



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

B. Liaisonship

1. Senate will appoint a liaison or liaisons to work closely with liaisons chosen by SHARE.

a.



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.

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



semester. During Funding Circus, the Treasury will again notify the presenting party of

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



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.

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

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. M    MMM    M allo



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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

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 of



## 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.

## 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 Czar.



## 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.





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 M f member of Students for Education,

### 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.

## 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.

- 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

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- 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