COLLEGE COUNCIL
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Article I. Constitution, Bylaws, Rules of Order, and Precedent Review

To facilitate continuity between College Council administrations and to foster greater institutional memory within College Council, the Officers are required to lead a review and discussion of the Constitution, Bylaws, procedure, and voting record of the Council during the first meeting of the semester. This review must take place for not fewer than twenty minutes. Each Member is responsible for knowing and understanding the aforementioned documents.

Article II. Campus-wide Fee Assessments

Should the relevant decision-making authority devolve to College Council, it is the position of the Council that any organization which, through a vote of the student body, seeks to be funded with a fee assessed on all students or seeks reaffirmation of such fee must at minimum receive the votes of a majority of those students present at Williams at the time of the vote in order for the fee to be established or reaffirmed.

Article III. The Appointments Committee

Section 1. Composition of the Appointments Committee
a. The chair of the Committee will be either the President, or one of the Co-Presidents of College Council. The other members of the Committee will be the Vice President of Operations, Vice President for Student Affairs, Vice President for Academic Affairs, Vice President for Community and Diversity, Vice President for Student Organizations, and the Treasurer
b. The Vice President of Operations will take notes during the meeting.
c. The aforementioned positions shall be the “Officers” of College Council.

Section 2. Student-Faculty Committees
a. Student representatives to Student-Faculty committees will be chosen by the Appointments Committee.
b. The Officers will solicit self-nominations from the student body for committee assignments in the Spring Semester.
c. Student committee representatives will be selected and notified of their selection by the end of the Spring Semester.
d. Selected committee members should fit the criteria provided to CC by
the committee chairs.
e. The Officers will appoint one member as the student chair of each committee, who will be responsible for giving monthly updates to the Council, pursuant to Article X of the Bylaws.
f. The Vice President of Operations will notify the faculty committee chairs of the new members.
g. After the Vice President of Operations notifies committee chairs of the student appointments, the Co-Presidents will send an all-campus email to the student body with the names of all the students who were appointed to committees.

Section 3. College Council Committees
Along with the other College Council committees enumerated in the College Council by-laws, the Council shall also have the following committees:
  a. Finance Committee
  b. Great Ideas Committee
  c. Student Organizations Committee
  d. College Council Communications Team
  e. SuperFan Committee
  f. Community Matters Committee

Article IV. Representatives and Duties

Section 1. Composition of the Council
The Council shall be composed of the following positions:
  a. Co-Presidents (2), or President (1)
  b. Vice President for Operations (1)
  c. Vice President for Academic Affairs (1)
  d. Vice President for Community and Diversity (1)
  e. Vice President for Student Organizations (1)
  f. Vice President for Student Affairs (1)
  g. Treasurer (1)
  h. Assistant Treasurer (1)
  i. Senior Class Representatives (4)
  j. Junior Class Representatives (4)
k. Sophomore Class Representatives (4)

The following shall be limited to first-year students only. Consequently, Junior Advisors (JAs) may not run for the following positions:

l. Williams Hall Representative (1)
m. Sage Hall Representative (1)
n. Armstrong/Pratt House Representative (1)
o. Mills/Dennett House Representative (1)
p. Freshmen Class Representatives (4, Spring Elections Only)

All representatives will be required to establish and maintain contact with their constituents through electronic mail listservs and other means. It will be the responsibility of the Vice President for Operations to aid in the set-up of these servers. Representatives are encouraged to keep their constituents informed in the following ways: announcements, direct interaction, and/or open office hours.

Section 2. Co-Presidents

In addition to their other duties, The Co-Presidents/President are the primary representatives of student opinion to the College administration and the leaders of the Williams College Council. Additionally, the Co-Presidents/President shall:

a. Chair the College Council and the Executive Committee, and sit as ex officio members of all College Council committees

b. Set the agenda for the College Council, identify priorities for the Executive Committee and direct the activities of the Williams College Council

c. Oversee and support all functions of the Williams College Council

d. Call meetings of the Council, cast a vote in the case of a tie, and represent the Council and its decisions

e. Chair the Executive Committee
Section 3. Vice President for Community and Diversity

In addition to their other duties, the Vice President for Community and Diversity will serve as the Minority Coalition (MinCo) Representative, and is required to attend both Minority Coalition and College Council meetings. Additionally, the Vice President for Community and Diversity shall:

a. Serve as the student chair for the Committee on Diversity and Community

b. Provide oversight and guidance for the student members of the College committees with regards to community matters

c. Focus on building community at Williams

d. Represent the Council in campus dialogue regarding community and diversity

e. Coordinates the Community Matters program, which is envisioned as a flexibly designed but semi-regular all-campus discussion series on topics central to student life, and oversees the Community Matters Committee, which shall include members from College Council, the Minority Coalition, and others to be appointed by the Vice President for Community and Diversity and/or the Executive Committee as deemed necessary

f. Shall serve as a voting member of the College Council Finance Committee for the full duration of his/her term

Section 4. Vice President for Operations

In addition to their other duties, the Vice President for Operations shall:

a. Ensure the smooth functioning of Council through the maintenance of Council documents (bylaws, constitution, etc.)

b. Maintain all Council attendance records

c. Manage staff hired by the Council

d. Chair the College Council Communications Team

Section 5. Treasurer

The College Council Treasurer must keep detailed and accurate spreadsheets with each organizations’ yearly funding plan to be passed on to the following College Council Treasurer. In addition to these responsibilities, the Treasurer shall:

a. Chair the Finance Committee

b. Serve as a liaison to the Office of Student Life

c. Report the status of the Council budgets to Council or the Executive Committee when requested
Section 6. Vice President for Academic Affairs
In addition to their other duties, the Vice President for Student Affairs shall:
   a. Serve as the student chair of the Committee on Educational Policy
   b. Co-coordinates the Free University Program, which occurs every Winter Study, and works directly with the Free University Manager on that program.

Section 7. Vice President for Student Affairs
In addition to their other duties, the Vice President for Student Affairs shall:
   a. Serve as the chair of the Committee on Undergraduate Life

Section 8. Vice President for Student Organizations
The Vice President for Student Organizations shall provide the resources needed to all student groups on campus to ensure proper club functionality. In addition to their other duties, s/he shall:
   a. Chair the Student Organizations Committee
   b. Sit as a representative on the Student Organizations Sanction Committee
   c. Sit as a member of the Finance Committee
   d. Serve as a College Council liaison to the Office of Student Life with regards to concerns that pertain to clubs on campus
   e. Provide storage for subgroup inventory over the summer, until such time as storage facilities are made available by the college.

Article V. Attendance

Section 1. Absences
Any voting member (or substitute for that voting member) not present for the first vote of a meeting and the remainder of the meeting will be deemed absent. This stipulation also applies to members who are tardy, which shall be defined as arriving after the first vote, but not missing more than ten minutes of the meeting. The Vice President of Operations may make exceptions on a case-by-case basis.

Section 2. Expulsion
Any voting member absent and/or tardy at either two consecutive or three total meetings during his/her term in office will be expelled from the Council. The expelled member may petition the Officers to hold a Council vote to override the expulsion. If the Officers approve said petition, the Council may, by two-thirds majority, override the expulsion of the Council member.

Section 3. Quorum
Quorum refers to the minimum number of members who must be present at each vote, which shall be set at two-thirds plus one of all voting members in Council.
Article VI. Funding Guidelines

Section 1. Recognition of Student Organizations
a. All groups recognized by the College, in accordance with the guidelines regarding student organizations in the Student Handbook and as established by the Student Organizations Committee, are eligible to request funding from College Council, granted they adhere to the funding guidelines enumerated below.

b. Prior to seeking approval by College Council, newly proposed student organizations must complete a series of steps as outlined by the Student Organizations Committee and published on the College Council website. The Vice President for Student Organizations shall assist students during the student organization formation process.

c. Proposed organizations must host an all-campus interest meeting, complete the Student Interest Petition, and present a constitution prior to meeting with the Student Organizations Committee. College Council will vote to approve or deny the organization, considering the recommendation of the Student Organizations Committee.

d. SOC retains the discretion to consult with the Office of Student Life, Risk Management, Student Health Services, Athletics, and Human Resources if the group requires special considerations due to space, insurance, or medical concerns.

e. Once approved, new student organizations must wait two years before becoming eligible for funding through the subgroup allocation process.

Section 2. Sources of Funding
a. All groups requesting funding are advised to seek outside sources of funding before coming to College Council.
   a. Potential sources of funds are: The Entertainment Co-Sponsorship Committee (EComm), The President’s Office, Dean ’s Office, All Campus Entertainment, Minority Coalition, Davis Center (DC), and Williams College academic departments.
   b. College Council reserves the right to restrict external sources of income and revenue for all official student organizations.
1. Student organizations may provide goods that are not directly in line with their organizational charter for the express purpose of additional fundraising for group activities and/or charitable work. Such fundraising efforts are not subject to the restrictions outlined in Article VI, Section 2. Such fundraising efforts are subject to the restrictions outlined in Article VI, Section 4, subsection o and Article VI, Section 13, as well as all College policy regarding the solicitation of monetary contributions.

2. Student organizations may provide services and/or goods directly in line with their organizational charter to other groups, organizations, departments, or individuals, affiliated and unaffiliated with Williams College. They may receive monetary compensation for these services and/or goods, as described below. This constitutes a contractual obligation between two mutually consenting parties, and does not controvert the stipulation of Article VI, Section 4, subsection f. Any event at which an official student organization is providing services and/or goods for monetary compensation must remain free and open to the student body, and there must be no additional financial barrier imposed on a member of the student body in attendance at the event as a result of this contractual obligation.

3. All external revenue that student organizations receive must be promptly deposited into the organization’s official College Council account and declared to the College Council Treasurer. Such revenue cannot be used to personally benefit any individual member of the student organization. No individual student may receive monetary compensation for services rendered on behalf of an official student organization. Such income and revenue is to be utilized to benefit the student organization as a whole.

4. Student organizations may charge at a flat rate up to $50 per hour for services provided to individuals and entities affiliated with Williams College. This is not a per-person, per-hour rate. Such monetary compensation provided to student organizations for services rendered to all individuals and entities affiliated with the College must be capped at $250 per each contractual exchange. College Council shall impose no restrictions or limitations on the amount charged for goods provided to individuals and entities affiliated with the College.

5. Student organizations may negotiate their own contracts for services and/or goods provided to all individuals and entities that are unaffiliated with Williams College. Such contracts must be made in accordance with all College policy and in consultation with the Office of Student Life where appropriate.
6. As stipulated in Article VI. Section 15 Subsection B(1), any funds remaining in official College Council accounts at the conclusion of each fiscal year will be transferred to the Rollover Fund, including all unspent external revenue and income.

7. College Council reserves the right to enforce the aforementioned restrictions on external sources of income and revenue, and will do so according to process outlined in Article 7.

Section 3. Student Activities Tax (SAT)

a. All funds distributed by the Council come from the Student Activities Tax, which is a fee paid by each Williams student for each semester spent attending classes on campus.
b. The Student Activities Tax shall be indexed to inflation and shall be agreed upon each year by the Council Treasurer and the Provost’s Office.
c. The Council shall establish accounts into which it will divide the money received from the Student Activities Tax. These must include (but are not limited to) a General Fund account, a College Council Operations Budget, an account for each Subgroup, a Co-Sponsorship account, a Nationals Fund account, a Treasurer’s Discretionary account, a Capital Investment Fund, a CC Projects Fund, an All-Campus Entertainment Concerts account, and a Coaches’ Fund account.
d. The collected SAT funds shall be distributed amongst the accounts in the following way:

1. The Treasurer shall recommend an allocation to each of these major accounts at the beginning of each school year. This recommendation must be approved by a majority vote of the Council.
2. Funds may be redistributed as necessary, with a majority vote of the Council.

Section 4. General Rules for Student Activities Tax Spending

a. When considering requests for funding, the Council shall take into account the following:

1. The degree to which funding will benefit all students of the college
2. The number of participants in or contributors to the activity or activities
3. The degree to which the funding will fill an underrepresented niche
4. The student demand for the product or services

b. These should be balanced against the limitations and constraints of the budget.

c. College Council may not use the allocation process to directly alter the internal structure, membership, or agenda of any organization. However, College Council may deny funding for any reason, and may offer constructive suggestions for improvement to the organization.

d. College Council, the Finance Committee, and all groups funded by the Council must adhere to the dictates of the Federal Department of Education's non-discrimination policies. Specifically, the policies apply to the allocation process itself, as well as each group's policies of membership, officer election/selection, and admission to its events.

e. The group must appropriately publicize the opportunities to become a member of the organization. Additionally, the events it sponsors must be adequately publicized as open to the Williams College community of students, faculty, and staff.

f. All events funded by College Council must be free to attend and open to the entire campus, unless granted special permission by the Council.

g. All groups that wish to receive College Council funding must designate one individual member as the official contact. The Council will consider this treasurer financially responsible for any of his/her group's overdrafts. Because of this responsibility, only this treasurer may approve vouchers for the group. Treasurers must attend training workshops in the Fall and as deemed necessary by the College Council Treasurer during the year. Otherwise, the College Council Treasurer may freeze the group's funding for the year.

h. Funding granted by College Council cannot be placed or transferred into any off-campus or non-Williams accounts, but the Council reserves the right to examine the contents of any off-campus accounts of approved student organizations.

i. Any group that requests funding from College Council must fully disclose all sources of financial support and income, including anticipated dues income, all other sources of revenue, and the total balance of all assets deposited in external accounts (e.g. checking, savings, brokerage).

j. Any use of College Council funds for personal investment and profit is prohibited.

k. Only College Council-approved groups may request money from College Council. Exceptions to this rule may be made at the Treasurer's discretion.

l. Minority Coalition may become College Council-approved groups subject to the same restrictions and caveats applied to all new CC groups. Whether or not a Minority Coalition subgroup is also a College Council-approved group, the restrictions on access to College Council funds as outlined in Article VI, Section 4 (m) still apply.

m. MinCo and social activism groups funded through the Davis Center may request funding from the Entertainment Co-Sponsorship Fund and the Bene-
fits Fund. Such groups may not acquire CC funding through the Subgroup process, the General Fund, the Nationals Fund, or the Capital Investment Fund.

n. The funding of the activities of expressly political, religious, and charitable organizations will be evaluated in consideration of the following criteria:

a. College Council funds may not be used to directly contribute to political campaigns, external political organizations (including and not limited to political parties), external religious organizations, or external charitable organizations.

b. College Council allocations may only fund group meetings of campus religious or political organizations that are open to all students and well publicized to the campus community.

o. In order to be funded by College Council, a fundraising event must either be free to attend and participate or have an optional fee. That is, any out-of-pocket cost paid by a student to attend must be optional. Further, the maximum amount of funding that College Council can provide for a fundraising event is the operating cost of the event itself.

p. College Council funds may not be used for activities normally funded through the College, such as salaries of instructors of accredited courses or scholarships for courses taken for credit. This does not include items such as stipends for students or others whose skills or expertise are necessary to the fulfillment of an organization’s stated goals or purposes (e.g. lecturer, trainer, sound engineer).

q. College Council will not fund honoraria for Williams faculty members where the faculty member is the keynote speaker at an event, or the faculty member is a speaker at a conference involving several colleges. Exceptions to this rule may be made at the Treasurer’s discretion.

r. At its discretion, College Council may choose to allocate the All-Campus Entertainment Concert budget for the upcoming fiscal year during the preceding Spring Semester.

i. The source of this money will be the Student Activities Tax allocation for the following fiscal year.

s. SAT money shall not be spent on All-Campus Entertainment First Fridays, All-Campus Entertainment Stress busters, or Williams After Dark (WAD). Exceptions to this rule may be made at the Treasurer’s discretion.

t. SAT money cannot be spent on alcohol, tobacco, or any item/service prohibited by law. College Council funds may purchase only the equipment or materials that remain with an organization on campus and do not become the possession of any individual. All items purchased using funding from College Council belong to the Council.

u. Council funds may not purchase informational books, magazines, and literature that the College Library owns or purchases, unless the Council grants express permission. These, however, must remain in the possession of the organization and must be available to the public.

v. All electronic and print advertising for events funded by College Council must include credit given to College Council for funding.
College Council subgroups may request funding for a banner to promote their organization. Banners must reflect and promote the spirit of the organization, and may not advertise a specific event. Exceptions to these guidelines may be made at the discretion of Finance Committee, and the funding of banners will be considered on a case-by-case basis.

**Section 5. Transportation**

a. Ground transportation will be reimbursed at the following rates for the following vehicles. Reimbursements will be made based on the smallest number of vehicles that could have been used in the situation (i.e. If there are five riders, only one car will be reimbursed). Exceptions to these rules will be at the discretion of the Treasurer:

b. College Cars: College cars are provided free of charge by the school. They should be solicited prior to using any other vehicle described below.

c. Personal Cars: 17 cents per mile per vehicle seating 5 or fewer individuals, 20 cents per mile per vehicle seating 8 or more passengers.

d. Enterprise Rental Service: No reimbursement granted, unless it can be proven that the organization attempted to utilize the College Cars service but was unable to, due to availability. If this can be proven, gas will be reimbursed for 17 cents per mile, and money will be allocated to fully cover rental and insurance fees, which will be paid from the student group’s account through the Office of Student Life. College Council will fund no more than 2 cars per trip. Reimbursement will not exceed 3 days worth of usage of Enterprise.

e. Zipcar: No reimbursement granted, unless it can be proven that the organization attempted to utilize the College Cars service but was unable to, due to availability and can also be proven that the organization attempted to utilize Enterprise Rental Service, but was unable to, due to availability. If this can be proven, the amount will be reimbursed at 80% of the hourly rate of a Zipcar for usage fewer than 8 hours. Groups will be reimbursed at 100% of the cost to rent a Zipcar for at least one day, once the club makes an appeal to the CC Treasurer to be granted for more than 8 hours. The appeal must occur 10 days before the requesting date to use the Zipcar. Reimbursement will not exceed a single day’s usage of the Zipcar for each request. For both the hourly rate and the daily rate, College Council will fund no more than 2 cars per trip.

f. Buses: No reimbursement granted, unless more than 20 students are attending. College Council will fund $20 per person per bus for one day, with the exception of club sports, which may apply for reimbursement for bus travel in excess of one day to the Finance Committee.

g. Toll Roads: College Council will reimburse costs incurred by tolls.

h. Hotel stays are discouraged and will be reimbursed at a rate not to exceed $30 per night per student, not to exceed five nights.

i. Parking: College Council will consider reimbursement for costs incurred by parking on College Council approved trips.

j. Flights: College Council will not fund airfare for students or student groups.
Exceptions to this will be at the discretion of the Treasurer

Section 6. College Council Funding Structure
Funding for events and student organizations is determined by the Finance Committee, which makes recommendations about College Council accounts. The committee is comprised of:

a. Eight members of the student body, who are chosen by the Appointments Committee, and make recommendations for funding through the subgroup allocation process to the Council.
b. Four members of College Council to be appointed each semester, in addition to the Vice President for Community and Diversity.

Section 7. Subgroups
a. Student Organizations funded through the subgroup process will be placed in one of the following eight Subgroups: Activities, Arts, Athletics I, Athletics II, Services, Music, Publications, or Spirituality. Placement is determined by the College Council Treasurer.
b. Eligibility
   1. In order to become a member of one of the eight Subgroups, the organization must be a College Council approved student group that has maintained active status for the last two years.
   2. In addition, the group must adhere to the eligibility requirements previously set forth in these bylaws

c. Funds granted through the subgroup process are subject to the same rules as the funds granted through the General Fund
d. Subgroup Allocation Process Procedures
   1. Groups must submit their budget for the entire year to the College Council Treasurer by the deadline as set by the Treasurer, but no later than by the 2nd Friday after classes begin
   2. The eight members of the Finance Committee (selected by the Appointments Committee) will each be assigned to two of the eight Subgroups
   3. The two Finance Committee members assigned to that Subgroup will meet individually with the main contact and/or finance officer of every organization in that Subgroup
   4. After meeting with the organizations and evaluating the budgets—in accordance with College Council Funding Guidelines—each pair of Finance Committee members will make recommendations to the Finance Committee, as a whole, for allocations to each group within their Subgroup
   5. Based on the recommendations of its members, the Finance Committee will vote on recommendations for each subgroup, with the College Council Treasurer casting the tie-breaking vote, if necessary. A majority is required for each vote.
6. The Finance Committee shall submit all recommendation to College Council at least three days prior to the first meeting of the Fall Semester.

e. Athletic Groups

1. An athletic group must submit all necessary forms, documentation, and membership roster to the Athletics Department and meet with the Head of Club Sports to discuss the proposed budget prior to meeting with the Finance Committee for the subgroup process.

Section 8. General Fund

Funds from the General Fund are intended to pay for the expenses of clubs that are not part of the Subgroup process

a. Eligibility

1. In order to qualify for funding from the General Fund, all groups must be recognized by College Council, in accordance with the guidelines regarding student organizations in the Student Handbook and as set by the Student Organizations Committee.

2. The group may not allow closed or restrictive membership or sponsor events that are not open to the Williams College Student Body, faculty, and staff—unless granted special permission by College Council or at the discretion of the Treasurer. Groups, however, may restrict membership or participation based on class year.

   a. The assessment of reasonable and necessary dues payments by an organization does not constitute a restrictive membership policy.

b. Rules

1. Funds from the General Fund may not be used for food or drinks, unless such items are directly and inextricably tied to the very function of the group. Exceptions to this rule are made on a case-by-case basis by College Council at various levels and are subject to revision at any time.

2. Travel expenses may be subsidized according to the guidelines found in these bylaws if traveling is essential to the stated goals and purposes of the organization, e.g. sports teams or debate teams who compete at events home and away, or if the benefits received by the participants in an off-campus activity will make a valid contribution to the Williams College community.

3. All rules listed in Article VI. Section 4 “General Rules for Student Activities Tax Spending” also apply to this fund.

c. Procedures

1. Any group requesting funding from the General Fund must present a finalized budget to the College Council Treasurer at
least one week before the meeting at which the group wishes to present. If a budget is proposed after that deadline, the Treasurer may place the funding request on the agenda for the next meeting at his/her discretion.

2. The distribution of the General Fund shall be the responsibility of the Finance Committee—This Committee will meet weekly at a time and location determined at the beginning of each term to hear funding requests.

3. It will be the responsibility of the Treasurer to chair the Finance Committee and announce the meetings to all group treasurers.

4. Funding determinations should be decided by consensus of the Finance Committee, but in the event that consensus cannot be reached, a majority vote, with the Treasurer casting the tiebreaking vote, will carry any motion or resolution.

5. The Council shall approve, by a majority vote, all Finance Committee decisions, which the Treasurer will present before Council on a weekly basis.

6. The Finance Committee may decide not to pass judgment on any request, thus placing it on the agenda for Council to hear at the following Council meeting.

7. The Finance Committee shall make its decisions in accordance with the funding guidelines of the College Council Constitution and these bylaws.

8. Any group has the right to appeal any decision made by the Finance Committee as approved by the College Council. The Co-Presidents will determine whether the appeal will be placed on the agenda for the following Council meeting.
   a. The decision of the Council to approve, reject, or otherwise alter a funding request shall be final.

Section 9: Co-Sponsorship

1. Eligibility
   i. In order to qualify for funding from the Co-Sponsorship Fund, groups must be registered by the College, in accordance with the guidelines regarding student organizations in the Student Handbook.
   ii. Any individual who is interested in receiving funds for an all-campus entertainment event but is not organizing the event through a College-approved group must first contact ACE and ask that ACE sponsor the event.

1. If and only if ACE chooses not to sponsor the event or does not fund it in full, that individual may then qualify for funding from FinCom at the Treasurer’s discretion.
2. Rules

i. The event must be adequately publicized as open to the Williams College community of students, faculty, and staff.

ii. All events funded by the Co-Sponsorship Fund must be open to the entire campus or to an entire class year.

iii. All events funded by the Co-Sponsorship Fund must be free to attend, unless special permission is granted by the College Council Treasurer.

iv. Printing money for event advertising may be allocated to College-approved groups from the co-sponsorship fund at a maximum of $3 per event. The Treasurer may approve printing allocations without the consultation of the Finance Committee.

v. Procedures

1. Any group requesting funding from the Co-Sponsorship Fund must present a finalized budget to the College Council Treasurer at least one week before the event. If a budget is proposed after that deadline, the Treasurer may place the funding request on the agenda for the next meeting at his/her discretion.

2. The group must present its budget to the Co-Sponsorship committee, upon the invitation of the College Council Treasurer, and the Co-Sponsorship Committee will vote on a funding allocation, with the College Council Treasurer breaking a tie-vote, if necessary. The treasurer will present the budget of Co-sponsorship for approval by College Council in accordance with Funding Bylaws III.3..iii.5-8.

vi. For the weeks prior to the first College Council meeting in Fall Semester, the process for funding will be altered and limited to the following criteria:

    1. Rules and Eligibility

       a. Co-sponsorship, General Fund, and CC Projects will be the only active funds for allocation.

          i. Co-sponsorship: Co-sponsorship requests will be limited to events needing funding before the first College Council meeting or events occurring up to 11 days after that meeting in Fall semester of that fiscal year. Events that need funding will be defined as events that could not happen unless funding was allocated prior to the first College Council meeting. Co-sponsorship will be allocated $6500 for this period with an extra $2000 at the treasurer’s discretion if initials funds are inadequate. This funding will not be available to ACE for spending. Requests must adhere to requirements previously set forth in these bylaws.

          ii. General Fund: General Funding requests will only be allocated under circumstances that would disallow
the ability of the club to function or continue its existence prior to the first College Council meeting in Fall Semester. These requests may include but are not limited to conferences and registration fees. The Financial Committee will determine eligibility of requests. All College Council approved organizations will be eligible to apply for funding. The general fund will be allocated $2500 for this period with an extra $1000 at the treasurer’s discretion if urgent need is present. All General Fund requests will be presented before College Council Campus for approval. Requests must adhere to requirements previously set forth in these bylaws.

iii. College Council Projects Fund: The College Council Projects fund will be activated and controlled by College Council Campus for the weeks prior to the first College Council meeting in the Fall Semester. Funds will be limited to rollover and infusions of funds up to $600 if that threshold is not previously met with rollover funds. Requests must adhere to requirements previously set forth in these bylaws.

2. Funds not allocated during the period prior to the first College Council meeting will be returned into the SAT Allocation Fund for the reallocation during the first College Council meeting in Fall semester by the Treasurer.

a. The Entertainment Co-Sponsorship Fund

The Entertainment Co-Sponsorship Fund (“ECF”) shall be the primary source of funding for all-campus parties, performances (by both students and outside performers), and concerts planned by Williams students.

1. Structure of the ECF:
   a. The ECF shall be allocated at least $10,000 each year at the first meeting of the Fall semester. For the 2013-2014 and 2014-2015 academic years, funds shall be allocated from Cumulative Rollover.
   b. Each year, beginning in the 2015-2016 academic year, College Council will allocate $12,500 to EComm at the first meeting of the Fall semester from Annual Rollover.
   c. ECF funds shall not be available during the period following the last day of the Fiscal Year and the first Council meeting of the Fall.

2. Entertainment Co-Sponsorship Committee:
a. Decisions regarding ECF funding shall be made by the Entertainment Co-Sponsorship Committee (hereafter referred to as “EComm.”)

b. EComm shall be chaired by the EComm Director.
   i. The EComm Director will be appointed by the Spring Elections Committee, concurrently with the election of the Spring Council, to facilitate the transition from one EComm director to another and to coincide with the turnover in ACE representatives (see section (c) below).
   ii. The EComm Director will vote only in the case of a tie.

c. EComm shall be comprised of the following voting members:
   i. The ACE General Entertainment Co-Chairs, who vote individually,
   ii. The College Council Vice President for Student Affairs,
   iii. The College Council Assistant Treasurer,
   iv. 1 member of the Minority Coalition General Body,
   v. 1 representative from each of the four Neighborhood boards,
   vi. 1 representative from WCFM,
   vii. 2 at-large student representatives.

   1. The College Council Appointments Committee shall solicit self-nomina-
      tions from the student body in the Spring, and transfer them to the ACE board.

   2. The ACE board and the Vice President for Student Affairs shall make the at-
      large appointments to EComm.

   3. One of the at-large student representatives must be a first-year student.

c. EComm shall meet on a bi-weekly basis as determined by the ACE Co-Presidents.

3. Eligibility:
   a. Any enrolled Williams student and/or College Council approved student organization may request funds from the Entertainment Co-Sponsorship Fund.
b. ACE cannot request funding from EComm. Discretion may be applied if all of the following criteria are met:
   i. ACE Concerts is requesting funding.
   ii. The concert or concerts in question have received an initial funding allocation expected to cover all anticipated costs.
   iii. There is an unforeseen cost that arises later in the process.

4. Rules:
   a. All events funded by the Entertainment Co-Sponsorship Fund must be open to the entire campus (or, in the case of class events, all members of a class), and must occur on the Williams campus.
   b. ECF funds may not be used for Stressbusters, First Fridays, or Williams After Dark activities.
   c. ECF funds may be used for food, decorations, hosts/servers, and other expenses seen as essential to the proper functionality of the organization or event.
      i. The Entertainment Co-Sponsorship Funding Committee may use discretion to allocate funds to groups to give items away.
   d. Printing money for event advertising may be allocated to students from the ECF by seeking a printing card from the Office of Student Life. The ACE Treasurer may approve printing allocations without the consultation of EComm.
   e. All events funded by the Entertainment Co-Sponsorship Fund may not also be funded by the College Council Co-Sponsorship Fund. However, should ECF funds be exhausted, student groups may go to College Council’s Finance Committee for Co-Sponsorship funding.
   f. All rules listed in Article VI. Section 4 “General Rules for SAT Spending” also apply to this fund.

5. Procedure:
   a. Any request for ECF funding must go through the Supplemental Funding Form. Until the ECF has been established for three years, the College Council Treasurer shall forward appropriate requests to the EComm chair.
   b. Any group requesting funding from the Entertainment Co-Sponsorship Fund must present a budget to the College Council Treasurer at least two weeks before the event. If a budget is proposed after that deadline, the EComm Chair may place the funding request on the agenda for the next meeting at their discretion.
c. The group must present its budget to the Entertainment Co-Sponsorship fund upon the invitation of the EComm Chair. EComm will vote on a funding allocation recommendation, with the chair breaking a tie-vote, if necessary.

d. All budgets seen by EComm will be voted on by the ACE full body at the next meeting. All funding recommendations made by EComm shall require a simple majority of voting ACE members for passage.

e. Upon allocation of funds, EComm shall designate one member of ACE as the point person for that event. This person will provide help and guidance through the event-planning process as necessary, based on the experience of the primary event planners.

   i. Should a group desire assistance in planning a budget, they may reach out to the EComm Chair, who may choose to direct them to an ACE member for advice.

f. Groups who have received funds from the ECF are required to acknowledge ACE as a co-sponsor in all appropriate marketing platforms.

6. Review

   a. College Council shall review the Entertainment Co-Sponsorship Fund within three years. At that point, the Council must determine whether or not to continue providing ACE/EComm with these funds or continue providing co-sponsorship allocations via the College Council Finance Committee.

   b. The Council shall review the allotment of funds and the amount remaining in the Cumulative Rollover Fund. During the third year review process, the Council may continue to allocate funds from Rollover or decide to allot funds from the Student Activities Tax.

Section 10. Nationals Fund

The Nationals Fund is intended for College Council approved student organizations that have qualified for a national tournament during the current school year. The funding of such national tournaments is to occur on a case-by-case basis and is subject to re-evaluation annually by the College Council Treasurer, the Finance Committee, and/or College Council as a body. The intent of this fund is to enable student organizations to participate in unique opportunities that are otherwise prohibitively expensive and/or could not have been accounted for during the normal subgroup allocation process.
a. Eligibility
   1. The organization must adhere to the eligibility requirements previously set forth in these bylaws.
   2. The organization must have qualified for a national tournament during the current school year.

b. Rules
   Funds granted from the Nationals Fund are subject to the same as the rules as funds granted through the General Fund

c. Procedures
   Organizations applying for funding from the Nationals Fund must follow the same procedures as those for the General Fund

**Section 11. Capital Investment Fund**
The Capital Investment Fund is intended to aid clubs that necessitate long term and larger investments for the continued existence of their club. The College Council Treasurer will allocate a specific portion of whatever rollover funds remain at the end of the Spring Semester to the CIF at the end of the fiscal year. Approval of this slate will take place within the guidelines of Funding Bylaws.

a. Eligibility for CIF
   1. Any College Council approved subgroup is eligible to apply for access to these funds.
   2. These subgroups must have demonstrated reasonable effort for previous and future fundraising as evaluated by the Finance Committee.
   3. The requested investment must last longer than a traditional Williams’ student’s career.

b. Procedure
   1. The CIF will accumulate funds each year so that the necessary capital exists for larger investments.
   2. Clubs that anticipate the need for larger investments that too heavily burden the traditional funding allocation process, as designated by Finance committee, must apply for access to the CIF fund.
   3. Applications must be submitted at least 2 years prior to the requested investment.
   4. Applications must include the following:
      a. Justification of the investment, as evaluated by Finance Committee.
      b. The organization’s plan for independent fundraising, which is to be resubmitted on a yearly basis by the organization’s treasurer.
5. Each year, Finance Committee will reevaluate the application proposal as well as the prior year's fundraising success, which is to be documented by the organization’s treasurer.

6. All fundraising is to be deposited in the organization’s College Council PeopleSoft account, which is to be overseen by the College Council Treasurer.

7. The College Council Treasurer and the Finance Committee are responsible for assisting and advising the student organization in the crafting of a reasonable fundraising plan for each year, and that plan must be revisited annually. The College Council Treasurer may, upon consulting with the Finance Committee, agree to waive a student organization’s obligation to fundraise if it is deemed an insurmountable barrier to entry for the members of that organization and/or if successful fundraising is, for any other reason, rendered unlikely for that organization. This reasoning behind such a waiver must be presented by the College Council Treasurer to College Council when the final CIF proposal is voted upon by the entire Council. A member of College Council may move to overturn the waiver, and if it is seconded, that motion must be passed by a three-fourths majority in order to take effect.

c. Assessment

1. Finance Committee shall evaluate the requests based on the following criteria:
   a. Sustainability of the investment—the purchase made must benefit Williams Students for many future years
   b. Commitment of club to fundraising—the club must demonstrate the necessity of the investment based on the club’s willingness to commit consistent time and resources to the investment.

d. Failure to demonstrate fulfillment of application proposal or violation of this resolution, as evaluated by Finance Committee, will result in the rescinding of CIF funding privileges.

e. Receiving CIF Funds

1. Any allocation of funds from the CIF to the organization must be voted on by College Council via a recommendation made by the Treasurer through Finance Committee.

2. Any funds that have been voted on to be given to the organization must be used only for the investment requested through the application process.

Section 12. The Great Ideas Fund

The Great Ideas Fund—also known as the CC Projects Fund—serves to provide resources for the enactment of proactive improvements to the student experience at Williams.
a. Great Ideas Committee Composition
   i. 5-6 College Council members shall be appointed to the Great Ideas Committee each semester.
   ii. 5-6 members of the student body shall be appointed by the Appointments Committee to serve the full school year, following the solicitation of self-nominations.
   iii. The Vice President for Student Affairs shall act as an advisor to the committee.

b. Eligibility
   Any current student at Williams College can apply for Great Ideas funding. Ideas can be proposed by non-student members of the community, but at least one student must be involved in the project.

c. Rules
   1. The proposal must be a non-organizational related project that will positively impact the Williams community.
   2. College Council must be unable to fund the proposal in any of the other CC accounts.
   3. Any items purchased with CC Great Ideas Fund money must be marked with the words "Purchased by the College Council Great Ideas Fund."
   4. The Council may decide to hold a Great Ideas Campaign to advertise this fund to the student body

d. Procedure
   1. All proposals for Great Ideas funding shall be presented to the Great Ideas Committee
   2. The Committee can determine whether or not they want to present this request to the Council for approval
   3. All final recommendations must be presented to the Council, where a majority vote is needed to approve of the proposal

e. Allocation
   The Treasurer shall recommend an allocation to this fund at the beginning of each school year. This recommendation must be approved by a majority vote of the Council.

   e. No Rollover
   In the event that there are no existing rollover funds from the previous academic year, no money shall be allocated into the CIF or CC Projects fund from the Student Activities Tax of the following year.

Section 13. The Benefit Fund
The purpose of this fund will be to provide resources to student groups and currently enrolled student(s) unaffiliated with an official group to hold benefits for charity organizations which also add to the dynamic of the campus at large.

a. Eligibility
   1. Any College Council approved subgroup or currently enrolled student(s) are eligible to apply for access to these funds.
   2. The parties involved must be requesting to fund an event that is either critical to the purpose of their organization or promises to contribute to the campus culture in a substantive manner.

b. Rules
   1. The proposal must be an organizational related event that will positively impact the Williams community.
   2. The funds may not be directly donated to charity.
   3. The event must be publicized as a suggested donation. Failure to adhere to this rule will result in no club funding for the event with no exceptions. In addition, the club will be unable to reapply for any funds for the remainder of the fiscal year.

c. Procedure
   1. No SAT funds from the fiscal year may be transferred into this benefit fund.
   2. No more than $850 can go to any single group for an event.
   3. At no point can there be more than $4000 in the Benefit Fund.
   4. Allocation into the Benefit Fund may only occur at the beginning of the Fall semester during the Funding Allocation by the Treasurer. No other transfers are allowed after the initial $4000.
   5. Finance Committee shall evaluate the requests based on the following criteria:
      a. Impact on campus
      b. The applicability to the organization’s purpose.
      c. The availability of other funds to aid the proposal.

b. Allocation
   The College Council Treasurer can allocate rollover funds to the Benefit Fund. Approval of this slate will take place within the guidelines of Funding Bylaws.

**Section 14. Treasurer’s Discretionary Fund**
A portion of the general budget may be allocated to a Treasurer’s Discretionary Fund. The purpose of this fund will be to handle unforeseen emergencies that may arise during the course of the year.
a. Rules
1. The Treasurer's Discretionary Fund can have no more than $3000 during the fiscal school year. If additional funds are necessary, College Council must approve the additional emergency cost.
2. The Treasurer’s Discretionary Fund can have no more than $5000 between the last day of spring semester and the first day of fall semester.
3. The funds for the summer must come from the Rollover Fund.
4. The Executive Committee must approve any expenses by the Treasurer from the Treasurer’s Discretionary Fund prior to the expense.

b. Procedure
1. A group may petition the Treasurer, who will make a recommendation to the Council. The Council will then vote on granting the request.

Section 15. Rollover Fund
The purpose of this fund will be to hold the cumulative rollover between the last day of the Spring Semester and the first day of the following Fall Semester.

a. Rules
1. Once a transfer of funds has been made to the Rollover Fund, those funds will be “frozen.” No student will have access to obtaining, transferring, or spending any of the Rollover Fund prior to the first day of the Fall Semester.
2. The only College Council funds that can retain funding over the summer will be the Treasurer Discretionary Fund and the College Council Operations Fund.

b. Procedure
1. The Treasurer will transfer all rollover from any College Council Funds to the Rollover Fund on the last day of the fiscal year.
2. The Treasurer will transfer all rollover student organizational funding on this day unless the Treasurer approves the student groups to have limited access to their funding to complete payments on expenses that have been incurred during the fiscal year. All rollover from these approved groups must be transferred to the Rollover Fund no later than the beginning of the next fiscal year.

Section 16. Rainy Day Fund
The Rainy Day Fund (“RDF”) shall serve as a supplemental funding source for College Council to use in the case of a financial emergency. The RDF shall be set at $20,000, which will be taken from Cumulative Rollover Funds.
a. Composition of the Fund
   1. The Treasurer shall allocate the $20,000 at the first Council meeting of each school year
   2. This fund may contain no more than $20,000 at any time
   3. This fund cannot be accessed during the period between the last Council meeting of the Spring and the first Council meeting of the Fall
   4. Any funds not used by the end of the fiscal year shall be transferred to Cumulative Rollover at the beginning of the following fiscal year
   5. Any funds taken from this account shall be replenished within two fiscal years by a drawing at least half the taken amount from the Student Activities Tax at the beginning of each of the following fiscal years

b. Authorization to use the Rainy Day Fund
   1. Any member of Council can draft a resolution requesting that the Treasurer transfer funds from the RDF to another fund of the Council, up to $20,000.
   2. The resolution must pass with a 2/3 vote of Council.
   3. Funds can only be requested from this fund during dire fiscal situations.
      a. Dire fiscal situations are defined as situations in which Council is unable to meet the operating needs of student organizations.

c. Obligations of the Treasurer
   1. Should College Council authorize usage of the RDF, the Treasurer must allocate the authorized amount from the RDF to any of the funds the Council chooses
   2. Following the Council’s allocation of funds from the RDF, the Treasurer shall do the following:
      i. Determine how much shall be taken from the next two fiscal years
      ii. Allocate the first transfer at the beginning of the next fiscal year
      iii. Publish a “State of the Council” document at the end of his/her term that includes, at minimum, the following information:
         1. The amount each Council borrowed, if applicable
         2. The amount Council still needs to repay
         3. Timeline for these deadlines
3. The fund shall become inoperable if the payments are not met on time and Council does not transfer these funds at the beginning of each required fiscal year.

Section 17. College Council Operations Fund
a. The College Council Operations Fund shall be used to cover expenses that the Executive Committee sees fit throughout the year.
b. The Treasurer shall transfer a total of not more than $10,000 at the beginning of each fiscal year, which shall be agreed upon by the Executive Committee at the beginning of each fiscal year.
c. The Executive Committee shall have discretion over this fund and present all expenditures to the Officers weekly.
d. Any expenditure that is not agreed upon by the Committee may be rejected at any time, thus prohibiting a reimbursement from occurring.
e. This fund may only be used by the Officers of the Council.
f. This fund shall remain active throughout the year, including the period in between the end of the Spring Semester and beginning of the Fall Semester.
g. Any further allocations to this fund must be presented to Council and a majority vote must be cast in favor of the transfer.

Section 18. Types of Payment Authorization
a. Reimbursement Vouchers
   1. Reimbursement Voucher forms can be found on the College Council website and the Treasurer’s Corner and must be submitted to the College Council Treasurer’s mailbox.
   2. Reimbursement Vouchers must include receipts for every expense, and vouchers for hotel stays and transportation must include a list of participating students. Additionally, transportation vouchers must include a list of locations visited and distances traveled.
   3. All forms must be submitted to the Treasurer at least two weeks before the end of the school year, in order to receive reimbursement.
b. Payment Vouchers
   1. Payment Voucher forms can be found on the College Council website and Treasurer’s Corner and must be submitted to the College Council Treasurer’s mailbox.
   2. Forms must be submitted to the Treasurer at least two weeks before the end of the school year, in order to receive payment.
c. Transfers
   1. Guidelines for using Transfers are the same as for Payment Vouchers.
d. Purchasing Cards
1. Purchasing Card request forms can be found on the Office of Student Life’s website and must be submitted to the College Council Treasurer.

2. All money spent using a Purchasing Card must be spent in accordance with the rules of the funding source. The student who requested to use the Purchasing Card will be held personally and financially responsible for any charges made with the Purchasing Card that are not in accordance with the rules.

3. The Purchasing Card must be returned to the Office of Student Life.

e. The College Council Treasurer reserves the right to reject any request for reimbursement that does not adhere to the spirit and letter of the standing rules set forth by these bylaws. The Treasurer must notify the group and inform group leaders of the refusal. The refusal may be appealed to the College Council. This appeal shall be directed to the Treasurer of the College Council, and a simple majority of the Council is necessary to overturn the Treasurer’s decision.

Section 19. General Policies

a. College Council reserves the right to freeze the account of any student organization that is acting or spending in a manner that is not in accordance with these bylaws.

b. Any funding decision made by a College Council funding body can be appealed.

   a. All appeals should be directed towards the College Council Treasurer

   b. Decisions made by the Finance Committee can be overturned by a majority vote by College Council

   c. At the request of the Council Treasurer, each group treasurer must submit an itemized audit. These audits must be solicited by the College Council Treasurer and Finance Committee and received by the due date set by the Treasurer, not before May 1st. The audit must contain the following:

      a. An itemized list and description of all expenditures for the past fiscal year

      b. A list of all sources of revenue for the past fiscal year

      c. A complete inventory of all items owned by the organization and the location where these items are being kept.

   d. At the request of the Council Treasurer, each group treasurer must submit an itemized budget. These budgets must be solicited by the College Council Treasurer and Finance Committee and received by the due date set by the Treasurer. The budget must contain the following:

      a. An itemized list of all expected expenditures for the school year.

      b. The number of active members in the organization and the means by which the treasurer arrived at this number.

      c. Their activities that year (including efforts with other student groups)
d. Alternative funding sources.
e. Any further information that might be used by the Council in determining the funding for their organization.

e. The College Council Treasurer is responsible for making the audits and budgets of all groups funded by College Council available to interested members of College Council and currently enrolled Williams students.

a. Interested Williams students may request to meet with the Treasurer, who must, if asked, present any requested information about group budgets down to the line item level.

1. Finance Committee members may be included in such a meeting at the Treasurer's discretion
2. No more than five students, excluding the Treasurer and Finance Committee members, may be present at any meeting in which the Treasurer discloses budgetary information about individual CC-funded groups. This bylaw excludes Finance Committee meetings, College Council meetings, and Executive Committee meetings.

b. The College Council website must publicize:

1. Information about the right of Williams students to meet with the Treasurer.
2. An explanation, in percentages and monetary values, of all Student Activities Tax and Rollover Funds that are allocated between all College Council Funds, including ACE, Subgroups, the General Fund, CC Operations, the Co-Sponsorship Fund, the CC Projects Fund, the Nationals Fund, the Capital Investment Fund, and the Benefit Fund for the current Fiscal Year.

f. The College Council General Fund can be used to fund alternative spring break service trips that are open to all Williams students. Funding will not exceed $100 per student for alternative spring break trips with Treasurer Discretion but may exceed $100 per student for College Council approved groups.

g. For any club sports teams which are recognized by College Council and required by the college— for safety reasons—to have a coach, College Council will pay 45% of the coach's salary and the school will pay 55%. This money will come out of the Coaches Fund.

h. The Assistant Treasurer shall keep a running inventory of items procured by student organizations using the Student Activities Tax, to keep track of such items and ensure proper summer storage.

**Article VII. Student Organization Disciplinary Action**
Section 1. Student Organizations Sanction Committee
The Student Organizations Sanctions Committee (SOSC) is an ad-hoc committee that shall pursue disciplinary action against student organizations that violate the stipulations listed in the Williams Student Handbook, and/or the College Council Constitution, bylaws, or resolutions.

Section 2. Representatives
The Committee shall be composed of a representative from the Office of Student Life (OSL) and five students: three members of College Council, one of whom shall be the Vice President for Student Organizations, and two students at-large. The Vice President for Student Organizations shall chair the committee.

Section 3. Procedure
a. Initiating a Complaint

Any student, staff, or faculty member may submit a complaint about a student organization to any member of the SOSC. Upon receiving a complaint, the Committee shall meet and discuss the merits of the potential violation and whether or not it constitutes a meeting with the organization.

b. Meeting with the Student Organization

Should the Committee deem meeting with the organization necessary, the representative from the Office of Student Life, or other committee member, shall contact the organization to set up a meeting time. The alleged violation shall be discussed and shall serve as a time for the Committee to better understand the perspective of the student organization.

c. Voting

When a vote is introduced, it must pass with a simple majority. Each student on the Committee except the Vice President for Student Organizations may cast one vote. In the event of a tie, the Vice President for Student Organizations shall cast the final vote.

d. Dismissing a Case

Should the Committee find the student organization not guilty of the alleged charges, the Committee shall have the ability to dismiss the case and send the leadership of the organization a Notification of Dismissal. The case will not be brought before College Council. The name of the organization as well as the names of the individuals involved will not be revealed.

e. Sanctioning a Group

Should the Committee find the student organization guilty of some or all
charges, the Committee shall discuss the violation and which provisions of
the student handbook, Council bylaws, constitution, or resolutions were
broken as a result of the organization’s actions. The Committee shall have
the ability to recommend any form of disciplinary action as is listed below:

1. Formal Warning

   a. This form of disciplinary action may be found appropriate
      in cases of minor violations or as a way to forestall future
      violations.

   b. Should the Committee find the student organization
guilty of the alleged charges and a formal warning is nec-
essary, the Committee shall have the ability to impose a
formal warning on the group. The case will not be
brought before College Council for a vote. The name of
the organization as well as the names of the individuals
involved will not be revealed.

   c. No punitive consequences shall be directly associated
with the formal warning, but will instead serve as a
mechanism by which the Council Committee can com-
municate strong disapproval of a student organization’s
actions. The group may be asked to attend an educational
workshop, as provided by the Office of Student Life, as a
condition of receiving this warning.

   d. Members of a group who have received a formal warning
may directly appeal the decision to College Council. In-
quiries regarding appeals should be directed to the Vice
President for Operations, and will be added to the agenda
of the soonest possible meeting by the President/Co-Pres-
idents.

2. Censure

   a. The censure may be deemed necessary to larger violations
of the aforementioned documents, as deemed necessary
by the Committee and/or by the Council.

   b. A censure will result in a temporary removal from the
College Council subgroup allocation process, and may re-
sult in other forms of disciplinary action, including in-
creased oversight from College Council. A censure may
be imposed for any duration of time up to three years.

   c. Before a vote to censure may be called, a representative of
the student organization in question must be given due
notice of the vote and afforded the opportunity to repre-
sent the organization before College Council.
d. A vote to censure must be introduced by a member of
College Council, and must pass with two-thirds of the
vote. In introducing the vote to censure, the terms of the
censure must be specified, including the duration of the
censure.
e. Members of a censured student organization may directly
appeal the censure at any point during the censure’s im-
position. Inquiries regarding appeals should be directed
to the Vice President for Operations, and will be added to
the agenda of the soonest possible meeting by the Presi-
dent/Co-President.
f. The notice of censure shall be drafted by the Executive
Committee and sent to the organization in question by
the Vice President of Operations in consultation with the
Student Organizations Sanctions Committee.

3. Suspension of Student Organization Charter

a. This sanction may be necessary to major offenses of the
Student Handbook or any of the governing documents
mentioned above.

b. The Committee may recommend a specified number of
years to suspend the student organization’s charter,
thereby resulting in the group’s inability to function as a
Council approved organization (i.e. cannot receive fund-
ing, hold meetings, etc.)

c. A vote to suspend an organization must be introduced by
a member of College Council, and must pass with three-
fourths of the vote. In introducing the vote to suspend an
organization, the terms of the suspension must be speci-
fied, including the duration of the suspension.
d. Members of a suspended student organization may di-
rectly appeal the suspension at any point during the sus-
pension’s imposition. Inquiries regarding appeals should
be directed to the Vice President for Operations, and will
be added to the agenda of the soonest possible meeting by
the President/Co-Presidents.
e. The notice of suspension shall be drafted by the Executive
Committee and sent to the organization in question by
the Vice President of Operations in consultation with the
Student Organizations Sanctions Committee.

4. Revocation of Student Organization Charter
a. This sanction may be necessary to very serious offenses of the Student Handbook or any of the governing documents mentioned above.

b. The Committee may recommend a revocation of a student organization’s charter for very serious violations, as deemed necessary by the Committee and the Council.

c. A vote to revoke an organization must be introduced by a member of College Council, and must pass with three-fourths of the vote. In introducing the vote to revoke an organization, the terms of the revocation must be specified.

d. Members of a revoked student organization may not appeal the revocation at any time. A revocation of a group’s charter shall be deemed final.

e. The notice of revocation shall be drafted by the Executive Committee and sent to the organization in question by the Vice President of Operations in consultation with the Student Organizations Sanctions Committee.

5. Referral to the Dean of the College
At any point in time, the Council may recommend that the Dean of the College take disciplinary action against the student organization accused of any violations.

f. Repeated Offenses
Should a student organization be found guilty of any additional violations at any point within eighteen (18) months of receiving their first violation, the group shall be automatically suspended for at minimum one academic year. Members of a suspended student organization may directly appeal the suspension and College Council shall follow all provisions for suspensions as listed above.

g. Jurisdiction
The Student Organization Sanctions Committee shall only provide recommendations to the Council with regards to proceeding with disciplinary action against a student organization. The Council shall have final say regarding all disciplinary action and may initiate any sanction previously mentioned without consulting with the SOSC.

h. Vetoing a Council Decision
At any point in time, the Dean of the College may veto a Council sanction and impose his/her own disciplinary action on the student organization.
Article VIII. Election Supervisory Committee

Section 1. Composition

a. For the Fall election, the College Council Officers shall constitute the committee. For the Spring elections, the officers of the outgoing Council not seeking election shall constitute the committee.

b. The chair of the committee shall be one of the Co-Presidents, or the President.

Section 2. Duties

a. The committee will ensure that the campus-wide elections are free and fair and will be responsible for overseeing all campaign rules.

b. The committee shall be responsible for conducting and publicizing the elections.

c. The committee shall verify the results and announce them to the student body.

d. The committee shall ensure that self-nominations are solicited and advertised for at least two weeks of classes before the first day of elections.

e. The committee shall remind the student body about the nominations again one week of classes before the first day of elections.

f. The committee shall be responsible for publishing the nomination package and shall ensure that it is distributed at least 3 days before the first day of elections.

Section 3. Powers

a. The committee shall be empowered to decide whether a violation of the campaign rules has occurred.

b. The committee shall make all decisions by majority vote.

c. In the case of a violation of said rules the committee will be empowered to:
   1. Suspend the candidates campaigning time.
   2. Disqualify the candidate in the case of multiple violations and/or grave violations.

d. Violations include but are not limited to the failure to adhere to campaign rules put forth in these by-laws, or other acts of bad faith (such as the destruction of campaign materials, deliberate misinformation etc.)

e. Candidates shall submit an account of all expenditures, by both the candidates and by others on behalf of the candidate(s), to the current election committee on the first day of elections.

f. Only in the case of a disqualification may the candidate appeal a decision of the committee to the full Council.

g. In the case of an appeal during the Spring election, the Officers of the College Council must put the item on the agenda for the Council to hear and...
vote on.
h. In the case of appeal in the Fall election, the Executive Committee will have final say over all appeals.
i. The sole purpose of the emergency meeting will be to confirm or overrule the committee’s decision by a simple majority of present and voting members (with all affected members abstaining)
j. In the case of grievous wrongdoing and/or violations of the campaign rules, the committee may recommend the annulment of an election to College Council.
k. In such a situation an emergency meeting of College Council would be convened to consider the recommendation. A two-thirds majority within the house (with all affected members abstaining) would result in the elections being declared invalid. New elections would be held at the earliest.

Section 4. Election Procedure and Campaigning

a. Campaigning

1. Campaigning shall begin when the Officers distribute the self-nominations.
2. No campaign materials may be distributed or displayed before the beginning of the official campaign week. "Campaign materials" include, but is not limited to, posters, daily advisor announcements, mailings, and any other form of publicity.
3. Candidates are responsible and accountable for monitoring all campaigning on their behalf.
4. The elections supervisory committee is responsible for overseeing all campaign rules. They, in turn, are responsible to the elections committee as defined in the constitution.
5. Any violation may result in a suspension of allowed campaigning time, and shall be at the discretion of the Elections Committee.
6. Multiple violations may result in disqualification.
7. Violations include failure to adhere to the campaign rules put forth in these bylaws, or other acts of bad faith (such as destruction of campaign materials).

b. Voting Mechanism

1. All elections shall be held using instant run-off voting via Big-Pulse.

Section 5. Campaign Funding

a. Each President or Co-President ticket will be allotted up to $55 of College Council funding to be used for their campaign.
b. No more than $25 of non-Council funds may be used for campaign purposes by each individual candidate, excluding the combined President or the combined Co-Presidents, ticket, who can only spend the money allotted by College Council. This cap includes funds spent by the candidates and funds spent on behalf of the candidates. If candidates are in doubt, they should consult the current College Council Co-Presidents.

c. Candidates shall submit an account of all expenditures, by both the candidates and by others on behalf of the candidate(s) to the Elections Commission within 24 hours prior to the commencement of voting.

Section 6. Spring Election Debates
a. A debate between the Co-President or President tickets shall occur during the week of campaigning.
b. The date of the debate shall be chosen by the current Co-Presidents and mutually agreed upon by all the involved candidates.
c. The format will be determined by the current Co-Presidents/President
d. The debate must be publicized by the current Co-Presidents or President for at least three days prior to the debate.

Section 7. Elections
a. Elections shall occur for two days either in September for Fall Elections or February for Spring Elections
b. A single winner seat shall be defined as: Any seat that is held by one person (e.g. President, Secretary, Treasurer).
c. Write-In Candidacies
   1. If a write-in candidacy occurs, he/she/they shall be considered as a valid candidate and shall be treated as such.
   2. The write-in candidates are to follow the rules which apply to all candidates.
   3. The write-in candidates will be included in the rules governing run-off elections.
   4. If a Co-president or President write-in candidacy occurs, they shall not be eligible to receive the College Council funding.

Section 8. Run-Off Elections
Run-off elections are to be held for within two days following the first round of elections. The Election Supervisory Committee shall oversee the run-off election.

Article IX. Faculty, Administration, and Staff Recognition Award

Section 1. Purpose
In an effort to further improve student-faculty, student-administration, and stu-
dent-staff relations, the College Council, on behalf of the student body as a whole, will recognize one member of the faculty, one member of the administration, and one member of the staff who have demonstrated an ability or effort to improve communications, relations, and interactions with students.

Section 2. This award will be given on an annual basis.

Section 3. The Appointments Committee will preside over all aspects of this award: the distribution of information concerning the award to the student body, nominations, voting, and selection of winners. The Committee will also ultimately present the award, along with a letter explaining the awards to the recipients.

Section 4. Nominations
Nominations are to be submitted anonymously by students to the College Council via an electronic email account to be specified by the Appointments Committee.

Section 5. Award
The winners’ names are to be engraved on a plaque and publicly displayed in a student common space as an example of the winners’ recognition and appreciation by the student body.

Article X. Managerial Positions

Section 1. Creating or Removing Positions
   a. Proposals for Managers shall be brought forward by the officers and approved with a majority vote of the College Council
   b. The following are the Council-designated managerial positions and the respective reporting officer:
      1. Free University Manager (Vice President for Academic Affairs)
      2. Student Activities Resource Center Manager (VP for Student Affairs)

Section 2. Oversight and Compensation
   a. One or more of the four officers will be chosen as the ‘reporting officer.’ This officer will be responsible for overseeing the duties of the manager.
   b. Payment of the fee may be suspended by the reporting officer or the Council if the manager has not filled his/her responsibilities. In this case, the manager may appeal this decision to the Council.
Article XI. Student-Faculty Committee and Student Group Reporting to College Council

Section 1. Committee Reporting
The Vice President of Operations of the Council shall oversee Student-Faculty Committee student group reporting. S/He may follow the suggested schedule set forth in Section 3 below, but may change the schedule at any time.

Section 2. Appointments
The Appointments Committee will appoint one student member of each Student-Faculty Committee to be that committee or group’s Student Chair. Throughout the year:

a. The Vice President of Operations may request a written update from each student chair at any time.

b. The Executive Committee, or the CC Co-Presidents, may request that the student chair of the Committee attend a College Council meeting to update all of Council.

Section 3. College Council Vice Presidents
Pursuant to the College Council Constitution, the CC Vice-Presidents shall oversee—and serve as the student chairs—for the committees listed in the Constitution. Additionally, they shall serve as the point persons for committees as assigned by the President/Co-Presidents or the Executive Committee.

Attested: College Council – 2/24/15