



THE BROWN UNIVERSITY CLASS COORDINATING BOARD

Constitution

Date of Last Update: Nov. 30, 2019

ARTICLE I. STATEMENT OF PURPOSE

- I. Our Mission: As a branch of student government, Class Coordinating Board (CCB)'s mission is to create a better Brown student experience by conceptualizing and executing class-specific and campus-wide events to foster community and build tradition among undergraduates.
- II. Our Core Values
 - A. *To Build* a sense of community at Brown within the individual classes, between classes, and amongst the entire undergraduate population.
 - B. *To Enrich* the Brown student experience by creating, planning, and putting on inclusive and accessible events that promote class spirit and unity.
 - C. *To Sustain* traditions that have been around for ages but also create new traditions that represent the ever-changing student demographic.

ARTICLE II. MEMBERSHIP

- I. Members of the Class Board shall be defined pursuant to Article III. Students shall be elected to the Class Board through a system of class-based, campus-wide elections (Refer to Article IV).
- II. All full-time undergraduate members of the Brown community are eligible for the Class Board, which does not discriminate on the basis of sex, race, color, religion, handicap, status as a veteran, sexual orientation, gender identity, gender expression, or national or ethnic origin.

ARTICLE III. OFFICERS/LEADERSHIP

- I. Class Coordinating Board is composed of annually elected representatives, broken into four sub-boards by class. Each individual board is responsible for planning class-specific events that foster community within their individual class. The members of the Class Board shall be composed of the following six (6) officers for each of the four Classes (First-Year, Sophomore, Junior, Senior): President*, Vice President, Secretary, Treasurer, Public Relations Officer, and Community Outreach Officer.

- A. *The Senior Class only will have an additional President, for a total of 2 Co-Presidents, in order to better facilitate and distribute the responsibilities of presiding over the Senior Board as well as General Board. With the Co-President positions, there will be a total of twenty-five (25) officers.
- II. Together, all four boards make up the general body of Class Coordinating Board. As a general body, they work together to plan, manage, and staff large-scale events to promote a greater sense of belonging and community for the entire undergraduate community.

ARTICLE IV. ELECTIONS

- I. Each undergraduate class shall, in the spring of every year, elect their Class Officers with the exception of first years, who will elect their officers in the beginning of the fall semester.
- II. Class Coordinating Board shall conduct its elections following the procedures outlined in Bylaw IV.

ARTICLE V. FINANCES

- I. All expenses of the Class Board shall be paid through the Office of Student Activities and all funds collected by the group from any source shall be deposited with the Office of Student Activities. The Class Board agrees to follow all regulations regarding all financial transactions as set forth by the Office of Student Activities.
- II. The Class Board shall obtain its annual funding through the Undergraduate Finance Board (UFB) in the manner dictated by its categorized status. Funding should be managed in accordance to Bylaw VII.
- III. The Class Board shall further ensure that all moneys earned by each respective class are held in trust for use by only the class that earned them, and that these Class Treasuries may be used only at the discretion of each class's Class Officers.

ARTICLE VI. ADVISORS

- I. The Class Board will have one administrative advisor: the Programming Advisor, who shall advise the Class Board on its programming role out of the Student Activities Office
- II. The Programming Advisor shall be selected in consultation with the Student Activities Office and shall support the Class Board in all of its event planning endeavors. This job will include:
 - A. Assisting the Class Board in the planning stages for events.
 - B. Providing information on which resources the Class Board should use in the planning and execution of events.
 - C. Assisting the Class Board in formulating responsible budgets.
 - D. Overseeing all financial transactions related to events planning.
 - E. Facilitating a positive relationship between the Class Board and Event Support.
 - F. Ensuring that there is historical perspective available to the Class Board.

ARTICLE VII. AMENDMENT PROCEDURE

- I. An amendment to the Constitution of the Class Board must be presented by the Constitution and Elections Committee at the weekly General Body meeting and also e-mailed to the entire Class Board at least one (1) week, being exactly seven (7) days, prior to consideration at a full Class Board Meeting. The amendment will be brought to the Class Board for consideration at the first meeting following the aforementioned one week period. To be accepted, an amendment must gain support from two thirds (2/3) of the Board, which includes senior co-presidents.
- II. Once reaching final approval through General Board supermajority vote and approval by Senior Co-Presidents, the proposed change will be added as an amendment to the Constitution & Bylaws the next time it is opened (which happens at the end of every academic semester).

ARTICLE VIII. APPOINTMENTS

- I. Internal appointments to fill vacant elected positions must be made within the first two (2) meetings of the Class Board following elections or notification of an opening.
- II. Class Coordinating Board shall conduct its own appointments according to the 'Appointments' Clause of Bylaw V.

ARTICLE IX. MEETINGS/ATTENDANCE

- I. The full Class Board shall hold no fewer than one (1) regularly scheduled mandatory meeting every week of the academic year, with the exception of University Holidays, Reading Period and Exam Period. Absences should be dealt according to the 'Attendance' Clause of Bylaw II.
- II. Each of the four individual Classes shall hold no fewer than one (1) regularly scheduled meeting every week of the academic year, with the exception of University Holidays, Reading Period and Exam Period. Meetings are mandatory; however, each Class may determine its own attendance policies and consequences.

ARTICLE X. INTERNAL SUBCOMMITTEES

- I. The Board shall reserve the right to create internal subcommittees on an as-needed basis, and codify such committees in accordance with Article III of the Bylaws.

ARTICLE XI. ADDITION OF INITIATIVES

- I. The Board shall reserve the right to create initiatives and pilot them for upto 6 months, after which General Body will re-evaluate and vote on its continuation.

ARTICLE XI. MEMBER SIGNATURES

We attest to the validity of the above information and that we are members in good standing of Class Coordinating Board.

Bylaws of the Class Boards

Date of Last Update: Mar. 31, 2020

ARTICLE I. BOARD POSITIONS

- I. President
 - A. Organizes and convenes meetings, allocates tasks amongst the board, serves as chief financial signatory, sends classwide emails, and oversees all class projects. They must also be in close contact with other presidents and our advisor in the Student Activities Office.
- II. Vice-President
 - A. Assists the president in this capacity and fills in to complete unassigned administrative tasks, most notably facilities and media services requests. Assists other officers as necessary with their assigned responsibilities and helps prepare budgets to present to University committees. Serves on the Constitution and Elections Subcommittee.
- III. Secretary
 - A. Keeps the minutes at meetings and keeps tracks of officers' assigned tasks. Assists President and Vice-President with administrative duties when needed. Serves on the Bonding and Mentoring Subcommittee.
- IV. Treasurer
 - A. Responsible for monitoring/submitting the budget, depositing funds, making payments to vendors for events, and attending weekly meetings with UFB representatives as a financial signatory. Must also help the President pitch event ideas/budgets to University grant-giving committees and play a hand in initiating fundraising efforts.
- V. Public Relations Officer
 - A. Responsible for spearheading publicity campaigns. Tasks include making/designing posters, social media (Facebook, Instagram, etc.) organizing, and working with the Treasurer/President on reimbursements/purchasing orders from the Brown Printing Center. Photoshop/artistic design experience has always been a plus for the position..
- VI. Community Outreach Officer
 - A. Serves to extend Class Coordinating Board's reach to the broader Providence community and garner feedback for events. While in past years, initiatives have centered primarily on the Brown community, an officer serving in this position is tasked with brainstorming ways CCB can make an impact (broadly defined) the communities in which it operates. Serves on the Diversity and Inclusion Subcommittee.

ARTICLE II. GENERAL BODY OPERATIONS

- I. Attendance (Voted on 3/13/19)
 - A. Roster (Voted on 3/20/19)

1. Attendance will be taken at each General Body meeting.
 2. "Secretaries should rotate taking attendance."
 3. The attendance roster will be viewable by all.
- B. An excused absence can be defined as one of the following (Voted on 3/13/19):
1. Family Emergency
 2. Personal Emergency
 3. Illness
 4. If another situation arises and the member feels that their absence should be excused, they must contact their President or the Senior Co-Presidents.
- C. Unexcused Absences (Voted on 3/13/19):
1. After one (1) unexcused absence, the member will talk to the Senior Co-Presidents.
 2. After two (2) unexcused absences, the member will talk to the Student Activities Office Programming Advisor.
 3. After any three (3) absences, at the discretion of the Senior Co-Presidents and the Board President of interest, a conversation should be held regarding the member's priorities and ability to perform their role on Class Coordinating Board (Voted on 3/13/19).
- D. Tardiness (Voted on 3/13/19)
1. A member is counted as late to a General Body meeting if they are more than ten (10) minutes late.
 2. If a member will be late, they are expected to notify their board's President and the Senior Co-Presidents prior to the start of the General Body meeting.
 3. If a member is late to three (3) General Body meetings, they will talk to the Senior Co-Presidents.
- II. Internal Roles
- A. Ombudsperson
1. The ombudsperson is an individual who is a General Body advocate for any concerns that are brought up to them. The purpose of the ombudsperson is to investigate complaints and attempts to resolve them. (Voted on 3/13/19)
 2. This person should be voted on anonymously at the beginning of the fall semester (Voted on 3/13/19)
 3. The ombudsperson will be given concerns through an anonymous feedback form and voice these concerns to the rest of Class Coordinating Board in General Body meetings or to the individual addressed, in order to achieve conflict resolution. (Voted on 3/20/19)
 4. The ombudsperson should practice calling in and make sure not to call out and the forms should be submitted with this in mind. (Voted on 3/20/19)

ARTICLE III. SUBCOMMITTEES

- I. Diversity and Inclusion (Voted on 3/13/19)

- A. The purpose of the Diversity and Inclusion Committee is to strive to make all Class Coordinating Board events inclusive and diverse. This committee's role is to prioritize the inclusion of different cultural groups on campus.
 - B. These goals should permeate all aspects of an event, from planning to transportation to publicity and anything else that would make the event more inclusive.
 - C. The Diversity and Inclusion Committee has to be in direct contact with the ombudsperson biweekly (Refer to 'Internal Roles' of Bylaw II).
 - D. In addition to events, the Diversity and Inclusion Committee should also address and facilitate hard conversations about our internal culture. They should make space for marginalized identities to speak up during General Body meetings, and when seeing a chronic problem, they should put together an internal Class Coordinating Board training, in collaboration with other organizations, to teach members and initiate discussion.
 - E. Finally, the Diversity and Inclusion Committee has the responsibility of reviewing the Constitution and Election Committee policies such as inclusive language, potential bylaws and amendments, elections, and wherever needed (i.e. making sure we are reaching out to different groups on campus).
- II. Bonding and Mentoring (Voted on 3/13/19)
- A. The purpose of the Bonding and Mentoring Committee is to facilitate the development of the community in the General Body and strengthen the bonds between and within class years.
 - B. These events should be diverse and inclusive to cater to people of different identities and experiences. There should be at least two per semester.
 - C. This also involves setting up Class Coordinating Board families at the beginning of the year through a mentee-mentor match system. Families can also serve as a resource for Class Coordinating Board-related questions.
- III. Constitution and Elections (Voted on 3/13/19)
- A. The purpose of the Constitution and Elections Committee is to facilitate the elections and appointment process and bring forward revisions to the constitution to the General Body.
 - B. Representatives of this subcommittee should be unbiased and capable of making sure Class Coordinating Board rules and regulations are being carried out.
 - C. This subcommittee will be responsible for working with the Senior Co-Presidents (the election chairs) to help advertise election information and be the primary point people for First-year elections.
 - D. This committee will be in charge of running the appointment process. For this goal, they will work closely with the current board to publicize the appointment process.
 - E. This committee will bring up amendment proposals and bylaws in front of General Body to change the Class Coordinating Board Constitution. Formal documentation of these structural changes falls as a responsibility for this

committee. Every person on General Body should feel welcome to bring up amendments and the elections committee can help with the writing and proposal.

- F. Facilitate the amendment proposal by bringing it forth on behalf of the proposer and announce it to General Body.
 - G. Carry out the voting of this amendment proposal. In order for an amendment to be passed, it must gain a two-thirds majority vote by the General Body.
 - H. The Constitution and Elections Committee will have editing access and conduct direct editing of the Constitution and Bylaws. General Body will have viewing access.
 - I. If someone wants to propose any Bylaw or Constitutional amendment then they must contact the Constitution and Elections Committee first to have it written out and voted for.
- IV. Subcommittee Members (Voted on 2/19/2020)
- A. Members are to be formalized into specific roles, so candidates running for certain positions should be prepared to serve in the respective sub-committee under their description.
 - B. If members of a full board decide they would like to switch sub-committee roles, there will be a vote between said board and the sub-committee.
 - C. If a board is not full and there is a vacancy on a sub-committee, that position is:
 - 1. First, open to anyone else on the board and if not filled:
 - 2. Open to anyone on other boards
 - 3. Should there be more than one person interested, there will be an internal vote.
 - D. Subcommittee meetings will remain open for all CCB members

ARTICLE IV. ELECTIONS

- I. Fall Elections (Voted on 3/13/19)
 - A. First-year elections are run by the three (3) remaining members of Constitution and Elections Committee from the prior year (if Constitution and Elections Committee members drop, the necessary personnel will be elected through the necessary board) and the two senior Co-Presidents.
- II. Appointments (Voted on 3/20/19)
 - A. Constitution and Elections Committee will draft the emails to the class, and the President of the necessary class will send it out.
 - B. Interviews will be held with representatives from the class and Constitution and Elections Committee.
 - C. The final vote is made by the Constitution and Elections Committee.
- III. Internal Voting
 - A. Senior Board
 - 1. It is required that Senior Board candidates have at least a year of participation on Class Coordinating Board in order to run for Senior Board (Voted on 3/13/19).

2. It is required that Senior Board Co-Presidential candidates have at least a year and a half on Class Coordinating Board in order to run for Senior Co-President (Voted on 3/13/19).
3. Senior Co-Presidents should be voted in by a majority vote by their board and by General Body, as the Senior Co-Presidents will not only be influential for their board but also for all of General Body (Voted on 3/20/19).
4. The individual board vote for Senior Co-Presidents should take place one week before the General Body vote and the chosen individuals from that vote should not be disclosed; this should be facilitated by the Ombudsperson or the backup Ombudsperson (Voted on 3/20/19).
5. If for some reason the two Co-Presidential candidates that were chosen by General Body and the Senior Board do not match, then a third vote will be held by General Body between the two candidates that did not receive both votes (Voted on 3/20/19).

B. General Body

1. The process of internal voting for the upcoming year will be done at the discretion of the board. During this process the board will make decisions on who will be rerunning and for what positions (Voted on 3/20/19).
2. If two members would like to run for the same position then their board can make a vote that would serve as a suggestion on who they believe is better suited for that position (Voted on 3/20/19).
3. This however does not mean that these two candidates cannot still run for the same position, it is just a suggestion made at the consensus of the board (Voted on 3/20/19).
4. These votes should be conducted anonymously with the ombudsperson facilitating the process (Voted on 3/20/19).
5. If the vote involves the Ombudsperson's own board, then they should have a Constitution and Elections Committee or Diversity and Inclusion Committee (not related to the board in question) representative present to help facilitate. This is done in order to keep fairness and prevent bias (Voted on 3/20/19).

IV. Spring Elections (Voted on 3/13/19)

- A. Senior Co-Presidents and Senior member of Constitution and Elections Committee spearhead elections with the support of other seniors where needed

ARTICLE VI. CONSTITUTION EDITING/ACCESS

- I. The Class Coordinating Board Constitution will be open at the end of each semester to integrate amendments into the Constitution & Bylaws. Once these amendments and bylaws are added to the Constitution, they are put into effect.

Amendments of the Class Boards

Date of Last Update: n/a