

# **Reed College**

## **Student Body Senate Bylaws:**

### **Article I. Student Run Accountability Processes and SHARE**

**The Student Body relies on the Judicial board, Honor Council, Restorative Justice Coalition, for Student Accountability Cases at Reed College, and on SHARE to support support to survivors of interpersonal harm. Although separate student groups, these groups work closely together to address any case addressing harm. Depending on the individual situation, the members of the groups called to work with the Senate will vary on circumstance, including but not limited to, a request for an investigative process, a request to work with non-mandated reporters, the type of case, and members involved.**

#### Section 1.1 The Student Judicial Board & Its Code

##### A. Responsibilities

1. The Student Judicial Board Code will establish the procedures to be followed in the hiring of the Student Judicial Board, in handling Honor Cases by the Student Judicial Board, in handling appeals from Student Judicial Board actions, and in providing publicity for Honor Cases. The Student Judicial Board Code will describe the responsibilities of the Student Judicial Board members, Chairpersons, and faculty advisors.

##### B. Changes to the Judicial Board Code

1. The Student Judicial Board Code may be amended by a two-thirds vote of the full Senate at an official meeting.
2. The community affairs committee and faculty senate must also approve these changes.

##### C. Liaisonship

1. Senate will appoint a liaison or liaisons to the student Judicial Board who will work with the Judicial Board Chairs
  - a. They will be responsible for setting up an introductory meeting after being assigned as well as semesterly meetings between the two bodies.

- b. In the event that a Senator is involved in a Judicial Board case, this liaison will coordinate any dialogue between the two bodies at the discretion of the Execs and the Judicial Board Chairs.
- c. This/these liaison(s) are responsible for maintaining strong connection between JBoard and Senate
- d. The Senate Executives should invite Judicial Board Chairs to give an update at one public meeting each semester, and the liaisons should moderate this public meeting.

## Section 1.2 The Restorative Justice Coalition

### A. Responsibilities

- 1. The Restorative Justice Coalition will abide by their mandate as posted to their website
- 2. Senate will be responsible for hiring chairs and members of the Restorative Justice Coalition in accordance with section (3.1.A) of these bylaws.

### B. Liaisonship

- 1. Senate will appoint a liaison or liaisons to work closely with liaisons chosen by the student Restorative Justice Coalition.
  - a. They will be responsible for setting up an introductory meeting after being assigned as well as semesterly meetings between the two bodies.
  - b. In the event that a member of Senate is involved in an RJ mediation, and the result of this mediation merits the involvement of the Senate at large, the liaison(s) will coordinate this work.
  - c. This/these liaison(s) are responsible for maintaining a strong connection between the Restorative Justice Coalition and Senate.
- 2. The execs should invite the Coalition to give an update at one public meeting each semester, and the liaisons should moderate this public meeting.

## Section 1.3 SHARE

### A. Responsibilities

- 1. Share will function as a program independent of Senate, with a mandate established internally and listed on their website
- 2. Senate will liaise with SHARE under circumstances in which the former body needs advice on how to behave and communicate in a trauma informed and survivor centered manner.

## B. Liaisonship

1. Senate will appoint a liaison or liaisons to work closely with liaisons chosen by SHARE.
  - a. They will be responsible for setting up an introductory meeting after being assigned as well as semesterly meetings between the two bodies.
  - b. This/these liaison(s) are responsible for maintaining a strong connection between SHARE and Senate.
2. The execs should invite SHARE to give an update at one public meeting each semester, and the liaisons should moderate this public meeting.

## Section 1.4 Honor Council

### A. Responsibilities

1. The Honor Council will abide by the Honor Council Code
2. Senate will be responsible for hiring chairs and members for the honor council in accordance with section (3.1.A) of these bylaws.

## B. Liaisonship

1. Senate will appoint a liaison or liaisons to work closely with liaisons chosen by the student Honor Council.
  - a. They will be responsible for setting up an introductory meeting after being assigned as well as semesterly meetings between the two bodies.
  - b. In the event that a member of Senate is involved in an HC mediation, and the result of this mediation merits the involvement of the Senate at large, the liaison(s) will coordinate this work.
  - c. This/these liaison(s) are responsible for standing by the principle of maintaining strong connection between Honor Council and Senate
2. The execs should invite Honor Council to give an update at one public meeting each semester, and the liaisons should moderate this public meeting.

## Section 1.5 Accountability for Senate & Treasury

### A. Misconduct & Harm Reported to Senate

1. Senate and Treasury are not investigative bodies, nor are they capable of mediation or providing survivor support. Misconduct and interpersonal harm should not be reported to Senate or Treasury, though members of both groups can direct students to appropriate resources.
2. In the event that a report of harm or misconduct by a senator or treasurer is brought to Senate, the group will defer to SHARE, Honor Council, Restorative Justice, or the Judicial Board based on the nature of the complaint and the desires of the complainant, but will not take any action on the matter without consultation.

## B. Suspension and Removal for Senators and Treasurers

1. If the Judicial Board finds a Senator or Treasurer responsible for harm, but does not mandate their removal from their position, Senate may recommend the resignation of this member. This is appropriate if a two thirds majority determines that trust within the Senate and Treasury has been so damaged that the interpersonal dynamics of the group will harm their work in serving the Student Body.

a. The process for this deliberation and/or recommendation will be determined by the President, unless they are the person whose role is in question, in which case it will be determined by the Vice-President. Either executive can also choose to appoint another senator to run this procedure at their discretion.

b. This process must be run in consultation with Honor Council, SHARE, and/or the Restorative Justice Coalition.

## **Article II. Funding Procedures and Financial Policy**

**In each student's tuition, they are required to pay the student body fee; this money is then meant to fund and benefit students' extracurricular life in part at Reed College. These funds allow for Senate and Treasury to have autonomy apart from the administration to place these monies where elected and appointed officials see necessary. The following bylaws ensure that this money is used responsibly, equitably, and always to the benefit of the student body.**

### Section 2.1 Student Body Funds

A. The Senate will have complete jurisdiction over all monies in the categories defined in the following subsections, as provided in the Community Constitution, Article I, Section 4. These monies will comprise "Student Body Funds."

#### B. General Fund

1. The General Fund, which is allocated each semester by the Senate and Student Body Treasurers, will be drawn from:

- 1) All funds remaining in student body accounts
- 2) All Student Body Fee receipts;
- 3) All revenues from student-managed concessions (except for Paradox Café revenues and select student publications)
- 4) The Interest that is gained from the Senate contribution of the Endowment

#### C. Student Body Fees

1. Student Body Fees will remain at a constant amount unless changed using the instructions below.
2. Senate may propose changes to the Student Body fee. These changes must be approved by two-thirds (2/3) of the voting members of Senate at an official executive meeting within the Senate. Senate must then submit an outline of the proposed change to the College President, College Vice President and Head Treasurer to be considered for the next fiscal year's college budget. The fee will be changed pending the approval of college financial officers and the Board of Trustees.
3. The Student Body Fee will be reevaluated at least every two years, during the fall semester of every even-numbered year, in consideration with other sources of income, to assess the shortage or surplus of available funds. Should the savings account run low as per the Student Body Treasurers' handbook, or the costs of the semester greatly outweigh the Student Body Fee collected that semester, the Senate may vote to review the Student Body Fee with two-thirds of the voting members of Senate at an official executive meeting within the Senate. Any proposed changes must be approved by two-thirds of the full Senate.

#### D. Student Body Endowment

##### 1. Terms of the Endowment

- a. The Student Body will maintain an endowment as a part of the College's portfolio of investments. This Endowment will be governed by the same investment and financial policies as the balance of said portfolio, subject to the condition that all dividends, interest, or other profits made directly or indirectly on this Endowment will remain in the financial jurisdiction of the Student Body Treasury and its appointed representatives. The principal of the Endowment will remain untouched, except if by a unanimous vote of the Student Senate and approval of all Student Body Treasurers. Drawing on the principle of the Endowment is only acceptable in extenuating circumstances and if this action is in the best interest of the Student Body.
- b. The Senate and The Treasury will have full authority to solicit contributions to the Endowment from all sources with the consent of the College's Business office. Such contributions will be processed by the Development Office.
- c. The Student Body Endowment will consist of money accrued by the endowment from previous years in addition to any money left over from the previous semester. The amount given to the endowment will be a recommendation from the Student Body Treasury, pending approval by two-thirds of the voting Senate at a meeting of the Senate. The amount accruing to the Endowment at the start of the semester will be tabulated and presented by the Student Body Treasurers at the beginning of the current semester's first executive meeting.
- d. Donors may request, but not require, that monies contributed to the Endowment be put toward a specific Senate project or student-oriented program run by Reed College; these donations may be allocated instead of, or in addition to, monies allocated by the Senate.

All allocations will ultimately be determined by the discretion of the Senate and the Treasury.

e. The average interest earned by the Student Government's portion of the Reed College Endowment over the past five years will be allocated to the Student Opportunity Subsidy Committee (SOS) in the current year, and to any other initiatives voted on by the full senate and treasury.

## 2. Student Opportunity Subsidy

a. If the interest allocated is insufficient to fund the goals of the SOS Committee, the Senate may vote to increase the amount of funding given to the program after consultation with the senate-appointed SOS Program Chair and Student Body Treasurers. SOS programs will be determined by the SOS Program Chair. Logistics of implementation must be determined before presenting a motion to allocate funds to a specific SOS program. Each SOS allocation will require the majority approval of the Committee before implementation. If, as determined by the SOS Program Chair, the funding request presented to the SOS Committee necessitates an immediate response, the discretion of funding will be the sole responsibility of the SOS Committee. Any unspent allocations to SOS programs will be recommended to be rolled back into the Endowment.

b. The SOS model is structured to create programs offered broadly to the student body, sometimes in which funds may be accessed through a formal application or proposal process. Examples of potential SOS programs may include, but are not limited to: higher stipends for student body appointed and elected leadership positions for students who require further financial support to engage in these positions; funding for unpaid internships, creative projects, or other professional opportunities for students; discretionary funding for financial emergencies experienced by students; and/or capital improvements to student-maintained spaces. The Senate may propose a SOS program with a total duration longer than a single academic year, but the length of a single SOS program may not exceed four semesters or expenditures of over \$5,000. If a SOS program is ineffective, the Senate may vote to discontinue the program at any time, as determined by a two-thirds approval of the Senate. At the end of the proposed duration of a SOS program, the Senate may choose to renew or discontinue the allocation of money to that SOS program, determined by majority approval of the Senate. Successful SOS programs may be institutionalized through additions or changes to the Student Body Senate Bylaws, with funding drawn from the general budget.

## E. Student Body Payroll

1. The Senate will have the authority to compensate its members, officers, and appointees. This Student Body Payroll will come from the General Fund.

2. The College Business Office will distribute Student Body paychecks after making the appropriate withholdings for Federal, State, and local taxes.

3. The Senate may vote to increase or decrease its own salary upon achieving a two-thirds (2/3) vote of the voting Senate at a meeting of the Senate alongside the majority approval of wage review board. If voted upon in the fall semester, the changes will not take effect until the start of the spring semester. If voted upon in the spring semester, the changes will not take effect until the start of the next spring semester.

- a. In extenuating circumstances, when the money in the General Fund is projected to not be used in its entirety, the Senate reserves the right to increase wages temporarily.
- b. Wage changes must be reported to relevant employees as soon as possible.

4. The establishment of a new paid position or an increase or decrease in pay must be passed by a majority vote of the full Senate with the recommendation of Wage Review at a meeting of the Senate where all members are present.

- a. In extenuating circumstances the head treasurer and appcomm chair may coordinate to create or adjust wages in communication with the person who holds the SB position.

#### F. Student Union Depreciation Fund

1. The Student Body Senate will deposit \$3,310.00 of the Student Body Fees in the Student Union Depreciation Fund. This fund will consist of:

- a) the aforementioned amount
- b) revenues generated by renting out the space

If the SU manager or SU liaison needs more money to maintain the space, they reserve the right to ask for this money from Treasury.

2. This money will be used for capital improvements to the Student Union and will serve as the operating budget for cleaning and maintenance.

3. These monies will be held within the Treasury and the Student Union Manager(s) will have access to them via the disbursement, debit, and loan procedures.

### Section 2.2 Funding Procedures

Head Treasurer, Vice Treasurer, and Assistant Treasurer, will be responsible for organizing and informing students and signators (described in (2.1.A)) about the funding procedures outlined in the subsections of this section.

#### A. Signator Training

1. Each semester, the Head Treasurer and Vice Treasurer will arrange Signator Training. Signator Training will describe Funding Procedures and Senate's expectations of signators as outlined in the Signator's Slides.
2. Signator Training will be held at least 48 hours before Funding Poll descriptions are due. The Head Treasurer and Vice Treasurer will be responsible for ensuring that the event is well publicized and the Head Treasurer will lead this training.

## B. Funding Poll

1. Each semester after the start of classes, the Head Treasurer will publicize that Senate is accepting submissions to the Funding Poll. The Funding Poll will take place over at least five days. The Funding Poll will be administered by Senate using whatever method they see fit. The schedule and Funding Procedures for Funding Poll, Funding Circus, and Funding Hell will be announced by the Head Treasurer in Signator Training, and through other means of advertising.
2. All organizations that submit a description of their purpose in the proper form will be represented in the Funding Poll. The description published for the Funding Poll will match the submitted description as closely as possible, but could be edited to make it more suitable for publication. The Head Treasurer and Vice Treasurer will compile the descriptions and write the Funding Poll form.
3. The Funding Poll will be used to determine the relative interest of the Student Body in the proposed organizations.
4. Each current student will be allowed to rank any of the submitted organizations based on how they want to see funds allocated. Each student may also abstain from voting on any number of organizations. An approval vote for an organization will raise the vote total of that organization by two (2) voting units. Each student will also have the option of marking up to six approval votes as approval supervotes (Top Six) or any combination thereof totaling no more than six supervotes. An approval supervote will be counted as four (4) voting units.
5. The results of the Funding Poll will be counted, formatted, and sent to the list of signators before the Funding Circus.

## C. Funding Circus

1. Senate will hear oral presentations from those organizations ranking forty and above in the fall semester or thirty and above in the spring semester if the signator of an applicable organization chooses to make a budget request. The Senate meeting at which these presentations are heard will be known as the Funding Circus. The Funding Circus will take place the Saturday following the Funding Poll. The itemized budget request will be written on a standardized form as provided by the Student Body Senate and must be submitted to the Treasury on the Friday before the Funding Circus. This budget should reflect the student organization's projected financial needs for the semester.
2. Signators who are unable to attend the Circus may designate a representative (who is signator trained) to present the organization's budget for the signator. This member's presentation will be taken as the presentation for the organization, and no signator may claim the allocation to their organization invalid because of their failure to appear at the Circus. If a representative cannot attend, a signator may come to finance committee.
3. Following the fall semester, the Treasury will contact each organization to inform them of the balance of their account and remind them that funds roll over into the spring



semester. During Funding Circus, the Treasury will again notify the presenting party of their organization's current balance in order to determine whether that amount should be taken into consideration when allocating funds.

#### D. Funding Hell

1. Following the Funding Circus, the Senate will hold a meeting to allocate a portion of the General Fund to those organizations that have presented budget requests at the Funding Circus. The Funding Hell will be considered to be an executive meeting (defined in (7.2.A and 7.2.B)). The decisions of the Funding Hell will be understood as unofficial and will remain subject to change by consent of the Senate until they have been officially ratified at the next official meeting of Senate. Senate may choose to make these unofficial results available before their ratification; following official ratification, the results of Funding Hell will be reported to the community in the Quest and each signator will be informed of their allocation.

2. The Head Treasurer will present to the Senate a budget outlining the expected payroll and administrative expenses that Senate will incur that semester. Also included in the budget will be a payment of all outstanding Senate/Treasury debts from the previous semester (unless an extended payment period has been arranged by the Senate) and the allocation to the Finance Committee, as described in (2.2.F)).

#### E. Identity-Based Funding

1. The Student Body Senate's Mission Statement for this funding pool is as follows:

*“The Student Senate of the Autonomous Student Body of Reed College recognizes that students may face institutional barriers at Reed or in America that prevent equal access to services, aid, and opportunities on the basis of identity. The purpose of this funding pool is to finance the work of student groups that support communities that are historically marginalized at Reed or in the nation at large. These include communities that share a racial, ethnic, cultural, religious, or another historically marginalized identity. In recognizing this, we hope to guarantee a financial baseline for student organizations that aims to offer support for these disadvantaged students as a means of building community and providing resources that are otherwise insufficient or absent at Reed.”*

2. During the first week of each semester the Student Body Senate will advertise Identity-Based Funding as an opportunity for relevant student groups. Interested groups will submit a mission statement describing why they qualify for this funding. The full Senate and Treasury will vote on whether to allow these proposals to qualify for identity funding.

3. The committee will determine if a group's mission statement is in accordance with the Identity-Based Mission Statement by a consensus minus one vote. If a group's mission statement is found not to be in accordance with the Identity-Based Funding Mission Statement, as determined by a consensus minus one, the group will be given both the committee's reasoning behind the decision and the opportunity to appeal the decision. Groups must be given at least twenty-four hours to appeal the decision. If the group appeals their decision they must submit a letter addressing the committee's concerns and an adjusted mission statement, if relevant. The committee will determine based on the appeal, with a consensus minus one vote, whether to include the group. Groups that are not approved for Identity-Based Funding must be informed of the final decision with enough opportunity to re-submit their budget proposals in Funding Poll.
4. After determining which groups' mission statements are in accordance with the Identity-Based Funding Mission Statement the committee will assess the final list of budgets and allocate the available funds. The goal of this funding pool is to ensure every group eligible for this program receives adequate funds to meet their baseline needs. Thus, resources that directly benefit students or that are necessary for the group to operate will be prioritized over requests for more supplementary funding.
5. The Student Body Treasury will recommend an allocation of no less than \$10,000 to this funding pool each semester. Note that this funding pool does not include student organizations that qualify for Top 40/Top 30.
6. Groups that were approved for Identity Funding that also qualify for Top 40/Top 30 will be allocated through the Top 40/Top 30 budget.

#### F. Finance Committee

1. There will be a standing committee of the Senate under the name of the Finance Committee. This committee will hear all petitions for:
  - a. additional funds to be allocated after the Funding Hell;
  - b. amendments to the allocations made at the Funding Hell; and
  - c. allocations to organizations not represented in Top 40/Top 30.
2. The Finance Committee will consist of the Head Treasurer, the Vice Treasurer, the Assistant Treasurer, the Student Body Vice President, and 2-3 Senators the Student Body Treasurer, the Student Body Vice Treasurer, and the Student Body Assistant Treasurer. The Head Treasurer will be the chairperson. The presence of two-thirds of the total number of members will constitute quorum. The Treasurers will be considered voting members. The Treasurers will make comments on the submitted budgets and will be responsible for ensuring that:
  - a. After a vote of the full Senate during a public meeting, funds allocated during finance committee are allocated to designated organizations.
  - b. The approved budgets and comments are available to the organization's representative and signator via email.

- c. The committee will meet once a week while school is in session and funds are available. Its meeting place and time will be posted each semester on the Senate Google Calendar and announced publicly through the SB-Info email list at the beginning of each semester.
  - d. A record is kept of the transactions approved at Finance Committee every week for the Treasurer's office accounting.
3. The finance committee budget will be planned by the treasury at the beginning of each semester and approved by Senate.
  4. The following categories will be used for the holding of Student Organization's funds, as described in the Signator's Handbook: Wages, Administration, Refreshments, Capital Improvements, Entertainment, Miscellaneous, Revenue, and Frozen.
  5. Budget amendments that are requests to transfer funds from the signator's organization to another organization (within Reed) will be called transfers. These transfers are approved by the agreement of the organization signators, Head Treasurer and Vice President which are then reported to the Senate.
  6. At times when school is in session but when Finance Committee will not be meeting before the category transfer is needed by the organization (as in the case of many presentations and other social events), the signator of the organization may submit a finance committee budget request via email, and deliberations can be conducted via email as well. This transfer will then be voted on by the full Senate.

## Section 2.3 The Vice President

The Vice President will be one of the signators for the Senate. They must therefore sign a signator's contract accepting responsibility for all funds that Senate allocates to itself.

## Section 2.4 Treasurer's Office

### A. Appointments and Duties

At the end of each semester, the Senate will appoint an Assistant Treasurer for a three-semester long position beginning at the start of the following semester. During the first semester, the individual will be Student Body Assistant Treasurer, during the second semester they will become Student Body Vice Treasurer, and during the third semester, they will become Student Body Head Treasurer. Senate will delegate the responsibility of administering the disbursement of Student Body Funds to the Student Body Head Treasurer, the Student Body Vice Treasurer, and the Student Body Assistant Treasurer, and the Student Body Vice President. The Assistant Treasurer and Vice Treasurer will be understood as Treasurers-in-training.

1. The main duties of the Assistant Treasurer will be to learn about the duties of the Treasury position, to process disbursements, and to notify organizations of their funding allocations.

2. The Vice Treasurer will be responsible for doing the Bank Reconciliations. The Vice Treasurer will also prepare the monthly financial report to Senate.
3. Upon request, Treasury will notify each signator in writing or via the student body of the amount of money remaining in their organization's budget.
4. The Head Treasurer, the Vice Treasurer, and the Assistant Treasurer, and the Vice President must each hold office hours where they can be reached by signators and must notify all signators of these hours on the SB-info email list and on the Senate Google Calendar. (SB info and Senate Google Calendar)
  - a. The Assistant Treasurer usually holds one office hour (1 hour long) twice per week
  - b. The Head Treasurer and Vice Treasurer hold one office hour (2 hours long) per week
5. Each semester, the appointed Head Treasurer, Vice Treasurer, and Assistant Treasurer, and the Vice President will sign a contract in which they will each: agree to perform their duties as outlined in these bylaws; acknowledge their agreed-upon compensation; and, accept all legal fees incurred as a result of any litigation the Senate may decide to commence due to any unauthorized actions they may perform while in office. The contract remains the same across each semester unless significant changes to the Treasury position are made.
6. The Student Body President and Vice President will also sign similar contracts relating to any financial duties to which they are bound by these bylaws.
7. The Treasury will keep and file the original contracts of the Vice President, Head Treasurer, Vice Treasurer, and Assistant Treasurer; a copy will be given to the Director of the office for student engagement and student Activities. The Head Treasurer will be responsible for writing all such contracts. If significant changes are made to the treasury position, the contract must be re-approved by the Senate before the contract is signed.
8. In situations of need, the Senate may also hire a former member of the Treasury as a financial consultant. The Consultant may be hired to help with the audit, train new treasurers, prepare for Funding Hell, or provide other services that the Senate requires in an emergency situation. The consultant may be compensated pending a two-thirds ( $\frac{2}{3}$ ) majority vote of the voting members of Senate. A consultant cannot be paid more than the Head Treasurer. A sitting Senator may become a consultant if they have prior experience within the treasury. A sitting Senator who is hired as a consultant cannot be paid more than half of the Head Treasurer's pay in addition to their Senate compensation.
9. Should a Head Treasurer resign in the middle of a term, a new Assistant Treasurer will be appointed as soon as possible. The Vice Treasurer will be promoted to Head Treasurer, and the previous Assistant Treasurer will assume the office of Vice Treasurer.

#### B. Use of the Treasurer's Office

1. The Head Treasurer, the Vice Treasurer, the Assistant Treasurer, the Vice President, and the consultant(s) will all have keys to the Treasurer's office. Each will be given their key

for the length of their office. No other student will have a key to the office unless they are under hire by the Senate for services related to the Office. Such a student must sign a contract that delineates all the agreed-upon conditions of their compensation and in which they acknowledge that they have read this section of these bylaws.

### C. Termination

1. The Senate may terminate the term of the Head Treasurer, Vice Treasurer, Assistant Treasurer, or Consultant by a two-thirds vote of the full Senate for any reason, including, but not limited to, failure to comply with these bylaws or financial irresponsibility. Upon such a termination, a new Assistant Treasurer will be appointed according to Article II, Section 4, Part A(ixx) above.

### D. Disbursement of Funds

1. The Assistant Treasurer, The Head Treasurer, the Vice Treasurer, and the Vice President, will be personally responsible for receiving and processing all requests for disbursement of allocated funds from registered signators of organizations. These individuals will promptly disburse funds to the signator if and only if the signator has completed a written acceptance of financial responsibility, demonstrated financial responsibility, completely and properly filed their request for disbursement, and if the said request does not exceed the limits of spending set by the Senate by that organization. If the signator does not qualify under the above conditions, no disbursements will be made at the request of that signator. The Head Treasurer, the Vice Treasurer, the Assistant Treasurer, and the Vice President also will not disburse, in any category, funds that exceed the budget approved by Senate. If the Head Treasurer, the Vice Treasurer, the Assistant Treasurer, or the Vice President does so as the result of an accounting error, they must report it at the next Senate meeting. The Senate and Treasury will then discuss how to make up for mis-allocated funds from other parts of the budget, and will make a plan to make sure that similar mistakes do not occur in the future.

2. If the Assistant Treasurer, Head Treasurer, the Vice Treasurer, or the Vice President receives a request for disbursement of funds for an item or service that they are not sure meets the requirements for the category under which the money is being requested; or if they receive a request for disbursement of funds for an item or service that they are not sure the Senate would approve for Student Body ownership because of liability concerns; or if, for any other reason, they question the status of the request, then they will refer all such questionable disbursements to the Head Treasurer for approval (or the Vice Treasurer if the Head Treasurer is unavailable). The current disbursement system does not allow funds to be disbursed without the approval of another Treasurer.

3. As specified by the procedures outlined in the Signator's Handbook, the Business Office (with Treasury approval) may write checks for a specific amount to a particular vendor in the budgeting process or through Finance Committee,

- a. Purchases deemed too large to be paid out of pocket can be purchased on the Treasury purchase card with the use of a debit card form made available to the signators.
4. The Assistant Treasurer has weekly meetings with a Business Office representative regarding Business Office and Senate relations.
5. The Head Treasurer, the Vice Treasurer, or the Assistant Treasurer will not disburse funds beyond those in possession of the Student Body.
8. In cases where disbursement is being made directly to Reed College in payment for college services provided to more than one organization, Treasury will transfer the funds from the Student Body account to the respective Reed College departments.
9. The last day the Head Treasurer, the Vice Treasurer, or the Assistant Treasurer will accept disbursement requests (except in emergency situations and for organizations that operate in between semesters) will be determined by the Treasury and reported to the Signators during Signator training. This goes for checks the Business Office writes and Treasury approves as well.
10. Funds for organizations (and miscellaneous activities that Senate funds) that do not go through the Funding Poll will be recorded/allocated when the budget is predetermined.

#### E. Acceptance of Funds

1. The safe in the office will be used for emergency situations in which the Head Treasurer, the Vice Treasurer, or Assistant Treasurer must accept cash for revenue. The Head Treasurer, the Vice Treasurer, the Assistant Treasurer, and the Vice President will each have access to the safe for the length of their office; at the end of their respective tenures, they will relinquish their access to the next holders of their respective offices.

#### F. Accounting

1. The Head Treasurer, the Vice Treasurer, and Assistant Treasurer should attend each Senate Public and executive meetings to inform and advise the Senate of the financial state of the Student Body.
2. Each month the Vice Treasurer will prepare a bank reconciliation. This reconciliation will be used to verify or correct the current checkbook balance. A report of the reconciliation, including any discrepancy between the bank balance and the ledger balance and any corrections made to the ledger, will be included in the Vice Treasurer's monthly report to the Senate as described in Article II, Section 4, Part F(ii). If the Vice Treasurer is unable to complete the bank reconciliation on any particular month, it will be completed by the Head Treasurer.
3. All payroll will be paid through the services of the Business Office of Reed College. The Head Treasurer will coordinate with the Business office to issue student paychecks. In cases of financial need, the Head Treasurer or Vice Treasurer may advance to a student who is paid regularly by the Student Body a quantity of funds not to exceed those funds the

student is expected to earn during the month. The Head Treasurer or Vice Treasurer must submit a record of Senate's approval for this advance to the Business Office within three working days, and the advance must be deducted from the next paycheck of the student. The Head Treasurer will not make advances without the approval of the superior of the student, or when the student body does not have the funds to support it. The total amount of advances in any given month may not exceed \$3000.00.

4. The Student Body does not need to accept responsibility for those charges made in the name of the Student Body without approval, whether such charges were made by signators or by other students.

5. All records of a financial nature will be kept for a minimum of seven years.

6. At least a digital hardcopy and a computer file will be kept on every organization, including the Senate. All important bank transactions must be documented in hardcopy. The Head Treasurer, the Vice Treasurer, and Assistant Treasurer must update these files every week by recording all changes to each organization's finances.

7. Every fall/summer, the Head Treasurer will confirm with the business office that an audit has been completed.

#### G. Signators

1. The Head Treasurer, the Vice Treasurer, and Assistant Treasurer will provide to signators upon request information regarding the total remaining funds for each organizations.

2. Before the date of Signators' Training, the Signator's Handbook should be revised and distributed in coordination with the Office for Student Engagement. The Vice President and Treasurer will review the Signator's Handbook each summer, make changes as necessary, and make it available to the Reed Community. The Handbook will describe the practical expectations of signators.

3. No current Treasurer or Executive of the Senate be: a) the signator for any organization; or, b) an officer (defined as a member involved in the finances of the organization) in any organization other than the Senate.

## Section 2.5 Organization Finances

#### A. Signators

1. The signator of an organization will be defined as that member who accepts financial responsibility for an organization or an event. Student body organizations may have more than one signator. Signators must be currently enrolled and matriculated members of the Student Body. The signator will be responsible for submitting a budget request to the Senate, approving and accepting responsibility for all disbursements made for the organization, and managing the finances of the organization. The signator of each organization must sign a statement of financial responsibility each semester that they hold the position of signator. In those cases where Senate has allocated organizational space, the

signator will ensure that the space meets all applicable codes and policies of Reed College and the City of Portland. Any fines incurred due to code violations will be the sole responsibility of the signator.

2. Students who act as signators and submit disbursement requests as signators but have not been approved by Senate or have not completed a statement of financial responsibility will be held personally responsible for all disbursements made under their signature and all debts that they incur. Hence, if any student in any organization submits a disbursement request and receives funds for which the official signator refuses to sign, then the Head Treasurer, the Vice Treasurer, or Assistant Treasurer must charge said student's Business Office account for the amount that the organization was not authorized to spend.

3. The Head Treasurer, the Vice Treasurer, and the Assistant Treasurer may charge the Business Office account of a signator with an amount to be specified by the Senate if the signator overspends the expenditure category limits of their organization or misappropriates student body funds. Such a charge must be approved by the Senate and must not exceed the amount by which the signator overspent or misappropriated, except to cover bank or legal fees incurred by the overspending. A signator's Business Office account may also be charged if they provide inadequate documentation of their expenditures.

4. Signators for organizations for which it is difficult to retrieve all the revenue checks before the end of the semester can be exempt from incurring fines for late repayment from the Senate, provided that they make arrangements with the Head Treasurer to have all the revenue in before an agreed upon and documented date.

5. A signator may be suspended and/or removed from office if they act in an irresponsible manner, especially but not exclusively within regards to the financial matters of their organization. Such an action would follow the course described in (2.4.F.4). Any signator removed from office may not be a signator for the period of one year, unless otherwise specified by the Senate.

6. Senators who are signators will not be present for the discussion of funding decisions for their organization(s). Senators may present budgets but are not permitted to participate in the decision-making process. Senators may not vote to allocate money to organizations they signate.

## B. Accounting

1. All revenue of an organization must be surrendered to the Head Treasurer within fifteen business days of its receipt. The Head Treasurer, Vice Treasurer, or Assistant Treasurer will produce a receipt for the signator, detailing the amount received and the date on which it was received, for each deposit of revenue to the Head Treasurer or Vice Treasurer. A receipt must also be retained from the bank following the deposit of this money and filed under the organization.



2. Organizations may collect revenue if they have gotten permission from the Head treasurer. If they are approved to keep their revenue, they may ask for this revenue to be placed in a designated pool of money from which they can pull funds with the supervision of Treasury. This pool of money will continue from semester to semester, ie. Senate will not reabsorb unused funds into the general fund at the end of a semester.
3. Stop payments will be issued on all checks declared 'lost' by the signator, and a charge will be made against the organization for replacement of such checks equal to the cost of the stop payment.
4. The responsibility for producing receipts for all disbursements for an organization will rest in the hands of the signator, no matter to whom the check is written.
5. All wages will be paid through the Business Office. Fees for performers and public speakers and other similar one-time payments will not be considered wages.
6. All expenditures must be appropriate to the objectives and budget of the organization, as approved by the Senate.

### C. Independence

1. An organization will be defined as any group with a signator that submits a budget request to the Senate. Any group that does not request an allocation of funds from Senate can opt to be independent from the Student Body and not considered a Reed Club. Groups that request loans from the Student Body may still be considered independent groups, so long as payment on these loans is reasonably assured.
2. An independent group may not use the name, facilities, property, or resources of the Student Body or of Reed College in such a manner as to earn a profit. Nor will any independent group make any charge to any account of the Student Body, whether maintained by the Treasurer's office or the Business Office.
3. No independent group will be the financial responsibility of the Student Body in any way.
4. No independent group will use the name of Reed College or the Reed Institute or the Reed College Student Body without the explicit written permission of each entity.
5. Senate funds student publications for the distribution of content within, to, and for the Reed Community. Senate-funded publication beyond this community will be contingent on a meeting between the editors of the publication and a senate representative, as well as a majority approval of Senate each semester. All publications must allow content creators to opt-out of general distribution.

## Section 2.6 Oversight and Review

### A. Student Body Property and Financial Records

1. It will be the responsibility of the Treasury to ensure that inventories of substantial items are updated and maintained for any organizations requesting funding from the student body.
2. The Student Body President and Vice President will have access to all financial records of the Student Body. Furthermore, it is the duty of the Student Body President and Vice President (and of all the members of Senate in general) to oversee the actions of the Head Treasurer, Vice Treasurer and Assistant Treasurer and to ensure that the Head Treasurer, Vice Treasurer and Assistant Treasurer are fulfilling their responsibilities as put forth in these Bylaws.
3. During the academic year, the Head Treasurer, and Vice Treasurer, Assistant Treasurer, and Vice President will meet at least once every two weeks with the Director for the Office of Student Engagement to discuss matters pertaining to Student Body Finances.
4. The Head Treasurer or Vice Treasurer shall, upon request of the Director for the Office of Student Engagement, provide any financial records of the Student Body.
5. The Director for the Office of Student Engagement will have no signatory authority over any Student Senate funded organization.

## **Article III. Senate and Student Body Committees, Boards, and Managers**

**The Senate maintains several Senate-only committees which manage finances and hiring processes: Appointments Committee, Finance Committee, and the Student Opportunity Subsidy Committee. Additional information (which may be more current) on the function of the Appointments Committee is available in the Appointments Committee Handbook. The Senate appoints student members to other committees and boards organized by the College. The Senate appoints a Secretary to record minutes. The Senate may begin an honor process on behalf of the Reed community.**

### Section 3.1. Senate Committees

#### A. Appointments Committee

1. The Senate Appointments Committee will interview candidates for all positions appointed by the Senate, and present to the Senate recommendations for appointments to those positions.
2. Short descriptions of all available positions will be written by the App Comm Chair to be published in Student Body Info and social media published by the Senate Secretary prior to interviews. Available positions will also be announced at public senate meetings in the same period, when possible. Appointments may be published elsewhere at the Committee's discretion.

3. The Committee will be composed of five participants, excluding the Chair. The Committee can include Treasurers in addition to the assigned senators.
4. The presence of two-thirds of the committee, including the Chair will constitute quorum for a meeting of the Appointments Committee.
5. In order to recommend an appointment to the Senate, the Appointments Committee must vote to approve the recommendation by a minimum standard of one less than consensus. If there is more than one dissenting vote for a particular recommendation, reopen deliberation.
6. Before its final meeting in each Senate term, the Appointments Committee will review the status of all paid positions to which students have been appointed. It is up to the discretion of the Appointments Committee Chair to review other positions to which students are appointed.
7. In instances where an appointed student has failed to perform the full duties of their role, the Appointments Committee may recommend the removal of that student from their appointment. To recommend an appointee's removal, the Committee must vote unanimously. The Committee may only vote after making a reasonable effort to ascertain the appointee's track record in their position, whether by consulting with the appointee or their supervisor. Because the Appointments Committee oversees the appointments of many different types of positions, specific guidelines pertaining to individual positions are to be recorded in the Appointments Committee Chair Handbook.
8. In instances where an elected student position is paid through student body funds, the Appointments Committee may not recommend the removal of that student from their role.
9. All recommendations for removal from an appointed position require a two-thirds majority vote from the whole Senate.
10. The Appointments Committee will invite Guests to Question Review and Interviews that relate to the position being hired. The Guests will be understood as advisers to the Committee, providing knowledge of the position based on their previous experience and familiarity. All advisers will attend question review, participate in the interviews and in an initial deliberation of the applicants. Guests invited cannot exceed 4. All advisers will have one vote each. The Senate members of the Appointments Committee and the guests will participate in the vote for the final recommendation to Senate.
11. The deliberations of the Appointments Committee are confidential to the participating members of the Committee and the rest of Senate. All guests to the Appointments Committee will be held to the same standards of professionalism and confidentiality as the Senators on the Committee.
12. If a Senator on the Appointments Committee applies for an appointed position, that senator will not participate as a member of the Committee for the duration of the appointment process for that position. Similarly, if the Chair applies for an appointed position, they should appoint an interim Chair for the appointment.

13. Decisions made by the Appointments Committee will be based on a candidate's knowledge, skills, and abilities relevant to those required for the duties of the position. In order to judge these qualities in candidates, the Appointments Committee may only consider information defined as admissible; the standard of admissibility of such information is to be maintained in the Appointments Committee Handbook. These decisions will be free from patronage and from discrimination against protected classes (see Reed's Discriminatory Harassment and Sexual Misconduct Policy for a complete list of protected classes). All members of the Appointments Committee will undergo hiring and anti-bias training at the beginning of the semester.

14. The Appointments Committee Chair will be responsible for advertising all open positions, accepting applications and scheduling interviews. The Chair will be responsible for leading the interview process, and briefing all participants on the nature of the position being filled, the standard of admissible information, and the deliberative process. The Chair will also be responsible for keeping a record of all students appointed, all positions that the Appointments Committee is responsible for, the duration of the terms of those positions, and at what time of year each appointment must be conducted. This record will be passed down to the next Chair during training.

15. The Appointments Committee Chair will be selected by the current semester's Senate for the following term by secret-ballot majority vote. Candidates will be all members of the incoming Senate. The vote will occur after elections results have been confirmed but before the end of the term, at Inferno. Should the Chair position become vacant between semesters, the Student Body President may appoint an interim Chair until the next semester's Senate can meet to select a new Chair from among its members.

#### B. Finance Committee

1. The Finance Committee will have the responsibilities outlined above in (2.2.F)

#### C. Student Opportunity Subsidy Committee

1. The Student Opportunity Subsidy Committee will have the responsibilities outlined above in (2.1.D.2).

2. The SOS Chair must be a member of the incoming Senate or Treasury

#### D. Establishment of Other Committees

1. Other standing committees may be established as needed by a majority vote of the Senate. These additional committees may also be dissolved by a majority vote of the Senate.

## Section 3.2 Student Committees and Boards

### A. Composition of Student Committees and Boards

1. All student vacancies and means of appointment will be publicized.
2. Appointees to the following positions will be ratified by a two-thirds vote of the entire Senate:
  - a) All student Judicial Board members
  - b) All student Honor Council members
  - c) All Restorative Justice Coalition members
  - b) All Student Body Treasurers
  - e) All Renn Fayre Czars
  - f) All Paideia Czars

All other appointments will be ratified by majority vote of the Senate.

3. In cases where an appointment to one of these positions must be made during Summer Recess, Winter Recess, or at any time when the Senate is not expected to meet within the following two weeks, the Student Body President will make an interim appointment for these positions. The Student Body President should notify the Senate of all interim appointments as they happen, but will also notify the Senate at the first regular meeting of the Senate following the date of interim appointment.
4. If the Student Body President makes an appointment without the recommendation of the Senate Appointments Committee, they must notify the Senate at its next regular meeting. At this time the Senate may revoke the appointment by a two-thirds vote. If the Senate does not invalidate the appointment at that time, then it is assumed that Senate approved the appointment.
5. The Student Body President will be an ex officio non-voting member of all Senate-appointed Committees and Boards except the Judicial Board.

### B. Removal of Members of Student Committees and Boards

1. All appointments to Senate Committees or Boards will be terminated automatically upon departure of the appointee from that office, whether by resignation, recall, or expiration of term.
2. A Senate committee member may be removed from that committee only by two thirds majority vote of the Senate. Such a vote will be based on the judgment that the member's performance has been egregious and unacceptable.

### C. Governance of Student Committees and Boards

1. Unless specified otherwise in this document or in its own bylaws, each committee or board will choose its own chair. Meetings will be called by the chair(s) or at least one half

of the voting members. Quorum will be one half of the voting members. Decisions will be rendered by majority vote of those present.

2. The Senate will have jurisdiction over all Committee bylaws. Committee bylaws and bylaw changes must be approved by the Senate to be valid.

## Section 3.3 The Secretary

### A. Appointment of Secretary

1. The Student Body President, upon the recommendation of the Appointments Committee, will appoint a Secretary by the end of the first week of classes of the fall semester. This Secretary's term will begin from the time of their appointment on the first day of classes of the next school year and run until the last executive day of classes of that appointment year.
2. The Senate may dismiss the Secretary by a majority vote. The Student Body President will then appoint a new Secretary.

### B. Responsibilities of the Secretary

1. The Secretary will produce minutes of each official meeting of the Senate and make the approved minutes public. The minutes will include, at the least:

- a) The date of the meeting
- b) The names of those present
- c) All motions recognized by the chair
- d) A clear record of each Senator's vote in each vote taken.
- e) Major points made in discussion

And ideally,

- a) A complete transcript of the meeting

2. The Secretary will distribute a preliminary version of the minutes to all Senators before the next regular meeting of the Senate. The Senate may amend this preliminary version and approve it (by majority vote). The Secretary will make public that part of the approved minutes which does not cover an executive session, via a written memo in SB Info.

3. The Secretary will maintain a digital version of a Senate Record. The Record will contain all Senate minutes and SCAPP minutes up to the present, insofar as such documents are available. The Senate may, by a majority vote, direct the Secretary to include a document in the Record and the Secretary will do so. The Secretary will make these documents available to every Senator. At the end of the semester, the Secretary will forward a copy of these documents to the incoming Secretary.

## Section 3.4 The Advocate of the Student Body

A. The Student Senate may initiate honor processes against members of the Student Body or the Community at large if by the unanimous consent of the voting members they feel sufficiently injured as a body to pursue such action. In such cases Senate will appoint a representative to take action on behalf of Senate. The advocate for Senate will report to Senate and follow the proper community grievance procedures.

## **Article IV. Student Body Elections**

**The inclusion of Election Czars is the most important element of any Senate/Quest election because it ensures a fair campaign process. It's vital for Election Czars to not be a former or current member of the Senate in order to prevent any sort of preferential treatment or bias against a candidate running for office. In order to minimize the popularity aspect of elections and focus as much as possible on merit, it is the Election Czars' job and current members of the Senate to not express bias.**

## Section 4.1 Conducting Elections

### A. The Election Czar

1. Before the midpoint of each semester the Senate will appoint at least one (1) enrolled Reed student to be Elections Czar(s). The term of office for the Elections Czar(s) will end at the end of the semester of their appointment.
2. Elections Czars will not offer preferential treatment including but not limited to advertising for one particular or giving special advice to one candidate running for office which they would not offer to all candidates.
3. The Elections Czar(s) will be removed from the position either upon presentation of a signed resignation to the Student Body President, or upon approval by at least two-thirds (2/3) of the Senate of a motion to remove.
4. The powers and duties of the Elections Czar(s) will be as set forth in the Student Body Elections Handbook
5. The Student Body Elections Bylaws will define the procedures to be followed in each election for a student office.
6. Election Czars may not be former executive members of senate, and senators must have been out of their positions for at least one full semester before becoming election czars.

## Section 4.2 Validating Elections

### A. Validation Process

1. An election for any student office will be considered valid if and only if the required number of students cast ballots in the election and the Senate accepts the results reported by the Elections Czar(s).
2. If an election for any student office is found not to be valid for any reason, then one (1) week will be allowed for the nomination of the new candidates for the office, and another election will be held in which the quorum will be one tenth of the student body.
3. All normal elections must reach a quorum of 30% of the Student Body in order to be considered valid.

## Section 4.3 Election of Student Body President, and Student Body Vice President, and Student Senators of the Student Body and Student Senators

### A. Timing of Elections and Inauguration

1. For terms beginning at the conclusion of fall semester, nominations for the offices of Student Body President and Vice President and for any open Senate seats (chosen in accord with Article III of the Student Body Constitution), for the terms beginning at the conclusion of the fall semester, will be opened no later than one week after the Monday after Fall Break, and will be due a minimum of two weeks later, leaving enough time for candidates to submit their statements to the Election Czars.
2. For terms beginning at the conclusion of spring semester, any vacancies will be filled by an additional election, submissions for which will be opened at the latest by the Monday after Spring Break, and will be due between two and three weeks later, leaving enough time for elections to occur before Renn Fayre.
3. The Student Body President, Vice President, and Student Senators will take office at the conclusion of the semester in which they were elected, and serve a term of one year. Terms for newly-elected senators begin on the day immediately following the last day to submit written work (as determined by the Registrar). Terms for the newly-elected President and Vice President begin on the 15th of January.

### B. Nominations

1. Nominations for the offices of Student Body President and Vice President will be by petition of 50 members of the Student Body; those for Student Senator will be by petition of 25 members of the Student Body.
2. The Elections Assembly will be held on a weeknight following the closing of nominations. Balloting will be conducted the week immediately following the Elections Assembly.



## Section 4.4 Selection and Succession of Quest Editorial Board

A. The Quest Editorial Board will be selected by the means outlined in the Quest Bylaws.

## Section 4.5 Filling Vacant Student Offices Outside Election Periods

### A. Filling Executive Offices

1. The Vice President of the Student Body will immediately fill any vacancy of the Student Body Presidency, and will serve until the next regular Presidential election. The Student Senate will immediately choose a Senator to fill any vacancy of the Student Body Vice Presidency. The new Vice President will resign from the office of Senator and serve as Vice President until the next regular election for that office.

2. In the case of the Vice President's departure premature of their term's expiration, the Student Body President will call a special executive session wherein every Senate member will vote on the Senate candidates who wish to pursue the open office of the Student Body Vice President. Any senator may indicate that they wish to pursue the vacant office at the beginning of this executive session, and upon doing so will give a reasoning behind their candidacy. This appointment will be approved by a majority vote of the Senate, so long as neither the current president, nor the head treasurer vote against the majority approved Student Body Vice President candidate.

### B. Filling Senate Seats

1. Vacancies in the office of Student Senator will only be filled if at least one of the following two conditions is met: 1) the position becomes available on or before the Monday following the conclusion of Fall or Spring Break, 2) the vacancy would result in fewer than eight senators in office.

a. If either or both of these conditions is met, the seat will be immediately filled from among the unsuccessful candidates ranked higher than no quorum for these offices at the last regular election, in the order that they placed within that election. In the following manner: the candidate who received the highest vote total will fill the first vacancy; the candidate with the next highest vote total will fill the second vacancy, and so forth.

b. Student Senators selected in this manner will serve until the next regular election, whereupon new Senators will be elected to fill the remainder of the terms.

2. If there were no unsuccessful candidates ranked higher than no quorum for the office of Senator during the most recent regular election, then the vacancy will be filled by a special election within two weeks of the resignation.

3. If the position is vacated between semesters when school is not in session, the vacancy will be filled by a special election held within two weeks of the commencement of the next academic session.

D. All special elections (for both executive and senate seats) will be governed by the rules applying to the regular election procedure for the office in question.

## **Article V. The Student Committee on Academic Policy and Planning**

**The Student Committee on Academic Policy and Planning represents student interests in academics. The Committee writes memos, proposes policy, and provides feedback to the Committee on Academic Policy and Planning. The Committee is composed of senators and students hired by the Appointments Committee. SCAPP meets regularly and meetings are open to the Reed Community.**

### Section 5.1 Function and Meetings

#### A. Mandate

1. The Student Committee on Academic Policy and Planning (SCAPP) will function as specified in the Reed College Community Constitution (Article V, Section 3), the Bylaws of the Constitution of the Faculty (Article IV, Section 3), the Student Body Constitution (Article V), and these Student Senate Bylaws.
2. SCAPP will meet at least as often as CAPP regularly meets, typically no less than three times per month while school is in session. All SCAPP meetings will be publicized and open to the Reed Community.

### Section 5.2 Composition

#### A. Membership

1. SCAPP will consist of nine members of the Student Body:
  - a. At least one of these nine members of the committee will be a member of the Student Senate, who will serve for terms of one semester. This member or these members will report upon SCAPP meetings to the Student Senate.
  - b. The other members of the committee will be appointed by the Senate, upon the recommendation of the Appointments Committee. Appointments will occur at the end of the semester before the term begins.
2. The tenure of an appointed SCAPP member will last until their enrollment at Reed terminates.

- a. Appointed SCAPP members must attend the majority of committee meetings in a given semester in order to continue their tenure, unless they cannot reasonably be expected to attend due to extenuating circumstances.

#### B. Chairs

1. SCAPP will appoint one or two chair(s) from among its members at the beginning of each semester for a term of one semester. The chair(s) will call and preside at SCAPP meetings, hold signatory authority for SCAPP funds, and fulfill other duties specified in the Reed College Community Constitution.

#### C. Delegates to CAPP

1. SCAPP will weekly choose two or three delegates to CAPP or faculty from its members, one of whom will be a chair. These delegates will represent SCAPP at CAPP meetings, and will report upon these meetings to SCAPP.

## **Article VI. The Student Committee on Diversity**

**Currently, the Student Committee on Diversity and Inclusion consists of a mixture of Senators, MRC and SEEDS employees, and representatives of the Student Body. It is important to have a variety of opinions in these meetings in order for projects and proposals made by SCOD as representative of the college's needs as possible. Because SCOD projects are oftentimes independent from Faculty COD and Staff COD (and they only meet once a month), SCOD will meet at least once every two weeks while school is in session.**

### Section 6.1 Mandate

#### A. Mandate

1. The Student Committee on Diversity (SCOD) will function as specified in the Reed College Community Constitution (Article V, Section 3), the Student Body Constitution (Article V), and these Bylaws.
2. The mission of the Student Committee on Diversity Committee (hereafter, SCOD) will consist of three main endeavors, presented in order of importance:
  - a. Represent student concerns about diversity to the administration and advocate for a more pluralistic curriculum
  - b. Ensure that diversity is relevant to the processes and principles of student governance at Reed

c. Coordinate with other campus groups to foster mindfulness and inclusivity of different voices

3. SCOD will meet at least as often as Committee on Diversity (COD) regularly meets, typically no less than two times per month while school is in session. All SCOD meetings will be publicized on Student Body Info and open invitation to the Reed Community through the Senate Public Calendar.

4. Currently, the Student Committee on Diversity and Inclusion consists of a mixture of Senators, MRC and SEEDS employees, and representatives of the Student Body. It is important to have a variety of opinions in these meetings in order for projects and proposals made by SCOD to be as representative of the college's needs as possible. Because SCOD projects are oftentimes independent from Faculty COD and Staff COD (and they only meet once a month), SCOD will meet at least once every two weeks while school is in session.

#### B. Reporting & Delegation to COD

1. Once a semester, the SCOD will present a report at an open Senate meeting. This report will include suggestions for any initiatives the SCOD believes the Student Senate should undertake around issues of diversity among the student body and institutional practices of the college.

2. SCOD will choose two or three delegates from its members to represent SCOD at COD meetings. SCOD delegates will participate in COD meetings, will present formal recommendations to COD by form of memo, and will report upon these meetings to SCOD and to the Student Senate.

### Section 6.2 Composition

#### A. The SCOD will consist of nine members of the Student Body.

1. One member of the committee will be a member of the Student Senate, who will serve for at least one semester.

2. One member of the committee will be a student staff member of Students for Education, Equity, and Direct Service, who will serve for at least one semester.

3. One member of the committee will be a student staff member of the Multicultural Resource Center, who will serve for at least one semester.

4. The other members of the committee will be appointed by the Senate, upon the recommendation of the Appointments Committee, for terms of one year.

5. Appointments may occur at the beginning of each semester. It should be the goal of Appointments Committee that SCOD includes members of the community that will represent or advocate for the marginalized voices of the Reed Community in regard to issues on diversity and inclusion.

### C. Chairs

1. SCOD will appoint one to two (1-2) chairs from among its members for a term of one year. The chair(s) will call and preside at SCOD meetings. The chair(s) will also be required to attend all COD meetings.
  - a. If there are two chairs, they may alternate their attendance at COD meetings.

## **Article VII. Rules and Procedures for Meetings**

**The Senate holds one weekly public meeting, led by the President. Public is open to the Reed community and attended by representatives of many college offices. The Senate can hold a confidential executive session at any time to discuss sensitive topics or information. A regular executive session is held once a week and led by the President.**

### Section 7.1 Rules for Meetings

#### A. Procedure

1. Meetings should be conducted according to Robert's Rules of Order and in accordance with these bylaws. However, violations of Robert's Rules of Order during public and executive session will not be considered in violation of the bylaws.
2. Senate will meet once a week publicly, and the time of Senate meetings will be advertised to the general Reed community.
3. The Student Body President of the Senate will lead all meetings unless they are unavailable, in which case the Vice President will act as the President.
4. Quorum for voting in all Executive Senate sessions will be 2/3rds of all voting members, unless otherwise specified within these bylaws.

### Section 7.2 Executive Session

#### A. Initiating Executive Sessions

1. A majority vote of the Senate is required to initiate an executive session except in those instances where executive session is mandated by these bylaws.

#### B. Emergency Executive Sessions

1. Executive session will be used to discuss matters and to communicate information, which, in a public setting, would have the possible consequence of making an individual or group suffer unnecessary harm or discomfort. These matters include, but are not limited to:

- a. Those concerning potential, present, or previous personnel, including but not limited to senators, elected officials, Senate's appointees, and signators;
- b. Cases brought to the Student Accountability Groups or other matters pertaining to Senate's business with the Judicial Board; and
- c. Matters in which confidentiality is required by duly enacted community documents and policies, as well as local, state, and federal law.

Executive session should also be used to foster community among Senate and discuss matters which are in-process/not yet relevant for the public.

#### C. Regular Executive Sessions

1. Regular executive sessions should be conducted on a weekly or, at least, biweekly basis as a space for senators, treasurers, and executive officers to discuss projects and issues which are not yet fit for the public.
2. During these sessions, senators, treasurers, and executives should present committee reports, and discuss issues on campus which merit debate and discussion before being presented in public session.

#### D. Executive Session Confidentiality

1. All proceedings held in executive session in person and electronically are considered confidential and will not be discussed with members of the community who were not invited to participate in the executive session.

### Section 7.3 Confidentiality

#### A. Confidentiality and Confidentiality Violations

1. All communications, electronic and in-person within official Senate spaces (Slack, Email, any group chats, Executive Sessions, etc.) are confidential (not to be shared with non senators, treasurers, or executives). Confidentiality is partially at the discretion of individual senators and treasurers, meaning that each member of the group is responsible for
  - a. If a Senator or Treasurer violates confidentiality, they are responsible for reporting this violation to the Senate executives. The executives will work with the person who broke confidentiality in order to repair trust and to address any other issues which arise.
  - b. If a Senator or Treasurer violates confidentiality in an egregious way: meaning that they share information in a manner which violates the honor principle, and intentionally does not report the violation to the executives, then this violation will be considered a potential honor violation, and the executives will consult with honor groups to find an appropriate resolution.

## Section 7.4 Voting

### A. Senators' Voting

1. Each senator has the right to one vote in all senate meetings. The procedure for each vote should follow the guidelines outlined in Robert's Rules of Order.

### B. Treasurer's Voting

1. Each treasurer (Head, Vice, and Assistant) may vote in all senate meetings (including executive session and public meetings), and will have voting status equivalent to any senator or the vice president.
  - a. In situations in which "elected" status is internally deemed important for the participants in a certain vote, (this determination should be made internally within the treasury, with final say given to the head treasurer, and in consultation with the President and Vice President. This can also be determined by a 2/3rds majority vote of senators) then the treasurers should come to an internal consensus and will cast one collective vote.
2. Treasury consultants will not be allowed to vote in any senate meetings (executive session or public meetings).

## **Article VIII. Amendment and Suspension of Bylaws**

**The Amendments and Suspension of the Bylaws must be approved by two-thirds vote of the full Senate. The date of Amendment must be written at the top of the Bylaw document. The Bylaw Committee must review the Bylaws once every two years and the Senate must approve the Bylaws by two-thirds vote at that time. During the time period in which the Bylaws are not being reviewed, the Senate must keep record of any suggestions or concerns brought forth by the Student Body.**

## Section 8.1 Amendment of Senate Bylaws

### A. Bylaw Review Committee Mandate and Amendment Process

1. The Bylaw Review Committee (BRC) must review the Bylaws once every two years and the Senate must approve the Bylaw review by two-thirds vote at that time.
  - a. During the time period in which the Bylaws are not being reviewed, the Senate must keep record of any suggestions or concerns brought forth by the Student Body. If a major issue arises during this period, Senate is welcome to convene an emergency BRC whose purview will be set at its creation and which will be dissolved as soon as the review/edit is complete.

- b. The BRC should be co-chaired by two senators during each review process, and should consist of at least one executive member (president and/or vice president), at least two other senators, and at least one treasurer (head or vice).
    - c. If the work of the BRC is conducted outside of the academic year, then the chairs should consult with the Treasury in order to seek out stipends for its members if funding is available.
  2. These bylaws may be amended only by two-thirds (2/3) vote of the Senate. The date the amendment passed will be recorded at the top of this document. All non-senate groups affected by changes to the bylaws should be consulted in the amendment/editing process, and alerted when the review is complete. The newly amended bylaws will be made available in all online and hard copy locations where such documents are stored. The Senate Secretary will be responsible for maintenance of such records, as outlined in (3.3.B).

## Section 8.2 Suspension of Senate Bylaws

### A. Suspension Process

1. These bylaws, in part or in full, may be suspended by a two-thirds (2/3) vote of the full Senate for a specified period of time. These bylaws, in part or in full, will be reinstated at any time by a two-thirds (2/3) vote of the full Senate.
  - a. Suspension of the bylaws can be announced in SB info and by any other means which can effectively communicate 1. The reason for suspension and 2. The duration and meaning of a bylaw suspension.
  - b. At the time of a bylaw suspension, the Senate should record in executive session minutes a statement explaining the purpose and duration of the bylaw's suspension.

## Section 8.3 Violation of Senate Bylaws

### A. Assessing and Addressing Violations

1. If a Senator, Treasurer, or Executive notices a violation of the bylaws, they are obligated to report it in the next executive session.
  - a. The Senate will then be obliged to decide whether the violation is broadly relevant to the student body. If so, the Senate will inform the whole student body of the violation, its impacts, and any actions taken to repair the error.
  - b. If Senate, in discussion, decides that the violation was relatively unimpactful or only impacted a distinct process, then the senate will either A. reach out to a select group of student leaders to make amends or B. make a plan to repair the error internally.



Approved February 6th, 2022