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Article I. Organization of the Student Assembly

Section 1. Name
The name of the organization shall be the Student Assembly of Hamilton College.

Section 2. Membership
Every person enrolled as an undergraduate of Hamilton College shall be vested in the Student Assembly of Hamilton College. The Student Assembly of Hamilton College shall be composed of two branches: the Judicial Branch, consisting of the Judicial Board, Honor Court, and Appeals Board, each with its own constitution; and the Executive Branch, consisting of the Central Council, which shall be responsible for coordinating the activities of the student organizations falling under the auspices of this Constitution, and for performing all duties not falling under the jurisdiction of the aforementioned branches.

A. No individual may hold more than one elected position on the Central Council.

Section 3. Function
The purpose of the Student Assembly shall be:

A. to provide a controlling and directing force for those activities not directly administered by the faculty and administration;
B. to provide the governing bodies of the College with the best possible understanding of the sentiment and opinions of the student body, and to foster the serious consideration of these opinions;
C. to develop among the students a sense of personal responsibility for their own conduct and for the welfare of the College;
D. to encourage, initiate, and coordinate services essential to the student body;
E. to pass such legislation as shall be consistent with the wishes of the student body;
F. and to allocate funding to various campus organizations.
Article II. The Judicial Branch

Section 1. The Judicial Board Constitution

A. Responsibility

1. As members of a residential academic community, students share responsibility with the faculty and administration of Hamilton College for creating and maintaining an atmosphere that is conducive to learning and personal growth and respectful of the rights of others. By their attendance at Hamilton College, students are obligated to comply with its regulations and procedures, which they are expected to read and understand.

2. The Board of Trustees assigns responsibility for student discipline to the President and faculty. In practice, the Dean of Students bears administrative responsibility for student discipline. The discretionary authority of the President to decide finally on any student disciplinary matter is not precluded by the provisions outlined below.

3. The Associate Dean of Students, as designee of the Dean of Students, is responsible for determining the appropriate mechanism for adjudicating alleged violations of College regulations and generally providing oversight and coordination of the judicial process. Any member of the Hamilton community shall bring complaints against a student or a group of students to the attention of the Dean of Students, Office of Campus Safety, Office of Residential Life, the Associate Dean of Students, or the Chair of the Judicial Board.

B. Mediation

1. A student complainant or the Associate Dean of Students may propose mediation as a means to resolve some disciplinary cases. Mediation is possible, with the approval of the Associate Dean of Students, when all parties involved (accuser and accused) voluntarily agree to engage in the mediation process and when students involved have not previously engaged in mediation through this process. If mediation fails, the case will be remanded to an administrative or Judicial Board hearing.

2. The Associate Dean of Students will keep records of all cases that have been mediated, with names and a summary. Mediation yields neither a disciplinary record nor sanction. A repeat offense of a similar nature will be remanded to an administrative or Judicial Board hearing.

C. Hearing Procedures

1. Violations of standards of conduct and of College regulations are considered to be infractions against Hamilton College. Following receipt of a written complaint, the Associate Dean of Students or a designee will conduct a preliminary review to determine whether the complaint has merit and whether the alleged misconduct might result in suspension or expulsion from the College. Students not subject to suspension or expulsion may be entitled to an administrative hearing, at the discretion of the Associate Dean of Students in consultation with the Judicial Board Chair.

2. Students subject to suspension or expulsion are entitled to a hearing before the Judicial Board. They may waive that right under the conditions described below.

D. Administrative Hearing

1. The Associate Dean of Students may decide to resolve through administrative hearing cases involving students accused of offenses that normally result in penalties less than suspension or expulsion. A designee of the Dean of Students and a student member of the Judicial Board will normally jointly conduct administrative hearings. Administrative hearing decisions are final.

2. The following procedural protections are provided to accused students in administrative hearings:
i. Written notice of the specific charges at least three (3) business days prior to the scheduled hearing;
ii. Reasonable access to evidence prior to and during the hearing;
iii. An opportunity to respond to the evidence and to call relevant and necessary witnesses;
iv. A right to be accompanied by an advisor from the Hamilton community. The advisor may not speak for the accused and may not be an attorney.

3. A brief account of the cases resolved through administrative hearings shall be made public. The names of students involved shall not appear.

4. A student charged with a violation that would normally result in suspension or expulsion may choose to have the case resolved through an administrative hearing if the following conditions are met:
   i. The student accepts responsibility for the charge(s);
   ii. The student requests an administrative hearing and thereby waives a Judicial Board hearing;
   iii. The Associate Dean of Students, in consultation with the Judicial Board Chair, consents to an administrative hearing;
   iv. The student is willing to accept the administrative hearing decision and sanction (including suspension or expulsion) as final and waives the right to appeal.

E. Composition Of The Judicial Board
1. Membership
   i. The Judicial Board shall be composed of 15 members: 10 students, including a non-voting student Chair; three faculty members; and two administrators or staff members.

2. The students, three seniors, three juniors and three sophomores shall serve for a one-year term with a two-term limit. The student members will be selected during the spring semester of the preceding academic year by the outgoing Board. The Board will publish notice of the selection process to all students. The Current Board will select, by a majority vote, the student members from among the names of interested and qualified persons responding to the notice. Once new members have been chosen, the Student Assembly shall offer the student body the opportunity to offer their input regarding the appointments, before holding a vote to confirm the new appointments. The Board will not consider platforms from students on disciplinary probation at the time of selection. A sitting member of the Board who is found responsible for violating College policy and assigned six or more points will be dismissed from the Board.

3. Faculty Membership
   i. Faculty members shall be nominated by the Academic Council and elected by the faculty at large for a three-year term, one vacancy arising per year. Administrative and staff members shall be nominated by the Committee on Student Activities and appointed by the Dean of Students for staggered two year terms.

4. Chairperson
   i. A non-voting student Chair shall be elected in the spring by the outgoing board from among candidates nominated by the Board. The Chair must have a minimum of one full academic year experience on the Board. A student may serve as chair in his/her third term on the Board. If the Chair resigns or cannot serve for any reason, the Board will elect a Chair from among its members. The Board may select a substitute Chair for a given case where there is a conflict of interest with the Chair, or if the Chair is otherwise unable to serve.
5. Vacancies
   i. If any vacancy on the Board occurs during the academic year, the Board shall publish notice of the
      vacancy in two all-campus e-mail messages and one issue of the Spectator and shall elect by a
      majority vote a substitute Board member from among the names of interested and qualified
      persons responding to the notice. Only members of the group represented by the vacated position
      shall be eligible for election.

6. Hearings
   i. Hearings shall be conducted by a panel of five members of the Board: three students and two
      non-student members, plus the Chair. The members for a given hearing shall be appointed by the
      Associate Dean of Students and/or the Chair based upon a pattern of rotation established by the
      Board.

7. Conflicts of Interest
   i. If a member of the Board believes that they have a conflict of interest in a particular case, that
      member may seek to disqualify themselves after consultation with the Chair. The accused may
      request that the Chair seek disqualification of any member of the Board if the accused believes
      that a conflict of interest exists with that member. The accused must present to the Chair written
      explanation as to the nature of the alleged conflict of interest. If the Chair believes that a
      conflict exists, the member will be disqualified upon majority vote of the Board.

8. Violations
   i. Members of the Judicial Board who are charged with a violation of this Code or with a criminal
      offense may be suspended from their positions by the Associate Dean of Students during the
      pendency of the charges against them. Members found responsible for any such violation may be
      disqualified from any further participation on the Judicial Board.

9. Ad Hoc Hearing Board
   i. The Dean of Students may establish an ad hoc hearing board whenever the regular Judicial Board
      is not constituted, is unable to assemble a five person hearing board due to conflict of interest, or is
      otherwise unable to hear a case. An ad hoc hearing board shall be composed of five members,
      including at least three students.

F. Student Rights In Judicial Board Hearings
   1. To be informed of the charge and alleged misconduct upon which the charge is based;
   2. To be informed of the evidence upon which a charge is based;
   3. To obtain an expeditious hearing;
   4. To be assisted at a hearing by an advisor who is a member of the Hamilton College community. The
      advisor may not speak for the accused student at the hearing, is not present for deliberations, and
      may not be an attorney;
   5. To bring relevant witnesses;
   6. To confront and question the complainant, all witnesses, and other evidence;
   7. To testify orally or in a written document, or both, or not to testify. No inference will be drawn if the
      accused declines to testify.
   8. To be considered innocent of the charges until proven responsible by clear and convincing evidence.

G. Judicial Board Hearing Procedures
   1. If it is determined that the case warrants a Judicial Board hearing, the Associate Dean of Students
      shall prepare a formal statement of the charges and of the evidence against the accused. The Associate
      Dean of Students shall inform the accused, in writing and orally, of the charges, evidence and the
      student's rights provided in the judicial process.
2. Once a complaint has been filed, a request by a student respondent to withdraw temporarily or permanently from the College will not be approved until the hearing processes have concluded.

3. Judicial Board hearings shall be de novo, without regard to any matter previously developed in informal proceedings, and no decision about responsibility in a case shall be made on evidence other than that presented at the hearing.

4. The Chair shall schedule a hearing to be held as soon as possible, but no sooner than three weekdays following delivery of the written charge to the accused. The accused shall present to the Associate Dean of Students a written, point-by-point response to the charges at least 24 hours before the hearing. The student's advisor and all witnesses to be brought to testify should be identified in this statement.

5. Normally, the Director of Campus Safety, or another College employee designated by the Associate Dean of Students, will act as complainant and bear primary responsibility for presenting the case against the accused. This does not preclude the right of the person lodging the complaint to act as sole complainant or co-complainant with the College.

6. Hearings are closed to observers. Neither party may have an attorney present at the hearing.

7. Hearings shall proceed in the following order:
   a. The Chair calls the hearing to order.
   b. All participants, including witnesses, are present in the hearing room. All participants introduce themselves and are admonished by the Chair that they are expected to be truthful in all their testimony.
   c. Witnesses are dismissed until it is time for them to testify. The complainant and the accused are present during the presentation of all testimony. Witnesses are present only during their own testimony, but must remain available for the duration of the hearing unless excused by the Chair.
   d. The Chair reads the charges.
   e. The accused student is asked to admit or deny the charges.
   f. The complainant gives an opening statement, presents evidence, and calls witnesses, one at a time.
   g. The complainant and complainant’s witnesses may be questioned by the accused student and/or members of the Board.
   h. The accused student gives an opening statement, presents evidence, and calls witnesses, one at a time.
   i. The accused student and accused student’s witnesses may be questioned by the complainant and/or members of the Board.
   j. The accused student may make a closing statement.
   k. The complainant may make a closing statement.
   l. Following presentation of evidence and closing statements, the hearing is adjourned and everyone except members of the hearing panel and the Associate Dean of Students are dismissed from the hearing room. Participants may be asked by the Chair to remain available while the panel deliberates. The Associate Dean of Students may not participate in deliberations unless requested by the Chair to address a procedural question.
   m. Deliberations proceed in two stages. First, a determination of responsibility or lack of responsibility is made based upon a majority vote of the hearing panel. Second, if the panel finds the student responsible, evidence of prior disciplinary action is entered into the deliberations by the Chair. Prior actions are considered only in the determination of sanctions, and will normally lead to a more stringent sanction.
   n. The hearing panel may conclude its deliberations and arrive at a sanction at the conclusion of the hearing, or it may, in exceptional cases at the discretion of the Chair, postpone that conclusion for not more than 24 hours. Deliberations shall be strictly confidential. Members of
the panel may not at any time discuss publicly the particulars of the deliberations or facts of the case. Any member who violates this provision may be dismissed from the Board by the Chair.

o. A tape recording shall be kept of the hearing. This document is an internal record of the College to be made available to the Appeals Board or to the president by the Associate Dean of Students. A student preparing an appeal will also be allowed to listen to the tapes, under the supervision of the Dean of Student’s designee.

p. A statement of the panel's findings shall be prepared by the Chair and sent to the Dean of Students within 24 hours of the conclusion of deliberations. The accused student will receive written notification of the panel's findings by the Associate Dean of Students within 48 hours of the conclusion of deliberations.

q. A summary record of the proceedings before the panel shall be kept and a copy of the summary supplied to the accused if requested.

H. Sanctions
The panel may assign any of the following sanctions:

1. **Warning (1-3 Judicial Points):** Notice, orally or in writing, that continuation or repetition of prohibited conduct may be cause for additional disciplinary action.

2. **Restitution:** Charges for damages, including replacement of goods, payment of services and/or assignment of unpaid service to the College community.

3. **Mandatory educational workshop** for alcohol or drug-related misconduct.

4. **Loss of status** in housing lottery (6-9 Judicial Points).

5. **Status of Probation (6-9 Judicial Points):** Terms of the probation shall be specified, and may include denial of specified social privileges, exclusion from extracurricular activities and other measures deemed appropriate. Violation of this Code of Conduct during the period of probation will normally result in suspension or expulsion from the College.

6. **Suspension (10 or more Judicial Points):** Separation from the College, and exclusion from College premises, and from other privileges and activities. Readmission to the College after the term of suspension is not automatic, but requires application to the Dean of Students. A student readmitted from suspension for disciplinary reasons will normally be placed on disciplinary probation for the semester immediately following readmission. Readmission will normally be denied if the conditions specified at the time of suspension have not been met. Hamilton reserves the right to defer admission if space is not available. Students who have been suspended are expected to leave the campus within 48 hours unless the Dean of Students grants a special extension.

7. **Expulsion (10 or more Judicial Points):** Permanent termination of student status, and exclusion from College premises, privileges, and activities. An application for readmission shall not be considered. Students who have been expelled are expected to leave the campus within 48 hours unless the Dean of Students grants a special extension.

8. **Other Actions:** In addition to or in place of the above actions, the hearing panel may assign such other penalties, as it deems appropriate.

I. Appeal

1. A student subject to disciplinary action may appeal to the Appeals Board a disciplinary decision within one week of being informed in writing of that decision. See procedures below (Appeals Board).
J. Records
1. The record of the proceeding shall consist of the written statement of the charge, the written response to the charges by the accused, the summary of the Board's actions, any documentary evidence and the tapes or other record of the hearing. The written record shall be kept in the student's file and in the files of the Dean of Students. The taped record is not a part of the student's file and shall be kept in the office of the Dean of Students, to be destroyed after adjudication or decision in any appeal. In addition, suspension and expulsion are noted on the student's academic transcript.

2. In pending cases that could result in suspension or expulsion, the Dean of Students will normally place a temporary encumbrance on a student's transcript.

3. After the week has elapsed during which an appeal may be made, a brief account of the case shall be made public. The name of the student or students shall not appear. If an appeal is made, publication shall be postponed to await the outcome of the appeal.

K. Instruction Of The Community
1. The Judicial Board shall make provisions for educating students about the judicial process at Hamilton College.

L. Amendment
1. The Judicial Board may propose changes in these procedures to the Central Council. All proposed amendments must be reviewed by the Constitution Committee and presented to the Central Council by the Parliamenterian. This constitution may be amended by majority vote (1/2) of the voting student body, following three-fourths (3/4) approval of the Central Council.

M. Notification of Parents (4 or more Judicial Points)
1. Consistent with the terms of the Family Educational Rights and Privacy Act, the College will normally notify parents or guardians of dependent students about any pending disciplinary charge that may result in suspension or expulsion. In all cases where the penalty assigned is four or more points, probation, suspension or expulsion, the Associate Dean of Students shall notify the parents or guardian within one week of the decision.

N. Perjury
1. All members of the Hamilton community are expected to be truthful in presenting testimony during any disciplinary inquiry and to cooperate fully in the investigation of infractions. The Chair shall remind participants in disciplinary hearings of this expectation, but failure to admonish does not remove the requirement. Perjury or obstruction of any inquiry shall itself be grounds for disciplinary action.

Section 2. The Honor Court Constitution
A. Purpose
1. The purpose of the Honor Court is to uphold Hamilton community standards of academic honesty and to ensure protection of students' rights in questions of alleged violations of the Hamilton College Honor Code.

B. Composition
1. The Honor Court will be composed of the non-voting student chair and ten voting members, consisting of seven students and three faculty members. The students, ordinarily at least one from each class year, shall serve for a two-semester term with a two-term limit. The student members will be selected at the beginning of each semester. The Court will publish notice of the selection process to all students. The current Court will select, by a majority vote, the student members from among the names of interested and qualified persons responding to the notice. Once new members have been chosen, the Student Assembly shall offer the student body the opportunity to offer their input regarding the appointments, before holding a vote to confirm the new
appointments. The Court will not consider platforms from students on disciplinary probation or who have been found responsible for violating the Honor Code. A sitting member of the Court who is found responsible for violating the Honor Code will be dismissed from the Court.

2. Faculty members will be elected by the faculty at a meeting in the spring semester, one each year for staggered three-year terms. Academic Council must obtain the consent of the nominees. In accordance with faculty rules, candidates may be nominated from the floor.

3. The chair will be elected by the Court from among candidates nominated by that Court. A student may serve as chair for a third term on the Court. If the chair resigns or cannot serve for any reason, the Court will elect a chair from among its members. The Court may select a substitute chair for a given case where there is a conflict of interest with the chair, or if the chair is otherwise unable to serve.

4. If there is a vacancy on the Court during a semester the Court will publish notice of the vacancy and will elect, by a majority vote, an interim Court member from among the names of interested and qualified persons responding to the notice. The interim Court member will serve the remainder of that semester and can be selected by the Court at the beginning of the following semester to serve for a two-semester term with a two-term limit.

5. All members of the Court will be invited to every Court hearing. A quorum of the Court will consist of six voting members: five students and one faculty, plus the chair, who will not vote. If a quorum cannot be attained owing to disqualification of members for conflict of interest, the hearing must be scheduled at a time when it can be heard by the maximum number of Court members who are qualified to hear the complaint. In all other instances when a quorum is not attained, the hearing will be rescheduled, unless the parties assent in writing to going forward with the number of members currently present.

6. If members of the Court believe that they have a conflict of interest in a particular case, those members may seek to disqualify themselves after consultation with the chair and/or Dean of Students (throughout this Constitution, the ‘Dean of Students’ is understood to mean the Dean or their designee). The respondent may request that the chair and/or Dean of Students seek disqualification of any member of the Court if the respondent believes that a conflict of interest exists with that member. The respondent must present to the chair and/or Dean of Students written explanation as to the nature of the alleged conflict of interest. If the chair and/or Dean of Students believes that a conflict exists, the member will be disqualified upon majority vote of the Court.

7. The Dean of Students may establish an ad hoc hearing board whenever the regular Honor Court is not constituted or is otherwise unable to hear a case. An ad hoc hearing board will be composed of five members, including at least three students and one faculty member.

C. Procedures

1. Throughout these procedures the ‘witness of the suspected violation’ is the member of the community who brought the possible violation to the attention of the Court (e.g., ordinarily the instructor of a course in which a suspected violation occurs, but may be a student or other member of the Hamilton community); the ‘respondent’ is the student suspected of violating the Honor Code.

2. Violations of the Honor Code are considered to be infractions against Hamilton College. Suspected violations of the Honor Code will be presented by the witness of the suspected violation to the Dean of Students or to the chair in writing. Once a suspected violation has been filed, a request by a respondent to withdraw temporarily or permanently from the College will not be approved until the hearing processes have concluded.

3. The Dean of Students and the chair will investigate the suspected violation and gather any form of evidence that may aid the members of the Court in reaching a decision. The Dean of Students and the chair will determine if the complaint warrants a hearing.

4. If it is determined not to warrant a hearing, the suspected violation will be dismissed. The witness to the suspected violation and the respondent will be informed in writing. A decision not to proceed with a hearing may be appealed by the witness to the suspected violation to the Appeals Board, which may direct the Court to hear the case.

5. If it is determined that the suspected violation warrants a hearing, the Dean of Students will prepare a formal statement of the complaint and of the evidence against the respondent. The Dean
of Students will inform the respondent in writing of the complaint, the identity of the witness of the violation, the evidence available, a witness list, the range of sanctions available to the Court, and the following rights:

a. to an expeditious hearing. Should reasonable delays occur, the College will provide an explanation to all parties involved;
b. to be informed in advance in writing of the procedures to be followed in the hearing;
c. to not be tried again for the same violation unless significant new evidence arises;
d. to be considered innocent of the complaint until proven responsible by clear and convincing evidence;
e. to request an administrative hearing, conducted by the Dean of Students and the Honor Court chair, under the following conditions:
f. the respondent waives the right to an Honor Court hearing, and
g. the witness of the suspected violation and the respondent acknowledge that they have no substantive disagreements about the facts of the complaint, and
h. the violation is the student’s first
i. to bring to a Court hearing an advisor (e.g., another student, faculty member, or administrator not connected to the complaint), who may not serve as a witness but may only participate in a closing statement;
j. to bring relevant witnesses;
k. to confront and question the witness of the suspected violation, all other witnesses, and other evidence;
m. to testify, orally, or in a written document, or both;
n. to make a closing statement in the proceedings.

6. The Dean of Students and the Honor Court chair will decide whether to approve a request for an administrative hearing. A decision by the Dean of Students and Honor Court chair to deny an administrative hearing may not be appealed. Only the respondent, the witness of the suspected violation, the Dean of Students, and the Honor Court chair may take part in an administrative hearing. A witness of the suspected violation may suggest a sanction. After the hearing, the Dean of Students and the Honor Court chair will determine a sanction and the dean will inform the student in writing of the decision. The possible sanctions are the same as those outlined in Section D, except for separation from the College. Any complaint that may result in separation from the College will be referred for an Honor Court hearing. The respondent may appeal the decision of the Dean of Students and the Honor Court chair to the Appeals Board within one week of receiving written notification of the decision.

7. The chair will convene the Court for a hearing to be held as soon as possible, but no sooner than three workdays following delivery of the written charge to the respondent. The respondent will present to the Dean of Students a written, point-by-point response to the complaint at least 24 hours before the hearing. Failure to submit the written response to the complaint may result, at the discretion of the Honor Court, in a delay of the hearing of up to one week. Any witness to be brought to testify should be identified in this statement. All points of the complaints that are not specifically denied will be deemed admitted, and evidence, testimony, and witnesses regarding these points will be deemed unnecessary in the hearing. If the respondent chooses not to attend the hearing, the Court has the authority to hear the complaint without the testimony of the respondent.

8. All hearings of the Honor Court will be conducted without regard to any matter previously developed in informal proceedings, and no decision about responsibility will be made on evidence other than that presented at the hearing. During a hearing, the Court may request additional evidence for the purposes of aiding in its deliberations, at which point the Court will reconvene along with all parties involved to present the newly requested evidence and provide all eligible parties the opportunity to ask and answer questions pertaining to that evidence.

9. The Dean of Students may select a college employee not connected with the complaint to present the complaint on behalf of the college and serve as advisor to the witness of the suspected violation. The witness who initiated the complaint will give testimony in the hearing and may be
asked questions by members of the Court or the respondent about that testimony. The Dean of Students will be present at all hearings to oversee the process.

10. Hearings are closed to observers. Neither party may have an attorney present at the hearing. Deliberations of the Court are strictly private. Members of the Court may not at any time discuss the facts of the complaint or particulars of the deliberations with anyone other than the chair, the Dean of Students, or members of the Court. Any member violating this provision will be dismissed from the Court by the chair.

11. The hearing will proceed as described below.
   a. The chair will call the hearing to order, introduce all participants and inform all participants that they are expected to be truthful in all their testimony. The chair will have full authority over the proceedings and normally will recognize all speakers. Witnesses, other than the witness of the suspected violation, will not be present until they are called, and will be informed at that time that they are expected to be truthful in all their testimony.
   b. The respondent and the witness of the suspected violation may be present during the presentation of all testimony.
   c. The chair will introduce the formal statement of the complaint and the respondent's written response, copies of which will have been provided to the members of the Court. The hearing will consider only those policy violations alleged in the written statement; new allegations may not be introduced during the hearing. No proof will be required for points that are deemed admitted. If the Court believes that a witness or party is lying, they may initiate a complaint so that the allegations of lying can be addressed in a separate conduct hearing.
   d. The witness of the suspected violation will provide evidence in support of the complaint, and may ask that other witnesses be called. The respondent may also provide evidence, may respond to evidence provided by the witness of the suspected violation, may question witnesses, and may ask that further witnesses be called. The witness of the suspected violation may respond to evidence and question witnesses brought by the respondent.
   e. Witnesses (other than the witness of the suspected violation) will be present only during their own testimony, but must remain available for the duration of the hearing unless excused by the chair.
   f. Members of the Court may question any of the participants at any point during the hearing or may have any participants recalled for questioning at the discretion of the chair. In addition to the witnesses called by the parties, the Court may have identified additional witnesses who it may call.
   g. The witness of the suspected violation, then the respondent, and then the advisor to the respondent, will have the opportunity to make closing statements.
   h. Following presentation of evidence, the hearing will be closed and everyone, except members of the Court and the Dean of Students, will be dismissed from the hearing room. Participants may be asked by the chair to remain available while the Court deliberates. Neither the Dean of Students nor the chair may participate in deliberations unless addressing a procedural issue or providing information about prior disciplinary action by the Honor Court or relevant precedents.
   i. Deliberations of the Court will proceed in two stages. First, the Court will determine whether the respondent violated the Honor Code. A student will only be found in violation by a vote of at least two-thirds of the Court members who heard the complaint. If the Court determines that the respondent did not violate the Honor Code, the Dean of Students will inform the respondent of the Court's findings. Second, if the Court determines that the respondent violated the Honor Code, then evidence of prior disciplinary action by the Honor Court will be entered into the deliberations by the chair and/or Dean of Students, and the Court will determine a sanction by majority vote. Prior actions will be considered only in the determination of sanctions and will normally lead to a more stringent sanction. Upon conclusion of the hearing, the chair will prepare a written statement of the Court's findings, with rationale, for the Dean of Students. The chair may discuss the Court's rationale with the Dean of Students. The Dean of Students will administer any disciplinary action determined by the Court.
   j. The Court may conclude its deliberations and arrive at a sanction at the conclusion of the hearing, or it may, at the discretion of the chair, postpone that
conclusion for not more than 48 hours. Participants in the complaint will be informed of the decision of the Court as soon as possible.
k. Should the respondent provide new evidence not available at the time of the hearing, or the Court request new evidence during the hearing, the Court will reconvene to hear the new evidence. The Court will follow the same procedures outlined above, however, the Court will not be required to re-hear evidence already presented at the earlier hearing.
l. A recording will be kept of the hearing. This document is an internal record of the College to be made available to the Appeals Board or to the President by the Dean of Students. A student preparing an appeal will also be allowed to listen to the recording, under the supervision of the Dean of Students. The recording will be destroyed after the time for appeal is over.
m. A summary record of the proceedings before the Honor Court will be kept and a copy of the record supplied to the respondent if requested.
D. Sanctions

1. In the case of a first violation of the Honor Code, the Honor Court will assign sanctions commensurate with the nature of the violation and consistent with relevant precedent. In all cases of a first violation, the student will be required to complete a tutorial on academic integrity. If a student does not complete the tutorial on academic integrity within a thirty-day period following notification of the Honor Court decision, the student will not be allowed to register for subsequent semesters, or graduate, until the tutorial is completed. In addition to any grade assigned by the faculty member for the particular academic work wherein the violation occurred, a record of the violation and all evidence pertaining to it will be kept in a separate student file in the Dean of Students' Office until one year after either graduation or withdrawal from the College. A copy of any letters to the student from the Dean, and a report of the findings of the Honor Court will be placed in this file, which will be open to the student's inspection. In addition, the Court may assign one or more of the following sanctions:

   a. The student will be removed from the course, and the notation “XW*” will appear on the student’s transcript, which will record that XW* means "Withdrawn due to academic dishonesty." The student will earn no credit for the course. When the cumulative average is calculated, XW* will carry no numeric value. After a period of two years, or before graduation, whichever comes first, the student may request in writing that the XW* be removed from the student's transcript and be replaced with a W, provided the student has completed all assigned tutorials and has not been found responsible for subsequent violations of the Honor Code. In extraordinary circumstances the Court, after a finding of responsibility in an Honor Court hearing, may assign an XW* to be recorded permanently on the student’s transcript for the course in which a first violation has occurred.

   b. The student will be removed from the course and the notation "XF*" placed on their transcript, which will record that XF* means "Failure due to academic dishonesty." When the cumulative average is calculated, XF* will carry the numerical value of F. After a period of two years, or before graduation, whichever comes first, the student may request in writing that the XF* be removed from the student's transcript and be replaced with a grade of F, provided the student has completed all assigned tutorials and has not been found responsible for subsequent violations of the Honor Code. In extraordinary circumstances the Court, after a finding of responsibility in an Honor Court hearing, may assign an XF* to be recorded permanently on the student’s transcript for the course in which a first violation has occurred.

   c. The student will be suspended from the College for a length of time to be determined by the Honor Court. The notation "Suspension for academic dishonesty" will appear on the transcript. After a period of two years from the end of the term of the suspension, or before graduation, whichever comes first, the student may request in writing that the notation be removed from the transcript, provided the student has completed all assigned tutorials and has not been found responsible for subsequent violations of the Honor Code. Students will not normally be allowed to transfer credits completed at other institutions while on suspension. If a student is suspended a record of the violation and all evidence pertaining to it will be kept in a separate student file in the Dean of Students' Office permanently. A copy of any letters to the student from the Dean, and a report of the findings of the Honor Court will be placed in this file, which will be open to the student's inspection.
2. Normally, if a student is found responsible for a second violation the Honor Court will assign a 1-3 semester suspension (with an XW* or XF*) commensurate with the nature of the violation and consistent with relevant precedent, taking into account the nature of the first violation. Second violations could also result in an XF* being recorded permanently on the student’s transcript for the course in which the second violation occurred, and the student being dismissed from the College with the notation “Expulsion for academic dishonesty” appearing on the transcript. A record of the second violation and all evidence pertaining to it will be kept in the student’s file in the Dean of Students' Office permanently. A copy of any letter to the student from the Dean, and a report of the findings of the Honor Court, will be placed in this file, which will be open to the student’s inspection.

3. In the case of a student being found responsible for a third violation, an XF* will be recorded permanently on the student's transcript for any course in which the third violation occurred, and the student will be dismissed from the College. The notation "Expulsion for academic dishonesty" will appear on the transcript. A record of the violation and all evidence pertaining to it will be kept in a separate student file in the Dean of Students' Office permanently. A copy of any letters to the student from the Dean, and a report of the findings of the Honor Court will be placed in this file, which will be open to the student’s inspection.

4. Other actions: In addition to the above actions, the Honor Court may modify the above sanctions or assign other sanctions, including required use of academic resources or limitations on co-curricular involvement, as it deems appropriate. It is understood, however, that such other actions will not involve the assignment of grades by the Court.

D. Records

1. The written record of the complaint will consist of the written statement of the charges, the written response to the charges by the respondent, any documentary evidence, the summary by the chair of the Court's actions, and the letter from the Dean of Students informing the respondent of the Court's findings. This record will be filed in the Dean of Students' Office and will be open to the student's inspection. The recording is not part of the student's file and will be kept in the office of the Dean of Students, to be destroyed after adjudication or decision in any appeal.

2. After the week has elapsed during which an appeal could be made, if one is not made, a brief account of the complaint will be made public by the chair. The name of the student or students will not appear. If an appeal is made, publication will be postponed to await the outcome of the appeal.

E. Instruction of the Community

1. The College will make provisions for interpreting this system to new students upon their entrance into the College. These programs will be organized by the Dean of Students in consultation with the Honor Court.

F. Amendment

1. This constitution may be amended by the procedures set forth in Article XI of the Constitution of the Student Assembly of Hamilton College. The adopted amendments are contingent upon ratification by the faculty.

G. Duty of Honesty

1. All members of the Hamilton community are expected to be truthful in presenting testimony during any disciplinary inquiry and to cooperate fully in the investigation of infractions. Participants in Honor Court hearings will be reminded of this expectation by the Chair, but failure
to inform does not remove the requirement. Lying or obstruction of any inquiry will itself be grounds for disciplinary action in a separate conduct hearing.

H. Notification of Parents

1. In serious complaints where the penalty may be separation from the College, the Dean of Students may, at their discretion and after informing the student of their intention to do so, notify the student's parents or guardian in advance of the hearing. In all cases the Dean of Students will notify the parents or guardian within one week of an Honor Court decision and will send a copy of the notification to the student.

2. These provisions do not apply if the student is financially independent of their parents and has a separate domicile.

Section 3. Appeals Board Constitution

A. Jurisdiction

1. The function of the Appeals Board is to ascertain that hearings conducted by the Honor Court and the Judicial Board have been conducted fairly, in accordance with the procedures outlined above, and without undue bias. The Appeals Board will not substitute its own judgment for that of the original hearing body, nor will it concern itself with the possibility that others might have arrived at a different judgment. Its terms of reference extend only to investigation of the procedures by which the original judgment was reached. Decisions of the Appeals Board are final.

B. Composition

1. The Appeals Board shall be composed of three faculty members, and two students. Faculty members shall be nominated by the Academic Council and elected by the faculty at large for a three-year term, one vacancy arising per year. The student members will be selected during the spring semester of the preceding academic year by the outgoing Board. The Board will publish notice of the selection process to all students. The current Board will select, by a majority vote, the student members from among the names of interested and qualified persons responding to the notice. Once new members have been chosen, the Student Assembly shall offer the student body the opportunity to offer their input regarding the appointments, before holding a vote to confirm the new appointments. The Board will not consider platforms from students on disciplinary probation or students who have been found responsible of violating the Honor Code. In case of a vacancy on the Board during the academic year, the Board will solicit nominations and select a student to serve as a replacement. A quorum shall consist of three members; two faculty and one student. The Dean of Students may attend meetings but shall not have a vote. The Chair shall be one of the faculty members, designated by the Dean of the Faculty.

C. Procedures

1. A student subject to disciplinary action following a hearing by the Judicial Board, Honor Court or the Harassment and Sexual Misconduct Board (HSMB) may appeal a disciplinary decision within one week of being informed in writing of that decision. The appeal must be made in writing to the Chair of the Appeals Board, with a copy to the Associate Dean of Students for Health and Safety (Judicial Board), the Associate Dean of Students for Academics (Honor Court), or the Dean of Students (HSMB) and must state in detail the reasons for the appeal. The Chair shall inform appropriate dean that an appeal has been made and shall invite that individual to make written statements to the Appeals Board. For HSMB cases, the respondent or the complainant will be invited to respond if they choose. Within one week of receipt of the appeal, the Chair shall convene the Appeals Board to determine whether the appeal shall be considered.

2. In making that decision, the Appeals Board shall have access to the written records of the case. Acceptable grounds for an appeal are limited to:
   a. Harshness of sanction inconsistent with stated community standards and precedents
   b. Procedural irregularity that affected the outcome of the hearing
   c. Prejudicial bias on the part of the hearing body
   d. New evidence not available at the time of the original hearing must be brought to the attention of the original hearing body for consideration before the case can be presented on appeal.

3. If the Appeals Board decides to consider the appeal, the Chair shall schedule another meeting for consideration and disposition of the appeal. The Appeals Board shall have access to the records of the
hearing. The appropriate dean will present information on similar cases to inform the Board’s deliberations. Normally, the appellant, respondent, and Dean shall not appear before the Appeals Board, though they may be summoned at the discretion of the Chair.

4. The Appeals Board may decide:
   a. To uphold the original decision.
   b. To remand the case to the appropriate body for rehearing. This shall normally be done when there is a procedural irregularity that could be corrected in a rehearing.
   c. To remand the case to the appropriate body or to the Dean of Students with a recommendation that the penalty be modified, together with an explanation of why the original penalty is deemed inappropriate.
   d. To remand the case to an ad hoc hearing board. This will be done only in extraordinary cases when, in the considered opinion of the Appeals Board, prejudicial bias or procedural problems would make it impossible for the appropriate body to reach a fair decision.

5. The appellant, respondent, and appropriate Dean shall be informed in writing of the decision and of the grounds for the decision.

D. Records
   1. The record of the appeal shall consist of the letter of appeal, the written statements from the respondent and the appropriate Dean; the written decision whether to hear the appeal and the outcome of the appeal. This record shall be appended to the written record of the original disciplinary action and shall be kept with it.
   2. The Appeals Board shall make a brief account of its decision public. Names shall not appear.

**Article III. Central Council**

**Section 1. Name**
The executive branch of the Student Assembly is the Central Council.

**Section 2. Responsibilities**
The Central Council shall be responsible for coordinating the activities of the other branches of the Student Assembly and performing any duties not given to the other branches by this Constitution.

**Section 3. Voting Membership**
The Central Council shall be composed of the following distinct voting members who, upon their respective elections, shall become Central Council members of the Student Assembly:
   A. The president of the Student Assembly (chair of the Central Council);
   B. The vice president of the Student Assembly;
   C. One (1) class president for all four class years;
   D. Four (4) class delegates for each class year;

**Section 4. Non-Voting Membership**
The Central Council shall also be composed of the following distinct non-voting members:
   A. Central Council treasurer;
   B. Parliamentarian;
   C. Secretary;
   D. Director of Publicity.
   E. Student Organization Chair
   F. Election Chair (if one is appointed in place of the Vice President);
   G. All committee chairs that are not otherwise elected members of the Central Council;
Section 5. Multiple Positions
For each session of the Central Council, no person shall hold more than one position enumerated in Article III, Sections 3 and 4.

Section 6. Officers
There shall be six Central Council officers:
A. President
   1. The president of the Student Assembly shall serve as Chair of the Central Council and shall be the chief administrative officer of the Student Assembly of Hamilton College.
   2. The president's responsibilities are as follows:
      i. To call all meetings of the Central Council;
      ii. To create an agenda for all Central Council meetings;
      iii. To conduct all Central Council meetings of the Student Assembly;
      iv. To nominate the Central Council treasurer, parliamentarian, director of public communication, and recording secretary from the student body;
      v. To approve or appoint all committees and committee chairs;
      vi. To appoint or request that the Central Council or any branch appoint special committees as deemed necessary;
      vii. To supervise the work of all Student Assembly committees;
      viii. To represent the Student Assembly in all dealings with the administration, faculty and trustees of the College;
      ix. To assume discretionary powers in the event of matters requiring immediate action when the Central Council is not in session and cannot be convened. The Central Council Chair's action in such matters is subject to review by the Central Council;
      x. To conduct a meeting with the first-year students during orientation week, or as soon thereafter as practical, at which a presentation shall be made on behalf of the Student Assembly, describing the Student Assembly;
      xi. To reserve the option of presenting a State-of-the-College address for the community at any time of the president’s discretion.

B. Vice President
   1. The vice president shall assume all the responsibilities of the president in his or her absence. The vice president shall also supervise and conduct elections of all positions of the Student Assembly, as detailed in Article VI of the Constitution and Article V of the Bylaws.

C. Treasurer
   1. The treasurer shall serve as the Central Council Funding Committee Chair and shall supervise the disbursement of all funds of the Student Assembly. The treasurer is responsible for maintaining a current account of the Student Assembly budgets. The treasurer reserves the right to notify The Office of Student Activities if an organization defaults on any of its obligations. This may result in a suspension of an organization’s funding privileges and/or their recognition status.

D. Parliamentarian
   1. The parliamentarian shall serve as Chair of the Central Council Constitutional Committee. The parliamentarian shall be responsible for advising the Central Council president on Constitutional matters and ensuring that all Student Assembly actions are in accordance with the Constitution, its Bylaws, and Robert’s Rules of Order. The parliamentarian shall be responsible for interpreting, drafting, and presenting all formal amendments to the Constitution and Bylaws, and shall have the right to interrupt the proceedings of any Central Council meeting to ensure that the Central Council abides by proper rules.

E. Secretary
   1. The Central Council recording secretary shall be responsible for creating the official meeting minutes of the Central Council and for sending the minutes to all class treasurers after weekly Central Council meetings.
   2. The Secretary shall also be responsible to sending the official meeting minutes to all Hamilton College students by email.

F. Director of Publicity
1. The Central Council director of publicity shall be responsible for maintaining the Student Assembly website and social media outlets, including updating content to reflect the weekly proceedings of the Central Council.

G. Student Organization Chair
1. The student organization chair shall be responsible for assessing the eligibility of new clubs, as well as maintaining positive relationships with existing organizations on campus on behalf of the Central Council.

Section 7. Quorum
Two-thirds (2/3) of the voting members of the Central Council of the Student Assembly shall constitute a quorum.

Section 8. Robert’s Rules of Order as Emergency Rule
The Student Assembly shall only strictly abide by the current edition of Robert’s Rules of Order Newly Revised if two-thirds (2/3) of the voting members of the Central Council of the Student Assembly vote to do so. In such a situation, the rules Revised shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Society may adopt

Article IV. Organizations

Section 1. Recognized Organizations
All recognized student organizations shall fall under the auspices of the Central Council. Any student organization recognized by the Office of Student Activities may be eligible for funding under the auspices of the Central Council.

Section 2. Budget Proposals
Recognized organizations may submit budget proposals to the Funding Committee and shall receive funding from the Central Council upon majority vote of the Central Council.

Section 3. Rights of Organizations
Those organizations recognized by The Office of Student Activities shall have specific rights and privileges that include:
   A. permission to reserve and use campus facilities provided that proper request and notification procedures are followed;
   B. the use of campus vehicles at a normal rate, provided that proper request and driver registration procedures are followed.

Article V. Committees

Section 1. Structure and Oversight
A. Each branch of Student Assembly may establish committees to address particular needs, concerns, or functions deemed, by a branch’s leadership, to be relevant to their branch.
B. Oversight of a committee shall be left to the leadership of each branch of Student Assembly, except in the cases of the Constitution Committee and the Funding Committee, and unless otherwise provided within the Constitution or Bylaws for a given branch.
   1. Any member of any branch of Student Assembly may call for a vote to approve any action taken by a committee on behalf of that branch.
      a. In the event a committee’s action fails to obtain a simple majority in such a vote, it shall be retracted or ceased.
   2. Refusal on the part of a committee to cooperate with oversight shall be grounds for impeachment of those members complicit in said refusal.
C. A committee, unless otherwise noted, may be dissolved by the leadership of the branch of Student Assembly to which it reports, unless otherwise provided within the Constitution or Bylaws for said branch.
1. Failure to cooperate with a committee’s dissolution shall be grounds for impeachment, provided the members have continued to advertise themselves as acting in an official capacity.

**Section 2. Standing Committees**
A. Standing Committees are those deemed necessary to the functional and Constitutional operation of the Student Assembly. Standing committees may not be dissolved except by Constitutional amendment.
B. The following committees are classified as standing committees:
   1. The Constitution Committee
   2. The Funding Committee
   3. The Org Relations Committee

**Section 3. Ad Hoc Committees**
A. If any of the following criteria are met, a committee shall, at its creation, be designated as “ad hoc”:
   1. The committee will primarily serve to accomplish a particular task which might reasonably be completed within three years.
   2. The committee’s work will have significant overlap with that of a non-ad-hoc committee.
B. In establishing a new committee, the leadership of a given branch of Student Assembly shall be responsible for determining, in accordance with Subpoint A, whether the committee would qualify for the “ad hoc” designation.

**Article VI. Elections**

**Section 1. Positions and Arrangements**
A. Elections shall be held to fill the following Central Council positions:
   1. Student Body President and Vice President
   2. Class President
   3. Class Representative
B. Presidential elections are governed by the following rules:
   1. Each presidential candidate is to run on a ticket with a vice presidential candidate.
      a. Students are to vote, in presidential elections, for such tickets.
      b. A presidential candidate is permitted to run with two vice-presidential candidates, each of whom would, in the event of the ticket’s election, serve for one semester of the President’s tenure.
   2. Presidential elections are to be held during the last week of classes each fall semester, on a date announced by the Vice President (See Section 2, Paragraph C).
   3. The winning presidential ticket must receive at least 40% of the votes cast.
      a. In the event that no candidate receives the required 40%, there will be a run-off election. A second ballot will be distributed containing only the two tickets which had received the most votes on the first.
C. All elections, save those for which it is otherwise specified, are to be held during the last week of classes each spring semester, on a date announced by the Vice President (See Section 2, Subpoint C), and are to be decided by majority vote.
D. An election will be held within the first three weeks of the fall semester to fill all first-year positions.
E. Elected candidates are to assume their positions at the start of the semester following their elections.
   1. During the interim (i.e. the time between semesters), the previous representatives retain their positions, but the Assembly may not formally convene and formal votes may not be conducted.
Section 2. Conduct and Supervision

A. The Vice President shall supervise and conduct elections for all elected positions.
B. The codes governing the Central Council’s elections are to be explicitly set forth in the Central Council’s Bylaws.
C. In the event that the Central Council, by processes described in the Bylaws, determines an election was improperly conducted or manipulated, a revote will be conducted as soon as possible, with special precautions (See Bylaws Article VI) in place.
  a. A two-thirds (2/3) vote of the Central Council is required to annul an election.
D. Bribery, defined as the offering of a material incentive for a confirmation of support, is to be strictly prohibited.
  1. Any Student Assembly member suspected of having bribed members of the student body for votes in a previous or ongoing election shall face an impeachment hearing.
  2. Any candidate found bribing members of the student body for votes shall be disqualified from current and future elections.
E. Coercion, defined as the use of intimidation, manipulation, or deception in order to encourage votes, is to be strictly prohibited.
  1. Any Student Assembly member suspected of having coerced members of the student body to gain votes in a previous or ongoing election shall face an impeachment hearing.
  2. Any candidate found engaging in coercive behaviors shall be disqualified from current and future elections.
F. Voting privileges are restricted to registered Hamilton students.
  1. The voting rights of all eligible participants are to be protected against e.g. voter fraud, attempts to prevent exercise of voting rights, etc.
G. Preliminary vote counts are neither to be conducted nor announced during voting periods.
H. No single candidate may run for more than one of the following offices: Judicial Board representative, Honor Court representative, or Appeals Board representative.
I. No single candidate may run for more than one of the following offices: Student Body President, Student Body Vice President, Class President, Class Representative.
J. Only members of a given class year may cast votes for that class’s Class President, and Class Representatives.
K. Polls in each election shall remain open for exactly twenty-four (24) hours.

Section 3. Eligibility

A. Any student satisfying the requirements laid out in the Bylaws and not otherwise disqualified is permitted to run a campaign for the position of Student Body President or Vice President.
B. Any student satisfying the requirements laid out in the Bylaws and not otherwise disqualified is permitted to run a campaign for the position of Class President, or Class Representative.
  1. Only members of a given class may run to represent that class in any of the aforementioned roles.

Section 4. Vacancies

A. The Vice President is responsible for the knowledge of all vacancies of Student Assembly elected seats. Class presidents and committee chairs have an obligation to notify the Vice President if a seat becomes vacant, so the President and Vice President can ensure the position is filled in a timely manner.
B. In the events, outlined in Article VII, that the position of President or Vice President should become vacant, an election will be held within three weeks to fill the position.
C. All other mid-term vacancies are to be filled through the relevant procedures laid out in the Bylaws.
Article VII. Loss of Office

Section 1. Unexcused Absences
Any member of the Central Council who has three recorded unexcused absences during his or her term in office may be dismissed from office by the president of the Student Assembly.

Section 2. Impeachment
The Central Council reserves the right to impeach any member of the Student Assembly in accordance with the Central Council Bylaws. A two-thirds (2/3) vote of the Central Council is required to carry a motion for impeachment.

Section 3. Presidential Vacancy
In the event of the resignation or impeachment of the Student Assembly president, the vice president shall assume the position of president immediately and shall serve for the remainder of the term. If the vice president does not wish to become president, the vice president may serve as president pro-tempore for a term of three weeks to allow for the proper advertising and execution of a campus-wide election to determine a new president.

Section 4. Vice-Presidential Vacancy
In the event of the resignation or impeachment of the Student Assembly vice president, there shall be a campus-wide election to fill the vacancy. In the event that the vice president is assuming the office of president, there shall be a campus wide election to fill the vacancy for vice president.

Section 5. Other Central Council Vacancies
In the event of the resignation or impeachment of the Student Assembly treasurer, parliamentarian, recording secretary, director of public communication, or appointed committee chairs who are not also class council officers, the president shall advertise the vacancy immediately and make a new appointment within ten days.

Section 6. Miscellaneous Rules
Any member of the Student Assembly that has been dismissed or impeached may not hold any elected office of the Student Assembly.

Section 7: Training requirement
Any member of the Central Council that fails to meet the training requirement stipulated in Article I, Section 2 of the Bylaws may be dismissed from office by a 2/3 vote of the Executive Committee.
**Article VIII. Official Actions and Communications**

**Section 1. Statements**
- A. Statements are intended to respond to recent or ongoing events and circumstances affecting the student body directly or indirectly. They shall be taken to reflect the attitudes of a particular Assembly or President and Vice President. Their force derives from an implicit or explicit ethical commitment to the ideas expressed.
- B. Statements may be addressed to Hamilton College’s faculty, staff, administration, and/or student body in addition to any other specified recipients.
- C. Statements may be informal and have no specific structure. Even emails from the Assembly meeting the above criteria shall qualify as statements.
- D. The Central Council or the President and Vice President may publish official statements.
- E. The following rules govern the release of statements:
  1. Any member of the Central Council who has assisted in authoring a statement shall be permitted to sign that statement.
  2. The Central Council may ratify a statement by majority vote.
     a. The relevant voting record shall be attached to each statement.
  3. A Presidential statement shall be signed by both the Student Assembly President and Vice President.

**Section 2. Resolutions**
- A. Resolutions are intended to respond to any events or circumstances directly affecting the student body. They shall provide plans for addressing said events or circumstances, and shall be read as a commitment on behalf of the current Assembly and future Assemblies. Their force derives from an implicit or explicit ethical commitment to the ideas expressed as well as from an explicit ethical commitment to any measures proposed.
- B. Resolutions shall be assigned at the discretion of the Executive Board, Executive Committee, or any body or committee to which they wish to delegate this task.
- C. Resolutions shall be distributed to Hamilton College’s faculty, administration, and student body in addition to any other specified recipients. They shall serve to announce the intentions and values of the Assembly’s members.
  1. All copies of a resolution shall include a footnote, quoting Section 2, Subpoint A to detail its force.
  2. The Student Assembly Secretary shall be responsible for keeping a record of all resolutions passed, and ensuring this record is made public.
- D. Resolutions shall be produced using the format and organization traditionally employed by the Hamilton College Student Assembly.
  1. Both rationale and commitments to particular actions shall be stated or enumerated within a resolution.
- E. The Central Council may ratify resolutions by majority vote.

**Section 3. Opinions**
- A. The Constitution Committee, headed by the Parliamentarian, is responsible for interpreting the Student Assembly’s Constitution and Bylaws. The committee shall therefore hear arguments from both sides in cases of dispute involving the Constitution, and shall produce at least one opinion elaborating on the committee’s decision. Any member of the committee may choose to produce a concurring or dissenting opinion.
  a. Persons bringing a dispute before the committee shall be responsible for providing Constitutional rationale for their cases.
  b. The Central Council and its members shall refrain from making comment on such a case before it is formally reviewed by the Constitution Committee.
- B. Opinions shall be distributed to Hamilton College’s faculty, administration, and student body in addition to any other specified recipients. In case of a split decision, the numeric results of the committee’s deliberation are to be published within opinions. To discourage outside influences, names may be withheld at the request of any one member of the committee.
Section 4. Amendments
A. Amendments alongside justifications for the changes to the Constitution and Bylaws shall be distributed to Hamilton College’s faculty, administration, and student body, after the meeting following their ratification or adoption.
B. The contained justifications shall be produced by the Parliamentarian with the Constitution Committee.

Section 5. Repeal of Official Actions and Communications
A. The student body reserves the right to request retraction or repeal of any action taken or communication published by any branch of the Student Assembly, with the two exceptions of Presidential Statements (See Section 1), and Opinions (See Section 3).
   1. In the cases of these exceptions, students are still encouraged to express their reactions to the Central Council or other relevant parties.
B. To be formally considered, a petition for repeal must be provided to the Assembly with all of the necessary signatures no later than fourteen (14) days after the action or communication in question.
C. A petition for repeal of a resolution submitted with a number of signatures totalling one fifth (⅕) of the college’s student enrollment at the start of the current calendar year shall be openly considered by the Central Council at the meeting following the receipt of the petition.
D. A petition for repeal of a statement or any other relevant action submitted with a number of signatures totalling one quarter (¼) of the college’s student enrollment at the start of the current calendar year shall be openly considered by the Central Council at the meeting following the receipt of the petition.
E. Upon the Central Council’s receipt of a petition meeting the criteria for formal consideration, the President shall notify the recipients of any resolution, statement, or other communication under contention.
   1. Recipients of the original communication not in Hamilton College’s student body, or on the college’s faculty, staff, or administration shall not be notified of the petition.
F. The Central Council may vote to retract or repeal the resolution, statement, or other communication under contention by a two-thirds (⅔) vote.
   1. If the motion to retract or repeal should pass, the Central Council shall notify the recipients of the nullified resolution, statement, or other communication, via a public announcement.
G. The Central Council may repeal legislation adopted by the Judicial Branch. A three-fourths (3/4) vote of the Central Council is required to repeal said legislation.

Article IX. Dissolution and Creation of a Branch

Section 1. Process
The Central Council has the right to dissolve a branch of government if its core functions cease to meet the needs of the student body or the Assembly. Any member of the Central Council may motion to dissolve a branch. A branch may be dissolved by majority vote of the student body, following three-fourths (3/4) approval of the Central Council. Sections of this Constitution which outline the policies of a dissolved branch will be omitted.

Section 2. Establishing New Branches
A new branch of government may be instated upon three-fourths (3/4) approval of the Central Council and majority vote of the student body. The policies of a new branch must be enumerated in this Constitution.

Article X. Advisor

Section 1. The Hamilton College Student Assembly shall have as its advisor the Director of Student Activities. The Director of Student Activities may appoint a designee upon notification to the Student Assembly.
Article XI. Amendments

Section 1. All proposed amendments must be reviewed by the Constitution Committee and presented to the Central Council by the Parliamentarian.

Section 2. This Constitution may be amended by majority vote of the voting student body, following three-fourths (3/4) approval of the Central Council.

Article XII. Student Activities Fee

Section 1. Definitions
A. “Student Activities Fee”:
   a. The Student Activities Fee (SAF) is an annual fee paid by students to the College and administered by the Student Activities Office.
B. “Rollover”:
   a. A rollover is defined as the excess or remaining funds at the end of the academic year (which starts on July 1 and finishes on June 30 the following year) being transferred to the budget for use the following academic year.
   b. The term “rollover” is slightly different from “rollback”. A “rollback” refers to excess funding being given back to a parent budget from a sub-budget (like a student organization rolling back funds to Student Assembly).
C. “Parent Budget”:
   a. A parent budget is an overarching budget area that receives funding from the Student Activities Fee (SAF) and has the ability to allocate money from its budget to its respective programming areas.
      i. The portion of SAF that is allocated to each parent budget is then often further allocated to more specific student organization or coordinator budgets (e.g. CAB allocates to program coordinator areas, Media Board allocates to publications, SA allocates to dozens of student organizations and organizations).
   b. The following is the complete list of parent budgets operating under this proposed amendment: Media Board, Student Assembly, Club Sports, Chaplaincy, HAVOC/AXB, FebFest, the Traditions Fund1 and operational holds (e.g. shuttle service, the Movie Channel, etc.).

Section 2. Establishment of a Student Activities Fee Committee
A. Establishment Clause
   a. This section establishes a Student Activities Fee Committee to be governed and defined by the following:
      i. The Student Activities Fee Committee (or SAF Committee) determines allocations of the Student Activities Fee to the parent budgets each academic year.
      ii. The SAF Committee also manages the rollover2 of remaining SAF funds according to the percentages set at the committee’s discretion (See Section 2, Point C.b.i.) for each parent budget and reallocates any excess rollover funds to other parent budgets under the SAF.
      iii. It is under the jurisdiction of the Student Activities Office and the Student Assembly. The jurisdiction is granted to the SAF Committee through this amendment.
B. Membership:
   a. Voting members of the SAF Committee shall be a Media Board representative, a CAB representative, the Central Council Treasurer, the Central Council President, and a Days-Massolo Center representative (neutral party, as DMC organization budgets do not necessarily fall under the SAF).

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1 The Traditions Fund is also being proposed in this amendment and does not currently exist.
2 The ability for SAF funds to rollover is contingent on the Hamilton College Board of Trustees voting to make the SAF an agency fund. All mentions of the processes regarding rollovers are contingent and will be evaluated based on the Board of Trustees vote on the agency fund.
i. The CAB and Media Board representatives should be an executive board student member appointed by the students within their respective groups.

ii. The Central Council Treasurer shall select a student member from the executive board of a DMC-cluster organization who is not employed by the DMC.

b. A staff member from the Student Activities Office shall be a non-voting member and advisor to the committee.

i. The advisor does not have voting or chairing privileges and does not have authority over the committee. Their role is to provide guidance and support where needed.

C. Guiding Principles:

a. The SAF Committee will meet prior to the beginning of each academic year to set allocations for the parent budgets, and then on an as-needed basis through the year.

b. Parent budgets may roll over remaining funds up to a designated threshold to be spent after the close of the fiscal year. The designated threshold are as follows:

i. 10% of the annual budget allocation may be rolled over for all parent budgets except for C&C Concert and the Traditions Fund, which have 50% and 100% rollover, respectively.

c. Rollovers exceeding the designated thresholds will be reallocated to other parent budgets at the discretion of the SAF Committee to give flexibility for addressing actual needs.

d. Each allocation, reallocation, rollovers, and other relevant decisions related to the SAF must be made by a majority vote; there will be no tiebreakers, and discussion will continue until there is majority agreement about the decision.

Section 3. Establishment of a Traditions Fund

A. This section establishes a Traditions Fund to be governed and defined by the following:

a. The Traditions Fund shall be a parent budget under the Student Activities Fee.

b. It shall be actively managed by, and under the full jurisdiction of, the Hamilton College Student Assembly.

c. Under full Student Assembly oversight, the Treasury and Central Council is at the discretion to enforce proper use of the money allocated to the Traditions Fund.

i. ‘Full Student Assembly oversight’ is defined as a required discussion in a Student Assembly General Meeting during the public viewing period (in the New Business section of the agenda) and a vote by all voting members to enforce proper use of allocated monetary settlements if needed. Decisions on this matter are to be made only via a vote from the entirety of the Student Assembly voting members.

ii. Central Council members may motion for a discussion on an issue pertaining to oversight of the Traditions Fund.

1. The proposed discussion must be recognized and completed within the time frame of 1 Student Assembly General Meeting. This ensures that every decision is scrutinized by the Assembly as a whole and that no issue takes unnecessarily long to agree upon.

B. Guiding Principles:

a. The Traditions Fund shall be used to fund traditions hosted by Student Assembly committees and class councils.

b. A ‘Tradition’ in the eyes of the Hamilton College Student Assembly shall henceforth and hence be defined by the following statement:

i. A Tradition refers to any class council/committee activity that is proven to service or provides specific demonstrable value to no less than 50% of a class year, is hosted with the intent of repeated occurrences over set time periods, and has occurred at least three (3) times.

1. Under extenuating circumstances by which an organization was unable to hold the tradition (e.g. COVID pandemic), the Assembly shall take a vote including all voting members of the Student Assembly to override the requirement for traditions to be held in consecutive years or semesters.

ii. A ‘tradition status’ is the designation of an event as a tradition by the Student Assembly.
c. To apply for ‘tradition status’ for a specific event, the class council/committee in charge of the event must write a letter of petition to the Student Assembly including the name of the event, the expected cost of the event including a line item list, how often the event will occur, and the added value brought by the event to the student body.
   i. Traditions events must occur for a minimum of three (3) consecutive times (years or semesters) to be able to petition the assembly for traditions status with no event that occurs more than twice a semester eligible for traditions status.
   ii. The event must be planned to be held the same year that the petition for Traditions status is filed, and the event must have been held for the immediately preceding three consecutive years or semesters depending on whether the event is annual or semestery.

d. Existing traditions shall be grandfathered into this policy if compliant with the above Section 3, Point B.b-c.
   i. In order to remain under traditions status, the event classified under tradition status must occur at least once annually for three consecutive years or semesters. If an event, after having gained traditions status, does not host the event listed under tradition status for a period of no shorter than two academic years from the date the event was last held, the organization will lose tradition status for that event and will have to petition the Student Assembly to regain tradition status.
   ii. Note: The class council/committee that hosts the event that was removed from tradition status would have to hold the event in accordance with Section 3, Point B.c. and subpoints to be eligible to reapply for tradition status.

e. Class councils/committees may appeal an event’s “Tradition” status. This will lead to a new vote on that event’s tradition status that passes via a ¾ majority of SA voting members in favor of the appeal and fails otherwise. The appeal vote will be the final determination on the matter.

f. The Student Assembly will review the tradition status of each event registered under tradition status annually and assess if events are no longer compliant with the totality of Section 3.
   i. The Student Assembly reserves the right to remove the tradition’s status from any event at any time if non-compliant with the totality of Section 3.
   ii. The Student Assembly reserves the right to bar class councils/committees for a time frame of no longer than two (2) years from receiving funds from the Traditions Fund if found in violation of Section 3 in any form, or if found misusing Traditions Fund money not for its intended purpose.
      1. The Student Assembly must vote via a ¾ majority to remove traditions status or sanction class councils/committees in accordance with Section 3, B.f.i-ii.
      2. Class councils/committees may appeal a decision made by the Assembly within the context of the Traditions Fund a singular time in accordance with Section 3, B.e.

   g. If a class council/committee needs more money than the Traditions Fund can allow (as determined by the Student Assembly voting on the matter - a vote passed via a simple majority), the class council/committee may apply for additional funding from the Discretionary Fund.

Article XIII. Bylaws

Section 1. The Central Council and the Judicial Board shall have their own bylaws.

Section 2. The bylaws of each branch shall be amended by majority vote of the Central Council upon the recommendation of the Parliamentarian.

A. Articles V and VI of the Bylaws, pertaining to elections, may only be amended within the month preceding any election by a three-quarters vote of the Central Council followed by a three-quarters vote of the student body.
Bylaws of the Constitution of the Student Assembly of Hamilton College

Article I. Obligations of Membership

Section 1. Each and every member of the Central Council has rights and obligations equal to those of every other member: there are no seniority rights or rights of rank, other than those stipulated in the Constitution of the Student Body or these Bylaws.

Section II. Each and every member of the Central Council and Executive Board shall attend trainings that promote respect and active citizenship. These trainings are in addition to those mandated by College policy and/or state and federal law. Trainings that fulfill this requirement may include, but are not limited to, education on sexual misconduct and diversity and inclusion. The sitting Student Assembly President shall have the discretion to determine which trainings meet these requirements. This requirement must be completed before Fall Break. For members who join the assembly after the deadline, the President shall have discretion to establish requirements with appropriate deadlines to sufficiently fulfill the training requirement.

Section III. Each and every elected member of the Central Council and Executive Board shall attend a two-hour training session, hosted immediately prior to the first meeting of every semester. First-year members serving on the Assembly in the fall will attend a second training session, hosted immediately prior to their first meeting, as will all presumptive members appointed to fill vacancies later in a term. Members will not be excused from attendance on the basis of having attended in previous semesters. These meetings are to be prepared by the Executive Board, and should accomplish the following:

A. Members will be made aware of their responsibilities and associated ethics as well as the consequences for failure to abide by these rules and expectations
B. Members will gain familiarity with the structure of Central Council meetings
C. Members will gain a comprehensive understanding of the Central Council’s funding codes, Constitution, and other Bylaws.
D. Class Presidents and Representatives will learn how to successfully conduct public meetings as discussed in Bylaws Article IX, Section 4.

Section IV. Members of the Central Council are required to act without a conflict of interest defined as follows:

A. Members may submit opinion pieces or letters to the editor but may not hold an editor position or executive board position within a campus news publication or publication that covers Hamilton College news.
B. An editorial position or executive board position is defined as one where the individual has voting power within the publication and/or having jurisdiction over what news content is released to the campus through any medium. At this time, a news publication for purposes of this bylaw are considered the Monitor, the Spectator, and the Enquiry.
C. Members may hold staff writer/regular contributor positions as long as they relinquish any voting powers in regard to the publication(s).
D. Members must relinquish any editorial or executive position as defined by this bylaw at the news publication upon joining the Assembly.
E. Members may not write about current issues pertaining to Student Assembly except when asked by another writer for a comment. Reporting on the Assembly whilst a member of the Assembly regardless of position at a publication is prohibited.
F. Members of the Central Council may not hold an executive board position on Media Board.
G. Members of the Central Council may not simultaneously be the Chair of the Campus. Activities Board during their term on the Central Council. Additionally, the Student Assembly Central Council Treasurer and President may not hold any position on the executive board of the Campus Activities Board.
H. At the discretion of the parliamentarian and Central Council, a news publication may be added or removed under the jurisdiction of this bylaw. This process would happen via a motion to amend the bylaw and
discussion during the meeting. Ratification of the addition of the news publication to the bylaw can be confirmed by a simple majority vote.

I. Any sections that affect Assembly membership will go into effect at the start of the next Semester after ratification.

**Article II. Central Council Meetings**

*Section 1.* The Central Council of the Student Assembly shall meet as a whole at least once a week at a designated date and time.

*Section 2.* All meetings of the Central Council are open to the public, unless declared closed upon two-thirds (2/3) vote of the Assembly.

*Section 3.* In order for an item to be considered for the Central Council agenda, a request must be submitted to either the Secretary of Central Council or the President of the Student Assembly 24 hours before the next scheduled meeting. This does not pertain to items of extreme importance. There are no time constraints as to when items of extreme importance or motions of impeachment carried from Executive Committee meetings may be added to the agenda.

A. Items are deemed extremely important by:
   1. The discretion of the Student Assembly President
   2. Majority vote of the Central Council
   3. Order of the Executive Committee

B. All items of importance must be opened to the Central Council for debate.
Section 4. The following are the duties of the Student Assembly President:
   A. Seeing that a quorum consisting of two-thirds (2/3) the assembly is present
   B. Opening the meetings at the specified time by calling the members to order
   C. Recognizing members to speak
   D. Calling for a motion to vote after presenting the necessary item to the Central Council and opening it up for debate
   E. Announcing the results of all votes
   F. Enforcing decorum and deciding all questions of order
   G. Informing the participants about a point of order or specific parliamentary practice when requested
   H. Declaring the meeting adjourned when all business has been completed or after the meeting has been in session for 90 minutes.
      1. In order for a meeting to extend beyond 90 minutes, a Motion to Suspend the Rules must pass by two-thirds (2/3) vote.
   I. In cases of necessity, as determined at the discretion of the President, calling for an electronic vote via email and:
      1. Keeping the vote open for a minimum of 24 hours or until a sufficient portion of the entire Central Council has voted in favor or in opposition.
      2. Ensuring at least two-thirds (2/3) of members cast electronic votes.
      3. Announcing results of electronic votes after the meeting following.

Article III. Executive Committee Meetings

Section 1. The Executive Committee is a closed committee, consisting of the following:
   A. The President of the Student Assembly
   B. The Vice President of the Student Assembly
   C. The Treasurer of the Central Council (nonvoting)
   D. The Secretary of the Central Council (nonvoting)
   E. The Parliamentarian (nonvoting)
   F. The Presidents of Each Class Delegation
   G. The Director of Student Activities or designee (nonvoting)

Section 2. The President of Student Assembly may invite any relevant Committee Chairs or Student Assembly members to attend the meeting as non-voting members when deemed appropriate.

Article IV. Attendance

Section 1. If any member of the Central Council or Executive Committee accrues three absences over the course of their year-long term, they will be dismissed from the Assembly by the president. These absences include regular meetings of the General Assembly and any other mandatory Student Assembly event. The President of the Student Assembly retains the right to declare events outside the Central Council’s weekly meeting mandatory with 10 day notice.

Section 2. Arriving late to a meeting will count as one-third of an absence. Student Assembly will define being “late” as arriving after the president calls the meeting to order.

Section 3. The secretary will be responsible for maintaining a record of attendance, and notifying those representatives who were marked late or absent after the conclusion of the meeting by email.

Section 4. Absences may be excused if a legitimate excuse (including, but not limited to, unavoidable conflicts due to other on-campus commitments) is provided to and accepted by the secretary and the president via email no less than twenty-four (24) hours prior to the meeting in question. Absences in the case of emergencies, (including, but not limited to, medical and family) will not be held against the representatives. These circumstances may be excused by the president at their discretion. Academic coursework does not warrant an excused absence.

Section 5. In the event that a member is dismissed from the Student Assembly for attendance, the President and Vice President will submit an internal written explanation to the Central Council detailing why that person was dismissed.


**Article V. Election Codes**

**Section 1. Announcement of Elections**

A. The Vice President shall be responsible for determining the dates for all elections and for, during the first two (2) weeks of each semester, announcing the dates for which each of the semester’s elections has been scheduled.  
   a. The election date may also be changed by the Central Council, by simple majority, provided the new date still falls within the time frame specified in the Assembly’s Constitution.

B. The Vice President shall publish comprehensive job descriptions for all offices, as well as a statement encouraging student candidacy and voter participation thirty (30) days before the election date.

C. The Vice President shall publicly announce the election at least four (4) times prior to election.  
   1. Within 30 days of the election, one announcement must be submitted to The Spectator.

**Section 2. Campaign Rules**

A. Violation of any campaign rules will result in immediate disqualification unless stated otherwise.  
   1. Votes for disqualified candidates shall not be reported.

B. Platforms and nomination signatures are to be submitted to the Vice President by all candidates at least two (2) weeks prior to each election.  
   1. The Vice President is to publish these twice during the week leading up to the election.

C. Twenty-five (25) student signatures are required to complete a nomination for a Class Representative campaign. Fifty (50) student signatures are required to complete a nomination for a Class President campaign. Seventy-five (75) student signatures are required to complete a nomination for a presidential campaign.  
   1. Students may sign any number of unique nominating petitions.  
   2. With the exception of the presidential election, only signatures from the candidates’ respective class year will count toward the aforementioned quotas.

D. To have their names listed on the ballot, presidential candidates must attend and have their attendance recorded at five (5) full meetings of the Central Council. This requirement must be completed prior to submission of a signature petition and platform. Vice presidential candidates need not fulfill this requirement.

E. The Central Council respects the rights of students who desire to run unofficial campaigns.  
   1. Such campaigns will not be required to meet Section 2 subpoints B, C, and D. Unless stated otherwise in these Bylaws, they will still be required to comply with all other rules governing campaigns.  
   2. Candidates conducting unofficial campaigns will not appear on the ballot.  
   3. A write-in section will be provided on each ballot or each position so that the names of these candidates may be entered.  
      a. Failure to provide such a section constitutes valid grounds on which the Central Council must annul an election.

F. All presidential candidates must be on campus for the full term of the office. Vice presidential candidates must be on-campus during any semesters in which they intend to serve.

G. Any candidate running for office must attend one informational briefing led by the Vice President.  
   1. The Vice President will inform hopeful candidates of all rules, regulations, and procedures governing the election process. All candidates will also receive an information sheet outlining these rules and procedures at the time of this meeting.  
   2. The date of this briefing is to be announced alongside election dates, at the beginning of each semester. It is to occur a minimum of three (3) weeks prior to an election.

H. A student who desires to run for office but will, for whatever reason, be off-campus for a substantial portion of the semester of the election (e.g. because of participation in a study-abroad program) must directly contact the Vice President to make arrangements for a suitable on-campus proxy to collect signatures and attend necessary briefings.
I. In the event that, for whatever reason, the Vice President determines the collection of physical signatures would pose an unusually great burden to all or most campaigns (e.g. in the event of a closed campus), digital signatures, exclusively, will be accepted via emails addressed directly by signatories to the Vice President.

1. Under such circumstances, signature requirements will be adjusted as follows: Twelve (12) for Class Representative campaigns, twenty-five (25) for Class President or Class Treasure, forty (40) for presidential campaigns.

Section 3. Administration of Campaigns

A. Candidates campaigning for the positions of Class President and Class Representative shall each submit written platforms not exceeding one hundred (100) words in length. Candidates campaigning for the positions of President and Vice President shall, as a ticket, submit one written platform not exceeding two hundred (200) words in length.

1. Platforms for Class President and Class Representative will be truncated after the one-hundredth (100th) word. Platforms for President and Vice President shall be truncated after the two-hundredth (200th) word.

B. A twenty-five dollar ($25) limit is placed on each campaign.

1. Donations from outside sources are to be counted toward this limit.
2. Individuals who advertise their campaigns together in any capacity, whether on an officially sanctioned ticket or not, will be considered as operating a single campaign for the purposes of establishing a funding limit. If two or more candidates, then, publish any common campaign materials, digital, print, or otherwise, advertising or seeking support for their campaigns, the aggregate spending of their campaigns will be limited to twenty-five dollars ($25).

Section 4. Debates

A. With the Vice President’s guidance and approval, candidates for the positions of Student Body President and Vice President may participate in one or more debates during the three weeks preceding the election.

1. Such a debate must include all willing candidates who will appear on the ballot.
2. Incivility, including attempts to slander the character opponents, at a debate shall be grounds for disqualification of a ticket.

Section 5. Ballots and Results

A. Elections are to be held electronically unless moved to paper by a majority vote of the Central Council.

B. Upon recommendation of the Vice President, the Central Council may, by majority vote, authorize any Student Assembly election to be conducted via paper ballot. The following additional rules apply to paper-ballot elections:

1. All paper-ballot elections shall be held in Beinecke Village or another central and public location on campus deemed appropriate by the Central Council.
2. Any member of the student body may contact the Vice President to express interest in volunteering at the polls. The selection of volunteers is to be handled at the Vice President’s discretion.
3. At least two (2) members of the Central Council must be volunteering at the polls at any given time. At least one of these members must belong to the Constitution Committee.
4. Voters are required to provide identification via a current Hamilton ID before being permitted to vote.
5. All voters shall have their identification checked against a list of registered Hamilton College students.
6. Students volunteering at the polls are, for the entire day during which the polls are open, to refrain from making any comments which might influence the votes of other students. As such, they are prohibited from discussing any campaigns, formal or write-in, with other students during this time.
7. Candidates and their active supporters may not loiter or display campaign material (e.g. signs, posters, etc.) within 150 feet of public, designated polling areas during polling hours.
8. The ballots shall not be counted for 24 hours after polls close. Paper ballots will be locked within the ballot box and held in the office of the Director of Student Activities. Only the Vice President and Director of Student Activities may move the ballot box from the Director's office.
9. Polls shall be open for at least six (6) hours.

C. Results shall not be announced until at least twenty-four (24) hours after the closing of the polls.

1. In the event that an election is called into question, no information shall be released until the challenge has been addressed.
Article VI. Contesting an Election

Section 1. Justifications for Contesting an Election
A. It is the duty of the Central Council of the Student Assembly to ensure all elections proceed in accordance with those rules established in the Assembly’s Constitution and Bylaws.
B. Any member of the student body may contest an election.
C. An election may be contested anytime between the opening of the polls and the time at which the elected students assume their roles.
   1. In the event that a student(s) submits a letter contesting an election shortly before the opening of polls, such that there is insufficient time to determine whether a candidate ought to be disqualified, the election may also be treated as contested.
      a. Elections are in no way to be postponed as the result of such a dispute, and no candidate shall be disqualified or information released until the below-detailed procedures are completed.
   2. Other processes, namely disqualification and impeachment, shall be used for violations brought to light outside this window of time.
D. Suspected violation of any election codes set forth in the Constitution or Bylaws shall constitute valid grounds on which any student may contest an election.

Section 2. Procedures for Contesting an Election
A. Students wishing to contest any election are to reach out directly to the Vice President or any member of the Constitution Committee.
   1. To contest an election, a student must submit a formal, signed statement providing a justification for the challenge.
      a. For care of privacy, this letter shall not be redistributed, photographed, or openly discussed by any student unless otherwise noted in these procedures. At each step of the procedures, it shall be handed, as a physical copy, by the member previously in possession to the member (or one of the two members) responsible for leading and organizing the next step of the procedures.
      b. At no point during these procedures, unless otherwise noted or demanded by the procedures themselves, are the students involved to discuss the procedures or even the fact that the election has been contested.
   2. The Student Assembly member contacted is to reach out to the Vice President and the Parliamentarian with this information upon receipt.
      a. In the event that the Vice President stands accused of having violated election codes, only the Parliamentarian shall be notified.
      b. In the event that the Parliamentarian stands accused of having violated election codes, only the Vice President shall be notified.
      c. In the event that both the Vice President and Parliamentarian stand accused of having violated election codes, only the President shall be notified.
B. If a letter contesting an election is received before election results have been announced, the announcement shall be delayed for any election(s) under contest, until such time as these procedures are completed.
   1. Members of Student Assembly are to take all care that a dispute is thoroughly investigated and appropriately addressed, but also to ensure procedures are completed in a timely manner.
   2. If results of any election are delayed by more than twelve hours, the Vice President, Parliamentarian, (or substitute as detailed in Subpoint A, Paragraph 2) shall contact the student body to announce that the election is under contest.
      a. In making this announcement, every care should be taken to avoid the divulgence of names or other identifying information.
C. In the event that the student(s) contesting an election is a member of any of the bodies meeting to address the challenge, this member shall be dismissed before any deliberations and shall not be permitted to participate in any votes.
D. In the event that a member(s) of the Student Assembly stands accused of having violated election codes, this member shall be excluded from participating in all of these procedures, including meetings and votes, except when provisions are made for a defendant.
E. If multiple elections are contested or candidates/campaigns accused of violating rules, the members participating in each of these meetings are to provide a determination or recommendation on behalf of
each of the challenges.

F. Within 24 hours of receiving a letter alleging a violation of election rules, the Vice President and Parliamentarian (or substitute as detailed in Subpoint A, Paragraph 2) must arrange a meeting attended by themselves, the Constitution Committee, and the student(s) contesting the election.
   1. This meeting shall be closed to all other students, faculty, and administrators.
      a. At any time, the student(s) contesting the election may be dismissed.
   2. Students contesting the election may be asked questions clarifying their grounds for contesting the election and their reasoning for suspecting a violation of election codes.
   3. After the student(s) contesting the election has been dismissed, those members remaining shall determine whether the challenge constitutes a violation of the election codes.
      a. This determination is to deal with the challenge in the abstract, rather than whether it may have actually occurred.
      b. These deliberations shall be completed within the course of a single meeting.
      c. If the members determine that the challenge does constitute a violation, they shall contact the Executive Committee so that they may proceed with a meeting to review the facts of the case.
      d. In the event that a consensus is not reached, the Executive Committee’s review will proceed so long as two members present believe the challenge would constitute a violation of the election codes.
         i. In the event that there are fewer than three students participating in this meeting, one member’s conviction that the challenge constitutes a violation shall be sufficient to proceed.

G. If it is determined that the challenge constitutes a violation of the election codes, the Vice President and Parliamentarian (or substitute as detailed in Subpoint A, Paragraph 2) shall inform the Executive Committee. The Executive Committee shall arrange a meeting with the student(s) contesting the election and any students who might stand accused of having violated rules or manipulated votes.
   1. The Executive Committee shall investigate the challenge, hearing testimony from any persons deemed relevant to the case and willing to attend the meeting, and shall determine whether there is substantial evidence pointing to the alleged violation.
      a. These deliberations shall be completed within the course of a single meeting.
      b. At the conclusion of the meeting, the Executive Committee shall vote, according to the committee’s voting procedures, on whether to proceed by recommending the Central Council vote to nullify the election results for the seats(s) under contest.
   2. In the event that a student or students have been accused of violating election rules, this meeting will take the form of a hearing, governed by the following rules:
      a. The challengers and defendants shall not be present simultaneously during the hearing.
      b. Both challengers and defendants may waive their rights to participate in this hearing.
      c. The defendants shall be read the letter(s) written by the challengers, with the names of the signatories omitted.
      d. Both challengers and defendants shall be allowed to speak in their defense.
         i. Each side will be allotted five minutes to speak.
      e. The Executive Board may question both challengers and defendants
         i. Neither set of questions may proceed for more than fifteen minutes.

H. Upon the recommendation of the Executive Committee, the Central Council shall convene an emergency meeting to determine whether to nullify the election results for the seat(s) under contest.
   1. In the event multiple elections have been challenged, the Central Council shall vote individually on whether to nullify each of the elections under question.
   2. If the Council votes to nullify an election on the basis of alleged violations by one or more candidates/campaigns, all in violation shall be disqualified from the elections.
   3. All elections nullified shall be reconducted.

Section 3. Elections Reconducted Following a Nullification

A. In the event that an election is nullified as the result of a challenge as described above, it shall be reconducted as soon as possible.
   1. Care shall be taken to ensure students are still able to exercise their voting rights in the election.

B. If an election is overturned as the result of problems with digital technology, a revote shall be taken via paper ballot.

C. If an election is overturned as the result of complications with paper ballots, a revote shall be taken,
Article VII. Loss of Office and Vacancy Procedures

Section 1. Any official of the Central Council shall resign by submitting the official’s resignation to the President of the Student Assembly, who must then notify the Central Council of the resignation at the next meeting. Under no circumstances shall a resignation be required.

Section 2. If the seat of Vice President of the Student Assembly is vacant, a pro-tempore Vice President shall be elected from within the Central Council until one is elected by an at-large election.

Section 3. If the position of Class President becomes vacant, the outgoing President can recommend to the Central Council one member from the Class delegation to become the new President. If the outgoing President was impeached or could not make a recommendation, the Class Delegation will make the nomination. The Central Council must confirm nomination by simple majority.

Section 4. If the position of Class Representative becomes vacant, the position can be filled by campus-wide election or upon a nomination of the Class President and majority vote of the Central Council.

Section 5. The process for impeachment hearings shall be as follows:
   A. Any student may make a motion to impeach any member of the Student Assembly. This motion shall only be heard once a formal statement is submitted directly to the President of the Student Assembly. This initial statement must detail the reasons for impeachment and is not presented at any Central Council meeting. If the motion is to impeach the President of the Student Assembly, then the Vice President shall assume all Presidential responsibilities with regard to this impeachment.
   B. Once the President of the Student Assembly receives the motion for impeachment, the President of Student Assembly must contact the accused within forty-eight (48) hours of receiving the motion.
   C. Any student may make a motion to impeach any member of the Student Assembly. This motion shall only be heard once a formal statement is submitted directly to the President of the Student Assembly. This initial statement must detail the reasons for impeachment and is not presented at any Central Council meeting. If the motion is to impeach the President of the Student Assembly, then the Vice President shall assume all Presidential responsibilities with regard to this impeachment.
   D. Once the President of the Student Assembly receives the motion for impeachment, the President of Student Assembly must contact the accused within forty-eight (48) hours of receiving the motion.
   E. The President of the Student Assembly must then call for an Executive Committee meeting within seventy-two (72) hours of the notification. All members of the Executive Committee or their designated proxies must be present.
      1. If the indicted sits on the Executive Committee, the indicted member may not attend the Executive session as a voting member.
   F. The Student Assembly President shall chair the Executive Committee meeting and the impeachment hearing. If the Student Assembly President is indicted, the Student Assembly Vice President shall serve as Chair.
   G. The Executive Committee meeting shall follow the following procedure:
      1. The petitioner and the indicted may not be simultaneously present at the meeting
      2. The petitioner shall enter the room.
      3. The chair shall read the statement of dispute.
      4. The petitioner shall have five minutes to present the petitioner’s case. Extra time may be allotted upon two-thirds (2/3) vote of a Motion to Suspend the Rules.
      5. The petitioner shall entertain questions from the Executive Committee.
      6. Upon completion of questioning, the petitioner shall exit the meeting.
7. Steps 2 – 6 shall be repeated by the indicted.
8. The Executive Committee shall then deliberate.

H. The motion shall be brought before the Central Council upon two-thirds (2/3) vote of the Executive Committee. The motion requires two-thirds (2/3) vote of the Central Council to instigate a hearing.

I. The hearing shall take place before a closed session of the Central Council. Attendance is limited to the Executive Committee and voting members of the Central Council.

J. An impeachment hearing shall follow the following procedure:
1. The petitioner and the indicted may not be simultaneously present at the hearing.
2. The petitioner shall enter the room.
3. The hearing chair shall read the statement of dispute.
4. The petitioner shall have five minutes to present the petitioner’s case. Extra time may be allotted upon two-thirds (2/3) vote of a Motion to Suspend the Rules.
5. The petitioner shall have ten minutes to entertain questions from the Central Council. Extra time may be allotted upon two-thirds (2/3) vote of a Motion to Extend Debate.
6. Upon completion of debate, the petitioner shall exit the hearing.
7. Steps 2-6 shall be repeated by the indicted.
8. The Central Council shall then close the hearing and deliberate.

**Article VIII. Committees**

**Section 1.** All voting members of the Central Council shall be required to sit on at least one committee of the Central Council. For the purposes of counting, Funding Committee, Executive Committee and Class Council may not fulfill the committee requirement.

**Section 2.** Any legislation may be assigned to a committee for further consideration at the discretion of the Presiding Officer or by majority vote of the Central Council

**Section 3.** Any formal action done on behalf of a committee must be approved by a simple majority of the Central Council.

**Section 4.** Any members of the Assembly serving on committees alongside members of Hamilton College’s Board of Trustees shall, once a semester, present to the Assembly a report detailing the work accomplished by said committee.
   A. All reports shall take place during a weekly Assembly meeting.
   B. Reports shall both summarize any progress made during the course of the semester and address any concerns brought to the relevant member prior to the meeting in question.

**Article IX. Additional Obligations of Specific Positions**

**Section 1.** The Student Assembly President shall:
   A. Attend all Faculty Meetings while the College is in session
   B. Sit on the Committee on Student Activities
   C. Nominate or select a member of Central Council to accompany the President of Student Assembly to faculty meetings
   D. Host open office hours for any and all members of the student body for at least two hours each week
      1. Open office hours may be cancelled or postponed at the discretion of the President when the President can provide reason for anticipating low attendance.
   E. Call upon a group of Class Presidents or Representatives to produce a resolution on behalf of the Student Assembly, providing a reasonable timeline for completion
Section 2. The Secretary of the Central Council shall compile a list of activities and events that would satisfy the training requirement enumerated in Article I, Section 2 of the Bylaws. The Secretary will be responsible for updating the list each semester and as needed. They will also be responsible for maintaining a record of Central Council and Executive Board members that have completed the required trainings and updating the President if members have failed to complete the requirements by Fall Break.

Section 3. The Vice President’s responsibilities are as follows:

A. To serve as an advisor to the Student Assembly President with regard to setting the policy agenda, use of discretionary powers, day-to-day operations, and organization of committees;
B. To confirm guests and speakers for Central Council meetings;
C. To assist the Student Assembly president in organizing meetings and the secretary in editing and distributing meeting minutes;
D. To represent the Student Assembly in all dealings with members of Hamilton College’s administration, faculty, and trustees;
E. To plan bonding and training events for the Central Council including, but not limited to, new member orientation and Central Council Retreat;
F. To communicate with the Central Council regarding relevant campus events, trainings, and programming;
G. To provide logistical support to class and committee initiatives.

Section 4. Class Presidents shall:

A. Host public meetings twice a semester, open to their entire class year, and announced no less than one week in advance; these meetings are to function as opportunities for collecting student input and addressing concerns
   1. Said class meetings may be cancelled or postponed at the discretion of the Student Assembly President when the Class President can provide reason for anticipating low attendance
B. Attend meetings hosted by the Student Assembly President when requested, upon penalty of one absence.
C. Complete work on any resolution(s) assigned by the Student Assembly President

Section 5. Class Representatives shall:

A. Attend meetings hosted by the Student Assembly President when requested, upon penalty of one absence
B. Complete work on any resolution(s) assigned by the Student Assembly President
C. Attend meetings hosted by their Class Presidents when requested, upon penalty of one absence

Section 6. The chair of the Organizations Relations Committee shall:

A. Host a meeting for representatives from student organizations, governed by the following rules, once every three weeks:
   1. The chair will announce these meetings at least one week prior, and will admit organizations on a first-come-first-serve basis
   2. The chair will place a reasonable cap on the number of organizations admitted to a meeting
   3. A student organization may only attend one meeting each semester
   4. A student organization may send no more than five representatives
   5. Each and every elected member of the Central Council and Executive Board will be required to attend these meetings, upon a penalty of one-and-a-half (1.5) absences
   6. The chair will publish findings from the meeting with the minutes from the meeting directly following
   7. Student organization meetings may be cancelled or postponed at the discretion of the Student Assembly President when the chair can provide reason for anticipating low attendance.

Article X. Student Assembly Funding Codes

Section 1. The Purpose of the Funding Codes

A. The purpose of Student Assembly Funding Codes are:
   a. To allocate funds to support student organizations and class councils.
   b. To support the diverse interests of the student body, on and off-campus.
   c. To financially assist the student body in offering high-quality programming and activities through recognized student organizations, Student Assembly and its committees, and class councils.
   d. To define the funding proposal and allocation process.
e. To clearly outline the guidelines and restrictions for student organizations and class council purchases.

f. To ensure the Student Assembly portion of the Student Activities Fee is managed in a fiscally responsible manner.

Section 2. Funding Eligibility

A. Recognized student organizations, excluding those outlined in Section 2, Point B., are eligible to receive Student Assembly funding.
   a. An organization is considered recognized and active when it has fulfilled recognition requirements for the Club Review Board and/or renewal requirements from the Student Activities Office.

B. Student organizations are required to complete funding training each academic year. Any required training must be completed for an organization to remain eligible.

C. The following recognized student organizations are not eligible for SA funding:
   a. Student organizations that receive funding from another cluster or designated fund as their primary funding source.
      i. Clusters with separate funding include Club Sports, Chaplaincy, and the Media Board.
      ii. Other groups and entities that have operational or departmental funding as their primary funding source include: the Campus Activities Board (CAB), Hamilton Association for Volunteering, Outreach, and Charity (HAVOC), Black & Latinx Student Union (BLSU), Gender & Sexuality Union (GSU), Center for Intersectional Feminism (CIF), Hamilton Outing Club (HOC), and Alternative Spring Break (AXB).
   b. Private societies (i.e. fraternities and sororities).
      i. Private societies are not eligible for SA funding because they are typically gender-specific (i.e. their membership excludes people of certain genders) and/or they collect membership dues required for all members to be involved in the group.

D. Participation in all student organizations and their activities funded by the Student Assembly must be open to all members of the Hamilton College student body.
   a. Organizations with selective teams (e.g. performance groups, academic travel teams, club sports) must hold an open interest meeting at the beginning of each semester, which will be publicized to all students in order to be eligible for SA funding.

E. Newly recognized student organizations have special rules regarding funding eligibility.
   a. Newly recognized student organizations will take part in a ‘probationary period’ during the remainder of their first academic year³. During the probationary period, new student organizations are only eligible to apply for contingency funding up to $500 in total.
   b. These limits will be lifted after the end of their first academic year, under the condition that the organization has established credibility with the Student Assembly.
      i. Credibility refers to being in ‘good standing’ with the Assembly at the interpretive discretion of the Central Council. An organization’s spending practices, communication with the Assembly, and overall compliance with the Funding Codes and Student Activities policies for student organizations are all factors that may affect credibility.
      ii. The Director of Organization Relations and the Central Council Treasurer will determine the credibility of an organization, should seek opinions from the Central Council.

F. Student organizations that raise money or receive partial funding from an outside source are still eligible to apply for Student Assembly funding.
   a. Money raised through fundraisers, donations, and charitable activities or received from a grant, department, or other outside funding source does not need to be disclosed, but the Central Council may inquire about such funds and may recommend that those funds be used in lieu of Student Assembly funding.
   b. The Student Activities Office oversees student organization liabilities (fundraising) accounts and may share with the Central Council Treasurer balance updates and information.

³ New student organizations are accepted once per academic year, typically in mid-late October. These new student organizations will be on probation for the remainder of their first academic year (so through the following May) and will be eligible to apply for full funding for the following academic year.
Section 3. Establishment of Student Organizations Funding Allocation Process

A. This section establishes a Funding Allocation Process to be governed and defined by the following:
   a. Student Assembly has the jurisdiction to oversee the funding process for Student Assembly-funded student organizations.
   b. The Funding Allocation Process describes the procedure through which Student Assembly allocates funding to eligible student organizations (eligibility defined in Section 2).
   c. The Funding Allocation Process has broken down into two funding processes: an annual budget process and an ongoing contingency budget allocation process.
   d. Annual and contingency budgets operate via a declining budget model. In a declining budget model, organizations receive a lump sum starting balance and may spend their funds as they see fit to accomplish their organization’s objectives while ensuring expenditures adhere to the rules and protocols outlined in Section 4: Guidelines for Specific Types of Expenditures.
   e. Annual budget proposals and contingency budget proposals will be reviewed by the Central Council Treasurer and voted upon by the Central Council. In the absence of the Central Council Treasurer the Deputy Treasurers will assume responsibility for reviewing and presenting the budget proposals to the Central Council.
   f. Funding allocation amounts become official only after a majority vote of the Central Council.
   g. Student Assembly additionally has the authority to oversee the Discretionary Fund, which is defined and outlined in Section 9.

B. Annual Budget Proposal Process:
   a. Recognized student organizations apply for Student Assembly funding annually via an annual budget proposal. Student organizations should request funding to cover all of their anticipated expenditures for the following academic year through the annual budget proposal.
   b. The annual budget proposals will be collected and due during the latter half of the spring semester for annual budgets for the following academic (and fiscal) year. The College’s fiscal year runs from July 1 to June 30.
      i. Annual budget proposals will be submitted by student organizations and class councils during a designated timeline set forth by the Central Council Treasurer, in consultation with the Student Activities Office and the Director of Organization Relations.
      ii. Annual budget proposals must not be submitted prior to student organization renewal for the following academic year.
   c. Annual budget proposals must be submitted via a proposal form provided by the Central Council Treasurer.
   d. Annual budget proposals will be reviewed by the Central Council Treasurer, who will make recommendations for annual budget allocations. The Central Council Treasurer will present the recommendations to the Central Council for a vote. Funding allocation amounts become official only after a majority vote of the Central Council. The vote must be completed prior to the end of the spring semester for the following academic year’s annual budgets.

C. Contingency Budget Proposal Process:
   a. The Purpose of the Contingency Fund.
      i. The contingency budget can be applied to for support for new projects that clubs/organizations did not plan or request for in the annual budget application. However, contingency funding is not guaranteed; due to the flexibility offered by the declining budget model, clubs/organizations must first manage within their already allocated annual budget.
      ii. In the case that the allocated annual budgets for the clubs/organizations have not been exhausted but the clubs/organizations can articulate exactly how they have committed their remaining funds to be spent over the academic year, then they can apply for contingency funding.
   b. The contingency budget shall be set at at least 5% of the total Student Assembly annual budget or $5,000, whichever is greater.
      i. The Central Council has the right to vote for a new contingency budget amount. The vote must pass by a ⅔ majority and the vote must occur at least one week before the annual budget proposal process begins for that academic year.
ii. If the contingency budget is changed, the funding it receives will come from or move into the annual budget.

iii. The amount of money in the contingency budget may increase throughout the academic year if student organizations have rollbacks.

c. Student Assembly will accept contingency budget proposals throughout the academic year for planned expenditures that will exceed a student organization’s allocated annual budget. Contingency budget proposals may also be used by newly recognized student organizations that are in their probationary period.

d. The contingency budget proposals will be collected on an ongoing basis, weekly, throughout the academic year, excluding breaks. Contingency budget proposals are due on Fridays at noon for the allocation to be voted on at the following Student Assembly meeting.

e. Student organization expenditures must follow the rules and protocols outlined in Section 4.

f. Contingency budget proposals must be submitted via a proposal form provided by the Central Council Treasurer.

g. Contingency budget proposals will be reviewed by the Central Council Treasurer, who will make recommendations for contingency budget allocations. The Central Council Treasurer will present the recommendations to the Central Council for a vote. Funding allocation amounts become official only after a majority vote of the Central Council.

   i. Contingency budget proposals submitted by Friday at noon will be voted on at the following week’s Student Assembly meeting.

   ii. There will not be votes on contingency budget proposals during school break, barring extenuating circumstances. If the Central Council Treasurer deems an emergency vote is necessary for a contingency budget proposal, the Treasurer has the right to conduct such a vote.

D. Rules for Budget Proposals:

   a. Budget proposals must be submitted using the provided budget proposal forms and may not be submitted via email or other means. Failure to use the correct form will result in the budget proposal not being considered.

   b. Funding allocation amounts become official only after a majority vote of the Central Council.

   c. Late budget proposals will not be accepted.

      i. If a student organization submits a late annual budget proposal, the proposal will not be considered and the organization will need to apply for contingency funding during the academic year as needs arise.

      ii. If a student organization submits a late contingency budget proposal (late being after Friday at noon), it will be held and considered with the following week’s budget proposals.

      iii. Student organization leaders may request an emergency vote for a late funding submission through the process outlined in Section 5.

   d. Expenses for events and activities that are a collaboration between two or more student organizations should be submitted in only one organization’s budget proposal. Do not divide the expenses for one event/activity between multiple organization budget proposals.

   e. Student organizations should only request funding for activities and events that are open to the entire student body. If an event must have limited spots for attendance, the event should be either first-come, first serve, or the opportunity to pre-register for the event should be advertised to the entire student body.

   f. No student organization shall be allocated a total sum exceeding eight percent (8%) of the total annual budget and contingency budget combined.

      i. In special circumstances, the Central Council holds the right to override this rule by a ⅔ vote.

   g. Budget proposals do not have to be exact/itemized but are encouraged to be as detailed as possible.

   h. For funding purposes, an organization member is defined as an individual who has been on the organization’s roster and/or has been a significant contributor to the organization at any point in time within the current semester.
The Central Council reserves the right to require representatives from any student organization to attend a Central Council meeting or an outside meeting with the Central Council Treasurer to explain their proposal in more detail and answer questions.

Failure to participate in these meetings may result in the organization’s funding request not being approved.

The cost per student is a metric that the Central Council and student organizations should utilize to evaluate budget proposals. If the average cost per student in a budget proposal seems unreasonably high, this may warrant the Central Council to invite a student organization in for questions about their proposal.

E. Guiding Principles:

a. The Central Council should decide on funding allocations based on the following principles:

i. The funding requested is needed to implement the organization’s planned activities and events.

ii. The funding requested is reasonable in relation to the organization’s membership and cost per student for planned events and activities.

iii. The activities and events the organization plans to hold are in line with the organization’s operational goals, as outlined in their organization profile with the Student Activities Office.

iv. The activities the organization is planning seem feasible and to a reasonable person, factoring in the organization’s history of programming.

v. An organization’s past spending habits should be considered when allocating budgets.

vi. The funding request demonstrates financial responsibility and efficient spending, achievable within the Guidelines for Expenditures (Section 4).

b. Student Assembly is the primary funding source for many student organizations. However, Student Assembly is not expected to cover all expenditures for organizations. Student organization members may need to pay for activities that require purchases of things prohibited by the funding codes or when the organization’s budget is exhausted. Student organizations can hold fundraisers and collect donations.

c. If the total sum of the budget proposals exceeds the amount of funding available, the Central Council shall prioritize approving requests for expenditures that directly support the operational goals of the organization over items such as funding for apparel to give away.

d. The Central Council Treasurer must work with student organizations to ensure they are minimizing their costs without compromising the nature of their programming.

e. The Central Council Treasurer reserves the right to ask organizations about alternative sources of funding.

f. The Central Council Treasurer will not make any promises regarding budget allocations to any student organizations or the outcome of funding votes by the Central Council.

g. Student organizations should make their best efforts to exhaust their allocated funding for the year and not hoard money to be rolled back.

h. No Central Council member shall vote on a budget proposal for which they are a member or otherwise have an unfair bias. Failure to recuse oneself from such votes may be grounds for a vote of impeachment, as laid out in Article VII, Section 2.

F. Rollbacks:

a. A ‘rollback’ is when a student organization returns funding from their budget back to the Student Assembly.

b. Student organizations should roll back unused funding during the academic year if their intended activities change significantly and the organization is certain the funds will not be used by the organization for other purposes.

c. Rollbacks from organization budgets will be put into the contingency budget and can then be reallocated to other organizations via the contingency budget proposal process.

d. Funding allocated to student organizations does not roll over to the organization’s budget from year to year. At the end of the academic year, all funding left in student organization budgets gets rolled back to Student Assembly as the parent budget.
Section 4. Establishment of Guidelines for Expenditures

A. This section establishes a set of guidelines to be governed and defined by the following:
   a. The Guidelines for Specific Type of Expenditures outlines rules that student organizations are expected to follow when spending their funds.
   b. These guidelines additionally apply to all student organizations that receive funding from the Student Activities Fee, including: the Campus Activities Board (CAB), Media Board, Chaplaincy, HAVOC/AXB, and Club Sports.
      i. There are some exceptions for CAB and Media Board, outlined in Section 4, Points N-O.

B. Food
   a. Food may be purchased from Bon Appetit, on-campus vendors (e.g. FoJo Beans and The Toast), grocery stores, and off-campus restaurants.
   b. **On-campus events:** Food expenses should not exceed $15.00 per person, per meal.
      i. The cost for cookware and utensils shall not be counted in the $15 per person limit.
      ii. Organizations wishing to host private meals are encouraged to work with Bon Appetit to use a meal exchange. A meal exchange is where student organizations share a list of attendee Hill Card numbers with Bon Appetit and Bon Appetit charges the attendee meal plans to offset some of the expense for a meal.
   c. **Off-campus events:** Food expenses should not exceed a specified per diem amount (per person, per night off campus), to be reimbursed once the event is finished.
      i. The per diem amount will mirror the per diem amount set by the Dean of Faculty.
      ii. Reimbursement requests must include receipts for the food purchases.

C. Alcohol
   a. It is prohibited to use funding for alcohol unless it is served by a licensed, third party vendor, which includes Bon Appetit. The request to serve alcohol must also receive special approval from the Central Council Treasurer and the Director of Student Activities, with the final decision falling to the Director of Student Activities in advance of the event.

D. Transportation
   a. Funding may be used for travel via personal vehicle, College vehicle, and bus charters.
      i. **Personal Vehicle:** Reimbursements for travel via personal vehicle will use the College-approved mileage reimbursement rate\(^4\). This reimbursement rate is inclusive of tolls, gas, and parking, so funding should not be used to pay for those expenses when traveling by personal vehicle.
         1. Reimbursement requests must include a Google map showing the total mileage traveled.
      ii. **College Vehicle:** The Transportation Office bills for mileage at the College-approved mileage reimbursement rate and also bills for any tolls. When using a College vehicle, funding may be used to pay for gas purchases.
      iii. **Bus Charters:** Bus charters should be booked by the Student Activities Office, Transportation Office, or an organization’s cluster head. Funding can be used to pay for the bus charter and 10% gratuity for the bus driver.
   b. It is prohibited to use funding for:
      i. Tickets for individual travel expenses (e.g. airplane ticket, bus ticket, ship ticket, train ticket, subway fares).
      ii. Taxi, Uber, Lyft, or ZipCar rentals.
   c. Gas purchases are unable to be tax exempt, so funding may be used to pay for the full price of gas purchases, including tax.

E. Lodging
   a. Funding may be used to pay for lodging in hotels, lodges, or other housing rentals (e.g. AirBNB).

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\(^4\) The current College-approved mileage reimbursement rate is $0.545 per mile.
b. Organizations are expected to maximize room capacity, placing four students in a hotel room, as long as room availability and student comfort and safety allows.

c. There are limits to the amount of money that can be spent per hotel room per night. The limits are as follows:

   i. For extended trips (greater than 200 miles away from Hamilton College) organizations may spend up to $350.00 per room per night.

   ii. Non-extended trips (within 200 miles of Hamilton College) may spend up to $250.00 per room per night.

   iii. Organizations must fundraise or self-fund lodging expenses in excess of these limits.

   iv. The limits do not apply to other lodging rentals, but organizations should select reasonably priced lodging.

d. Student Assembly funds may not be used for incidentals, damage, or room charges.

e. Lodging should be booked for student organization travel by the Student Activities Office, or by the organization’s faculty/staff advisor.

f. Hamilton College is tax exempt in New York and some reciprocal states. Funding may only be used to pay for tax on lodging that is in states where Hamilton College is not tax exempt.

F. General Supplies

a. Funding may be used to purchase general supplies for student organization activities and events.

b. Supplies purchased with an organization’s funding belong to the student organization and not individual students. As such, supplies should remain with the organization when student members graduate.

c. Before a student organization purchases any technical equipment, they should reach out to AV Services and LITS to see if the College already has equipment available.

G. Publicity, Printing, and Media

a. Organizations may spend no more than $25.00 per event on publicity.

   i. Publicity, as defined for the purposes of funding, includes emails, posters, flyers, social media advertisements, and any other forms of promotion.

b. Funding may be used to pay for public performing rights for organizations to advertise the title of films and other media they present. College policy requires organizations wishing to show films or other media, and advertise the title of the film/media, to acquire the public performance rights for distribution from appropriate rights holders.

c. Student organizations should print no more than 20 posters for each event or activity being hosted.

H. Apparel

a. ‘Apparel’, as defined for the purposes of funding, includes clothing, stickers, or other items considered ‘swag’ or ‘merch’.

b. Funding may be used to purchase apparel that is necessary for the function of the organization (i.e. uniforms, dance shoes, costumes, team shirts).

c. Funding may be used to purchase apparel for the purpose of ‘merch’ or ‘giveaway’ as long as the apparel will be given to general members of the student organization and/or the student body at large in a fair manner.

   i. A ‘fair manner’ in this context means that students are given a reasonably equal opportunity to access the apparel, such as first come, first serve, randomized raffle drawing, or sign-up.

d. Apparel expenses should not exceed $35.00 per item.

e. It is prohibited to use funding for apparel for only the executive board (e-board) of an organization.

I. Facilities Management and AV Services

a. Funding does not need to be used for Facilities Management (FM) expenses, such as set-up/take-down of events. There is a separate funding source where FM charges are billed for all student organizations.

b. If there is a charge for excessive cleaning or damage from a student organization event, this will be billed back to the student organization’s budget. If the student organization does not have sufficient funds to cover the bill, their members will need to cover the remaining bill.

c. Funding does not need to be used for Audiovisual Services (AV) because these are free to student organizations.
J. Contracted Performers and Events
   a. Funding may be used to pay for contracted service providers and performers, presenters, facilitators, and instructors.
   b. Funding may be used to pay for lodging and hospitality (e.g. food, thank you gift) for performers.
   c. It is prohibited to use funding to pay for transportation expenses for a performer. Travel expenses can be included within the performance fee or honorarium, but travel should not be booked separately without explicit approval from the Student Activities Office.
   d. It is prohibited to use funding to pay a current student for a service or performance.
   e. Students are not authorized to sign contracts and/or obligate funding from Hamilton College to any service provider or performer. The Director of Student Activities and Associate Director of Student Activities are the only authorized signatories for student organization events. Under no circumstances may an organization commit the College to a contractual engagement without prior consent of the Director or Associate Director of Student Activities.
   f. Organizations seeking to book or contract outside entertainment or services must meet in advance with the Office of Student Activities to discuss the booking. Contracts will not be initiated less than 10 days prior to the event date.
   g. Funding may be used to pay for international performers and instructors, as long as the performer can provide necessary international payee paperwork for payment.

K. Prizes
   a. Funding may be used to purchase prizes given out at student organization events, given that:
      i. Prizes are not awarded to executive board (e-board) members of the organization hosting the event.
      ii. All prize winners are currently enrolled students of the College.
   b. Prize expenses should not exceed $25 per prize and $50 in prizes for a single event or activity.
   c. It is prohibited to spend funding on cash prizes or cash equivalent prizes (e.g. Visa gift cards).

L. Restrictions
   a. In addition to any prohibitions outlined above in Section 4, it is prohibited to use funding for:
      i. Purchases for on-campus events that are not open to the entire student body.
      ii. Purchases for on-campus events that have an admission fee. Events may have a suggested donation at the entrance, but no mandatory fee.
      iii. Paying students for a service (i.e. DJing an event, making a logo).
      iv. Donations to nonprofit organizations or charitable causes.
      v. Supplies for fundraising activities (e.g. baking supplies for a bake sale).
      vi. Externally-hosted webpages.
      vii. Plastic, single-use water bottles.
      viii. Power tools without confirmation that appropriate administrative offices have been consulted, and confirmation that the equipment will be safely used and stored.
      ix. A member or an organization or any student for a service rendered for that organization.
   b. The Office of Student Activities may reject an expenditure based on safety concerns associated with the purchase or event being planned.

M. Tax Exemption
   a. Hamilton College is a tax exempt educational institution, and therefore purchases made with your funding are tax exempt in New York state.
   b. Student organizations should make best efforts to have the tax exemption applied to their purchases. Student Activities reserves the right not to reimburse tax or to have the purchaser get the tax refunded for purchases made on College purchase cards.

N. Exceptions for the Campus Activities Board (CAB)
   a. The Campus Activities Board shall adhere to the guidelines set forth in Section 4, except:
      i. CAB may charge an admission fee (or sell tickets) for their events because selling tickets helps to manage capacity for events with limited spots.

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5 Organizations may contact LITS to create a student organization webpage on the students.hamilton.edu domain.
6 Organizations are encouraged to provide water in bulk coolers through Bon Appétit as opposed to individual water bottles.
ii. CAB may print more than 20 posters for their events to get posters signed by performers and do giveaways.

iii. CAB may host events that have a prize giveaway exceeding $50.

iv. CAB may purchase plastic single-use water bottles if requested by performers in their hospitality rider.

O. Exceptions for the Media Board
   a. The Media Board shall adhere to the guidelines set forth in Section 4, except:
      i. Media Board may host events that have a prize giveaway exceeding $50.
      ii. Media Board may print more than 20 copies of their publications, printing an amount sufficient for their typical readership.

Section 5. Emergency Votes for Necessary Purchases
A. There are sometimes extenuating circumstances in which the success of an event is contingent upon meeting deadlines outside the group’s control (e.g. registration deadlines, hotel availability) or when unforeseen expenses are necessary to execute an initiative of the event. In these situations, a student organization may need their budget proposal approved outside the standard time frames and therefore request an emergency vote.

B. In case of a need for emergency funding for a necessary purchase, organization leaders may reach out to the Central Council Treasurer after the stated budget request deadline to request an emergency vote (e-vote).
   a. A ‘necessary purchase’ is defined as a purchase which is absolutely necessary for the organization’s function at that moment/in the near future (e.g. transportation and lodging for an upcoming tournament).

C. Requests for emergency funding should be submitted via the contingency budget proposal and then a request for the emergency vote should be emailed to the Central Council Treasurer.

D. The Central Council Treasurer shall call for an emergency vote (e-vote) to be taken amongst the Central Council if time permits for the vote to be conducted and the Treasurer deems the purchase to be a necessary purchase as defined above.

E. Emergency votes are conducted via email through the Student Assembly listserv.

F. An emergency vote should be done immediately and will close when a majority decision has been reached.

G. Funding allocation amounts for emergency votes become official only after a majority vote of the Central Council.

Section 6. Violations, Sanctions, and Audits
A. An organization will be sanctioned by the Executive Committee if any of the following violations occur:
   a. Spending money on prohibited expenditures (See Section 4).
   b. Violating any section of the Funding Codes.
   c. Overspending their allocated budget by more than $40.00.
   d. Committing the College to a contract or agreement not authorized by the Student Activities Office.
   e. Stealing organization supplies purchased with their budget.

B. If a violation occurs, the Central Council Treasurer reserves the right to determine appropriate sanctions. Such sanctions include, but are not limited to:
   a. Increased scrutiny of future budget proposals.
   b. Temporary suspension of funding privileges for the organization until the organization appoints new leadership.
   c. Suspension of the organization’s funding privileges for the remainder of the semester or academic year.

C. Assigned sanctions should be based on the severity of the violation and precedent from prior violations and sanctions. The Central Council Treasurer should seek advice from their Advisor prior to issuing sanctions.

D. The Central Council Treasurer reserves the right to pause review of pending budget allocations and suspend funding privileges for organizations that are being investigated for violations.

E. Sanctions should be issued within 2 weeks of the Central Council Treasurer learning of a violation and sanctions should be recorded so that the Central Council Treasurer can keep track of violations, assigned sanctions, and sanction deadlines.
F. Organizations are subject to regular audit of their financial history and events, conducted at the discretion of the Central Council Treasurer. Audit procedures include, but are not limited to:
   a. Requiring organizations to submit information to Student Assembly after hosting Student Assembly-funded events.
   b. Requiring organizations to submit records related to their events (e.g. receipts, photos, attendance logs).
   c. In-person auditing an event by a member of the Central Council or by the Central Council Treasurer.
   d. Reviewing and evaluating financial receipts and information collected by the Student Activities Office.

Section 7. Transparency Requirements
   A. After each meeting, Student Assembly shall publish the total funds granted to each organization.
   B. Student Assembly shall maintain a public record of how much funding is requested, allocated, and rolled back by each student organization, and the purpose of these funds (including requests which were not approved).
   C. Funding Committee/Central Council members must recuse themselves from voting on funding allocations for organizations in which they are a member or have an unfair bias toward. The Treasurer is responsible for ensuring that members properly recuse themselves.
      a. When members recuse themselves, the ⅔ majority required for funding is taken from the pool of non-recused members.
      b. In cases where recusals lead to a tie, the Student Assembly President is responsible for breaking the tie.
   D. The Director of Student Activities shall send to the Student Assembly a breakdown of the Student Activities Fee spending for that academic year each June, including breakdowns of spending by the Campus Activities Board (CAB) and Media Board, which shall be published by Student Assembly in the minutes for the first Student Assembly meeting of the fall semester.
   E. The Campus Activities Board (CAB) and Media Board are subject to this bylaw and should adapt this language into their respective constitutions hereto.

Section 8. Revisions
   A. The thresholds and values stated in these codes shall be reevaluated by the Executive Committee every two years to ensure timeliness and accuracy.
   B. Thresholds and values shall be set by the Executive Committee so as to sustainably exhaust the Student Assembly budget throughout the duration of the academic year and to be consistent with other College policies (e.g. the College-approved per diem for food and College-approved mileage reimbursement rate).
   C. Data from approved budgets, including allocations, proposals, and expenditures, shall be maintained by Student Assembly for at least five years after approval to inform future revisions to the codes.

Section 9. The Student Assembly Discretionary Fund
   A. The Purpose of The Discretionary Fund
      a. The uses of the Discretionary Fund do not strictly apply to the funding codes already set.
      b. The Discretionary Fund exists for use by the Central Council and Executive Committee to develop Assembly-hosted student programming (such as projects and events hosted by class delegations and/or committees), to promote the Assembly, and for leadership development and activities within the Assembly.
   B. Allocation of the Discretionary Fund
      a. Discretionary Fund budget proposals must use the budget forms and templates used for other budget proposals.
      b. Discretionary Fund budget proposals must be submitted at least one week before the scheduled event or expenditure. In the case of extenuating circumstances, a motion to allow late proposals must pass by ¾ vote. Approval for using this fund requires a ¾ vote of the Central Council.
   C. Size of the Discretionary Fund
a. The Discretionary Fund will be set at $15,000, with the provision that additional funds may be requested by the President or Executive Committee for the pursuit of specific initiatives, as long as cumulative discretionary spending for the semester does not exceed 10% of all Student Assembly funding.
b. At the end of the academic year, all funding left in the Discretionary Fund gets rolled back to Student Assembly as the parent budget.
c. In special circumstances, the Central Council holds the right to override the 10% ceiling by a ⅔ vote.
d. If the contingency fund has been exhausted, the Student Assembly may, by a ¾ vote, release any or all of the remaining funds to the contingency fund.
e. The size of the Discretionary Fund shall be reevaluated when deemed necessary by the Central Council Treasurer.

Section 10: The Student Assembly Traditions Fund
A. The Purpose of The Traditions Fund
   a. The uses of the Traditions Fund do not strictly apply to the funding codes already set.
   b. The Traditions Fund shall be used to fund traditions hosted by Student Assembly committees and class councils that have been granted 'tradition status' as defined in ARTICLE XII., STUDENT ACTIVITIES FEE of the Student Assembly Constitution.

B. Allocation of the Traditions Fund
   a. Traditions Fund proposals must use the budget forms and templates used for other budget proposals.
   b. Traditions Fund budget proposals must be submitted at least one week before the scheduled event or expenditure. In the case of extenuating circumstances, a motion to allow late proposals must pass by ¾ vote. Approval for using this fund requires a ¾ vote of the Central Council.
   c. If a class council/committee needs more money than the Traditions Fund can allow, the class council/committee may apply for additional funding from the Discretionary Fund.

C. Size of the Traditions Fund
   a. The Traditions Fund is allocated annually from the Student Assembly parent budget at the discretion based on the consideration of the Student Assembly Funding Committee.
   b. At the end of the fiscal year, all funding left in the Traditions Fund remains in the Traditions Fund and will not roll back.
   c. If the Traditions fund has been exhausted, the Student Assembly may, by a ¾ vote, release any amount or all of the remaining Discretionary Funds to the Traditions Fund.