



Yale College Council
Constitution

2016-2017

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PREAMBLE

We, undergraduates of Yale University, as an essential component of the University, do hereby reaffirm the establishment of the Yale College Council to play an active role in shaping University policies and priorities. To this end, we will lend a voice to student concerns and opinions; play an active role in shaping University policy; protect student rights and freedoms; promote and finance undergraduate organizations; foster school unity and pride; and serve as a forum for the discussion and advancement of student ideas.

ARTICLE I: Name, Purpose, Structure, and Membership

Section One: Name

The name of this organization shall be the Yale College Council (YCC).

Section Two: Purpose

The purpose of YCC shall be to pursue the objects stated in the preamble. We shall serve as the primary liaison between the undergraduate student body and the administration, graduate schools, faculty, staff, and persons or groups outside of the University. Any issue affecting the quality of undergraduate life or education falls within the jurisdiction of YCC.

Section Three: Structure

The YCC shall be comprised of the following bodies:

1. Executive Board, which includes four elected officers and six appointed officers.
2. Council of Representatives (COR), which includes elected and associate representatives. The Council can create task forces, which consist of several representatives, to pursue specific projects. In addition, the Council can establish Focus Groups, which consist of representatives and additional members of the student body at large in order to consistently convene to address certain issues.
3. Events Committee (EC), which includes the Events Director and appointed members. The Committee can create task forces, which consist of several members, to pursue specific projects. In addition, the Committee can establish an event Subcommittee, which will independently recruit new members from the student body at large to pursue large-scale productions.
4. Funding Committee (FC), which includes the Student Organizations Director and appointed Organization Finance Managers (OFM).
5. Production and Design Team, which includes appointed members.
6. Programming Team, which includes appointed members.
7. Business Team, which includes appointed members.
8. Freshman, Sophomore, and Junior Class Councils, which are subsidiary organizations of the YCC.

9. Council Elections Commission (CEC), which includes both YCC members and members from the student body at large and is assembled before annual elections.

10. Board of Advisors, which includes appointed members.

Section Four: Memberships

Members of the YCC are divided into three membership tiers:

1. Full-term Voting Members - the right to vote on YCC initiatives shall be reserved for the elected members of the Council of Representatives. The Vice President shall vote in the case of a tie.

2. Full-term Non-Voting Members - includes members of the Executive Board, associate representatives of the Council, members of Events Committee, members of the Funding Committee, members of the Production and Design, Programming, and Business Teams, and members of the Board of Advisors. Such members are granted equal rights to voting members, except the right to vote.

3. Affiliated Members - includes members of Focus Groups that are not representatives, members of event Subcommittees, Special Project Contributors, members of the Freshman, Sophomore, and Junior Class Councils, and members of the CEC.

ARTICLE II: Council of Representatives

Section One: Purpose

The Council of Representatives (hereafter referred to as the Council) shall be the primary forum for the discussion of undergraduate affairs. The Council shall develop and execute projects that

(a) address current issues raised by undergraduates and/or (b) further the aforementioned mission of the YCC.

Section Two: Structure and Term Lengths

The Council shall be comprised of two (2) elected representatives from each residential college. Each representative shall serve a one-year term starting on the first day of summer break and ending the last day of exam period in the following academic year. The Council may begin convening immediately after elections, but will not be able to act on official business until the aforementioned term has started. Any undergraduate student may be elected to office, provided (a) he or she shall represent the college to which he or she currently belongs and (b) will not concurrently serve on the Executive Board.

Section Three: Associate Representatives

Members of the student body at large may attend and participate in meetings of the Council. To continuously work on official projects on behalf of YCC, such students must be recognized as associate representatives of the Council. Associate representatives are non-voting members of the Council and shall be held to the same standards of attendance, conduct, and participation as elected representatives. To become an associate representative, one must:

- a. Petition the Vice President for associate membership. A petition must include a statement outlining the prospective associate member's reasons for seeking membership. A petition may be submitted no later than the third YCC meeting of the second semester.
- b. Pass a one-week internal vetting process conducted by the Executive Board and headed by the Vice President. One's vetting process shall begin upon the Vice President's receipt of his/her/their petition.
- c. Win a two-thirds (2/3) majority vote of approval from the Council. The vote shall be conducted following the completion of the Executive Board vetting process and after attending at least two Council meetings.

Section Four: Special Project Contributors

Students who are non-YCC members who wish to contribute to a significant extent to a specific project or task force of the Council may apply to become Special Project Contributors (SPC). A Special Project Contributor is appointed at the request of a representative or Director with the approval of the Vice President. He or she shall be considered an affiliated member of YCC, and his/her/their role shall be terminated upon completion of the target project.

Section Five: Basic Responsibilities

Each representative shall:

- a. Attend the weekly Council meeting(s), propose and lead projects, and assist with YCC sponsored events.
- b. Attend monthly council meetings to discuss Yale College Council action items, excluding the participation of the Executive Board
- c. Serve as a liaison between the Council and the Master, Dean, Class Council representatives, residential College Council members, and all students of his/her/their college. The representative shall make him/her/themself available to students to hear complaints, offer suggestions, and solicit ideas and opinions.
- d. Attend the weekly meetings of his/her/their residential college council (barring conflicting YCC commitments).

Section Six: Projects

The Vice President shall be the primary manager of Council projects. He or she shall assign projects to representatives, monitor the progress of each project, and provide guidance and assistance upon request. Each representative shall be given charge of his/her/their own project. If the Vice President believes an individual representative cannot complete a project individually, he or she may create a task force (see Article 2.8). A list of all ongoing projects shall be compiled and made available to the student body at large via the YCC website.

Section Seven: Proposals

Upon completion of his/her/their project, a representative shall, in person, inform the Executive Board of his/her/their research, findings, and recommendations in a private meeting. After this meeting, said Council member shall present his/her/their project to the Council, and allow for the Council to deny any proposed recommendations by simple (1/2) majority vote. The Council

may override a presidential veto with a two-thirds (2/3) majority vote, if necessary (see Article 3.5).

Section Eight: Task Forces

At the discretion of the Executive Board or via majority vote from the Council, a task force may be established to work on specific project. This task force shall be comprised of YCC members and special project contributors as follows:

1. A current YCC member (representative or Executive Board member) shall lead the task force.
2. Special project contributors shall be selected through an application process managed by the head of the task force. Special project contributors shall be volunteers from the student body at large.
3. A task force shall complete its project and report its findings according to the guidelines set forth in Article 2.7.

Section Nine: Focus Groups

The Council of Representatives shall establish Focus Groups in order to continuously consider and debate broad issues. Focus Groups shall be comprised of members of the Executive Board, members of the Council of Representatives, and additional students with interest or affiliation with the issue the Focus Group will address. These additional students shall be considered affiliated members of YCC for the duration of their service on the Focus Group. The establishment of a new Focus Group requires a simply (1/2) majority vote. Focus Groups shall convene at the discretion of the Executive Board member who manages the Focus Group. Any projects pertaining to issues debated by a Focus Group shall be managed by representatives independently or in the form of a task force according to standard project procedures of the Council.

Section Ten: Focus Group on Athletics

The Focus Group on Athletics shall be a standing Focus Group of the YCC. At the start of each academic year the Student Life Director, who manages the Focus Group, shall solicit applications from the student body at large to join the group. The group shall convene at least once each semester as a forum to discuss specific issues pertaining to the Yale Athletics Department and student-athletes.

Section Eleven: Council Review of FC Decisions

The Council shall authorize the final decisions of FC grant applications (see Article 4.2 for process details). The Student Organizations Director shall be in charge of communications between the FC and the Council throughout this process.

Section Twelve: Budgetary Responsibilities

The Council shall approve the yearly allocation of the YCC budget into specific Funds as presented by the Finance Director in September. Funds, whether they be broad or narrow in scope, are general allocations of monies towards an aspect of YCC's mission without naming each line-item explicitly. The review and approval process shall proceed as follows:

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1. The Finance Director shall design several discrete Funds for the year and submit allocations to each Fund to the President no later than the first week of school.
2. The President shall distribute the tentative allocations to the Council for review.
3. In addition to the allocation of Funds, the Finance Director shall also present a tentative budget including specific line-items for the Council's reference.
4. At the following Council meeting, representatives shall discuss the allocations and may propose amendments. An amendment shall pass with a simple (1/2) majority vote.
5. The Council shall vote on the overall appropriations to Funds as a package. The allocations shall pass with a two-thirds (2/3) majority vote. Tentative budgets shall not be voted upon by the Council, but rather only the broad allocations to Funds.

Section Thirteen: Council Votes

The Council shall be required to approve basic actions of the YCC. A vote will be considered legitimate if quorum is achieved, where quorum requires at least three-fourths of representatives to be present and voting. Members shall be able to abstain from any vote; by abstaining, they do acknowledge their presence by adding to the quorum but their vote is not held for or against the measure. The following actions shall be granted approval if they garner the corresponding vote:

- a. Project proposals: Simple (1/2) majority.
- b. Establish focus group or event Subcommittee: Simple (1/2) majority.

- c. Appointment of Executive Board members, event Subcommittee Chairs, and when necessary Council Elections Commission Chair: Simple (1/2) majority.
- d. Decisions of FC grants: Simple (1/2) majority.
- e. Proposals for YCC-sponsored events: Simple (1/2) majority.
- f. Administer a referendum: Simple (1/2) majority.
- g. YCC Budget: Two-thirds (2/3) majority.
- h. Associate representative's membership: Two-thirds (2/3) majority.
- i. Presidential veto override: Two-thirds (2/3) majority.
- j. Impeachment: Three-fourths (3/4) majority.
- k. Constitutional Amendment: Three-fourths (3/4) majority.

ARTICLE III: Executive Board

Section One: Purpose

The Executive Board shall serve as the internal governing body of YCC. The Executive Board shall (a) work with the Council of Representatives to create yearly platforms and project ideas, (b) manage projects within each body of YCC, and (c) centralize and streamline communication between YCC and the Yale Administration.

Section Two: Elected Members

The President, Vice President, Finance Director, and Events Director shall be elected independently by popular vote in an undergraduate general election (for election procedures, see Article V).

Section Three: Appointed Members

The President-elect and Vice President-elect shall appoint the Chief of Staff, Academics Director, Communications Director, Student Life Director, Student Organizations Director, and University Services Director. To be appointed, each prospective Director must:

1. Have previously served as a full term member or affiliated member of YCC.
2. Submit a completed Executive Board application to the President-elect and Vice President-elect no later than ten (10) days after the general election. The Vice President-elect is responsible to create and advertise the application.
3. Pass a vetting process conducted by the President-elect and Vice President-elect. The vetting process for all applicants shall begin immediately after the application submission deadline elapses. During the vetting process the President-elect and Vice President-elect in consultation with the other elected Executive Board members shall nominate one candidate for each position for Council confirmation.
4. If nominated, present his/her/their qualifications, goals, and other relevant information to the Council in the form of a speech.
5. Win a simple majority (1/2) vote of approval from the newly-elected Council.

Section Four: Length of Term

Each Executive Board member shall serve a one-year term starting on the first day of summer break and ending the last day of exam period in the following academic year. The newly elected Executive Board and Council may begin convening immediately after elections in order to organize themselves and prepare for their term, but will not be able to impact policy or take action on behalf of the undergraduate student body until the aforementioned term has started.

Section Five: Transition of Power

No later than the first day of summer break, the sitting executive board shall relinquish control of all communication, financial, and administrative accounts to the newly-elected executive board. It is the responsibility of each newly-elected officer to meet individually with the current holder of his/her/their office to ensure that he or she is aware of any remaining duties or pending project(s) to which he or she must attend after taking office.

Section Six: The President

The President shall be the chief executive officer of YCC. The President is the primary representative of YCC and the official voice of the Yale undergraduate community. The duties of the President shall be to:

- a. Lead the YCC and its subsidiary bodies.
- b. Serve as the primary liaison to all individuals and bodies outside of YCC.
- c. Advocate, implement and enforce resolutions passed by the YCC.
- d. Present Council initiatives and recommendations to the administration.
- e. Meet with representatives of the Yale University President's Office, Yale College Dean's Office, and the Council of Masters on a regular basis.
- f. Appoint Executive Board members in conjunction with the Vice President.
- g. Convene meetings of the Executive Board on a weekly basis.
- h. Veto a Council proposal, if necessary. The president may only veto an initiative after the Council has voted. A veto may be issued up to a week after said vote.
- i. Perform any additional tasks the Council shall determine.

Section Seven: The Vice President

The Vice President shall be second in line to the presidency and shall be the leader of the Council of Representatives. The duties of the Vice President shall be to:

- a. Lead the YCC in the absence of the President.
- b. Serve as Speaker of the Council and moderator of all Council meetings.
- c. In the event that a vote of the Council of Representatives is tied, the Vice President shall be able to cast a vote.
- d. Designs and distributes Council meeting agendas prior to the weekly meetings.
- e. Ensure the efficiency, transparency, and productivity of the Council. He or she shall manage the list of projects the Council pursues, assign representatives to manage projects, and oversee the completion of each project.
- f. Facilitate the associate representative membership process.
- g. Appoint members of University Standing Committees (USCs) with the advice and consent of the Council of Representatives (see Article 5.3).
- h. Serve as liaison between USCs and the YCC.
- i. Accompany the President to meetings with the President's Office, Yale College Dean's Office, and Council of Masters when necessary.
- j. Act as Chair of the CEC and review election guidelines.
- k. Serve as the primary manager of the Academics, Student Life, and University Services Directors.
- l. Perform any additional tasks the Council shall determine.

Section Eight: The Chief of Staff

The Chief of Staff shall be the manager of the Executive Board and the primary manager of YCC internal communications. He or she shall be third in line to the presidency. The duties of the Chief of Staff shall be to:

- a. Assist the President and Vice President with logistics, Council initiatives, and communications.
- b. Manage communication between the Executive Board, the Council, and the additional bodies of the YCC.
- c. Meet with the Directors of the Executive Board on a biweekly basis to monitor the status of their projects and initiatives.
- d. Serve as the manager of the online project management system (see Article 10.1).
- e. Facilitate attendance and voting within the Council.
- f. Hold access to YCC's email account to control communications in the absence of the Communications Director.
- g. Oversee recruitment efforts for all bodies of the YCC.
- h. Meet with the seven Directors of the Executive Board on a biweekly basis to monitor the status of their projects and initiatives. The Chief of Staff shall coordinate primarily with the Finance, Events, Student Organizations, and Communications Directors.
- i. Perform any additional tasks the Council and Executive Board shall determine.

Section Nine: The Finance Director

The Finance Director shall be the administrator of all YCC funds. The duties of the Finance Director shall be to:

- a. Design and submit the YCC budget for Council approval by the first week of school.
- b. Apportion, distribute, and record the movement of all funds appropriated to the Student Body at the direction of the Council.
- c. Manage communications with the Yale College Dean's Office on all budget related issues.
- d. Publish an end-of-year report on YCC expenditures by the final week of April. The report should exclude any expenses that generally incur near or after that date.
- e. Lead YCC fundraising initiatives.
- f. Manage and recruit the Business Team.
- g. Report to the Council on the status of the budget on a monthly basis.

- h. Account for budget appropriated to undergraduate student organizations in conjunction with the Student Organizations Director.
- i. Account for budget appropriated to YCC-sanctioned events in conjunction with the Events Director.
- j. Perform any additional tasks the Council shall determine.

Section Ten: The Events Director

The Events Director shall be the organizer of all events put on by the Yale College Council. The duties of the Events Director shall be to:

- a. Design and submit the calendar of YCC-sponsored events for Council approval by the first week of school.
- b. Oversee the organization of events included in the calendar of YCC-sponsored events.
- c. Propose new events not present in the original calendar of YCC-sponsored events to the Council for approval. The event shall be approved with a simple (1/2) majority.
- d. Preside over the Events Committee and monitor projects led by its members.
- e. Manage the recruitment process of Events Committee members.
- f. Appoint a Deputy Events Director with the consent of the President and Vice President from within the existing EC. The Deputy shall perform tasks determined by the Events Director.
- g. Petition to the Council to create an event subcommittee and nominate a chair for Council approval to said subcommittee.
- h. Perform any additional tasks that the Council shall determine.

Section Eleven: The Communications Director

The Communications Director shall be the primary liaison between the YCC and the student body. The duties of the Communications Director shall be to:

- a. Manage the primary YCC email account and communications with the student body.
- b. Serve as the primary liaison between the YCC and the media.
- c. Recruit and manage the Production and Design Team.

- d. Recruit and manage the Programming Team.
- e. Appoint a Deputy Communications Director with the consent of the President and Vice President from within YCC. The Deputy shall fulfill duties of the Communications Director in his/her/their absence, assist the Communications Director with communication efforts, and serve as the copy-editor of all YCC publications and communications.
- f. Manage requests for YCC publicity or sponsorship. The Director shall present requests for YCC sponsorship to Council that he or she deems adequate. Council shall decide by simple majority vote (1/2) to accept or deny any sponsorship petition.
- g. Manage and update the YCC website on a weekly basis.
- h. Manage YCC social media accounts.
- i. Coordinate the referendum process on behalf of the YCC (see Article VI).
- j. Perform any additional tasks the Council shall determine.
- k. Record meeting minutes and distribute said minutes to the appropriate group(s), the administration, and the public. The minutes shall include attendance records of both YCC members and any guest(s).

Section Twelve: The Student Organizations Director

The Student Organizations Director shall be the distributor of YCC funding earmarked for registered Yale student groups. The duties of the Student Organizations Director shall be to:

- a. Manage the Funding Committee (FC), its budget, and its Organization Finance Managers (OFMs).
- b. Manage the recruitment process of Organizational Finance Managers.
- c. Review all FC grant application decisions for accuracy.
- d. Appoint a Deputy Student Organizations Director with the consent of the President and Vice President. The Deputy shall perform tasks determined by the Student Organizations Director.
- e. Create and distribute a decision recommendation executive summary to the Council at the end of each FC funding cycle.
- f. Facilitate the grant decision process between the FC and the Council of Representatives (see Articles 2.8 and 4.1).

- g. Facilitate necessary training of OFMs and Council representatives.
- h. Communicate information regarding student group registration and grant request processes to the student body.
- i. Ensure that checks are distributed to grant winners in a timely manner.
- j. Maintain and update the Guide for Undergraduate Organizations Funding.
- k. Oversee Council projects that pertain to policy regarding student organizations.
- l. Perform any additional tasks the Council shall determine.

Section Thirteen: The Academics Director

The Academics Director shall be the coordinator of Council projects dealing with undergraduate academics.

- a. Monitor the progress of Council projects within his/her/their purview and communicate said progress to the Chief of Staff and the Vice President.
- b. Provide guidance and assistance to representatives working on projects within his/her/their purview.
- c. Serve as a liaison between the YCC and chairs of academic departments.
- d. Manage any Focus Groups established to consider issues pertaining to academics.
- e. Meet with students and student groups who desire to discuss academic policy issues, and, if appropriate, facilitate the appointment of special project contributors.
- f. Perform any additional tasks the Council shall determine.

Section Fourteen: The Student Life Director

The Student Life Director shall be the coordinator of Council projects dealing with undergraduate student life and activities.

- a. Monitor the progress of Council projects within his/her/their purview and communicate said progress to the Chief of Staff and the Vice President.
- b. Provide guidance and assistance to representatives working on projects within his/her/their purview.

- c. Serve as a liaison between the YCC and Yale Athletics Department, religious, cultural, political, and social groups or centers on campus.
- d. Manage the Focus Group on Athletics and any additional Focus Groups established to consider issues pertaining to student life.
- e. Meet with students and student groups who desire to discuss student life policy issues, and, if appropriate, facilitate the appointment of special project contributors.
- f. Perform any additional tasks the Council shall determine.

Section Fifteen: The University Services Director

The University Services Director shall be the coordinator of Council projects dealing with undergraduate services provided by Yale University.

- a. Monitor the progress of Council projects within his/her/their purview and communicate said progress to the Chief of Staff and the Vice President.
- b. Provide guidance and assistance to representatives working on projects within his/her/their purview.
- c. Serve as a liaison between the YCC and Yale Health, Information Technology Services, Yale Police Department, Yale Facilities, and Yale Dining.
- d. Manage any Focus Groups established to consider issues pertaining to university services.
- e. Meet with students and student groups who desire to discuss university services policy issues, and, if appropriate, facilitate the appointment of special project contributors.
- f. Perform any additional tasks the Council shall determine.

ARTICLE IV: Teams and Committees

Section One: Events Committee

The Events Committee shall organize events that promote University spirit. Events organized by the Events Committee shall be open and accessible to all Yale Undergraduates. The Events Director shall design the events calendar for his/her/their year in office and shall be required to organize the events it includes. Members of the committee can continue to serve from year to year and new members are appointed by the Events Director through an application process in September.

Section Two: Event Subcommittees

The Events Director with the consent of the Council shall establish a subcommittee to manage the production of a large scale event that requires additional manpower for planning and execution over a long period of time. With the establishment the Events Director shall nominate a chair for the subcommittee confirmed by the Council. The Events Director shall manage the recruitment process of members for a newly formed subcommittee. Members shall be designated affiliated members of YCC until the execution of the event. The chair of the subcommittee shall periodically present a summary of the subcommittee's work to the Executive Board and Council of Representatives.

Section Three: Undergraduate Organizations Committee (UOC)

The Student Organizations Director shall present an overview of the funding cycle to the Council of Representatives and the Executive Board, including statistics on the amount of funding requested and allocated, the status of the UOC budget, and a summary of the distribution of funds between various categories of student organizations. This overview shall be published on the YCC website.

Section Four: Funding Committee (FC)

The Funding Committee (FC), in conjunction with the Council of Representatives, shall manage and apportion Yale College funds earmarked for registered student groups. Members of the committee, known as Organization Finance Managers (OFMs) can continue to serve from year to year and new members shall be appointed by the Student Organizations Director through an application process in September with the advice and consent of the Executive Board.

The FC grant application process shall proceed as follows:

1. Grant applications shall be submitted to the FC. Yale College Council Constitution 1 7
2. OFMs shall review the applications and send decision recommendations (based on the bylaws outlined in Appendix 1) to the Student Organizations Director.
3. The Student Organizations Director and the Deputy Director shall review all decision recommendations for accuracy and make alterations when necessary.
4. The Student Organization Director shall forward the final decision recommendations to the Council and provide representatives with an executive summary. Original grant applications and OFM comments shall be made accessible for reference.
5. At the following Council meeting, representatives shall discuss the executive summary and FC recommendations. To alter an individual recommendation, a representative may propose and explain an amendment. This amendment shall subsequently pass with a simple (1/2) majority vote of approval.
6. The Council shall vote to approve or deny the FC decision recommendations as a package. The package shall be approved by a simple (1/2) majority vote. There shall be no line-item veto process.
7. The Student Organizations Director shall inform grant applicants of the final decisions assigned to their applications.
8. Grant applicants may revise and/or appeal their grant decisions in accordance with the guidelines of the FC.

Section Five: Communications Team

The Communications Team shall manage content on the YCC website, social media platforms, and other forms of communications. It shall write and publish the monthly newsletter, advertisements, all social media posts, and YCC website updates. The team shall consist of writers, marketers, social media managers and any other position the Communications Director deems necessary. The Communications Team shall work under the supervision of the Communications Director. Members of the Communications Team can continue to serve from year to year and new members shall be appointed by the Communications Director through an application process in September.

Section Six: Production & Design Team

The Production & Design Team shall create YCC's visual identity and material to facilitate YCC's communications and outreach. The team shall consist of videographers, video editors, graphic designers, photographers, webmasters and any other position the Communications Director deems necessary. It shall provide photographs, videos, graphics, illustrations, and design for the Communication Team's material as well as web development and back-end support for YCC web services. The Production & Design Team shall work under the supervision of the Communications Director. Members of the Production & Design Team can continue to serve from year to year and new members shall be appointed by the Communications Director through an application process in September.

Section Seven: Programming Team

The Programming Team shall produce applications that help the undergraduate student body. The Programming Team shall work under the supervision of the Communications Director. Members of the Programming Team can continue to serve from year to year and new members shall be appointed by the Communications Director through an application process in September.

Section Eight: Business Team

The Business Team shall be in charge of seeking sponsorships, partnering with external businesses to secure discounts for Yale students, and pursuing any additional business initiatives at the discretion of the Finance Director. The Business Team shall work under the supervision of the Finance Director. Members of the Business Team can continue to serve from year to year and new members shall be appointed by the Finance Director through an application process in September.

Section Nine: Board of Advisors

The Board of Advisors serves to preserve the expertise of past YCC members and to improve the institutional memory of the organization by establishing a formal forum for such students to provide guidance throughout the year to the existing Executive Board.

a) Members of the Board of Advisors are regarded as honorary full-term non-voting members of the YCC.

b) Members are appointed for a yearlong term at the discretion of the President and Vice President at the start of their term.

- c) Students who serve on the Board are expected to have significant leadership experience related to college student government.
- d) The Board of Advisors has no official authority.
- e) The Board should have at least three (3) members and no more than eight (8).
- f) The Board shall convene at the start of the academic year for a presentation of the proposed annual budget, calendar of YCC-sponsored events, and project list.
- g) In addition, the Board shall meet at least two times each semester, during which the President is to present the Council's primary challenges and goals.
- h) The President and Vice President are encouraged to consult with the board on an ongoing basis and to have its members serve as mediators in cases of severe conflict among the Executive Board.

ARTICLE V: Subsidiary Bodies and University Standing

Committees

Section One: Class Councils

The Freshman Class Council (FCC), the Sophomore Class Council (SoCo), and the Junior Class Council (JCC) shall promote bonding, organize events, and address issues specific to their respective classes. The YCC shall provide each Class Council with a grant at the beginning of the fall semester and assist the Council's operations. It shall be required that:

- a. Each Class Council ratifies its own constitution. The same document may be adopted from year to year. The YCC constitution shall supersede these constitutions if a discrepancy arises.
- b. Each Class President or Chair reports on its respective Council's activities to the YCC Executive Board once a month.
- c. The Vice President/Chair of each Class submits requests for additional funding to the YCC Finance Director.
- d. Two FCC members, at the end of their terms, volunteer to serve as official advisers to the subsequent year's FCC.
- e. The SoCo and JCC Presidents start their terms on the first day of reading period in the Spring Term and end the same day the following year.
- f. The SoCo and JCC Presidents, at the end of their terms, serve as official advisers to the subsequent year's Class Council.

Section Two: YCC Preeminence

Members of the FCC, SoCo, JCC, may be asked to participate in efforts in the production of events organized by the YCC. Within reason, members of these subsidiary bodies shall be required to participate. The Council of Representatives, through the process of normal business, shall have the power to alter the actions of any subsidiary body.

Section Three: University Committees

University Committees (UCs) refer to standing, university-wide, and ad-hoc committees, which are comprised of faculty members, administrators, and students in order to address a variety of issues pertaining to Yale College and Yale University. Certain committees have several

undergraduate student members, who are nominated by the YCC in a process managed by the Vice President. The final appointment of students is determined by the Yale College Dean's Office.

Applications to fill vacancies on UCs will be solicited from the student body at large in the Spring semester according to a timeline formed in conjunction with the Dean's Office.

Applications will be read and reviewed by Executive Board and Council members, with interviews being conducted as necessary to vet candidates.

A seat on the following committees will be reserved for the listed Executive Board member:

1. President: Dean's Advisory Committee; Provost's Advisory Committee.
2. Academics Director: Course of Study Committee; Committee on Teaching Learning, and Advising; Calendar Committee.
3. Student Organizations Director: Undergraduate Organizations Committee.

Members of UCs nominated by the Yale College Council are encouraged to inform the YCC Executive Board of the agendas of their respective committees while still complying with the confidentiality agreements signed upon assuming their position on the committee. These communications are meant to aid the information-collecting process of student committee members, better align agendas between the committees and the YCC, and prevent overlapping communications to the student body.

ARTICLE VI: Elections

Section One: Parameters

The four (4) elected members of the Executive Board shall be elected by the student body at large. Each residential college shall elect two (2) representatives for the Council of Representatives. The Sophomore Class Council President and the Junior Class Council President shall be elected by the sophomore class and the junior class respectively. All elected officials shall serve for their aforementioned terms. Elections shall be held during the second or third week of April. A student may run for two elected positions but cannot serve in two elected capacities concurrently.

Section Two: Council Elections Commission

The Council Elections Commission (CEC) shall determine specific election rules, monitor campaigns, and facilitate voting for the YCC. The CEC shall be established no later than two weeks prior to the beginning of the campaign period. The YCC Vice President shall chair the CEC. If the Vice President intends to run for an elected position that year, he or she must notify the President by March 1st. The President shall then nominate a replacement CEC Chair for Council approval. Four undergraduate delegates shall comprise the remainder of the CEC. The four CEC delegates shall be chosen at random from a pool of twelve people, one from each residential college, each of which shall be nominated by his/her/their respective college council.

Members of the CEC may not support any candidate and must remain neutral and impartial during their time on the committee. All members of the CEC, including the chair if it shall not be the Vice President, shall be appointed upon the advice and consent of the Council of Representatives.

Section Three: Declaring Candidacy

A prospective candidate for an executive-level position must submit to the CEC a declaration of candidacy no longer than 500 words and file a petition signed by 100 Yale undergraduates in order to run for office. A prospective candidate for the Council must submit to the CEC a declaration of candidacy no longer than 300 words. All candidates must submit the required paperwork two weeks prior to elections. Upon receipt of the completed paperwork, the Chair of the CEC shall notify the prospective candidate that he or she is eligible to run for office. To be eligible to run candidates must be enrolled in a term of study in Yale College during the elections. All prospective presidential candidates must have attended at least three (3)

meetings of the Council of Representatives in the spring semester prior to the submission of candidacy declarations and petitions in order to be eligible to participate in the elections.

Section Four: Election Guidelines

By submitting the documents defined in Article 6.3, a candidate shall agree to adhere to the regulations set forth in the Election Guidelines (see Appendix 2). A subsequent violation of the Election Guidelines shall result in the candidate's disqualification from the election.

Section Five: Voting

Voters will be given the chance to cast one (1) vote, as verified by Yale NetID, for each of the aforementioned positions. If a voter chooses to abstain, his/her/their vote in that specific race will not be counted. Voting for all elections shall occur over a single, well-advertised 48-hour window. The start and end times of the election shall be determined by the Chair of the CEC.

Section Six: Declaring a Winner for Executive-level Positions

A candidate shall be declared the winner of his/her/their election if he or she:

- a. Receives more than 50% of votes cast for his/her/their office
- b. Receives at least 40% of votes cast for his/her/their office and at least 5% more votes than the nearest candidate.
- c. Receives less than 40% of the number of votes and at least 10% more votes than the nearest candidate.
- d. If a race is uncontested, the sole candidate shall be declared the winner.

Section Seven: Run-off

If none of the aforementioned criteria are met, a run-off will occur between the two candidates receiving the greatest number of votes. The candidate within the run-off that receives the greatest number of votes shall be declared winner.

Section Eight: Fall Elections

In the first or second week of September the Vice President shall facilitate elections for members of the Freshman Class Council, Sophomore Class Council, and Junior Class Council.

Each class within each residential college shall elect two (2) representatives to their respective Class Council. In addition, during these elections the Vice President shall also hold elections within residential colleges, which did not elect both of their representatives for the Council of Representatives in April of the previous academic year. These elections shall follow the same guidelines as April elections, with the exception that the elections will be managed solely by the Vice President without a CEC.

ARTICLE VII: Impeachment and Removal

Section One: Recall

The Vice President shall hold a recall election for any YCC member upon receipt of a petition that contains a 500-word justification for recall and the signatures of no less than one-third (1/3) of students eligible to vote for the position in question. The Vice President shall hold a recall election within two weeks of his/her/their receipt of the recall petition. All students eligible to vote in an election for the position in question shall be eligible to vote in the recall election. A threefourths (3/4) majority of vote may remove the representative from office.

Section Two: Removal for Attendance

The Executive Board shall submit a tentative list of required events at the beginning of each semester and give one-week warning before making any unanticipated event mandatory. An Executive Board member or Council representative shall be automatically removed from office upon his/her/their third unexcused absence from a council meeting or required event, or his/her/their fifth excused or unexcused absence. Absences are excused at the discretion of the President and Vice President.

Section Three: Removal

The Council shall hold a removal hearing for an Executive Board member or representative upon receipt of a petition that contains a maximum 500-word justification for removal and the signatures of either (a) one-third (1/3) of Council representatives or (b) one-half (1/2) of Executive Board members. A petition must be submitted to the President by at least two cosponsors at least one day prior to a regular Council meeting.

Council hearings regarding removal of a member of any status shall begin within one week of receipt of the petition and shall be presided over by the Vice President of the Yale College Council; in the event that the Vice President is the subject of the petition, the President of the Yale College Council shall preside over removal hearings. The removal process will proceed as follows:

- a. The sponsors of the impeachment proposal shall present their case for no more than ten (10) minutes. The accused person shall be given equal time to defend him/her/themself.
- b. Council members shall question both the sponsors of the impeachment proposal and the accused person for no more than one (1) hour.

c. The Council shall vote on whether to remove the named person. All representatives, associate representatives, and Executive Board members are eligible to vote. A three-fourths (3/4) majority vote will result in immediate removal from office.

d. In order to conduct the business of removal, a quorum shall be considered three-fourths of all council representatives, associate representatives, and Executive Board members.

Section Four: Removal of an Appointed Member

The President and Vice President, in coordination, may remove an appointed Executive Board member or an associate representative from office at their discretion. An official statement of removal and reasons for dismissal must be submitted, in writing, to the dismissed member, the Executive Board, and the Council in order for the dismissal to be final. If any other member of the YCC would like to remove an appointed member from office, and if the President and/or Vice President are unwilling to remove said member from office, the process for removal of an elected member (per Article VII, Section Three) may be invoked.

Section Five: Resignation

Any member of YCC may resign by submitting a statement of resignation to the President.

Section Six: Replacement of an Executive Board Member

In the event that a member of the Executive Board is removed from or leaves office, the President shall nominate a replacement for confirmation by the Council in a manner similar to that prescribed by Article III, Section 3. A simple majority (1/2) of the Council is needed to confirm a new Executive Board Member. In the event that the President is removed from or leaves office, the Vice President shall assume the role of President and appoint, upon the advice and consent of the Council, a new Vice President.

Section Seven: Replacement of a Representative

If a representative vacates his/her/their seat for any reason, an associate member on council from the appropriate residential college shall be appointed to fill the vacancy. If there are multiple associate members from that college, the associate member shall be selected by random lottery. Should there be no associate members from that residential college, the president of his or her residential college council shall fill said seat by special appointment. The YCC Vice President shall be in charge of coordinating this special appointment.

Article VIII: Referenda

Section One: Purpose

A campus-wide referendum shall advise the Yale administration on a specific issue or policy based on the will of the undergraduate community. A referendum shall be held if a simple majority ($\frac{1}{2}$) of the Council votes to hold one. The Yale College Council may also hold a referendum upon the petition of a Student Action Group (SAG) on a specific issue concerning the academics, university services, and/or student life of Yale University as stipulated in Article VIII, Section 2. Student Action Groups refer to an association of undergraduate students, whether informal or part of a registered student organization, who advocate for a referendum.

Section Two: Petitioning a Referendum

A referendum will be approved after a petition is successfully completed, presented to the YCC, and approved by a majority of representatives. A petition will win the right to a referendum if it:

- a. Has been submitted to the YCC within two months of its registration. A SAG may register a petition by submitting a written intent to petition and a proposed resolution to the YCC President. A petition must be registered by a SAG prior to obtaining signatures or canvassing. If two months elapse and the completed petition has not been submitted to the YCC, the petition shall be considered invalid.
- b. Contains the signatures of 10% of Yale undergraduates who knowingly consent to the sentiment of the proposed referendum.
- c. Wins a simple majority ($\frac{1}{2}$) vote of approval from the Council. If the petition does not win said vote, the Council vetoes it. This veto may be overturned with a secondary petition containing the signatures of 20% of Yale undergraduates. It is not necessary to obtain the original signatures for a second time.

Section Three: Administering Referenda

If a petition wins the right to a referendum, a referendum shall be administered over a well-advertised 96-hour window. The date and time of this window will be determined prior to the start of the semester. The Communications Director shall administer the referendum via online voting and provide voters with statements advocating each side of the issue at hand. The referendum shall become binding to the YCC if (a) 50% or more of respondents vote yes, and

(b) the total amount of students who voted yes amounts to at least a third (1/3) of the undergraduate student body. Students who choose to abstain from the voting process shall be considered part of the student body that voted; by abstaining, they do acknowledge their presence by adding to the quorum but their vote is not held for or against the measure.

Section Four: YCC Mandate

If the referendum becomes binding to the YCC, the YCC shall be required to send an official letter to the President of Yale University expressing the sentiments of the student body. In said letter, the YCC President shall request an official response from the Yale University President's Office. If the referendum does not meet the aforementioned requirements, no further action shall be required of the YCC.

Section Five: Campaign Restrictions

Students may report instances of coercion to the Communications Director. It will be his/her/their responsibility to investigate the SAG for illegitimate petitioning practices if one or more reports are filed. The Communications Director, with the approval of a simple (1/2) majority of the Council, shall void a petition and/or referendum if he or she finds ample evidence of coercion.

Section Six: Task Forces

At the discretion of the Executive Board or via majority vote from the Council, a task force may be established to work on a specific project. This task force shall be comprised of YCC members and special project contributors as follows:

- a. A current YCC member (representative or Executive Board member) shall serve as an official liaison between task force members and the YCC.
- b. The head of the task force shall be either a current YCC member (representative or Executive Board member) or a volunteer from the student body at large.
- c. Special project contributors shall be selected through an application process managed by the head of the task force. Special project contributors shall be volunteers from the student body at large.
- d. A task force shall complete its project and report its findings according to the guidelines set forth in Article 2.7.

ARTICLE IX: House Rules

Section One: Council Meetings

Regular meetings of the Council of Representatives shall be held weekly, at an established time and place. Meetings shall be called and canceled at the discretion of the Executive Board.

Section Two: Subsidiary Body and Committee Meetings

Subsidiary body and committee meetings shall be held weekly, and/or at the discretion of the President, relevant Director, or Executive Board of the subsidiary body.

Section Three: Closed Meetings

All YCC meetings are open to the public except meetings of the FC and Executive Board. Meetings of any other body can be closed by a simple (1/2) majority vote of the Council.

ARTICLE X: Institutional Memory and Transparency

Section One: Online Project Management System

Digital communications on projects should be conducted on an online platform designated by the Executive Board in order to ease oversight and coordination between various members of YCC and to maintain historic records of all YCC initiatives.

Section Two: Representatives' Accountability

Information on the projects each elected and associate representative is involved in, as well as records of their attendance should be made public to the student body at large. This information should be sent out to the student body at least twice a year.

Section Three: Council Minutes

All minutes recorded by the Chief of Staff shall be made available to the Yale student body at large. Said minutes shall be published on the YCC website no later than one week after the meeting during which the minutes were recorded.

Section Four: Student Inquiry

Any Yale undergraduate may request information, voice his/her/their concerns, and share new project ideas with any member of the Executive Board and/or his/her/their college representative(s). It shall be the duty of the contacted YCC member(s) to respond to this inquiry in a timely manner.

ARTICLE XI: Amendment Procedures

Section One: Voting

The Council, with a quorum present, may amend this constitution with a three-fourths (3/4) majority vote.

Section Two: Process

Written amendments may be submitted by any member of the Council or Executive Board. Upon submission, the amendment shall be take up by the Council within one month of submission.

ARTICLE XII: Dissolution

Section One: Distribution of Funds

In the event that the Yale College Council should be dissolved, all proceeds, monetary, or otherwise, shall be given to the Yale College Dean's Office in order to promote the vibrancy and diversity of campus life. A portion of these proceeds shall be reserved for the establishment of a new Undergraduate Student Government.

Section Two: Dissolution of Subsidiary Bodies

A subsidiary body of the YCC shall dissolve if the YCC in its entirety dissolves, or upon the adoption of a resolution for the subsidiary body's dissolution by two-thirds (2/3) of the Council. Should an agency be dissolved, its funds, powers and responsibilities will be returned to the YCC.