.
10. No member of College Council may serve as Chair if they will be spending any point of their term of service abroad.

Article III: CHAIR & VICE-CHAIR

1. Upon the election of a new Council following the Spring Quarter Elections, the newly elected Council members shall select a Chair from amongst their own membership, by majority vote. The duties of the Chair are as follows:
 - a. The Chair shall convene and preside over all meetings of the College Council.
 - b. The Chair shall establish the agenda of all College Council meetings. The Chair shall not vote in the College Council, except when the Council is equally divided on a question.
 - c. The Chair shall maintain a ledger of any funds under the control of the College Council.
 - d. The Chair may appoint other members of the Council to handle other various tasks, without objection by the Council.
 - e. The Chair shall sit ex-officio on the Executive Committee of the Student Government. The Chair shall not vote in Executive Committee proceedings.
2. Without objection by the Council, the Chair may appoint a Vice-Chair from amongst the membership of the Council to preside in their absence.
3. The Council may remove its Chair by a two-thirds vote of the Council. The Chair must be offered a fair chance to rebut their removal before the vote is taken. A vacancy in the position of Chair shall be filled by majority vote.

Article IV: MEETINGS

1. The College Council shall meet throughout the year at publically announced times and locations. Meetings may be rescheduled or cancelled at the discretion of the Chair or by a majority vote of the Council.



2. Quorum to conduct voting business of the Council and Finance Committee reviews shall consist of more than half the voting membership. A fewer number of members may meet as a Committee of the Whole for discussion and debate, provided the meeting is given public notice.
3. Any member of the Student Association may speak at meetings of the College Council. This participation may not include disrupting the business of the Council, nor may non-members make motions or vote in Council proceedings. Other persons may speak before the Council at the discretion of the Chair.
4. The Council Chair may convene extraordinary meetings of the Council at their discretion, or on the petition of five members of the Council.
5. The time, place and agenda of all Council meetings shall be made public before the convening of each meeting. Announcements shall be made at each Council meeting and posted appropriately.
6. The Council shall make all its minutes, records and resolutions available for public inspection in a timely fashion.
7. The Council shall allow note-taking, photography, and the use of video and audio recording devices at its meetings. If sensitive or potentially endangering information is presented or debated, the use of photography and video recording devices may be prohibited by a 2/3 vote of the Council. Note-taking and audio recording shall always be permitted.

Article V: ABSENCES & PROXIES

1. In the event that a member is unable to attend a Council meeting, the member may designate a proxy. If a member designates a proxy and the proxy attends the meeting in place of the member, that member will accrue a partial absence pursuant to Article V § 2 (a) of these By-Laws.
 - a. A proxy may be any student in the College in the same electoral unit as the proxying Council member.
 - b. The Council member must designate the proxy by notifying the Chair within an appropriate amount of time before the meeting, given by the Chair.
 - c. Council members may not serve as proxies for other Council members.
 - d. No person shall proxy for more than one person at any given time.
 - e. Members are responsible in full for the actions of their proxies.
2. Each member is allowed three points (defined below) per quarter. Should this number be exceeded, the Chair will bring a motion to remove the member for neglect of their duty, and give them a hearing in accordance with the Student Government Constitution. If the motion passes, removing the member, the resulting vacancy should be filled in accordance with Article V § 3. If the motion fails, the Council should reduce the member's total points to a total less than three.
 - a. An absence from a meeting will cause a member to accrue one point. Missing a portion of a meeting will cause a member to accrue half of a point (with a five minute grace period at the beginning and end of the meeting). The use



of a proxy at a meeting will accrue half of a point to the member. Any absence in whole or part or proxy due to attendance at another Student Government meeting accrues no points.

3. In the case of a vacancy, the Chair shall offer the vacant seat to the unelected candidate receiving the next highest number of votes as of the last election in the relevant electoral unit, provided said candidate received at least as many votes as some declared candidate. Should they decline, the Chair will proceed down the list of candidates in order of votes received, provided that the candidate to be elected received at least as many votes as some declared candidate.
 - a. Should the above procedure fail to fill the vacancy, the Chair shall announce the existence of the vacancy and an application process to the relevant electoral unit. The Council shall then choose among these applications to fill the vacancy.

Article VI: COMMITTEES

1. At least two members of the College Council shall sit on the Finance Committee.
2. The Council may establish other Committees that it deems necessary and proper to the discharge of the Council's duties.
3. Membership on all College Council committees shall be open to the entire undergraduate population, unless otherwise stipulated in these By-Laws.

Article VII: The Emergency Fund

1. The Emergency Fund (EF) shall be a committee of the College Council tasked with protecting and defending the rights of marginalized students on campus by connecting them with trusted resources and emergency aid.
2. EF shall be comprised of a Decision Board, a Finance Board and a Chair.
3. The Chair shall be elected by a majority vote of the Decision Board during the Spring Quarter. Any member of the Decision Board other than those graduating shall be eligible to be elected Chair for the following academic year.
 - a. The Chair shall be responsible for organizing meetings, facilitating applications for the Decision Board and the Finance Board, and ensuring that the EF Funding Guidelines are followed.
 - b. The Chair shall be a student in the College.
4. The Decision Board shall be comprised of eight voting members appointed by the incoming Chair. The Chair shall preside over all meetings of the Decision Board.
 - a. Members of the Decision Board shall be selected during the Autumn Quarter. Incumbents are eligible to serve more than one year if they reapply and are selected by the Chair.
 - b. Only students in the College may serve on the Decision Board.
 - c. Any vacancy shall be filled by application to the Chair. The Chair shall fill any vacancy within two weeks.
 - d. The Decision Board shall meet weekly, and shall also meet bi-weekly with the Finance Board.



5. The Finance Board shall be comprised of two students in the College who do not serve on the Decision Board.
 - a. The Finance Board shall be responsible for fundraising, seeking donors, and maintaining oversight of the budget an account.
 - b. The Finance Board shall meet weekly, and shall also meet bi-weekly with the Decision Board.
 - c. Membership will be selected by application to the Chair. Incumbent members are eligible to serve more than one term, but they must reapply and be selected by the Chair.
6. Funding for EF may be sought from College Council's budget, though EF will also fundraise in order to ensure financial viability.
7. The Chair of EF shall present a report to the College Council each quarter describing all allocations made during that quarter.
8. EF shall administer funds in accordance with these By-Laws and the Emergency Fund Code.
 - a. The Code can only be amended by a majority vote of the Assembly.

Article VIII: FINANCE COMMITTEE REVIEW

1. 1. Within seventy-two hours of receiving a Finance Committee report, the Council shall meet to review recommendations from the Finance Committee. The Council may approve each recommendation, or by majority vote overturn the recommendation and report a new amount, or by majority vote direct the Finance Committee to reconsider its decision. The Chair shall be responsible for reporting the Council's decision to the Executive Slate.
2. If an RSO wishes to appeal a Finance Committee recommendation, it must submit an appeal to the Finance Committee Chair who will distribute the appeal to the College and Graduate Councils for review. The College Council may extend the period to review the appeal an additional seventy-two hours.

Article IX: COLLEGE COUNCIL BY-LAW AMENDMENTS

1. The Council may amend By-Laws with a two-thirds vote.
2. In no case may these By-Laws may be amended to contradict the Student Association Constitution or the Assembly By-Laws.

History:

[1] Ratified by the College Council: May 24, 2000

[2] Re-organized by the Chair: April 7, 2006 (All Articles)



- [3] Amended by the College Council: May 3, 2006 (Articles I, II, & V)
- [4] Amended by the College Council: May 11, 2006 (Articles III & IV)
- [5] Amended by the College Council: May 31, 2006 (Articles III, IV, & VII)
- [6] Amended by the College Council: January 11, 2007 (Article I)
- [7] Amended by the College Council: April 2, 2014 (Article II)
- [8] Amended by the College Council: April 9, 2014 (Article I)
- [9] Amended by the College Council: June 4, 2014 (Articles I & II)
- [10] Amended by the College Council: October 22, 2014 (Article V)
- [11] Amended by the College Council: October 27, 2015 (Articles IV & V)
- [12] Amended by the College Council: November 1, 2016 (Article I)
- [13] Amended by the College Council: February 14, 2017 (Article I through VIII)
- [14] Amended by the College Council: May 15, 2017 (Article VII)