

Bylaws of the Constitution

Article 1.

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.

Article 2.

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. Business for the Central Council Meetings (To be covered in no particular order):

- A. Call to order by the presiding officer
- B. Opening Ceremonies (optional)
- C. Roll Call (optional)
- D. Approval of last week's Minutes
- E. Report of the President (optional)
- F. Report of the Treasurer
- G. Reports of the Class Officers
- H. Reports of the Committees
- I. Unfinished Business
- J. New Business
- K. Announcements
- L. Adjournment

Section 3. All meetings of the Central Council are open to the public, unless declared closed upon 2/3 vote of the Assembly.

Section 4. 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 72 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 5. The President has the right to limit the agenda if he or she believes that the additional item will cause the Central Council meeting to run more than 90 minutes.

Section 6. The following are the duties of the Student Assembly President:

- A. Seeing that a quorum consisting of 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. Making sure that the debate proceeds in an orderly fashion, using the rules of parliamentary procedure as outlined in Roberts Rules of Order
- G. Enforcing decorum and deciding all questions of order
- H. Informing the participants about a point of order or specific parliamentary practice when requested
- I. 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 2/3 vote.

Article 3.

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 Senior Class President
- G. The Junior Class President
- H. The Sophomore Class President
- I. The First-Year Class President
- J. 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 nonvoting members when deemed appropriate.

Article 4.

Attendance

Section 1. The following have the authority to excuse absences:

- A. The President of the Student Assembly may excuse all absences.
- B. The Vice President may excuse absences from Central Council meetings and events
- C. The Class Presidents may excuse absences from class meetings and events
- D. Committee Chairs may excuse absences from committee meetings and events.

Section 2. Absences will only be excused with at least 24 hours notice prior to the meeting or event. Whether or not an absence is considered excused is at the discretion of the excuser. Absentees must be notified of their absence's status within 24 hours.

Section 3. Committee Chairs within the Central Council have the right to submit an absence for any individual on their respective committees. Those who receive absences may protest via appeal processes as outlined in this Constitution, these Bylaws, and/or Roberts Rules of Order.

- A. Absences shall be submitted to the Secretary of the Student Assembly.

Section 4. Each Class President and Committee Chair within the Central Council has the right to submit an absence for any work not completed by pre-established deadlines.

Section 5. If an absence that has already been submitted to the Secretary of the Central Council is excused by a higher authority, it is the excuser's responsibility to notify the Secretary of the Central Council before the absentee becomes eligible for impeachment.

Section 6. Any member of the Central Council may excuse one absence from his or her record by performing an act of community service as long as this service is not an act for the organization that he or she represents to the council.

- A. The duration of community service must meet or exceed the duration of the absence. For example, one hour of community service satisfies an absence from a one-hour long Student Assembly meeting.

Article 5.

Election Codes

Section 1. The following rules apply to all elections:

- A. The Elections Committee shall publicly announce each election three (3) weeks before the election day and shall concurrently publish comprehensive job descriptions for all offices, as well as a statement encouraging student candidacy and voter participation.
- B. All candidates will be briefed by the Elections Committee Chair with regards to all rules, regulations, and procedures of the election process. All candidates will also receive an information sheet outlining these rules and procedures.

1. A twenty-five dollar (\$25) limit is placed on an individual's election campaign. This includes donations from outside sources.
 2. No person may advertise their candidacy prior to the briefing meeting. This includes electronic advertisements such as Facebook groups.
 3. Video campaigns may be conducted for elections if approved by the Elections and Facilities Committees. The video campaign will be managed by the Facilities Committee Chair.
- C. Any candidate running for office must attend one (1) briefing that will be held by the Elections Committee at least one (1) week prior to the election. If a candidate cannot attend the briefing meeting, the candidate must contact the Election Chair prior to the meeting. The Election Chair may allow a proxy to attend the meeting for the candidate.
- D. The Elections Committee shall publicly announce the election at least two (2) times per week, one of which will be in the Hamilton College Spectator.
- E. Platforms for class president, class treasurer, class delegate, Judicial Board Chair and representations, Honor Court Chair and Honor Court representatives will be truncated after the one-hundredth (100th) word. Platforms for Student Assembly President and Vice President shall be truncated after the two-hundredth (200th) word.
1. The Election Committee may allow candidates to post additional, relevant information on a website deemed appropriate by the Elections Committee and Student Assembly and managed by the Director of Public Communication. This information may include a picture and shall be truncated after the five-hundredth (500th) word.
- F. The following are rules governing election campaigns:
1. Any Student Assembly member found bribing members of the student body for votes shall be impeached. Any candidate found bribing members of the student body for votes shall be disqualified from the election. Any other student body member found bribing other members of the student body for votes may instigate a contested election.
 - a. Bribery shall be defined by the Elections Committee as the process of offering an incentive for a confirmation of support.
 2. Voting privileges are limited to registered Hamilton students.
 3. A student abroad who wishes to run for office must directly contact the Elections Committee Chair and make arrangements for a suitable proxy to collect signatures and attend necessary briefings. A platform must still be submitted to the Elections Chair by a candidate abroad, either by e-mail or in letter form.
- G. Elections are to be held electronically unless changed by a majority vote of the Central Council. All electronic elections must meet the following criteria:
1. The voting rights of all students are protected.
 2. Students can only vote on questions posed to their class, except in the case of electing the Student Body President and Vice President.
 3. Protections are in place to prevent duplicate or fraudulent voting.
 4. Sufficient time is allowed for computer errors to be resolved.
 5. No preliminary vote counts will be made during the voting period.
 6. A contingency plan for an immediate revote is ready to be implemented in the event that data is lost, destroyed, or compromised.
- H. The date of elections shall be determined by the Elections Committee. The polls shall be open for at least twenty-four (24) hours. The election date may also be changed by the Central Council, by simple majority.
- I. The results shall not be viewed until 24 hours after the closing of the polls.
- J. Upon recommendation of the Elections Committee, 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. Candidates or 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.
 3. Voters are required to show a valid form of identification before being allowed to vote. Identification is considered valid if it has been issued by a government or Hamilton College.

- a. All voters shall have their identification checked against a list of registered Hamilton College students.
4. Any member of the student body may contact the Elections Chair to express interest in volunteering at the polls.
 - a. At least (2) members of the Student Assembly must work at the polls at any given time. At least one of these members must belong to the Elections Committee, unless prior arrangements have been made by the Elections Chair.
5. Poll officers are not allowed to influence votes. This includes their time working the polls as well as the remaining time the polls are open. This includes reminding voters of write-in candidates.
6. The ballots shall not be counted for 24 hours after the closing of the polls. Paper ballots will be locked within the ballot box and held in the office of the Director of Student Activities. Only the Elections Committee Chair and Director of Student Activities may move the ballot box from the Director's office.
7. Polls shall be open for at least six (6) hours.

Section 2. The Elections Committee is responsible for the knowledge of all vacancies of Student Assembly elected seats. Class presidents and committee chairs have an obligation to notify the chair of the Elections Committee once a seat becomes vacant. If such a seat becomes empty, the chair of the Elections Committee must notify the President of the Student Assembly, who will then take the appropriate action.

Article 6.

Contesting an Election

Section 1. An election may be recalled if any of the Election Codes set forth by the Constitution of the Student Body or these Bylaws are broken.

Section 2. If a recount is deemed appropriate, all conclusions require 2/3 vote of the Elections Committee to pass. This includes the interpretation of marks on ballots.

- A. During a recount, only the Executive Committee, Elections Committee, candidates involved, and student advisor may be present. Proxies shall not be present. The Elections Committee will make every effort to schedule a recount so that all involved candidates may be present.

Section 3. The methods by which to contest an election are as follows:

- A. Any member of the Student Body may question any election while the polls are open or during the 24-hour period following the closing of the polls.
- B. Any member who wishes to dispute an election must submit a signed, typed statement to the Chair of the Elections Committee for the dispute to be considered official. Only official statements shall warrant investigation.
- C. If a member contests an election during the voting period, the polls shall remain open, and the dispute shall remain confidential until after the polls are closed.
- D. Once an election is formally questioned, the ballots shall remain uncounted until the issue is resolved.
- E. Once a written statement is received by the Chair of the Elections Committee, he or she shall contact the President of the Student Assembly, who must then call for an Executive Committee meeting to hear the case as soon as possible.
 1. The only non-committee members allowed to attend hearings are the challenger(s), defendant(s), and the Elections Chair.
- F. An election hearing shall follow the following procedure:
 1. The challenger(s) and defendant(s) may not be simultaneously present at the hearing.
 2. The challenger shall enter the room.
 3. The Student Assembly President shall read the statement of dispute.
 4. The challenger shall present his or her case in no more than five minutes. If a dispute is coauthored, only one of the challengers is allowed to speak.
 5. The challenger may then respond to questions from the committee. Upon completion of this phase, the challenger shall be dismissed and must exit the hearing.
 6. Steps 2 – 5 shall be repeated by the defendant(s).
 7. The Executive Committee shall then close the hearing and deliberate.

- G. If the Executive Committee believes that there is enough information to merit a revote, then the Central Council shall meet as soon as possible to debate the recommendation set forth by the Executive Committee.
- H. If the Executive Committee believes that an election should be declared invalid, they shall make a recommendation to the Central Council which will include a Motion to Annul and a recommendation about how to proceed. The Central Council shall meet as soon as possible to consider the motion.
- I. If an election is declared invalid, the votes cast in that election must be destroyed before any tally is made.
- J. The Executive Committee reserves the right to decide what electoral information shall remain confidential and what information shall be released to the public.
 - 1. All names in challenges must be kept confidential.
 - 2. Information deemed suitable for public knowledge must be released within 24 hours.
- K. Electronic votes are subject to the above contesting procedures insofar as they apply.

Article 7.

Loss of Office

Section 1. Any official of the Central Council shall resign by submitting his or her 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 President of the Student Assembly is impeached or resigns, the Vice President of the Student Assembly shall immediately become the new President of the Student Assembly.

Section 3. 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 4. 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 5. 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 6. 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 7. 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, he or she must contact the accused within 48 hours of receiving the motion.
- C. The President of the Student Assembly must then call for an Executive Committee meeting within 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, he or she 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 his or her case. Extra time may be allotted upon 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 2/3 vote of the Executive Committee. The motion requires 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 his or her case. Extra time may be allotted upon 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 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 8.

Committees

Section 1. All members of the Central Council shall be required to sit on at least one committee or project team of the Central Council. Class Council is not a committee.

Section 2. Senior Class Officers are not required to sit on a committee during the spring semester. This does not apply to the Executive Committee.

Section 3. 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 4. Any formal action done on behalf of a committee must be approved by a simple majority of the Central Council

Article 9.

Funding

Section 1. In addition to the responsibilities enumerated in the *Constitution of the Student Body*, the Student Assembly Treasurer shall be responsible for maintaining and updating the *Organization's Handbook*.

Section 2. Any organization funded by the Student Assembly may not discriminate in any manner, on arbitrary criteria, including, but not limited to: age, sex, sexual orientation, religion, handicap, economic status, or national or ethnic origin.

Section 3. All Student Assembly funding organizations must be open to all members of the Student Body of Hamilton College.

Section 4. 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.

Section 5. When applying for funding, each organization must present all financial information with regard to on-campus and off-campus accounts and outstanding balances.

Section 6. The Student Assembly Treasurer or any member of the Student Assembly may not make any promises to any organization with regard to funding allocations. No such promise shall be guaranteed by the Funding Committee, the Central Council, or the Student Assembly. Funding amounts become official only after the approval of the Central Council.

Section 7. The Central Council may freeze all funds allocated to all organizations with a two-thirds vote of the Central Council. At such time, the Student Assembly Treasurer shall call an emergency meeting of the Funding Committee to appropriately reallocate the funds.

Article 10.

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

Section 2. The Student Assembly Vice President shall:

- A. Attend all Faculty Meetings while the College is in session
- B. Sit on the Committee on Student Activities

Section 3. The Student Assembly Treasurer shall:

- A. Sit on the Vice Presidential Advisory Committee

Sit on the Trustee Committee on Finance

Article 11.

Funding Codes

Section 1. The following rules apply to all Student Assembly recognized organizations in funding procedures:

- A. Organizations wishing to obtain Student Assembly funding for a semester must attend the funding hearing held at the beginning of that semester, unless excused by the Student Assembly Treasurer.
 1. An itemized budget proposal must be in the Student Assembly Treasurer's mailbox by the time designated by the Student Assembly Treasurer on the Friday before the initial funding hearings.
- B. All Student Assembly-funded events must be recognized on all forms of publicity.
- C. The Student Assembly will never provide funds for:
 1. Web pages
 2. Meals not open to the community
 3. Dinner for organizations
 4. Events without Student Assembly pre-approval
 5. Food at regular meetings
 6. Cleaning charges after closed organization events
- D. The Student Assembly will not provide funding for alcohol unless it receives special approval from the funding committee and the director of student activities, with the final decision falling to the Director of Student Activities.
- E. In general, the Student Assembly will help fund for:
 1. Speakers and performers.
 - a. Honorariums, artist fees, lodging, hospitality and travel expenses will be considered.
 - b. In order to receive funding for speakers, performers, etc., the following must be known at the time of request:
 - i. Potential dates of program;
 - ii. Speaker or performer;
 - iii. Subject of presentation;
 - iv. Artist Fee or honorarium.
 2. Publicity
 - a. The amount the Student Assembly will help fund for the publicity of an event depends on the nature of the event.
 - b. In order to receive funding for publicity, the following must be known at the time of the request:
 - i. Potential dates of program;

- ii. Speaker or performer;
 - iii. Subject of presentation;
 - iv. Artist Fee or honorarium.
 - 3. Films and movies open to the entire campus.
 - 4. Concerts and entertainment shows open to the entire campus.
- F. An organization cannot request money for one event and spend it on another event.
- G. An organization will be put on probation at the discretion of the Student Assembly Treasurer if either of the following occurs:
 - 1. Spending money on items not approved;
 - 2. Overspending by more than \$40.00.
- H. For every dollar that is funded, the Student Assembly has the authority to freeze an organization's account.
- I. In order for an organization to activate its account, the following must be done:
 - 1. A representative from the organization must attend a funding workshop sponsored by the Student Assembly Treasurer and the Assistant Director of Student Activities.
 - 2. An officer of the organization must pick up their semester budget only from the Student Assembly Treasurer.
- J. All contracted entertainment (i.e. speakers, bands, etc.) must first be approved or authorized by the Assistant Director of Student Activities. Students are not authorized to sign entertainment contracts and/or obligate funds from the Student Assembly and Hamilton College. The Director of Student Activities is the only authorized signatory. Under no circumstances will an organization commit the College to an engagement without prior consent of the Assistant Director or Director. If this occurs, the organization will lose funding for at least one semester.
- K. The Student Assembly Treasurer is the only one who has the authority to activate an organization's account.
- L. Organizations must submit requests for funding at least two weeks before the event, unless the Student Assembly Treasurer deems otherwise. A contract signed by the Director of Student Activities must also be submitted at least two weeks in advance.
- M. All check requests must first be approved by the Student Assembly Treasurer, and then the Assistant Director of Student Activities.
- N. The results of the funding hearing held at the beginning of each semester will be published for the student body.
- O. If an organization fails to comply with the Hazing Policy set by Hamilton College, then that organization will lose its rights to obtain funding.

Section 2. The following act as guidelines for the official funding recommendations of the Funding Committee:

- A. The event must be opened to the entire campus.
- B. The amount of students participating in the activity is proportionate to the amount of funds requested.
- C. The past accountability of the organization:
 - 1. The organization's past programming;
 - 2. The organization's past spending.

Section 3. Purpose of the Student Activities Fee:

- A. To provide a more proactive spending plan for student organizations and for the entire student body.
- B. To represent the needs and desires of the Hamilton College student body.
- C. To financially assist in offering more programming on campus.
- D. To assist the classes in conducting business and sponsoring class activities.