Constitution of the Student Assembly of Hamilton College

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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 Parliamentarian. 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 respondent admits a violation of the Honor Code, and

h. the witness of the suspected violation and the respondent acknowledge that they have no substantive disagreements about the facts of the complaint, and

i. the violation is the student’s first

j. 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;

k. to bring relevant witnesses;

l. 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.

E. 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.

F. 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.

G. 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.

H. 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.

I. 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;
   H. One (1) class secretary/treasurer for all four class years.
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
   4. Treasurer
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. The election of treasurers shall be governed by the following rules:
   a. The number of treasurers needed for a given year shall be determined by the Executive Board Treasurer in advance of the relevant election.
      i. There shall always be at least four treasurers.
   b. All treasurers shall be placed on the same ballot, and members of any class year shall be permitted to vote for any candidate.
      i. The exception shall be for the first-year class, where a separate ballot shall be used, but where, again, any member of the student body shall be allowed to vote.
   c. Treasurers shall be selected by choosing the candidates from each class year with the highest number of votes.
      i. The number of seats reserved for members of the first-year class shall be determined by dividing the total number of seats available by four and rounding down to the nearest whole number.
ii. Remaining seats shall be filled by the candidates receiving the second highest number of votes within their class years.
   1. In the event that the number of treasurers is not evenly divisible by four, these seats shall go to the students from the classes with the highest turnout. In accordance with the above codes, these seats shall not be reserved for first-year students.

d. The Executive-Board Treasurer shall, during the summer following before treasurers begin their terms, assign them to clusters in such a manner as to reduce biases.
   i. When possible, treasurers should not ever have been part of the executive board of any of the organizations in the clusters to which they are assigned. In the event that this is not numerically possible, no treasurers may currently hold executive board positions within any of the organizations in the clusters to which they are assigned.

D. 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.

E. An election will be held within the first three weeks of the fall semester to fill all first-year positions.

F. 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, Class Treasurer.

J. Only members of a given class year may cast votes for that class’s Class President, Class Representatives, and Class Treasurers.

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, Class Representative, or Class Treasurer.
   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.
C. Opinions are final, and are binding on the Assembly and future Assemblies. Future Constitution Committees are to review prior opinions to aid with their own deliberations.

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 (\(\frac{1}{5}\)) 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 (\(\frac{1}{4}\)) 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 (\(\frac{2}{3}\)) 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. 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

**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 Class President or Class Treasurer 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 Treasurer campaigns, forty (40) for presidential campaigns.

Section 3. Administration of Campaigns

A. Candidates campaigning for the positions of Class President, Class Treasurer 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, Class Treasurer 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
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 seat(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, if possible, digitally.
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 Secretary/Treasurer becomes vacant, the Class President can recommend one of the following to the Central Council, which then must be approved by simple majority:
   A. A current Class Representative shall fill this position permanently.
   B. A current Class Representative shall fill this position until an election is held, for which the pro-tempore candidate is eligible.
   C. Nominate an individual from the Student Body to fill the vacancy.

Section 5. 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 6. 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. 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.
   D. 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.
   E. 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.

F. 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.

G. 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.

H. 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 Student Assembly Funding
   A. Student Assembly funding serves to promote equity, efficiency, and excellence, giving as many organizations as possible the opportunity to provide the highest quality programming feasible.
B. The purpose of the Student Assembly funding allocations are the following:
   1. To provide a more proactive, strategic spending plan for student organizations and for the entire student body.
   2. To support the diverse interests of the Hamilton College student body, on and off campus.
   3. To financially assist the student body in offering more high-quality programming on campus.
   4. To assist the class delegations in conducting business and sponsoring Central Council activities.

Section 2: Funding Prerequisites

A. Newly recognized organizations may be subject to a probationary period or a set funding amount for their first semester/year as designated by the Organization Relations Committee through Student Assembly. The Funding Committee will allocate funding to newly recognized organizations based on the recommendations/rules enacted by the Organization Relations Committee.
   1. Newly recognized organizations may be subject to a probationary period or a set funding amount for their first semester/year as designated by the Organization Recognition Committee through Student Assembly. The Funding Committee will allocate funding to newly recognized organizations based on the recommendations/rules enacted by the Organizations Recognition Committee.

B. Participation in all Student Assembly funded organizations and their on-campus events must be open to all members of the student body of Hamilton College. All students must have the opportunity to participate in organizations and off-campus events funded by Student Assembly.
   1. Organizations with selective teams must hold an interest meeting at the start of each semester open and publicized to the entire student body to select their team delegates.

C. Organizations that receive dues or have private funds set aside for them must register disclose the amount of funding available to their organization from their outside funds for their programming when applying for Student Assembly funding.

D. Organizations that receive donations or raise money through fundraisers do not need to disclose these funds in their budget proposals, but the Funding Committee may recommend that those funds be used in lieu of Student Assembly Funding.

E. The Central Council reserves the right to require representatives from any student organization to attend a Central Council meeting or a Funding Committee meeting to explain their proposal in more detail. Failure to participate in these meetings may jeopardize the organization’s ability to have their funding request approved.

Section 3: Strategic and Non-Strategic Funds

1. 80% of the Student Assembly budget, less holds and the discretionary fund, shall be allocated to the strategic budget fund. The remaining 20% shall be allocated to the non-strategic fund, available throughout the semester.

2. Student Organizations should apply for Strategic Funding for any events planned for the semester. The purpose of Strategic Funding is to encourage organizations to plan ahead for their semester’s activities.

3. Organizations will be given a deadline at or around 2 weeks into the semester to submit their strategic budget proposals, with funds to be voted on at the following Central Council meeting.

4. No student organization, through a combination of strategic and non-strategic funds, shall be recommended by the funding committee to receive greater than 8% of the Central Council’s total semester funds.
   a. In special circumstances, the Central Council holds the right to override this rule by a ⅔ vote.

5. Any funds remaining in the strategic fund shall be moved to the non-strategic fund after the Central Council has voted on all strategic budget proposals submitted within the strategic budget deadline.

Section 4: Guidelines for Student Organizations Requesting Funding

A. Budget proposals must be submitted to the Funding Committee at least ten days in advance of the event.

B. Budget proposals must follow the downloadable template available on the Student Activities and Student Assembly websites. Failure to do so will result in a rejected budget. It is the student organization’s responsibility to use the correct and most current forms for budget proposals.
   1. Organizations collaborating on an event must submit all requested items on a single budget.
C. Budget proposals must contain the following:
   1. An itemized list of all expenses the organization is requesting be funded by Student Assembly.
   2. The number of students expected to benefit from the funding.
   3. A detailed explanation of the purpose of the event and how the event will advance the mission of both the organization and Hamilton College.
   4. The date, time, and location of the event.
   5. Endowed organizations must provide documentary evidence of how their endowment funding is allocated toward the program.
   6. Any other information requested by the Student Assembly Funding Committee.
   7. If the proposal includes equipment, a storage plan must be outlined.

D. Itemization requirements for specific types of expenditures:
   1. Food for On-Campus Events
      i. Student Assembly will only provide funding for food for on-campus events if the food enhances the quality of the event and the event is open to the entire student body.
         a. If the food is central to the event (i.e. a meal), the Funding Committee will recommend funding up to $8 per student anticipated to attend the event.
         b. If the food is not central to the event (e.g. incentive to come), the Funding Committee will recommend funding up to $5 per student.
         c. The costs for cookware and utensils shall not be counted in the $5 and $8 per student calculations.
      ii. Organizations wishing to host private meals are encouraged to work with Bon Appetit to use a meal exchange.
      iii. If an organization wishes to order from a restaurant or catering service, that organization must itemize the food items they wish to order in their budget proposal.
      iv. Organizations that would like to cook food are encouraged, but not required, to itemize all ingredients they wish to purchase to cook the food.
   2. Food for Off-Campus Events
      i. Organizations may request up to $15 per person per night spent off-campus.
         a. Reimbursement requests must include receipts.
   3. Transportation
      i. Student Assembly will provide funding for group travel via personal vehicle, College vehicle, and bus charters.
         a. If using a personal vehicle, the Student Assembly will provide the IRS mileage rate, inclusive of tolls, gas, maintenance, and parking.
         b. If using a College vehicle, the Student Assembly will provide the IRS mileage rate, exclusive of tolls, gas, maintenance, and parking.
         c. Organizations must include a map detailing the starting address, ending address, and total round trip mileage of the trip in their budget proposal to validate the mileage funding the group is requesting.
      ii. Student Assembly will not fund tickets for individual travel expenses (e.g. airplane ticket, bus ticket, ship ticket, train ticket, subway fares).
      iii. Student Assembly will not fund taxi, Uber, Lyft, or ZipCar rentals.
   4. Lodging
      i. Organizations requiring hotels or overnight lodging for events are expected to maximize room capacity, placing four students in a room, assuming room availability and that the rooms can be made single-sex for those that desire it.
      ii. Rooms purchased by Student Assembly funds must have four students per room; rooms purchased through private funding are not bound by this requirement, so long as the rooms purchased by Student Assembly retain four students per room.
      iii. For extended trips (greater than 200 miles away from Hamilton College) organizations may request up to $300 per room per night. Non-extended trips (within 200 miles of Hamilton College) may request up to $200 per room per night. Organizations must fundraise or self-fund lodging expenses in excess of this amount.
iv. Student Assembly will fund Airbnb, lodges, or other forms of overnight housing using the same price limits identified above for hotel rooms.
v. Student Assembly funds may not be used for incidentals, damage, or room charges.
vi. Overnight lodging must be booked within two weeks of funding approval.

5. Alcohol
i. Student Assembly will not provide funding for alcohol unless it is served by a licensed, third party vendor. The request must also receive special approval from the Funding Committee and the Director of Student Activities, with the final decision falling to the Director of Student Activities.
ii. Student Assembly will not consider budget requests for social space events unless pre-approved by the Director or Assistant Director of Student Activities.

6. Publicity
i. All Student Assembly-funded events must be announced to the Publicity Chair by the non-strategic deadline prior to the week’s Central Council meeting. All events will be included in an email to be sent out by the publicity chair on a weekly basis.
ii. Publicity funds are capped at $20 per event.
   a. Publicity, as defined for the purposes of Student Assembly funding, includes emails, posters, flyers, and any other forms of advertisement.
   b. The Central Council shall not provide funding for apparel or stickers as a form of advertising for a club itself. However, the Central Council may elect to provide funding for apparel or stickers for events, provided the event is open to the entire student body, the apparel or stickers enhance the mission of the event, and it is publicized how apparel or stickers will be allocated.

7. Custodial Services & Utility Fees
i. Organizations do not need to request non-strategic/strategic funding for custodial expenses. Physical Plant charges for club events will be billed to the Student Assembly Central Council budget. Student Assembly will cover setup/cleanup fees within a reasonable range. If a club abuses this privilege and there is a charge for excessive cleaning or damage, this will be billed back to the student organization members to pay.
ii. Campus Audiovisual Services (AV) and Event Staff are free to student organizations.

8. Contracted Performers
i. Students are not authorized to sign contracts and/or obligate funds from Student Assembly and Hamilton College to any service provider or performer. The Director of Student Activities and Assistant 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 Assistant Director of Student Activities. If this occurs, the organization will lose access to funding for at least one semester.
ii. Student Organizations seeking to contract or request funding for outside entertainment or services must meet in advance with the Office of Student Activities to discuss negotiation strategies prior to contacting the outside entertainment. Student organizations seeking to contract outside entertainment must attend the Office of Student Activities’ contract workshop.
iii. Student Assembly, in consultation with the Director and Assistant Director of Student Activities, reserves the right to deny funding for international payments if doing so presents an undue burden.
iv. Student Assembly will fund reasonable fees and expenses for performers and service providers that student organizations wish to bring to campus.
   a. Student Assembly will fund performer fees and hospitality (food and lodging) for performers. Student Assembly will not fund separate travel expenses for performers.

9. Prizes
i. Prizes may not be awarded to members of the organization hosting the event. A 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.

ii. Organizations awarding prizes must record the prize winner’s name, email address, Hillcard number, and estimated value of the prize, to be submitted to Student Activities.

iii. All prize winners must be currently enrolled students of the College.

iv. Cash prizes are forbidden.

v. Total prizes requested may not exceed $40 per event, with a maximum value of $20 per prize.

10. Films

i. Organizations wishing to show films or other media must acquire the public performance rights for distribution from appropriate rights holders.

E. Prohibitions

1. Student Assembly will not fund purchases for on-campus events that are not open to the entire student body.

2. Student Assembly will not fund externally-hosted webpages. Organizations may contact LITS to create a club webpage on the students.hamilton.edu domain.

3. Student Assembly will not fund plastic, single-use water bottles. Organizations are encouraged to provide water in bulk coolers through Bon Appetit as opposed to individual water bottles.

4. Student Assembly will not fund donations to nonprofit organizations, and fundraising events with a mandatory entrance fee.

5. Student Assembly will not fund “miscellaneous costs/items.”

6. Student Activities reserves the right to reject an event budget based on safety concerns. Student Assembly will not fund power tools without confirmation that appropriate administrative offices have been consulted and the equipment will be safely used and stored.

7. Student Assembly will not fund club uniforms or gear which are not of primary functional (i.e. ornamental) importance to the club’s activity and/or are not guaranteed to remain club property and to be passed on to new and future members.

8. No organization may receive funding from Student Assembly to pay a member or any student for a service rendered for that organization. A 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.

F. Reallocations & Rollbacks

1. An organization cannot request money for one event and spend it on another event.

   i. Organizations wishing to reallocate funds leftover from one event to another event/purpose must first receive approval from the Student Assembly Treasurer by emailing satreas@hamilton.edu the details of the reallocation request (how much funding, for what purpose, etc.).

2. If an organization does not spend all of the money it was allocated for an event or expenditure, the excess funds should be “rolled back” to Student Assembly.

   i. The student organization is responsible for ensuring that excess funds are returned within one week of the event or expenditures by contacting the Student Assembly Treasurer.

G. Student Assembly reserves the right to audit spending of funds allocated to organizations to verify appropriate spending and check for available rollbacks.

H. Outside Funds

1. Organizations that receive a bulk of their funding from a College endowment or standing College budget line must provide documentation of these funds and how they will be allocated to the event or program in the budget proposal.

2. Neither the Funding Committee nor Central Council shall discriminate against endowed organizations.

I. The Funding Committee has the authority to reject unsatisfactory budget proposals and ask organizations to re-submit their proposals.

J. The Student Assembly Treasurer reserves the right to withhold tax amounts when reimbursing costs in which the purchaser failed to utilize Hamilton College's tax exempt status.
K. Future Funding

1. 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, agent management, contract and concert planning, co-sponsorship restrictions.) In these situations, a student organization may apply for funding the semester prior to the semester the event will occur.
   i. A non-strategic budget proposal deadline to apply for future funding will be held on the last Saturday of November and April.
   ii. Budgets submitted for future funding must include all expenses related to the event. Additional budget proposals for additional expenses related to this future event will not be considered.
   iii. If future funding is approved, immediate expenses will be paid for by Student Activities during the “requested semester.” However, all expenses will be counted towards the organization’s total amount of funding requested for the following semester.

Section 5: Guidance to the Treasurer and to the Funding Committee

A. The Student Assembly Treasurer may not make any promises to any student organization with regard to funding allocations. No such promise shall be guaranteed by the Funding Committee or the Central Council. Funding amounts become official only after the approval of the Central Council.

B. An organization will be put on probation at the discretion of the Student Assembly Treasurer if any of the following occurs:
   1. Spending money on items not approved.
   2. Overspending by more than $40.00.
   3. Committing the College to a contract not authorized by the Office of Student Activities.
   4. Failure to pass on Student-Assembly-funded uniforms and/or gear to new and future club members.

C. The Funding Committee shall examine all budget proposals to determine whether to recommend them to the Central Council.

D. The Funding Committee shall meet at least once during the beginning of each semester and at any time deemed necessary by the Student Assembly Treasurer or the Student Assembly President.

E. In examining budget proposals, the Funding Committee will review and recommend funding allocations based on the following principles:
   1. Overall costs
      i. The Funding Committee must work with student organizations to ensure they are minimizing their costs without compromising the nature of their programming. The Funding Committee reserves the right to ask organizations about alternative sources of funding.
      ii. If the overall cost exceeds 5% of the Student Assembly budget for the semester, the Committee will submit their recommendation to the Central Council and the organization leader must present the budget to the Central Council, either in a half-page statement or in person.
      iii. No organization shall be recommended by the Funding Committee to receive greater than 8% of the Student Assembly’s semester-long budget. In special circumstances, the Central Council can override this rule with a ⅔ vote.
      iv. The merits of each proposal shall be evaluated using the guidelines set forth in Article X, Section 4. If the average cost per student in a budget proposal seems unreasonably high, the Funding Committee reserves the right to meet with representatives from the organization for further explanation.

F. Organizations are subject to regular audit of their financial history and events, conducted at the discretion of the Funding Committee. Audit procedures include, but are not limited to:
   1. Requiring organizations to submit information to Student Assembly after hosting Student Assembly-funded events.
   2. Requiring organizations to submit records related to their events (receipts, pictures, etc.).
3. In-person audit (i.e. at an event) by a member of the Executive Committee or the Funding Committee of Student Assembly.

4. Review and evaluation of financial receipts and information collected by the Office of Student Activities.

G. If organizations are found in violation of funding codes, the Executive Committee reserves the right to determine appropriate sanctions. Such sanctions include, but are not limited to, increased scrutiny of future funding proposals as well as potential suspension of funding privileges for the organization in question.
   1. Greater auditing scrutiny includes, but is not limited to, event-specific financial audit.
   2. The Executive Committee reserves the right to conditionally sanction organizations found to be in violation of the funding codes.
      i. This may include suspension of funding until the organization appoints new leadership.
   3. Section 11 lists additional sanctions.

Section 6: Guidance to the Central Council

A. Student Assembly shall not discriminate against organizations with outside funds.

B. The Central Council is instructed to decide on funding based on the following criteria:
   1. The amount the organization has requested and spent previously during the semester.
   2. The strength of the organization's budget proposal.
   3. The amount of the budget the organization is requesting in relation to organization membership and cost per student.
   4. The time and effort the organization must put into the programming.

C. Approval of budgets that exceed 5% of the Student Assembly budget for the semester require line-item approval.

D. No Student Assembly member may vote for funds for clubs of which they are a member or toward which they 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.

Section 7: Holds

A. The Director of Student Activities has the authority to distribute the Student Activities Fee between Student Assembly and other holds/projects pertinent to the operations and mission of the Office of Student Activities.
   1. Student Assembly has the right to ask the Director of Student Activities for a breakdown of how the Student Activities Fee is being distributed and to advocate for changes to the holds and distribution if they feel changes should be made.

B. Holds are not available for individual student organizations.

Section 8: Transparency Requirements

A. After each meeting, Student Assembly shall publish the amount of money granted to each organization, as well as the purpose of the funds.

B. Student Assembly shall maintain a public record of how much funding is requested, allocated, and rolled back by each student organization.

C. Organization 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.
   1. When members recuse themselves, the ⅔ majority required for funding is taken from the pool of non-recused members.
   2. In cases where recusals lead to a tie, the Student Assembly President is responsible for breaking the tie.

Section 9: Revisions

A. The thresholds and values stated in these codes should be re-evaluated every two years to ensure timeliness and accuracy.
B. Thresholds and values should be set so as to sustainably exhaust the Student Assembly budget throughout the duration of the semester.

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.
   1. The Funding Committee is responsible for this maintenance.
   2. For the purposes of this accounting, individual proposals within strategic budgets should be considered individually.

Section 10: The Student Assembly Discretionary Fund

A. Purpose of the Discretionary Fund
   1. The use of the Discretionary Fund is excluded from all funding codes set forth hitherto. The following guidelines apply to the use of the Discretionary Fund.
   2. The Discretionary Fund shall exist for use by the Central Council or Executive Committee to develop programming for the benefit of the student body and to promote Student Assembly as a governing body on campus.
   3. The Discretionary Fund may also be used for leadership development and activities within Student Assembly, and for projects and events hosted by the class delegations or committees of Student Assembly.
   4. If a program continues consistently for three years, it is recommended that a committee established by the Student Assembly or student organization run the program and apply for funding outside the Discretionary Fund.

B. Discretionary Budget Proposals
   1. Discretionary Budget proposals must use the non-strategic budget template and form.

C. Size, Approval, and Evaluation
   1. The Discretionary Fund will be set at an amount equivalent to 5% of the total operating budget each semester, with the provision that additional funds may be requested by the President or Executive Board for the pursuit of specific initiatives, as long as cumulative discretionary spending for the semester does not exceed 10% of the total operating budget. Any funds not used at the end of a semester will be rolled into general Student Assembly funding.
      i. In special circumstances, the Central Council holds the right to override the 10% ceiling by a ⅔ vote.
   2. If the general fund has been exhausted, the Student Assembly may, by a ⅔ vote, release any or all of the remaining funds back into the general Student Assembly fund. Applications do not require approval from the Funding Committee. Proposals to the Discretionary Fund must be submitted at least 24 hours before the scheduled event or expenditure. In the case of extenuating circumstances a Motion to Suspend the Rules must pass by ⅔ vote.
      i. All other itemization rules, however, still apply.
   3. Approval for using this fund requires a ⅔ vote of the Central Council.
   4. The size of the Discretionary Fund shall be reevaluated every semester, and the Fund itself shall be reevaluated every two academic years.

Section 11: Consequences for Failure to Abide by the Codes

A. Rollbacks
   1. If more than $200 is rolled back after either midway through the semester or after the final non-strategic deadline, the club or organization will be ineligible to apply for Strategic funding in the following semester.

B. Event Publicity
   1. If the event information is not sent to the Student Assembly Publicity Chair by the non-strategic deadline prior to the event, the club or organization will receive a warning. If it happens twice, approved funding for future events will be rescinded.

C. Planning
   1. If your event requires you to meet with either the Director of Student Activities or Assistant Director of Student Activities, you must meet with them in advance.
i. If your event requires anything to be ordered and delivered, you must plan accordingly to ensure that the items arrive in time for the event.

2. If an organization does not plan far enough in advance for an event, the Student Activities office reserves the right to either postpone or cancel the event.

D. If students are found to have violated the Hamilton College Code of Conduct, the Funding Committee reserves the right to freeze the organization’s account.

E. The Funding Committee reserves the right to postpone recommendations if given inadequate information.

F. If an organization commits the College to a contractual engagement without prior consent of the Director or Assistant Director of Student Activities, the organization will lose access to funding for at least one semester.