

# THE CONSTITUTION OF THE SELF-GOVERNMENT ASSOCIATION OF THE UNDERGRADUATE SCHOOL OF BRYN MAWR COLLEGE

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## ARTICLE I: NAME

The name of this association shall be the Self-Government Association of the Undergraduate School of Bryn Mawr College, hereafter known as SGA.

## ARTICLE II: PURPOSE AND GOALS

### **Section 1: Purpose**

The purpose of SGA shall be the governance of the undergraduate student body and to uplift the voices of marginalized communities.

### **Section 2: Authority**

The President and the Dean of the College shall, through the Honor Code, entrust the SGA with exclusive management of all matters concerning the conduct of students in their college life which do not fall under the exclusive jurisdiction of the authorities of the College, the Faculty, or Residential Life.

### **Section 3: Role**

Under the Bryn Mawr College Honor Code and Self-Government Association Constitution, Bryn Mawr College undergraduates take responsibility for governing themselves in academic and social matters, as well as playing an active and fundamental role in the life of the College. The oldest self-governing association in the nation, the SGA is composed of all candidates for a Bryn Mawr A.B. degree. SGA represents the concerns and needs of the undergraduate body to the administration.

### **Section 4: Privileges Granted**

As members of the association, undergraduates are entitled to attend weekly Assembly meetings and voice their opinions, participate in a variety of SGA-sponsored events, groups, film series, magazines, newspapers, and traditions, as well as vote in elections that send student representatives to various committees, the Board of Trustees and the SGA Assembly. It is the hope and expectation of self-governance at Bryn Mawr College that all students will be able to find a place, group, or activity, and raise concerns in the most effective, responsible and satisfying way possible.

### **Section 5: Composition**

The SGA's organization includes the Executive Board, Representative Council, Honor Board, Appointments Committee, and many appointed committees, boards, and representatives.

### **Section 6: Importance of Plenary**

Plenary shall be held twice during each academic year (once each semester) in accordance with Article VIII, Section 2. A quorum of one-third of the undergraduate student body is required to pass all proposals, amendments to the Constitution, and resolutions. The Constitution must be reaffirmed each spring semester.

### **Section 7: Communication with Body**

The Self-Government Association will make available meeting minutes to all students. Brief announcements are also tweeted via the username @bmcsga and/or posted through Facebook and Instagram via the Bryn Mawr College Self-Government Association page.

## **ARTICLE III: MEMBERSHIP**

### **Section 1: General Eligibility**

Any candidate for a Bryn Mawr A.B. degree and any undergraduate who resides on the Bryn Mawr campus shall be a member of SGA.

All SGA members have the right and responsibility to vote in all general and dorm elections as outlined in Article VIII and Article VII, Section I. All SGA members have the right and responsibility to attend Plenary.

### **Section 2: Honorary Membership**

Upon the recommendation of two current members of SGA and approval of the Assembly, honorary life membership may be conferred upon any past member of SGA who has rendered notable service to Bryn Mawr College. Honorary members shall have none of the obligations but all of the privileges of membership in SGA except those of making motions, voting, and holding office.

## **ARTICLE IV: THE ASSEMBLY**

### **Section 1: Composition and Purpose**

#### **Subsection A: Composition of the Assembly**

SGA shall entrust its governance to the elected members of Assembly, which shall consist of the Executive Board, the Representative Council, and the Honor Board.

#### **Subsection B: Purpose of the Assembly**

The Assembly shall represent the interest of SGA to the College.

#### **Subsection C: Composition of the Executive Board**

The Executive Board shall consist of the President of SGA, Vice-President of SGA, Treasurer of SGA, Secretary of SGA, Head of the Honor Board, and Chair of Social Justice & Equity.

#### **Subsection D: Candidate Status of the Assembly**

Officers of the Assembly shall be elected as specified in the Elections Bylaws and shall assume office immediately for a term of one year and/or until a successor takes office. The student shall be a candidate for a Bryn Mawr A.B. degree.

A person may concurrently hold more than one position specified in Article II, Section II, of this Constitution but may not vote twice. Voting for the second position must be done via proxy. The proxy voter must be a person from the same committee, Dorm Leadership Team, or AMO group.

#### **Subsection E: Responsibilities of the Assembly**

As representatives of the student body, members of the Representative Council, Appointed Positions, Appointments Committee, Honor Board and the SGA Executive Board are held to the highest standards of the Honor Code.

Each assembly member is expected to attend their respective meetings.

### **Section 2: Authority**

#### **Subsection A: Constitutional Authority**

The authority of the Constitution and Bylaws shall bind all matters connected with the Assembly. All matters not prescribed by the articles of this Constitution shall be subject to parliamentary authority, unless such authority is inconsistent with this Constitution.

#### **Subsection B: Parliamentary Authority**

The Assembly may adopt as its Parliamentary Authority the Rights of Plenary in conjunction with the Social Honor Code.

**Subsection C: Right to Petition**

Members of SGA have the right to present a petition signed by one-third of the members of SGA to the Secretary of SGA in order to:

- (A) Convene a meeting of SGA
- (B) Convene a special meeting of the Assembly
- (C) Convene a special meeting of any committee or body of officers
- (D) Request any matter of concern be referred to a vote of SGA
- (E) Address matters involving SGA Common Treasury Dues

## **ARTICLE V: THE EXECUTIVE BOARD**

### **Section 1: Composition and Purpose**

#### **Subsection A: Purpose of the Executive Board**

The Executive Board shall meet regularly to discuss concerns, share information, and review progress of the Assembly. Each member of the Executive Board shall attend meetings of the Representative Council.

#### **Subsection B: The President of SGA**

The office of the President may be held by only one person at any one time. The duties of the President shall include:

1. Presiding over meetings of the Representative Council.
2. Overseeing, organizing and planning weekly meetings with SGA E-Board.
3. Calling and presiding over meetings of SGA and the Assembly when necessary.
4. Acting as a liaison between faculty and administration and students, and representing the undergraduate body whenever called upon to do so.
5. Having frequent meetings with the Dean of the College to relay concerns of the student body.
6. Representing SGA at the Board of Trustees meetings.
7. Ensuring Plenary takes place once a semester, ordering t-shirts and Plenary packets.
8. Ensuring the Big Cheese Forum takes place once a semester, recruiting Cheeses, organizing facilitators and note-takers. This is a panel of administrators or other people with power at Bryn Mawr College, with the goal of creating more transparency for students.
9. Holding weekly office hours in an accessible location.

#### **Subsection C: The Vice-President of SGA**

The office of the Vice-President may be held by only one person at any one time. The duties of the Vice-President shall include:

1. Make themselves available for questions regarding the appointments process in April and September (and optionally in November).
2. Establishing interview times for applicants during appointments rounds; interviewing applicants in person or on video chat.
3. Conducting midterm check-in meetings or reviews with committee heads.
4. Running monthly meetings with the committee heads to create collaboration between heads.
5. Overseeing and updating Appointment descriptions on the SGA website towards the end of the Vice President's term.
6. Checking in with the members of Representative Council at least once per semester to ensure they are performing their duties as set forth by the Constitution.

7. Scheduling meetings with any appointed student who does not respond to three emails checking in about the progress of the committee or board, to discuss the individual's position and the future of the committee or board. If the appointed student does not respond to this request, they will be removed from the position and the position will be reappointed during the next round of appointments.
8. Ensuring appointed students are aware of the resources they have at their disposal, including leadership workshops, on-campus resources, and SGA Budgeting.
9. Ensuring all Committee heads have access to the Committees Drive.
10. Being a member of the Executive Board and attending weekly E-Board meetings.

#### **Subsection D: The Treasurer(s) of SGA**

The office of Treasurer(s) of SGA may be held by a single individual or co-held by up to two people at one time. In order to be eligible to hold the office of Treasurer, an individual must have been appointed to and served as an active member of the Student Finance Committee for at least one complete semester. It shall be the duty of the acting Elections Head(s) to confirm that all candidates running for this office fulfill this requirement. The duties of the Treasurer(s) of SGA shall include:

1. Overseeing the SGA budget and keeping track of SGA account activities.  
Administering the funds of SGA and serving as its adviser in financial matters.
2. Calling and presiding over meetings of the Student Finance Committee, and representing them when called to do so. The Treasurer(s) must also offer training and supervision to SFC members.
3. Ensures that all SGA funded events are free to all SGA members. The Treasurer(s) shall offer support, help, and advice to club leaders in dealing with financial matters.
4. Hosting Budget Workshops for the student body prior to accepting and reviewing budget requests.
5. Reviewing and auditing the budgets of every club or committee which receives SGA Common Treasury Funds.
6. Allocating SGA budgetary funds to student activities. Assigning budgets such as club budgets, special event budget, residential life budget, Plenary budget, etc.
7. Weekly, working with the Finance Committee to submit reimbursement requests from clubs/students to accounts payable.
8. Working closely with officers from Student Activities, Controller's office, the Board of Trustees to deal with financial matters.
9. Calling a meeting of the financial officers of any and all campus organizations when necessary.
10. Attending the Undergraduate Liaison meeting and Finance Committee meeting with the Board of Trustees.
11. Being a member of the Executive Board, attending weekly E-Board meetings, and holding an office hour.

### **Subsection E: The Secretary of SGA**

The office of Secretary may be held by only one person at any one time. The duties of the Secretary shall include:

1. Giving notice via email of all SGA and open Assembly meetings, as well as sending any correspondence as directed by the President.
2. Keeping minutes, attendance, and time of all meetings of SGA. Making the minutes and presentation slides accessible after weekly SGA meetings.
3. Keeping the necessary records of the Representative Council, including resignations, and keeping a current list of Assembly members.
4. Setting the Agenda of the Representative Council meetings.
5. Upholding the Attendance Policy at SGA meetings as per the Bylaws.
6. Appointing an assistant if necessary.
7. Being an expert on the Constitution and meeting procedures.
8. Working closely with the Committee on Institutional Memory's Web Designer(s) to keep the website or other means of distributing information up to date. Maintaining the SGA Drive, including reformatting the constitution for comprehensibility in collaboration with the Constitutional Review Committee.
9. Being a member of the Executive Board and attending weekly E-Board meetings.

### **Subsection F: The Head of the Honor Board**

The Office of the Head of the Honor Board may be held by only one person at any one time. In order to be eligible to hold the office of Head of the Honor Board, an individual must fulfill at least one of the following prerequisite requirements:

- a. Having been elected to and having served for at least one academic year (this year can include the semester during which they are running for office) as a representative to the Honor Board.
- b. Having served in any position or capacity on the Conflict Resolution Committee for at least one semester, and having attended a conflict resolution training facilitated by the Honor Board during their time serving.

It shall be the duty of the acting Elections Head(s) to confirm that all candidates running for this office fulfill at least one of these requirements. The duties of the Head of the Honor Board shall include:

1. Calling and presiding over meetings of the Social and Academic Honor Boards. The Head of the Honor Board shall direct the consideration of cases arising from the possible violation of the Honor Code.
2. Administering an arbitrary selection of the four rotating members of the Social Honor Board.
3. Organizing the Academic and Social Honor Code orientations for first-years during customs week.

4. Attending, upon invitation, faculty meetings to discuss the Academic Honor Code and how it relates to professors.
5. Attending, upon invitation, Residence Council meetings to discuss Social Honor Code concerns.
6. Overseeing a committee of 8 students that shall comprise the Honor Board.
7. Having the responsibility to make known to SGA the procedures and decisions of the Honor Board, as well as the Academic and Social Resolutions, in the form of anonymous abstracts. These abstracts shall be written shortly after resolution is reached and shall be released as prescribed by the Honor Code.
8. Being a member of the Executive Board and attending weekly E-Board meetings.

### **Subsection G: The Chair of Social Justice and Equity**

The office of Chair of the Social Justice and Equity Committee may be held by only one person at any one time. The duties of the Chair of Social Justice and Equity shall include:

1. Serving as a liaison between the Pensby Center and the Representative Council.
2. Spending at least one hour every two weeks in conversation with the full time and/or student staff of the Pensby Center.
3. Acting as a liaison between the Community Diversity Advocates and the assembly.
4. Guiding the Executive Board and the Representative Council towards wider goals of diversity and inclusion.
5. Presenting briefly every semester on the various talks, panels, and discussion groups that they convened including topic, number of participants, and ideas on how to build on this work in.
6. Working with AMO leaders in preparation for Night Market. Coordinating a semesterly or quarterly meeting with all AMOs.
7. Meeting with the Equity Chair and History Advisory Committee.
8. Working with the E-Board and relevant AMO leaders and Committee Heads to spearhead events such as Black History Month and Strike 101.
9. Voting in the Representative Council meetings and participating in achieving Representative Council's long- and short-term goals. Being a member of the Executive Board and attending weekly E-Board meetings.

## **Section 2: Authority**

### **Subsection A: Presidential Authority**

The President shall have the authority to interpret the Constitution when necessary in consultation with the Head of the Honor Board and another member of the Executive Board.



## **ARTICLE VI: THE REPRESENTATIVE COUNCIL**

### **Section 1: Composition and Purpose**

#### **Subsection A: Purpose of the Representative Council**

The Representative Council shall act as the Voting Body of the Assembly and SGA. Representatives shall attend and participate in the Representative Council meetings. Representatives will vote on behalf of the representative's constituents in Representative Council meetings. Representatives may serve on committees formed by the Representative Council. Representatives shall participate in achieving the Representative Council's long- and short-term goals.

#### **Subsection B: Composition of the Representative Council**

The Representative Council shall consist of:

- A. Affinity of Multicultural Organizations (AMO) Leaders
- B. Class President(s) from each class year
  - a. Senior Year President(s)
  - b. Junior Year President(s)
  - c. Sophomore Year President(s)
  - d. First Year President(s)
- C. Dorm President(s) from each residence hall
  - a. Batten
  - b. Brecon
  - c. Denbigh
  - d. Erdman
  - e. Merion
  - f. New Dorm
  - g. Pembroke East
  - h. Pembroke West
  - i. Radnor
  - j. Rhoads North
  - k. Rhoads South
  - l. Enid Cook '31 Center
  - m. Rockefeller
- D. Elected Student Representatives
  - a. Activities and Orientation Assistants Representative
  - b. Athletic Association Representative
  - c. Board of Trustees Representative(s)
  - d. Career and Civic Engagement Representatives
  - e. Independent Major Representative(s)
  - f. McBride Representative

- g. Off-Campus Representative(s)
  - h. Pensby Center Representative
  - i. Representative(s) to the Faculty
  - j. Representative(s) to the Tri-College Consortium
  - k. Transfer Representative(s)
- E. Heads of Committees
- a. The Access Services Committee (Led by elected role of Access Services Representative)
  - b. The Bryn Mawr Concert Series Committee
  - c. The Committee on Institutional Memory (Led by elected role of the SGA Archivist)
  - d. The Conflict Resolution Committee
  - e. The Constitutional Review Committee
  - f. The Elections Board (Led by elected Election Heads)
  - g. The Film Series Committee
  - h. The Financial Aid Advisory Board
  - i. The Gender Inclusion Committee
  - j. The Health Center Advisory Board
  - k. The Outreach and Communications Committee
  - l. The Plenary Committee
  - m. The Seven Sisters Committee
  - n. The Social Committee
  - o. The S.TEAM Committee
  - p. The Student Workers Committee (Led by the elected role of Student Workers Representative)
  - q. The Student Finance Committee
- F. Heads of Councils
- a. The Campus Safety Council (Led by internally-elected Campus Safety Committee)
  - b. The Green Ambassadors Council (Led by internally-elected Campus Greening Head)
  - c. The Major Council (Led by internally-elected Major Council Head)
  - d. The Residence Council (Led by internally-elected Residence Council Head)
  - e. The Student Curriculum Council (Led by internally-elected Student Curriculum Head)
  - f. The Traditions Council (Led by elected role of Traditions Mistexes)
- G. Members-At-Large

## **Section 2: Purpose and Importance of Representative Council Roles**

### **Subsection A: Affinity of Multicultural Organizations (AMO) Leaders**

The Affinity of Multicultural Organizations Leaders will participate in the Representative Council. Each year, the Eboard, with coordination from the Chair of Social Justice and Equity, will update the list of all AMOs to ensure all AMO leaders are included in Repco votes.

### **Subsection B: Class President(s)**

The office of Class President may be held by up to two people. The duties of the Class Presidents shall include:

1. Voting in the Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.
2. Being in charge of all class functions for their respective classes.
3. Being liaisons between their respective classes and the Assembly.

### **Subsection C: Dorm President(s)**

The office of the Dorm President(s) may be held by up to two persons per dorm at one time. For more information on the role of the Dorm President, see Article VII, Section 2.

### **Subsection D: Elected Student Representatives**

Elected Student Representatives work to represent student groups to SGA, and often to represent SGA interests to other groups around the campus. Occasionally, students may be elected to be Heads of Committees or Heads of Councils, in which case their role is listed in the Committee Head or Council Head Section. For more information, see Section 3.

### **Subsection E: Heads of Committees**

Committees and Boards are considered to be the same type of organization. Committees will have heads selected by the Appointments Committee unless otherwise specified in their description. A list of Committees and their roles can be found in Article V. Committees may present a Plenary resolution in order to start selecting leadership through internal election.

### **Subsection F: Heads of Councils**

Councils are larger organizations, often involving Dorm Leadership. Councils elect heads internally via full-council election unless otherwise specified. A list of Councils and their roles can similarly be found in Article V.

### **Subsection G: Members-at-Large**

There may be no more than six Members-at-Large at any one time. The duties of the Members-at-Large shall include:

1. Voting in the Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.

### **Section 3: Roles of Elected Student Representatives**

#### **Subsection A: Activities and Orientation Assistants Representative**

The offices of the Activities and Orientation Assistants Representative may be held by one person at a time. This person must be an AOA on campus.

The duties of the Activities and Orientation Assistants Representative will include:

1. Acting as a representative of the AOAs and liaison between the SGA and the group.
2. Voting in the Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.

#### **Subsection B: Athletics Association Representative**

The offices of the Athletics Association Representative may be held by one person at a time.

The duties of the Athletics Association Representative will include:

1. Serving as liaison between the Assembly, Department of Physical Education and the Student Athlete Advisory Committee.
2. Representing the concerns of student athletes on Bryn Mawr Campus to SGA.
3. Voting in the Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.

#### **Subsection C: Board of Trustees Representative(s)**

The offices of Board of Trustees Representatives is an elected position that may be held by two people at any one time. The duties of the Board of Trustees Representatives will include:

1. Meeting with the Board of Trustees and representing the student body at those meetings.
2. Serving as liaisons between SGA and the Board of Trustees of Bryn Mawr College.
3. Reporting back to SGA about important information that came up in Board of Trustees meetings.
4. Reporting important SGA information to the Board of Trustees.
5. Voting in the Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.

#### **Subsection D: Career and Civic Engagement Representatives**

The offices of Civic Engagement Representative and Career and Professional Development Representative may each be held by only one person at any one time. The Civic Engagement

Representative and the Career and Professional Development Representative will consult and share one vote representing the Career and Civic Engagement Center in the Self-Government Association Representative Council.

The duties of the Civic Engagement Representative shall include:

1. Regularly attending meetings of the Civic Engagement staff.
2. Serving as a liaison between CE and the Assembly.
3. Sitting in on SFC budgeting as necessary, with the capacity to be involved in the transportation aspect of budgeting for Community Service and Activism groups as an informant, not as a decision-maker.

The duties of the Career and Professional Development Representative shall include:

1. Attending meetings of the CPD staff and serving as a liaison between the CPD and the Assembly.
2. Serving as a liaison to SGA-funded groups who might benefit from CPD resources, when necessary.

The duties of both Representatives shall include:

1. Voting in the Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.

### **Subsection E: Independent Major Representative**

The offices of Independent Major Representative may be held by two people at any one time. The Independent Major Representative is appointed as a junior, and this role is a two year commitment; as a junior, this person will work with the previously appointed IMR, and will tutor the next IMR as a senior. They should be an active member of campus and have knowledge of many departments.

The duties of the Independent Major Representative will include:

1. Organizing an email list of all Independent Majors as each semester begins.
2. Calling a meeting each semester with all Independent Majors to discuss their needs on campus and how best to represent their concerns to SGA.
3. Helping students with the Independent Major application process.
4. Helping advise Independent Major students in what courses to take.
5. Voting in the Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.

### **Subsection F: McBride Representative(s)**

The Office of the McBride Representative may be held by two people. If there are two people holding office, only one Representative is required to be present at meetings of the Representative Council. The duties of the McBride Representative(s) shall include:

1. Being responsible for the representation of the McBride Scholar Members at each meeting of the Representative Council and being the liaison between the Assembly, the McBride Scholar Members, and SGA.
2. Calling and presiding at all meetings of the McBride Scholar Members. The McBride Representative(s) must call at least one such meeting each semester of the academic term.
3. Voting in the Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.

### **Subsection G: Off-Campus Representative(s)**

The Off-Campus Representative(s) work to represent the concerns of non-resident members of SGA, including commuter students and students residing at Haverford.

The office of the Off-Campus Representative may be held by up to two people. A Bryn Mawr student residing at Haverford may not hold this position on their own (except in the case that no other students run), but may co-hold this position. The duties of the Off-Campus Representative(s) include:

1. Representing the non-resident members of SGA at each meeting of the Representative Council and being responsible for communication between the Assembly and the non-resident members of SGA.
2. Acting as a support system for non-resident members of SGA, including students residing at Haverford.
3. Calling a meeting of all non-resident students at least once per semester, much in the way a dorm president would call a meeting.
4. Voting in the Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.

### **Subsection H: Pensby Center Representative**

The office of Pensby Center Representative may be held by only one person.

The duties of the Pensby Center Representative shall include:

1. Serving as a liaison between the Office of Intercultural Affairs and the Assembly.
2. Spending at least one hour every two weeks in conversation with the full time and/or student staff of the Pensby Center.
3. Serve on the Elections Board.
4. Voting in the Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.

### **Subsection I: Representative(s) to the Faculty**

The office of Representative to the Faculty may be held by up to two people. The duties of the Representative(s) to the Faculty shall include:

1. Attending each Faculty meeting and representing SGA at each meeting of the Faculty.
2. Being responsible for communication between the Faculty and its committees and the Assembly.
3. Voting in the Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.

### **Subsection J: The Representative to the Tri-College Consortium**

The Representative to the Tri-College Consortium works to improve communications between the SGA boards of Bryn Mawr, Haverford, and Swarthmore.

The office of The Representative to the Tri-College Consortium may be held by up to two people. These may be any student majoring or minoring at either Haverford or Swarthmore campus. The duties of the Haverford Representative(s) shall include:

1. Attending Haverford College Student Council meetings at the discretion of the office-holder and at the request of the Assembly. Occasions on which the student attends Student Council meetings instead of Representative Council shall not be counted as absences from Representative Council.
2. Communicating with the Haverford Students' Council and Swarthmore Student Government Organization (SCCS) in an effort to increase collaboration among the three schools, as well as represent the needs of students at Bryn Mawr to its Consortium members.
3. To whatever degree possible, directly attend any SGA meetings at Swarthmore as requested by the Representative Council or Assembly. If this is impossible, the student may appoint a proxy to attend.
4. Voting in the Representative Council votes, attending all SGA meetings (with the above exception), and participating in achieving the Representative Council's long- and short-term goals.

### **Subsection K: Transfer Representative**

The Transfer Representative works to represent the concerns of Transfer students on campus. The offices of Transfer Representative may be held by one person at any one time.

The duties of the Transfer Representative will include:

1. Representing the concerns of Transfer students on campus.
2. Keeping an email list of Transfer students and holding a meeting once per semester aimed towards easing transition.
3. Working to create support networks for Transfer students on campus.
4. Voting in the Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.

## **Section 4: General Procedures of Committees and Councils**

### **Subsection A: Procedure of Committees, Boards, and Councils**

Committees and Boards are the same type of organization and will have heads selected by the Appointments Committee. Councils will elect heads internally via full-council election.

All committees, boards, and councils shall be responsible for providing information to and receiving suggestions from the community in so far as the subject matter falls within their jurisdiction as stated in this document. Tasks of the committees will serve to support the needs of the community.

All committee, boards, and council heads shall report to the Representative Council when called upon to do so and/or once a semester.

All committees, boards, and councils are responsible for documenting their procedures for future generations of SGA to consult and learn from. At the end of each semester, all committees and councils will ensure their folder in the Committees Drive is entirely updated with documentation of their events and procedures in the preceding year.

New Committees may be created under the purview of the Executive Board, by a petition of 10% of the Representative Council, or by a Petition of SGA as per guidelines listed in the Constitution Article IV, Section 2C.

New Committees may be formalized and placed into the Constitution after two years of their existence. In order for a new Committee to be formalized, the Vice President and Executive Board must describe their function and current accomplishments before the Representative Council.

### **Subsection B: Elections and Membership**

All Committees will be appointed by the Appointments Committee unless otherwise noted in the Constitution.

All Heads of Committees and Boards will be selected by the Appointments Committee. All Councils will elect Heads internally via a full-council election unless otherwise noted in the Constitution.

Students applying to be general Committee, Council, or Board members must be current members of the Self-Government Association (i.e. an undergraduate student matriculated at Bryn Mawr College).



### **Subsection C: By-Laws**

Any committee, board, or council is encouraged to form its own Bylaws to be subordinate to and compatible with this document. All committees operating under Bylaws shall submit them to the Executive Board. Master copies of all Bylaws must be kept in the Committees Drive, overseen by the Vice President.

### **Section 5: Authority of the Representative Council**

Authorities given to the representative council include:

1. The Representative Council may make recommendations to the Faculty, Administration, and other relevant members of the campus community on behalf of SGA.
2. The Representative Council, at their own initiative, may establish long- and short-term goals for SGA.
3. The Representative Council may register a vote of confidence for a committee's change in Bylaws, a committee's recommendation to the Administration, or other matters brought to the Representative Council which are deemed prudent. The Representative Council may, by a two thirds vote, change its own Bylaws.
4. The Representative Council shall establish new committees by vote.
5. A meeting of all members of SGA, not including Plenary, may be called by a vote of the Representative Council.

A meeting of the Representative Council may be called by a vote of the Representative Council, the President of SGA or by petition signed by 10% of the members of SGA.

### **Section 6: Responsibilities of the Representative Council**

#### **Subsection A: Meetings**

The Representative Council shall hold a weekly meeting open to all members of SGA to discuss campus concerns. Issues for the meeting may be referred by members of SGA and Representative Council.

At the beginning of each semester, the Representative Council shall vote on an established meeting procedure to be followed for the duration of the term of the Executive Board. These shall be established as the Representative Council Bylaws and placed in the SGA Drive for posterity and as a resource to future Representative Council members. The Representative Council must vote to ratify its Bylaws each year, and are encouraged to review and debate any non-functional elements.

Additionally, under the guidance of the SGA President, the Representative Council and Executive Board shall consult on a list of general Goals for the year. Keeping in mind the

values and purpose of SGA, these goals should aim to further community well-being, build community trust in SGA and the Honor Code, pursue antiracism, and improve upon existing structures of SGA.

### **Subsection B: Single Position Voting**

If two members hold one position, only one Representative is required to be present at meetings of the Representative Council. Each position on Repco holds one vote. If two or three people are holding the office, they will share one vote rather than having two.

### **Subsection C: Responsibilities**

All meetings of the Representative Council shall be publicly announced and the agenda posted three days in advance. Minutes of each Representative Council meeting shall be distributed to SGA each week in accordance with the Bylaws.

## **Section 7: Voting Procedures of the Representative Council**

### **Subsection A: Voting Procedures**

A quorum shall be required for any vote and shall consist of two-thirds of the voting members of the Representative Council.

All members of the Representative Council, except the Executive Board, shall have one vote.

The Voting Options shall be:

In favor of the Motion

Against the Motion

Abstain, which shall be included in the count for quorum but shall count neither for nor against the Motion. As a member of SGA, one has the right not to vote, which shall count against quorum.

All voting shall be by simple majority unless otherwise specified. The President shall vote in case of a tie.

The Representative Council may vote on proposals brought before it by any source. The proposals may be referred to the appropriate committee.

### **Subsection B: Voting in Absentia**

An absentee vote on a specific previously announced question may be submitted in writing to the Secretary of SGA prior to the meeting at which the vote is to be taken, on the condition that significant changes in the question have not been made. Otherwise, the

absentee vote shall not be counted in the final tally. Neither a proxy nor an absentee vote shall be counted as being present.

**Subsection C: Special Rules**

The Representative Council shall approve, by two-thirds vote, any change in Common Treasury Dues. The Representative Council shall approve, by two-thirds vote, the Bryn Mawr and Bi-College budgets in full at the beginning of each semester.

A two-thirds vote shall require that two-thirds of those present vote and that two-thirds of those voting agree.

A decision by consensus may be requested by two-thirds of all members present.

A roll call vote may be requested by any member of the Assembly and the results shall be placed in the minutes.

Voting may be done by hand or written ballot at the discretion of the President.

## **ARTICLE VII: COMMITTEES AND COUNCILS**

### **Section 1: The Appointments Committee**

#### **Subsection A: Membership**

The Appointments Committee shall consist of the Vice-President of SGA and four members of SGA who are not members of the Assembly to be chosen through the appointments process. The Vice-President shall be responsible for the Committee's report to the Representative Council and for the Committee's agenda.

The Appointments Committee shall make all Association appointments in accordance with their Bylaws and promptly inform the Representative Council of recent appointments.

#### **Subsection B: Procedures**

The Committee works by consensus, and, in extenuating circumstances, one and only one member may step out of the vote. Should an Appointments Committee member be unable to fulfill the obligations of the committee, and the committee does not have the requisite number of members to run a round of appointments, then the Vice President may ask the Head of the Honor Board to sit in on the round.

If the Committee cannot reach a decision, the appointment shall go before the Representative Council to be decided by a simple majority vote. The Committees will be appointed on the basis of expressed needs of the community members, the SGA voting Assembly, and other College entities (Dean's office, Admissions etc.).

All proceedings and material of the Committee are confidential. Records will be kept for a period of five years.

#### **Subsection C: Recollection**

The decision of the Appointments Committee may be recalled through either of the following methods:

- SGA may submit a petition containing the signatures of one-third of SGA stating their opposition to the Committee's decision.
- The Representative Council may recall the appointment by a two-thirds vote.

If an appointment is recalled, the Committee must re-appoint the position.

### **Section 2: The Access Services Committee**

The Access Services Committee will represent students with access concerns to SGA and serves as liaison between Access Services and SGA to help raise awareness about disabilities concerns and access issues on campus, including with the athletic department,

as some individuals who require help are athletes that receive injuries in the middle of a season. The committee is responsible for creating active engagement and discussion among students, staff and faculty.

The duties of the Access Services Committee will include:

1. Holding a meeting each semester to open the floor to students on campus facing accessibility issues.
2. Holding regular meetings with the Coordinator of Access Services to bring forward student concerns.
3. Working closely to support any groups on campus dedicated to helping students facing access issues.

The offices of Access Services Committee Head may be held by two elected individuals at any one time . The duties of the Access Services Committee Head will include:

1. Guiding and delegating goals of the Committee.
2. Voting in Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.

### **Section 3: The Bryn Mawr Concert Series**

#### **Subsection A: Purpose, Selection, and Role of the Committee**

The Bryn Mawr Concert Series will work to establish performances on campus at the desire of SGA to fill a gap in campus programming. A Bryn Mawr Concert Series Event shall be defined as an event featuring a performing artist brought to campus and funded by the Bryn Mawr Concert Series Fund.

The Appointments Committee shall appoint up to three people to serve on the Bryn Mawr Concert Series Committee, and the voting members of the Bryn Mawr Concert Series shall internally elect three other officers. Voting membership shall be determined by active membership for at least one semester. The position of Bryn Mawr Concert Series Head may be held by up to three people, to be appointed by the Appointments Committee. They must each have served as an officer for at least one semester.

The duties of the members of the Bryn Mawr Concert Series Committee shall include:

1. Performing all tasks as delegated by the Bryn Mawr Concert Series Heads.
2. Attending the weekly general meeting each week.

The duties of the Bryn Mawr Concert Series Heads shall include:

1. Getting in touch with and actively communicating with bands/musicians throughout the concert planning and execution process.

2. Coordinating contract signing.
3. Coordinating PR and publicity.
4. Coordinating space reservation.
5. Researching and maintaining a clear budget.
6. Participating in tech set-up
7. Filling out the appropriate paperwork (party forms, etc).
8. Working in hospitality towards the client.
9. Delegating all of these tasks as needed to the Committee.
10. Voting in Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.

### **Subsection B: The Bryn Mawr Concert Series Fund**

At the end of every semester, the Bryn Mawr Concert Series Head(s) shall create a budget in consultation with the Treasurer, including a list of events with an estimated date, genre, and cost, to then be approved by the Representative Council. At the beginning of the next semester, the Bryn Mawr Concert Series Head(s) shall present a more finalized schedule to the Representative Council.

The source of funding for the Bryn Mawr Concert Series Fund can be derived from any SGA account at the discretion of the Treasurer, also at the approval of the Representative Council.

The Bryn Mawr Concert Series Head(s) shall be responsible for allocating the Bryn Mawr Concert Series Fund in accordance with their Bylaws to events on campus that fall under the definition of a Bryn Mawr Concert Series Event as defined in Article VI, Section XII, Subsection C.

The Bryn Mawr Concert Series Head(s) may co-sponsor Bryn Mawr Concert Series Events with other campus organizations but they will be held solely responsible for the allocation of the Bryn Mawr Concert Series Fund.

### **Section 4: The Committee on Institutional Memory**

The Institutional Memory Committee shall be headed by the SGA Archivist and comprised of up to seven additional members of the SGA, four General Committee Member(s), 1-2 AMO Historian(s), and 1-2 SGA Web Design Specialists. Members of the Committee shall be appointed by the Appointments Committee in the fall or spring semester; the role of the SGA Archivist is an elected position. The Committee's mission is to preserve the institutional memory of the Self Government and AMOs on the SGA Website. It will accomplish this in the following ways:

1. Working alongside Special Collections and Bryn Mawr College's Archivist to ensure all documents are digitized and available on the SGA Website.
2. Maintaining the SGA Archives as easily accessible for all.
3. Completing exit surveys and oral histories of the Executive Board.

Students applying to be general committee members must be current members of the Self-Government Association. Additionally, they should be creative, passionate about the committee's mission, and willing to approach tasks with an open mind. Individuals will be asked to complete tasks alone and in collaboration with other committee members or departments. Lastly, all committee members should approach problem-solving with a positive attitude!

Duties of general Committee Members shall include:

1. Assisting in the collection of oral and written histories from members of the SGA.
2. Transcribing historical documents and recordings.
3. Updating the public SGA Archive via Wordpress.
4. Attending bi-weekly meetings as called by the SGA Archivist.

At least one member of the Committee shall serve as the Affinity Group Collaborator and be responsible for collaborating with Affinity Organizations. At least one member of the Committee shall serve as the SGA Web Design Specialist. These roles may be selected by the Appointments Committee or internally by the club, at the Appointments Committee's purview.

Duties of the Affinity Group Collaborator shall include:

1. Maintaining the findings aid, a section within a digital archive that allows searches for specific materials, for AMOs on SGA's public archive.
2. Maintaining and update a list of contacts for each affinity organization (i.e. if possible: the email of the historian of the organization).
3. Sharing primary documents contained in the SGA archives with associated affinity organization(s). Notifying affinity organizations when either new information about them (i.e. plenary minutes) or archived information, discovered in archived sources, is published on the archive.
4. Assisting general Committee members and attending bi-weekly meetings as called by the SGA Archivist.

Duties of the SGA Web Design Specialist(s) shall include:

1. Developing and sharing with future Web Designer(s) a familiarity with Wordpress.

2. Keeping in close contact with the Secretary, Committee on Institutional Memory, and Constitution Review Committee to update and list information on the website where necessary.
3. Updating, formatting, and digitally constructing the public archive of SGA.
4. Attending bi-weekly meetings as called by the SGA Archivist.

The position of SGA Archivist is an elected position, held by only one person.

The duties of the SGA Archivist shall include:

1. Calling and presiding over meetings of the Committee on Institutional Memory.
2. Attending meetings of the Representative Council in order to advise on issues relating to SGA. Presenting quarterly reports at Representative Council meetings on their findings that are relevant to current issues and discussions of the Representative Council and greater campus community.
3. Collaborating with the SGA Executive Board and Representative Council to grow institutional memory continuously.
4. Assisting in carrying out the SGA's long- and short-term goals.
5. Voting in the Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.

### **Section 5: The Conflict Resolution Committee**

The Bryn Mawr College Conflict Resolution Committee (CRC) is an SGA appointed committee that aims to aid students in resolving social issues.

The position of the Conflict Resolution Committee Head shall be held by up to two people as appointed by the Appointments Committee. The Committee shall be made up of no more than six members as appointed by the Appointments Committee.

The duties of members of the Conflict Resolution Committee shall include:

1. Holding meetings with students who bring forth concerns.
2. Mediating conflicts around campus as outlined by internal bylaws.
3. Working with the Honor Board to improve conflict guidelines over time.
4. Working to ensure values of inclusivity and antiracism are built into the Committee framework.

The duties of the Conflict Resolution Committee Head(s) shall include:

1. Coordinating training in consultation with the Head of the Honor Board each fall.
2. Coordinating advertisement of the Conflict Resolution Committee, including meeting with the Hall Advisors each fall via ResLife.
3. Scheduling monthly committee meetings.



4. Ensuring confidentiality occurs within all committee meetings and helping guide committee members towards improved mediation skills.
5. Voting in the Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.

### **Section 6: The Constitutional Review Committee**

The Constitutional Review Committee shall have the responsibility of updating the Constitution to fit the current needs and structures of the Assembly and community at large. The Committee shall submit all changes to the Constitution to the approval of the Representative Council by vote, and if desired, to the approval of SGA by vote at Plenary.

The position of the Constitutional Review Committee Head shall be held by up to two people as appointed by the Appointments Committee. The Committee shall be made up of no more than five members as appointed by the Appointments Committee.

The duties of the Constitutional Review Committee shall include:

1. Meeting with the Executive Board to assess board needs each semester.
2. Meeting each semester to brainstorm ideas for deep-running revisions.
3. Once per year, double-checking that all current Executive Board, Representative, Committee, and Council job descriptions are up to date, and making any necessary clarifications. Meeting directly with the Vice President to ensure all Committees and Councils are still extant and functional.
4. If Committees are not functional, working to improve or clarify any frameworks.
5. Working directly with the Plenary Committee to improve processes and, if wanted, offering to consult on any Constitutional Amendments created by other parties.
6. Working to improve frameworks of inclusivity and antiracism in the future Constitution.
7. Put forward a plenary resolution to review the biographies of Committees once a year and ensure their continued success.
8. Create biographies for all new Committees after two years of their existence.

The duties of the Constitutional Review Committee Head(s) shall include:

1. Coordinating all efforts and delegating edits where necessary.
2. Keeping strong connections with the Plenary Committee and SGA E-Board for quick communication.
3. Voting in the Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.

## **Section 7: The Elections Board**

The Elections Board shall consist of no more than five committee members and up to two heads. The Head of the Elections Board, sometimes referred to as Elections Head, may be held by up to two people, and is an elected position. The Head of Elections Board may appoint one or more assistants if necessary.

The duties of the Elections Board shall include:

1. Supervising publicity for all elected offices at the time of elections.
2. Organizing and running the Candidates' Forum before each set of elections.

The duties of the Head(s) of the Elections Board shall include:

1. Administering SGA's election system, assisted by the members of the Elections Board.
2. Convening, presiding over, and representing the Elections Board.
3. Updating the Elections blog, if extant.
4. Voting in the Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.

## **Section 8: The Film Series Committee**

The Film Series Committee works to plan the Film Series for the year and facilitate screenings during a few weekends each semester. The Film Series shows 5-7 films each semester on Friday and Saturday nights.

The Film Series Committee shall be composed of no more than four members from any class year as appointed by the Appointments Committee. The position of the Film Series Head(s) shall be held by up to two people as appointed by the Appointments Committee, each of whom must be current sophomores or juniors. All committee members must check and respond to emails over breaks.

The duties of the Film Series Committee shall include:

1. Helping to select films for each semester.
2. Advertising for the screenings, including posting film fliers around campus.
3. Maintain an Instagram account for the Film Series.

The duties of the Film Series Head shall include:

1. Leading the process of choosing the films which are shown on campus each weekend. The Head must be able to plan far in advance as films are chosen through a distributor at the beginning of each semester.
2. Communicating between Student Activities and film distributors to set up screenings.

3. Working with Mary Beth Horvath and Student Activities to advertise. Delegating any additional advertising each week for the screenings.
4. Holding regular meetings with the committee throughout the semester. Communicating plans and ideas to committee and delegating responsibilities.
5. Stepping in if something goes awry at the screenings.
6. Building or delegating a familiarity with Bryn Mawr's multimedia equipment.
7. Voting in Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.

### **Section 9: The Financial Aid Advisory Board**

The Financial Aid Advisory Board acts as a liaison between the students and the Financial Aid Office.

The Financial Aid Advisory Board shall be composed of no more than three members from any class year as appointed by the Appointments Committee. The position of the Financial Aid Advisory Board Head(s) shall be held by up to two additional people as appointed by the Appointments Committee. In order to fulfill the responsibilities of the position the Head must be a self-starter, persistent, good with time management, and able to communicate with multiple parties at one time.

The duties of the Financial Aid Advisory Board shall include:

1. Liasoning between students and the Financial Aid Office.
2. Innovating ways to make the financial aid process easier.
3. Organizing workshops with the Financial Aid Office tailored to answering questions students may have.

The duties of the Head of the Financial Aid Advisory Board shall include:

1. Delegating tasks to their committee.
2. Voting in Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.

### **Section 10: The Gender Inclusion Committee**

The Gender Inclusion Committee works to maintain an inclusive, welcoming, and safe environment at Bryn Mawr College for students of a wide range of gender identities. An emphasis is placed particularly on students with gender identities that may face more exclusion or are in a minority, such as students who identify as transgender, nonbinary, or may be gender-nonconforming. As understanding of gender evolves, it is the interest of this committee to help Bryn Mawr's administration and student body navigate what it means to be a Historically Women's College, and to create a better atmosphere and community on campus for students of all gender identities.

Duties and goals of the Gender Inclusion Committee will include:

1. Creating awareness about the broader spectrum of gender identities present on campus among students, staff, and administration
2. Creating a safe spect for students of all genders on campus
3. Gauging student interests and concerns regarding Bryn Mawr's policy, language, and actions regarding student gender identity.
4. Reacting appropriately to these concerns and expressing student opinion regarding these matters and expressing concerns to staff and administration.
5. Ensuring that Bryn Mawr policy and language surrounding student gender identity accurately reflects expression of gender in the student body.
6. Holding internal meetings bi-weekly or more in needed
7. Meeting with administration to discuss student feelings about gender acceptance and belonging on campus.
8. Creating informational resources to share online and on campus.
9. Holding events to help promote a feeling of belonging and acceptance.

Duties of the Head(s) of the Gender Inclusion Committee will include:

1. Guiding the entirety of the Committee in their mission.
2. Meeting with the other Committee Head to plan for general member meetings and determine goals for the committee.
3. Leading internal meetings with the entire committee.
4. Checking in with committee members to keep everyone organized, updated, and on-task.
5. When needed, being the source of communication with other Committee Heads and the SGA E-Board, including but not limited to attending Committee Head Meetings; and keeping record of the committee's activities and giving appropriate information to SGA to maintain internal memory.
6. Voting in Representative Council votes and participating in achieving Representative Council's long- and short-term goals.

## **Section 11: The Health Center Advisory Board**

### **Subsection A: Role and Responsibilities of the HCAB**

The Health Center Advisory Board acts as an advisory committee to liaison between the Health & Wellness Center (HWC) and the student body. The board aims not only to serve as a liaison but also as a learning opportunity regarding professional communication, graphic design, workshop/event development, and teamwork.

Duties of the HCAB will include:

1. Meeting with HWC staff monthly.

2. Meeting internally with the student board every week (subject to change based on the needs of the committee).
3. Communicates student experiences and concerns to HWC.
4. Communicating available HWC resources to the student body.
5. Planning campus-wide health-related events and workshops in collaboration with student organizations and campus staff and faculty (ie. Wellness Education Week or WEW in the Spring, and the Vaccination Card Protector decorating event).

The co-heads will consult the HCAB handbook, passed down internally each year, to guide their leadership. The duties of the co-heads will include:

1. Meeting with one HWC staff member from both medical and counselling services, who are assigned by HWC administration depending on the year and availability.
2. At the beginning of the semester, surveying each committee member to understand personal learning goals, campus wellness aims, and semester commitments that they would like to achieve during their participation.
3. At the end of the semester, meeting members to review their experience in HCAB and whether the board met their learning goals.
4. Voting in Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.

### **Subsection B: Makeup of the HCAB**

The Health Center Advisory Board shall be comprised of:

- A. Up to two co-heads (one a year older than the other to ensure smooth transition)
- B. 1-2 treasurers
- C. 1 secretary
- D. 1 archivist
- E. 3-4 publicity heads
- F. the remaining numbers for WEW spearhead

The committee should reach a maximum total of 13-14 members, with a number of roles subject to change based on the needs of the committee). HCAB co-heads and general members shall be appointed by the Appointments Committee, adhering to interview questions provided by current co-heads. Membership is a two-year commitment, but qualified seniors may still apply.

An internal election run by the co-heads will select the main 4 internal roles (treasurer, secretary, archivist, and publicity) from among the members elected during the second week at the beginning of the academic year; these members hold their position for the remainder of the academic year. New members appointed will be eligible for the WEW spearhead position in the first year, and can only apply for the other main roles in their second year.

Any of the permanent members of the Health Center Advisory Board may be removed after review for continuous misconduct or at their request. In the event that a main member (treasurer, secretary, publicity, archivist) is no longer fit to serve their role on the board, the Head shall appoint the most senior member of the board to fulfill said role. Any of the members of HCAB may choose to withdraw from the group so long as every main role is fulfilled, and only after meeting and working with co-heads in developing ways to best involve them given their capacity.

### **Section 12: The Outreach and Communications Committee**

The Outreach and Communications Committee assists the SGA executive board and committees in event planning, marketing, and advertising events.

The Outreach and Communications Committee shall be composed of no more than three members from any class year as appointed by the Appointments Committee. The position of the Outreach and Communications Committee Head(s) shall be held by up to two people as appointed by the Appointments Committee.

The duties of the Outreach and Communications Committee shall include:

1. Run the SGA Instagram and any other social media platforms.
2. Assisting in event planning.
3. Help in organizational branding.
4. Notify staff members about SGA activity.
5. Write any blogs as called for or helpful in the position.

The duties of the Outreach and Communications Head(s) shall include:

1. Communicating with groups on campus when questions are raised.
2. Ensuring other committee Heads are aware of the committee's willingness to assist in advertising.
3. Working to improve frameworks for SGA outreach.
4. Voting in the Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.

### **Section 13: The Plenary Committee**

The Plenary Committee works to organize and manage successful Plenaries once per semester.

The Plenary Committee should be composed of up to six members from all classes: up to two Plenary Committee Heads, and four committee members, each appointed by the Appointments Committee. All members must be available to attend both plenaries, and the

Plenary Committee shall be appointed no later than three months before the date set for Plenary. The member of the SGA EBoard working as the Plenary coordinator each academic year may participate in the Plenary Committee in an advisory capacity.

The duties of the Plenary Committee shall include:

1. Organize and conduct Plenary as per guidelines.
2. Informing the student body about Plenary (explaining what Plenary is and what Plenary has done in the past).
3. Designing and ordering Plenary t-shirts if student interest in these is at a level deemed reasonable by the Plenary committee and SGA EBoard.
4. Advertising and publicizing Plenary, including its date, location, resolutions, and results.
5. Hosting multiple Plenary writing workshops before each Plenary to guide students in their resolution writing process. In these workshops, members will give a presentation on the structure and writing of resolutions and answer resolution writers' questions and concerns.
6. Meeting directly with resolution writers in order to help writers edit their resolutions before they are submitted to a Representative Council vote and later, Plenary.
7. Connecting resolution writers to the relevant staff, administration, committees, or students that can best help them in enacting the actionable changes they propose in their resolutions. Communicating with the Constitution Review Committee about any major proposed changes to the Constitution so the Committee may choose to reach out to those students.
8. Attending each plenary.
9. Toward the end of the academic year, reviewing the progress and success of that year's two Plenaries and making recommendations to the Representative Council for the following year.

The duties of the Plenary Committee Head(s) shall include:

1. Acting as primary contact for resolution writers, SGA members, and the student body who have questions regarding the resolution writing process, what Plenary is, and other Plenary-related questions.
2. Communicating with the EBoard-Plenary coordinator about Plenary t-shirts; Representative Council's voting; and Plenary's date, time, and location.
3. Sending emails, or delegating the sending of emails, about Plenary workshops, including the times, dates, and locations of these events; advertisements for plenary; and encouraging the student body to vote to reach quorum.
4. Voting in the Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.

#### **Section 14: The Seven Siblings Committee**

The Seven Siblings Committee will work with the Seven Siblings Representatives from other colleges in preparation for upcoming Seven Siblings Conferences and events. This committee should be made up of motivated, creative individuals with good organizational skills, good skills working in a team, and experience or desire to gain experience planning large events.

The duties of the Seven Siblings Committee shall include:

1. Assist in planning logistics and brainstorming ideas relating to the Seven Siblings Conference in Fall or Spring semester. Attending any Seven Siblings Conferences possible.
2. Planning events and/or social opportunities for students amongst Seven Siblings colleges beyond the Seven Siblings Conference.
3. Building sustained connections between students at Bryn Mawr College and other Seven Sibling colleges.

The duties of the Seven Siblings Committee Head shall include:

1. Working together with Seven Siblings Representatives from Bryn Mawr College and other colleges.
2. Voting in the Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.

#### **Section 15: The Social Committee**

The Social Committee shall consist of five to seven members from any year as appointed by the Appointments Committee. The role of Head of the Social Committee may be held by up to two people.

The duties of the members of the Social Committee shall include:

1. Helping the dorm presidents with the planning, organization and advertising of larger campus parties, specifically the four major social events of Halloween, East/West, Winter Formal, and St. Patrick's.
2. Organizing, implementing and facilitating a campus wide student event calendar.
3. Continuing campus conversations about alcohol in addition to identifying what social problems exist in the community, and how we can go about solving them as a community.
4. For every committee member, working at a minimum of one major event/party each semester.

The duties of the Head(s) of Social Committee shall include:



1. Organizing and facilitating campus-wide programming, including delegating tasks. Leading the organization of the campus wide calendar.
2. Calling and presiding over meetings of the committee.
3. Voting in the Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.

### **Section 16: The Social Justice Taskforce Council**

The Social Justice Taskforce Council shall consist of at least six members. The Student Curriculum Council shall internally elect one Head.

The duties of the Social Justice Taskforce Council shall include:

1. Considering and acting on all Social Justice related issues either as selected by their purview or as delegated to them by the Chair of Social Justice and Equity.

The duties of the Head of the Social Justice Taskforce Council shall include:

1. Calling meetings of the Social Justice Taskforce Council.
2. Voting in the Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.

### **Section 17: The S.TEAM**

The purpose of the S.TEAM committee is to collect students representing interests from each STEM major, discuss issues, formulate solutions, and seek to implement changes through the appropriate channels.

Positions on this committee will include two Co-Heads, who may also serve as Liaisons or Major Reps; up to two Q Center Liaison(s); a CEC Liaison; and Major Representatives from Geology, Physics, Biology, Biochemistry, Chemistry, Mathematics, Engineering, and Computer Science. Physics and Engineering can be combined and Biochemistry can be a shared responsibility between Bio and Chem.

The role of the Major Representatives shall include:

1. At the beginning of each quarter, holding "town hall" meeting for each major to bring to light major-specific issues, events, and progress. At the end of each Major Rep Presentation, there will be a few minutes of suggestions regarding starting points as well as questions/comments from other Major Reps and Liaisons. The results of this meeting will be a list of "problem areas" to be resolved and discussed in future Solutions Meetings.
2. Holding, on a weekly or bi-weekly basis, Solutions Meetings that focus on specific problem areas, discussing the problem areas in relation to a few majors and

brainstorming solutions, based on other Reps' /Liaisons' knowledge and experiences.

3. At the beginning of each of these meetings, Major Representatives will check in with their progress in solving their own major-specific issues.
4. Surveying students within major about positive and negative aspects of their experiences, developing an understanding of problem areas, preparing short verbal presentations to advocate for these topics, and consulting necessary administrators, faculty, staff, committee members, etc about how to implement solutions.

The role of the S.TEAM Liaisons shall include:

1. If the Q Center Liaison, coordinating with and survey math and STEM students about their experiences with the Q center, communicating with the Q Center to find out the resources they have and still need, gaining an understanding of need areas, following up with appropriate groups based on meeting proceedings. Ideally, meeting with Q Center employees once per week.
2. If the CEC, communicating Major Rep and career development-related issues to CEC help formulate solutions, providing insight into inner workings of CEC for other Committee representatives, and following up with all relevant groups based on meeting proceedings. Ideally, meet with CEC once per week.

The role of the S.TEAM Co-Heads shall include:

1. Running and facilitating meetings. Record notes at each Town Hall.
2. Prioritizing meeting topics and determining the order of each Solutions Meeting.
3. Following up with Major Representatives and Liaisons to ensure there are multiple topics that can be discussed on a given day
4. Seeking new appointees if the need arises.
5. Taking attendance.

### **Section 18: The Student Worker Committee**

The Student Workers Committee will represent student workers on campus and serve as a liaison between student workers and SGA to help raise concerns from student workers and advocate for their needs. The committee will be made up of various types of student workers.

The duties of the Student Worker Committee will include:

1. Advocating for long-term pay security for Bryn Mawr's Student Workers
2. Listening to student workers in order to understand the needs of student workers on campus
3. Meeting in order to evaluate how best to meet the needs of student workers.

The Office of the Student Workers' Representative may be held by up to two elected representatives. If there are two people holding office, only one Representative is required to be present at meetings of the Representative Council.

The duties of the Student Workers Committee Head(s) shall include:

1. Being responsible for the representation of Bryn Mawr's Student Workers at each meeting of the Representative Council.
2. Advocating for long-term pay security for Bryn Mawr's Student Workers. Working with the Executive Board and Assembly to create policies intended to support Student Workers on campus.
3. Voting in the Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.

### **Section 19: The Campus Safety Council**

The Campus Safety Council shall consist of no more than two Campus Safety Representatives from each undergraduate hall. The office of Head of the Campus Safety Committee may be held by up to two people.

The members of the Campus Safety Council's duties shall include:

1. Communicating information about breaches of campus safety, campus safety precautions and any other pertinent information about campus safety to the Students in their respective hall.

The duties of the Head(s) of the Campus Safety Council shall include:

1. Calling and presiding over meetings of the Campus Safety Council.
2. Meeting regularly with the Administrative Head of Campus Safety.
3. Serving as a liaison(s) between the Administrative Head of Campus Safety, the Campus Safety Committee, and the Assembly.
4. Serving as a liaison between the Assembly and the Department of Transportation, at the discretion of the office-holder.
5. Serving on the Residence Council.
6. Voting in the Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.

### **Section 20: The Green Ambassadors Council**

A Green Ambassador Dorm Representative is elected from each class, as detailed below in Dorm Government, and holds this position for one year. The Green Ambassador Dorm Representatives will elect from their midst two Co-Heads.

The duties of the Co-Heads of the Green Ambassadors Council shall include:

1. Facilitating communication among the Green Ambassador Dorm Representatives, administration and the student body to address campus green initiatives such as recycling and energy efficiency.
2. Budgeting and organizing events.
3. Holding bi-weekly meetings with the Dorm Representatives.
4. Educating Representatives about new green projects and different sustainability plans on campus.
5. Developing new green ideas in the dormitories.
6. Taking on and delegating additional obligations that include alterations/improvements to our recycling system, and collecting special recycling objects from Dorm Representatives (such as: ink cartridges, fluorescent light bulbs, and batteries).

### **Section 21: The Major Council**

The Major Council shall consist of one Major Council Delegate from each of the academic departments of the Undergraduate School of Bryn Mawr College. The Major Council shall elect from its body up to two members to serve as its Head(s).

Major Representatives are responsible for either becoming or selecting a Major Council Delegate. If a Major Representative does not have the time to attend Major Council meetings, they must appoint a permanent proxy, henceforth known as a Major Council Delegate. The internally elected Head(s) of the Major Council will follow up with any Majors who have not provided a delegate to plan next steps.

The Major Council's duties shall include:

1. Reviewing all curriculum issues as they pertain to specific major departments. Making suggestions as they see fit to the appropriate bodies.
2. Providing student input on departmental decisions.
3. Assisting the Faculty in academic considerations.
4. Attending as many regular meetings as possible as scheduled by the Head. Reporting to the Major Council any general concerns with regards to their Major.

The duties of the Major Council Head(s) shall include:

1. Acting as a representative to the Student-Faculty Curriculum Committee.
2. Holding meetings once per month or as needed to ensure concerns of all Majors are able to be heard. Opening networks of communications between Majors via a group chat or email list.
3. Ensuring Delegates of all Majors are participants in the council.

4. Voting in the Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.

## **Section 22: The Residence Council**

### **Subsection A: The Purpose of the Residential Council**

The Residence Council shall consist of the Head(s) of the Residence Council, and the Dorm Presidents. The Residence Council shall deal with all residential aspects of the community.

The Residence Council shall establish standing committees to consider and act on the following matters concerning: (A) Buildings and Grounds; (B) Special Case Procedure for Room Changes; and (C) Room Draw.

### **Subsection B: Head(s) of Residence Council**

The office of the Head of Residence Council may be held by up to two people.

The duties of the Head(s) of the Residence Council shall include:

1. Voting in the Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.
2. Calling and presiding over all meetings of the Residence Council.
3. Running Room Draw.
4. Heading Residence Council's Special Cases Committee.
5. Being the liaison(s) between the Residence Council and the Assembly.
6. Serving as SGA's representative(s) to the Committee on Buildings and Grounds of the Board of Trustees.
7. Serving as SGA's Representative(s) to the Housing Group.
8. Establishing and appointing the members of such committees of the Residence Council as they consider necessary, and being responsible for the functioning of these committees.
9. The duties of the Residence Council Head(s)-Elect shall include:
  - a. The Residence Council Head-Elect shall be apprentice to the current head, and shall take office following Room Draw.
  - b. Assisting the Residence Council Head during Room Draw.

### **Subsection C: The Residential Council Fund**

The Residence Council shall preside over the Residential Council Fund. The Purpose of the fund shall be to cover lasting improvements, replacements or repairs to dorm common spaces beyond what Facilities is able to provide. The Residence Council Head(s) shall communicate and work with Facilities on all appropriate projects.

The Residence Council Fund shall be allotted \$1,000 each semester by the Student Finance Committee and be collective. This Fund shall be capped at \$8,000.

Proposals for spending from the fund shall be brought forward to the residence council by students, Dorm Presidents or the Residential Council Head(s). Approval for spending from the fund must be voted on by the Dorm Presidents, one vote per residence, and shall require a two-thirds majority of quorum. When money is expended from this fund, the Residence Council Head(s) must announce the decision at the next Assembly meeting.

### **Section 22: Student Curriculum Council**

The Student Curriculum Council shall consist of no more than two members elected from each residence hall. The Student Curriculum Council shall internally elect two Heads of the Student Curriculum Council.

The duties of the Student Curriculum Council shall include:

1. Considering and acting on all problems relating to curriculum that are within their purview.
2. Collaborating with the Major Council to gain insight into issues faced by each Major, and work to collaboratively solve general curriculum issues.
3. Collaborating with the Honor Board to organize the proctoring system during final exams.
4. Recruiting proctors for self-scheduled final examinations. The Honor Board shall be responsible for revising and distributing the Honor Code rules for taking proctored exams during exam period.

The duties of the Heads of the Student Curriculum Council shall include:

1. Scheduling general board meetings.
2. Working with the Council to elect three students to serve on the Student-Faculty Curriculum Committee.
3. Voting in the Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.

### **Section 23: The Traditions Council**

The Traditions Council shall consist of each class's Traditions Mistress(es)/Master(s)/Mistex(es), the Sophomore Class President(s), the Sophomore Traditions Representatives, and the Class Songs Mistex(es).

The Mistex(es) shall be elected as specified from the sophomore class each year in the Spring Semester for a term of one year as Traditions Mistex(es) and the following year as Traditions Emeritus/a/um [i/ae/a]. Traditions Emeritus/a/um [i/ae/a] will not serve on

the Representative Council. The office of Traditions Mistex(es) may be held by up to two people. The Traditions Mistex(es)-Elect shall serve as an apprentice to the current Traditions Mistex(es) until the Traditions-Elect takes office on the May Day following election.

The duties of members of the Traditions Council shall include:

1. Scheduling, publishing, and organizing all Bryn Mawr College traditions.
2. Serving as consultants on all Bryn Mawr College traditions, past and present.

The duties of the Traditions Mistress(es)/Master(s)/Mistex(es) shall include:

1. Organising, executing, and perpetuating all traditions of Bryn Mawr College.
2. Calling and presiding at meetings of the Traditions Council.
3. Administering the election of the First-Year Traditional Non-Transfer Student Songs Mistex(es) during Customs Week each year.
4. Voting in the Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.
5. Being responsible for the administration of the election of the First-Year Traditional Non-Transfer Student Songs Mistex(es) during Customs Week each year.
6. Petitioning, if desired, SGA as defined in Right to Petition, in order to discontinue, modify, or create a tradition.
7. Coordinating with McBride Scholars' Traditions Mistex(es) to facilitate the opportunity for full participation of the McBride Scholars in the undergraduate traditions of Bryn Mawr College.
8. The Traditions Mistex(es)-Elect shall assist the current Traditions Mistex(es) in the organization and execution of the May Day Celebration.

The duties of the Traditions Emeritus/a/um [i/ae/a] shall include:

1. Serving as advisors to the current Traditions Mistex(es).
2. Meeting with the current Traditions Mistex(es) and the Staff Adviser to Traditions, scheduling meetings, and setting agendas for meetings.
3. The Traditions Emeritum(a) are not the final arbiters in any decisions on traditions but are rather advisers to the current Traditions Mistex(es) and members of the Committee.

## **ARTICLE VIII: THE HONOR BOARD**

### **Section I: Composition**

#### **Subsection A: Student Membership**

The Student members of the Academic Honor Board shall consist of eight undergraduates elected by all the members of SGA each year in February. As specified in Article X, one shall serve as Head for a one-year term, one first-year traditional non-transfer student will be elected to a two-year position, one first year traditional non-transfer student will be elected to a one-year position, one sophomore will be elected to a two-year position, and two juniors will be elected to one-year positions. In the normal course of events, six positions will be open each year.

All elected student representatives to the Honor Board take office immediately after the election. The members of the existing board shall serve until a quorum of the succeeding board is elected. That quorum, for both academic and social hearings, is defined as five of the eight permanent student members. Each permanent member must be a candidate for the Bryn Mawr A.B. degree.

#### **Subsection B: Faculty Membership**

The Faculty members of the Academic Honor Board shall be the Dean of the Undergraduate College and three members of the Faculty chosen by the Faculty.

#### **Subsection C: Social Honor Board**

The members of the Social Honor Board shall be the eight permanent undergraduate members of the Academic Honor Board and four rotating members, one from each class, who shall be chosen at random from among the members of SGA whenever a case arises.

Any of the four rotating members of the Social Honor Board may be disqualified at the request of a student involved in a case, and shall then be replaced by another member of SGA who shall likewise have been selected at random. A maximum of ten people may be drawn from each class and disqualified in this manner.

#### **Subsection D: Disqualification**

Any of the permanent members of the Honor Board may be disqualified at the request of a student involved in an Academic or Social Honor Board Case. In the event that the Head is disqualified, the Head shall appoint the most senior permanent member of the Honor Board to act as Head. No more than three permanent members of the Honor Board may be disqualified for an Academic or Social Hearing.



Any of the permanent members of the Honor Board may choose to disqualify themselves from the hearing so long as quorum is maintained.

## **Section II: Purpose and Responsibilities**

### **Subsection A: Purpose of the Honor Board**

The Honor Board is responsible for the administration and facilitation of the Honor Code. The Honor Code has two parts: the Social Honor Code and the Academic Honor Code. Members of the Honor Board outline the Honor Code and explain how it affects one's life as a Bryn Mawr student each year for first-year and transfer students during Customs Week. Members of the Honor Board also participate in hearings when a possible infraction has occurred. When an infraction has been determined to have taken place, the Honor Board's role is to assess whether—and, if so, how—the community member can reconcile with the rest of the community.

### **Subsection B: Responsibilities of the Student Honor Board**

The eight permanent student members of the Honor Board shall be responsible for periodically meeting to assess the Honor Code and to provide for adequate familiarity with the Honor Code among members of SGA. They shall also make certain that prospective first-year traditional non-transfer students are informed about the Honor Code in the College Calendar and in Admissions materials, and that the Customs Week program includes Board-conducted seminars on life in the community under the Honor Code.

The Honor Board shall hold regularly scheduled sessions, open to all members of the community, in which members of SGA may ask questions concerning non-confidential issues and discuss issues regarding the Honor Code and the community.

The Honor Board head shall direct the revision and distribution of the Honor Code rules for taking self-scheduled exams during exam period.

## **Section III: Authority**

*See Honor Code.*

## **Section IV: Procedures**

### **Subsection A: Extreme Cases**

In the event that a social situation involves too many legal issues, a Deans' Panel may be convened at the discretion of the Honor Board Head and the Dean of the Undergraduate College.

A Deans' Panel consists of two deans, one other administrator or appropriate faculty or staff member, two Honor Board members, and a random community member from the

class of the student involved, who will be selected according to the same procedure as in a Social Honor Board Hearing. A Deans' Panel will be conducted in the same manner as Social Hearings but with no appeals process.

## **ARTICLE IX: DORM GOVERNMENT**

### **Section 1: Dorm Election Procedures**

The Dorm Officers shall be residents of, and elected by their respective dorms.

Each spring, the Elections Board will coordinate the election of Dorm Presidents for the following academic year, in accordance with the Elections Bylaws.

The following positions: Green Ambassadors, Campus Safety Committee Representative, and Traditions representatives for each class, including Head Traditions Representative, shall be elected at the first dorm meeting, to be held by the end of the first week of classes, for a term of two semesters beginning immediately.

### **Section 2: The Dorm President**

Two people may hold the position of Dorm President. The duties of the Dorm President(s) shall include:

1. Voting in the Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.
2. Reporting to their residence hall twice a semester at Dorm Meetings and/or DLT meetings.

The Dorm President(s) shall represent their dorm on Residence Council. The Dorm President(s) shall act as a liaison between Residence Council and the dorm. The Dorm President(s) will attend and be a voting member of the SGA Assembly with one (combined) vote.

Dorm Presidents shall oversee the implementation of the Honor System at the dorm level as specified in that document.

The Dorm Presidents may call and shall preside over dorm and/or DLT meetings. They must call meetings in their dorms at least two times each semester. It is the responsibility of the Dorm President to make sure the Dorm Officers (especially the SGA representative) give regular reports at these meetings. Dorm Presidents shall coordinate social activities inside and among the dorms. The Dorm Presidents shall also oversee party forms.

The Dorm Presidents must be candidates for the Bryn Mawr A.B. degree and be residents of their respective halls. Customs People and Hall Advisers shall not be eligible for the position of Dorm President, as these positions interfere with the President's ability to mediate. They shall be elected by their respective halls each fall for a term of one year beginning in the fall and/or until their successor(s) takes office.

### **Section 3: The Dorm Officers**

The Dorm Officers shall be students from their respective dorms elected to the following positions at the first all-form meeting:

- (A) Campus Safety Council Representative (2)
- (B) Green Ambassador Council Dorm Representatives (2)
- (C) Head Traditions Representative (1-2)
- (D) Senior Traditions Representative (at least 2)
- (E) Junior Traditions Representative (at least 2)
- (F) Sophomore Traditions Representative (at least 2)
- (G) First-year Traditional Non-Transfer Representative (3-5)

#### **Subsection A: Campus Safety Council**

The office of Campus Safety Council Representative may be held up to two people at any one time. The Campus Safety Council Representative shall serve on the Student Campus Safety Council. The Campus Safety Council Representative shall serve as a liaison between the hall and the Campus Safety Council.

#### **Subsection B: Green Ambassadors Council**

The office of Green Ambassadors Council may be held by up to two people. Green Ambassadors shall comprise the Green Ambassadors Council, which shall be presided over by the Green Ambassadors Council Head. Green Ambassadors shall oversee recycling in the dorms and other activities the committee undertakes.

#### **Subsection C: Traditions Representatives**

The office of Sophomore Traditions Representative may be held by at least two people. The Sophomore Traditions Representative(s) shall help organize and direct all Traditions for the Dorm. The Sophomore Traditions Representative(s) shall serve on the Traditions Committee.

The office of First-Year Traditional Non-Transfer Student Representative may be held by three people. The First-Year Traditional Non-Transfer Student Representative shall represent the First-Year students in their respective dorms in SGA meetings. They will assist in the running of dormwide activities such as Trick or Treat, Bryn Mawr Unplugged, Done is Good and other dorm activities, at the Dorm President's discretion. They will meet with the SGA Executive Board at least once per semester. They are encouraged to volunteer at Plenary.

## **ARTICLE X: PROCEDURES OF THE ASSEMBLY**

### **Section 1: Authority of the Bylaws**

Any matter not specified in, and not in violation of the Constitution shall be determined at the discretion of the Assembly in their Bylaws. The Assembly shall compose, revise or reaffirm their Bylaws at the beginning of each academic year. Bylaws shall be approved by a two-thirds vote of the Assembly, providing two-thirds of the members vote.

### **Section 2: Procedures of Plenary**

#### **Subsection A: General Plenary Procedures**

All SGA members have the right to submit resolutions for Plenary. Plenary Resolutions may include, but are not limited to, efforts to amend the Constitution, recommendations to the Administration, ratification of school policy, overriding of decisions made in Representative Council, and creation or amendment of campus-wide policies. At Plenary, a simple majority of those present is required to pass all proposals, amendments to the Constitution, and resolutions.

Plenary quorum shall be one-third of the undergraduate student body. A time limit of 3 hours will be maintained for reaching quorum at every Plenary. If quorum is attained and later lost, a time limit of 30 minutes will be established to regain quorum. After these 30 minutes have elapsed the waiting period will cease. If quorum has not been reached the attendees will be dismissed. If quorum has been reached, plenary will proceed. If quorum is lost again, plenary has ended. There will be no subsequent waiting period.

#### **Subsection B: Constitutional Amendment**

In addition to Plenary, any proposed amendment to the Constitution may be referred to SGA for a campus-wide vote. Each member of SGA shall be informed two times of the proposed amendment. This proposal and subsequent voting process may occur electronically. Proposed amendments to the Constitution shall be adopted upon a two-thirds vote of approval within two weeks of the first publication of said amendment(s), provided a minimum of two-thirds of SGA votes.

#### **Subsection C: In Cases of Emergency**

If quorum is not reached at the Fall Plenary, then resolutions will be tabled until the next Plenary occurs to be brought forth again at the resolution writers' discretion. Plenary will not have been held that Fall semester.

If, before quorum is lost, any resolutions have been presented and voted upon, the results of those votes stand. All other resolutions may be tabled until the next Plenary occurs to be

brought forth again at the resolution writers' discretion. Plenary will have been held at that time.

If quorum is reached at the Spring Plenary, the Constitution is reaffirmed, and then quorum is lost, Plenary has been held. All remaining resolutions will be tabled until the next Plenary occurs to be brought forth again at the resolution writers' discretion.

If quorum is not reached for Spring Plenary, leading to a lack of reaffirmation for the Constitution, then the newly elected SGA Executive Board, the immediately preceding SGA Executive Board Emeritae/i/a, Plenary Committee, and Representative Council will decide how to proceed. Consequences, which are up to the discretion of these parties as well as the Dean of the Undergraduate College, may include but are not limited to the following: all SGA reimbursements and payments for purchases after the date of Spring Plenary will not occur; the dissolution of academic and social practices as described in the Bryn Mawr College Honor Code, and the disbandment of the SGA Representative Council.

## **ARTICLE XI: PROCEDURES OF ELECTIONS**

### **Section 1: Election Policy**

Unless otherwise specified, all officers of SGA shall be elected according to the Bylaws of the Elections Board.

Any violation of the following elections procedures should be considered grounds for invalidation of any election at the discretion of the Head(s) of the Elections Board. An election can also be invalidated if the Head of the Honor Board and the President of the Self-Government Association together determine that the election has not been conducted in the spirit of the Honor Code. Appeals concerning elections will be heard by the Honor Board.

An abstention does not figure into the percentage count of votes, but does count towards quorum, if quorum is being considered.

Class Presidents, Dorm Presidents, Residential Representatives, Off-Campus Representatives, Haverford Representatives and McBride Representatives shall be elected by their specific constituencies as specified in this document and under the direction of the Elections Board. The Traditions Head shall administer the election of the First-Year Traditional Non-Transfer Student Songs Mistress(es) / Master(s) / Mistex(es) during Customs Week each year. All other positions shall be filled in general elections in accordance with the following guidelines in Section 3 of this Article.

## **Section 2: Eligibility**

To be eligible to run for a position a candidate must be a current member of SGA and a candidate for a Bryn Mawr A.B. degree or a non-matriculated McBride. To be eligible to run for a position, a candidate must meet the specifications of the office for which the student is running.

## **Section 3: General Elections**

Elections shall be held the Monday and Tuesday following publication of candidate statements, to allow for run-off elections as specified in Section 5. A majority of fifty percent plus one vote (50% + 1) of the ballots cast shall be necessary for election to an office, with the exception of the Appointments Committee, which requires additional approval from the Vice-President of SGA.

All election results shall be publicized by the Head of the Elections Board as soon as the results have been tabulated by the Elections Board and after all candidates have been contacted.

If no candidate receives a majority of 50% + 1 vote of the ballots cast, a run-off election between the two candidates receiving the greatest number of votes shall be held within forty-eight hours. The write-in option will not be allowed on the run-off election ballot. All candidates shall be notified.

## **Section 4: Write-Ins and Absentee Ballots**

Write-ins shall be a valid means of registering preferences. A write-in candidate must fulfill the eligibility requirements as specified above in section 2. If a write-in candidate does not fulfill the eligibility requirements, the vote for the candidate shall be considered an abstention. Before a write-in candidate can be declared a participant in a run-off election, or the winner of an election, the student shall be notified by the Head of the Elections Board and must accept the nomination. A write-in vote figures in the percentage count of the vote.

No-votes shall be a valid means of registering preferences only in an election to an office for which a candidate runs unopposed. A no-vote is a vote against the unopposed candidate and figures in the percentage count of the vote.

It is the responsibility of the voter to make arrangements to cast an absentee ballot, e.g. by proxy or notifying the Head of the Elections Board. An absentee ballot must be returned on the same day as the election or at the discretion of the Head of the Elections Board. An absentee ballot will be counted in the percentage of the vote.

### **Section 5: Special Cases**

In the event of a tie in an election, a second election shall be held within forty-eight hours between the two candidates. Write-ins will not be allowed on the run-off election ballot. Both candidates shall be notified.

In an unopposed race, if no candidate receives 50% + 1 of the ballots cast, a run-off election will be held within forty-eight hours between the previously unopposed candidate and the write-in candidate receiving the largest number of votes, provided they accept the nomination. Write-ins will not be allowed on the ballot in the event of a run-off election. Adequate publicity of the proceedings shall be the responsibility of the Head of the Elections Board. In the event the write-in candidate receiving the greatest number of votes does not wish to participate in the run-off election or no write-in candidate is offered, the unopposed candidate shall take office for the term of one semester. A special election shall be held within the first three weeks of the next semester for that office.

### **Section 6: Special Elections**

In a Member-at-Large election, if the number of candidates exceeds the number of open positions, voters are allowed to vote only for the number of positions to be filled.

With the exception of the office of President of SGA (see Article III, Section I, Subsection C), all vacancies shall be filled through a special election which shall take place no later than two weeks after the vacancy occurs, under the direction of the Elections Board. In case of a special election to fill a vacancy, an individual who already holds an office in the Assembly may run in the election and still retain the previously-held office.

In the event a new office of the Assembly is created, a special election may be held under the direction of Elections Board to fill that office.

Unless otherwise specified, all special elections shall be held under the direction of the Elections Board.

### **Section 7: Resignations**

Any member desiring to resign from the SGA Assembly shall submit a written resignation, no less than three weeks prior to official resignation, to the Secretary of SGA who shall present it to the Assembly for action.

### **Section 8: Removal from Office**

Grounds for removal from office include embezzlement, fraud, malfeasance in office, neglect of duty, actions in violation of the Constitution, and actions in violation of the Honor Code.



Malfeasance in office includes misrepresentation of any portion of the student body and violations against the Honor Code.

All charges which could result in removal from office shall be referred to the Honor Board and be subject to the Honor Board's rules and procedures. Honor Board can refer social cases that affect the greater community to the student body for a majority vote. The Honor Board will serve as the vehicle for investigating all issues/matters concerning removal(s) from office, and then the issue goes to a student body vote.

Removal from office can also be accomplished by a two-thirds vote of the Officer's constituency, providing that two-thirds of the constituency votes.

## **ARTICLE XII: TRADITIONS**

### **Section 1: Purpose**

The purpose of Traditions is to promote, encourage, and preserve the spirit of Traditions on campus. At Bryn Mawr, the passage of the seasons is marked by a cycle of rituals that celebrate the College community with symbolic pageantry. To many Bryn Mawr students, the College's traditions are more than entertaining, colorful spectacles that divert participants from the intensity of study; they are ceremonial enactments of common values that help create a sense of community.

### **Section 2: Major Traditions**

#### **Subsection A: Parade Night**

Parade Night celebrates the completion of the first week of classes. The first step sing of the year is held the Friday night at the end of the first week.

#### **Subsection B: Lantern Night**

First-years receive their lanterns (in their class color) and the second step sing of the year follows the ceremony.

#### **Subsection C: WTF (Welcome The First-Years) Week**

WTF Week takes place in the middle of February, but is preceded by first-years asking upperclassmen to be their Roses (and for them to be their buds, respectively) and to provide them with a humorous schedule for the events. The most individualized Tradition of all, WTF Week is where Bryn Mawr students are free to be silly, have fun and strengthen the bond between classes.

#### **Subsection D: May Day**

This all-day celebration takes place on the Sunday after the last week of classes. The last step sing of the year is held that night.

### **Section 3: Minor Traditions**

The major traditions are joined by countless minor traditions, such as presenting gift offerings to a sculpture of Athena and ringing the Taylor Hall bell when seniors' final exams are finished.