

CONSTITUTION OF THE ASSOCIATED STUDENTS OF CLAREMONT MCKENNA COLLEGE



Incorporated in the State of California, September 30, 1976

Updated on the 26th of February 2018

Contents

Article 1 Establishment.....	5
Section 1. Recognition	5
Section 2. Seal.....	5
Section 3. Oath of Office.....	5
Section 4. Status of this Constitution.....	5
Article 2 Membership of the Corporation	5
Section 5. Members of the Corporation	5
Section 6. Proxies.....	6
Section 7. Special Meetings	6
Article 3 The Board of Directors	6
Section 8. Responsibility and Authority.....	6
Section 9. Composition	7
Section 10. Chair of the Board	7
Section 11. Meetings of the Board	7
Section 12. Voting.....	8
Section 13. Operating Procedures	8
Article 4 Committees of the Board of Directors	9
Section 14. Composition	9
Section 15. General Rules	9
Section 16. Meetings	9
Section 17. Elections Committee.....	9
Section 18. Budget Committee.....	14
Section 19. Diversity and Inclusion Committee	14
Article 5 The Senate.....	15
Section 20. Responsibility and Authority.....	15
Section 21. Composition	15
Section 22. Chair of the Senate.....	16
Section 23. Meetings	16
Section 24. Voting.....	16
Section 25. Operating Procedures	16

Article 6 Finances.....	17
Section 26. Purpose and Scope.....	17
Section 27. Student Body Fees	17
Section 28. General Fund.....	17
Section 29. Officer Stipends.....	17
Section 30. Staff Compensation.....	19
Section 31. Formation.....	19
Section 32. Budgetary Controls	19
Section 33. Non-Guarantee of Reimbursements.....	20
Section 34. Check Requests	20
Article 7 Officers of the Corporation	21
Section 35. The President	21
Section 36. The Executive Vice President	21
Section 37. The Vice President of Student Activities	21
Section 38. The President Pro-Tempore.....	22
Section 39. The Diversity and Inclusion Chair.....	22
Section 40. The Chief Operating Officer	23
Section 41. The Chief Financial Officer	23
Section 42. The Treasurer	24
Section 43. The Comptroller	24
Section 44. The Dormitory Affairs Chair	25
Section 45. The Campus Organisations Chair	25
Section 46. The Senior Class President	26
Section 47. The Junior Class President	26
Section 48. The Sophomore Class President	26
Section 49. The First-Year Class President.....	26
Article 8 Staff	26
Section 50. The Event Commissioners.....	26
Section 51. The Director of Student Security.....	26
Section 52. The Dormitory Presidents	27
Section 53. The Presidential Advisors.....	27

Section 54.	The At-Large Members of the Diversity and Inclusion Committee	27
Section 55.	The Senate Chairs.....	27
Section 56.	The Senate Secretary	27
Section 57.	The Student Security Staff	27
Article 9	Disciplinary Procedures	27
Section 58.	Censures and Removals	27
Article 11	Conflicts of Interest	28
Section 59.	Disclosure	28
Article 12	Constitutional Amendments	28
Section 60.	Amendments.....	28

Article 1
Establishment

Section 1. Recognition

- (a) The name of the Corporation, as recognised by the Articles of Incorporation for the Associated Students of Claremont Men's College, Inc., now known as Claremont McKenna College (the "College"), shall be called the Associated Students of Claremont McKenna College, Inc., hereafter referred to as the Corporation;

Section 2. Seal

- (a) The seal of the Corporation shall be the official symbol of the Corporation;
- (b) The seal of the Corporation shall consist of the words "Incorporated September 30, 1976, California," encircled by the words, "Associated Students of Claremont McKenna College, Inc.";
- (c) The seal of the Corporation shall be affixed to all the Corporation instruments and official documents;

Section 3. Oath of Office

- (a) All members serving in any elected, appointed, or nominated position within the Corporation shall take the Oath of Office;
- (b) The Oath of Office must be taken prior to ascension to any office;
- (c) The Oath of Office shall read as:
I do solemnly swear to obey and uphold the Constitution of the Associated Students of Claremont McKenna College, to maintain the highest standard of ethics, to represent and serve the Corporation to the fullest of my abilities, and to work for the benefit and enrichment of the Corporation and Claremont McKenna College.
- (d) The incoming President shall be sworn into office by the outgoing President;
- (e) The President shall then swear all other Officers, and Staff into office;

Section 4. Status of this Constitution

- (a) This Constitution shall be the supreme law within the Corporation and no motions, Operating Procedures, or any other guidelines or decisions may contradict it;

Article 2
Membership of the Corporation

Section 5. Members of the Corporation

- (a) The Membership of the Corporation shall be all students enrolled at the College. All actions that under California Nonprofit Public Benefit Corporation Law require the consent of the members will be brought to the student body by the Elections Committee for a vote;
- (b) Each Member holds one (1) vote in all matters open to the entire membership;
- (c) Membership shall be non-transferable;
- (d) Membership shall terminate upon a Member's withdrawal or graduation;

Section 6. Proxies

- (a) Any Member may act as a proxy in the execution of the duties of any Officer of the Corporation;
- (b) Proxies must be indicated to committee chairs, or in the case of chairs, to each of the other committee members, in advance of any meeting;
- (c) The designation of a proxy by an Officer shall not supersede the clear designation of a successor by this Constitution;
- (d) Proxies shall not have the right to vote;
- (e) No designation of proxy shall be valid beyond the duration of the meeting for which they are appointed;
- (f) Proxies shall have no fiscal powers within the Corporation;

Section 7. Special Meetings

- (a) Special meetings of the Membership may be called by resolution of the Board of Directors or the Senate, or by a petition of at least one-fifth (1/5) of the Members;
- (b) Such a meeting shall be presided over by the President;
- (c) The Chief Operating Officer shall be present to record and publish minutes;

Article 3
The Board of Directors

Section 8. Responsibility and Authority

- (a) Ultimate corporate responsibility for and authority over all matters relating to the Associated Students of Claremont McKenna College, a California Nonprofit Public Benefit Corporation (the "Corporation"), shall be vested in a Board of Directors (the "Board"), which Board shall have all the power of a board of directors as that term is defined in the California Nonprofit Public Benefit Corporation Law. In the exercise of this responsibility and authority, the Board shall:
 - i. Exercise all of the rights, powers, and privileges conferred upon the Corporation by the Articles of Incorporation and the statutes of the State of California,
 - ii. Formulate general policies for the attainment of the purposes of the Corporation;
 - iii. Review and evaluate on a regular basis the various aspects and programs of the College,
 - iv. Promote the holistic wellbeing of the students of the College, with the aim of facilitating personal growth and development across the student body,
 - v. Work closely with the administration of the College to promote diversity in all its forms across the academic, social, and professional aspects of the College,
 - vi. Organise events such as they may be conducive to the enjoyment of the general student body;
- (b) All new or revised contractual agreements shall be subject to a vote of the Board prior to their execution and the Board may not sign a contract last longer than one (1) year, except through a two-thirds majority vote of the Board;

Section 9. Composition

- (a) The Board shall be composed of fifteen (15) Officers. As used in these Bylaws, the term “Officer” shall have the same meaning as the term “director” is used in the California Nonprofit Public Benefit Corporation Law;
- (b) The Board shall have full Officers and those operating in an advisory capacity. Full Officers shall have the right to vote on matters brought before the Board, whereas Advisory Officers are expected to assist the Board in its decision making, but do not have the right to vote;
- (c) All Officers shall serve for one academic year, or until the selection of their successor is complete, whichever is shorter;
- (d) No Officer may be a member of the Senate;
- (e) Full Officers:
 - i. The President,
 - ii. The Executive Vice President,
 - iii. The Vice President of Student Activities,
 - iv. The Chief Financial Officer,
 - v. The Diversity and Inclusion Chair,
 - vi. The Campus Organisations Chair,
 - vii. The Dormitory Affairs Chair,
 - viii. The Senior Class President,
 - ix. The Junior Class President,
 - x. The Sophomore Class President,
 - xi. The First-Year Class President;
- (f) Advisory Officers:
 - i. The Treasurer,
 - ii. The Chief Operating Officer,
 - iii. The Comptroller,
 - iv. The President Pro-Tempore;
- (g) All Officers may bring motions before the Board;

Section 10. Chair of the Board

- (a) The President shall serve as the Chair of the Board;
- (b) The Executive Vice President shall serve as the Acting Chair of the Board if the President is unable to fulfil their duties;

Section 11. Meetings of the Board

- (a) The Board shall meet at least once a week, unless the President sees reason to cancel;
- (b) All meetings shall be held on campus and shall be open to the Members;
- (c) The Members must be notified at least twenty-four (24) hours prior to a meeting of the Board, by whatever means deemed appropriate such as are most likely to reach every Member;
- (d) At the initiative of the President or the President Pro-Tempore, the Board shall maintain the right to, by a vote, close meetings to the public in order to discuss confidential material;
- (e) Quorum shall be set at eight (8) members:
 - i. For physical meetings, Officers or their Proxies must be physically present,
 - ii. For non-voting matters conducted remotely, quorum shall be assumed,

- iii. For voting conducted remotely, quorum shall be achieved if at least eight (8) Officers have voted and voting has been open for at least twenty-four (24) hours;
- (f) The Chief Operating Officer shall take minutes at all meetings of the Board;
- (g) The minutes must be published to the Membership and posted on the website of the Corporation before the next meeting of the Board;
 - i. At the discretion of the President Pro-Tempore, electronic communications pertaining to votes shall be presumed public and may be included in the next set of minutes, unless, pursuant to Article 3 Section 11 Clause (d), they are closed: An Officer or Staff person may petition the Board to, through a vote, require the disclosure of particular communications,
 - ii. Such a motion cannot overrule a motion to close the minutes;
- (h) Officers shall be allowed to participate in meetings via such means of communication as allow the rest of the Board to clearly hear their voice, governed by the following provisions:
 - i. All other Officers present must be able to hear all other Officers and be able to communicate with them,
 - ii. Each Officer must have the ability to communicate fully in the meeting, including but not limited to proposing motions, raising objections, and voting,
 - iii. The Chief Operating Officer shall verify the identity of all Officer by such means as deemed reasonably necessary, such as visual and/or voice identification;

Section 12. Voting

- (a) The Chief Operating Officer shall record all votes of the Board, taking care at all times to record the vote of each individual member in addition to the tally of votes;
- (b) All votes cast shall be recorded in their entirety in the minutes;
- (c) In the event the Chief Operating Officer is absent; the votes shall be counted by their proxy;
- (d) The normal method of tabulating votes shall be by raised hands;
- (e) All votes shall be part of the public record, including the vote of each individual Officer;
- (f) Unless specified otherwise in this Constitution, all motions shall require a simple majority (50% + 1) of votes cast to pass. Abstentions do not count as votes cast;

Section 13. Operating Procedures

- (a) The Operating Procedures shall be the sole prerogative of the President Pro-Tempore;
- (b) The Board shall pass updated Operating Procedures through a vote;
- (c) All Operating Procedures shall be posted publicly;
- (d) Operating Procedures expire after the Spring Break of every academic year;
- (e) All procedural questions not addressed in this Constitution or any Operating Procedures shall be governed by the most recent edition of Robert's Rules of Order;

Article 4
Committees of the Board of Directors

Section 14. Composition

- (a) There shall be three regular committees of the Board:
 - i. The Elections Committee,
 - ii. The Budget Committee,
 - iii. The Diversity and Inclusion Committee;

Section 15. General Rules

- (a) All Committees shall have a Chair that shall be subject to these General Rules;
- (b) All matters of debate regarding procedure or policy shall be decided by a vote of the committee. Members may appeal these decisions to Board, which may revoke decisions by a two-thirds (2/3) majority;
- (c) Standing Committees shall reserve the right to select an Acting Chair from their membership in the event that the Chair is unable to fulfil their duties, unless otherwise specified by this Constitution;
- (d) All members of the Standing Committees shall have a vote, except for the Senators on the Budget Committee;

Section 16. Meetings

- (a) Meetings of Standing Committees may only be called by the Chair;
- (b) The Chief Operating Officer shall take minutes at all meetings of the Standing Committees, which shall be published publicly;
- (c) All motions in Committees shall be decided by a vote;
- (d) All votes in Committees shall require a quorum of one-half (1/2) plus one (1) of each committee's membership;
- (e) Unless specified otherwise in this Constitution, all motions shall require a simple majority (50% + 1) of votes cast to pass. Abstentions do not count as votes cast;

Section 17. Elections Committee

- (a) The Elections Committee shall oversee the election or appointment of all Officers and Staff of the Corporation and shall administer all elections of the Corporation;
- (b) The Elections Committee shall include:
 - i. The President Pro-Tempore,
 - ii. The President,
 - iii. The Executive Vice President,
 - iv. The Vice President of Student Activities,
 - v. The Diversity and Inclusion Chair,
 - vi. Two Senators;
- (c) For the appointment of any of the below Officers and Staff persons, the outgoing Officer or Staff person shall advise the Elections Committee on the necessary qualifications for the position. No outgoing Officer or Staff person shall have the right to view application materials or take part in interviews:

- i. The Chief Financial Officer,
 - ii. The Treasurer,
 - iii. The Campus Organisations Chair,
 - iv. The Chief Operating Officer,
 - v. The Comptroller,
 - vi. At-Large Members of the Diversity and Inclusion Committee;
- (d) The Director of Student Security shall advise the Elections Committee on the selection of the Student Security Staff;
- (e) The President-Pro Tempore shall chair the committee;
- (f) In the event that an immediate decision regarding the Election Rules is necessary, the Chair shall have the power to make immediate decisions, subject to later approval or reversal by the committee. Both approval and reversal shall require a vote of the committee;
- (g) No member of the Elections Committee may be a candidate for an elected or appointed position and serve on the committee concurrently. In the event a member of the Elections Committee enters an election or applies for an office, the Board shall appoint another Officer to replace that member until the end of the election or selection process by a vote;
- (h) The following Officers are elected:
 - i. The President,
 - ii. The Executive Vice President,
 - iii. The Vice President of Student Activities,
 - iv. The Dormitory Affairs Chair,
 - v. The Senior Class President,
 - vi. The Junior Class President,
 - vii. The Sophomore Class President,
 - viii. The First-Year Class President;
- (i) The following Officers are appointed:
 - i. The Chief Operating Officer,
 - ii. The Chief Financial Officer,
 - iii. The Campus Organisations Chair,
 - iv. The Comptroller,
 - v. The Treasurer,
 - vi. The Diversity and Inclusion Chair;
- (j) The following Staff are appointed:
 - i. The four (4) Events Commissioners,
 - ii. The Director of Student Security,
 - iii. The five (5) At-Large Members of the Diversity and Inclusion Committee,
 - iv. The Senate Chairs,
 - v. The eight (8) Student Security Staff;
- (k) The Board may hire Staff in excess of the levels prescribed by Article 4 Section 17 Clause (j) Sub-Clause (i), (iii), and (v);
- (l) The Senate Secretary shall be elected through a vote of the Senate;
- (m) The Dormitory Presidents are elected through a vote of the residents of their respective Dormitory;
- (n) The Presidential Advisors are discretionary and serve at the pleasure of the President;

- (o) All Officers and Staff persons shall serve for one academic year or until Spring Break, whichever comes sooner;
- (p) The appointment process shall adhere to the following guidelines:
 - i. The Elections Committee shall solicit applications from the Members interested in appointed positions. The following shall apply to all appointments:
 - 1. Applications must be open and distributed to all Members prior to the General Election,
 - 2. Applicants may apply for more than one (1) position,
 - 3. Applications shall be due one (1) week following the end of the General Election,
 - 4. An application shall consist of:
 - (a) A cover letter,
 - (b) A résumé,
 - (c) A transcript from those applying for Chief Financial Officer, Treasurer, or Comptroller;
 - ii. The Elections Committee shall nominate up to three (3) candidates for the position of President Pro-Tempore. The nomination process shall follow the guidelines established for appointments. The Senate shall then select one of the nominees:
 - 1. The President Pro-Tempore shall be selected at the end of the Spring Semester. They will take office at the beginning of the following Fall Semester for a term of one (1) academic year,
 - 2. Applications for the position shall be solicited by the Elections Committee during the spring semester following spring break. All applicants must have completed at least one (1) semester of service in the Corporation by the end of the semester in which they apply,
 - 3. The Elections Committee shall nominate up to three qualified individuals for the position,
 - 4. The Senate shall debate and elect one of the nominated candidates as President Pro-Tempore for the following academic year through a vote;
 - iii. The Chief Financial Officer must have demonstrable accounting experience;
 - iv. The At-Large Members of the Diversity and Inclusion Committee must:
 - 1. Represent a diverse set of intersectional perspectives and points of view,
 - 2. Be passionate about issues of diversity and inclusivity;
 - v. The Board must review and confirm all appointees by majority vote:
 - 1. If the Board does not confirm an appointee, the Senate will review the nomination. The Senate may confirm the nomination by a two-thirds (2/3) majority vote,
 - 2. If the Senate rejects the nomination, the Elections Committee must select a new nominee for the position;
- (q) The only requirement for candidacy for an elected position shall be that the candidate must be on campus for the duration of their term:
 - i. Candidates for the position of Class President must also be part of the class they are running to represent;
- (r) To stand in an election, those students interested in running must comply with the following regulations:

- i. They must collect the official campaign petition form from the Elections Committee, which will be made easily available at a date and location made aware to all Members,
 - ii. Each candidate running for a campus-wide position (President, Executive Vice President, Vice President of Student Activities, Dormitory Affairs Chair) must obtain two hundred (200) signatures from the entire student body,
 - iii. Each candidate running for Class President must obtain fifty (50) signatures from Members of their class.
 - iv. On a day set by the Elections Committee, a meeting will be held during which all candidates must submit their forms. No forms may be submitted after the close of this meeting,
 - v. Upon submission of a complete petition and the adjournment of the candidates' meeting, campaigning may begin immediately;
- (s) Candidates will have at least four (4) days to obtain signatures;
- (t) All candidates will only be allowed to campaign in accordance with the following regulations:
- i. Candidates for campus-wide elections may spend no more than fifty (50) dollars in each election,
 - ii. Candidates for a class president position may spend no more than forty (40) dollars in a General Election,
 - iii. All candidates shall be required to submit complete itemised receipts for all expenditures incurred to the Committee,
 - iv. No free services (services for which normally a fee applies) may be utilised during elections,
 - v. Candidates may only use recyclable paper 8 1/2 by 11 inch or smaller,
 - vi. Candidates may not post flyers on glass or painted surfaces, except inside dormitory residents' windows with the consent of the resident(s),
 - vii. Candidates may not put flyers in mailboxes at Story House,
 - viii. Candidates may only place three (3) flyers in Story House and three (3) flyers on the kiosk outside of Collins Dining Hall,
 - ix. Candidates may not post flyers in classrooms, Collins Dining Hall, Marian Miner Cook Athenaeum, Frazee Game Room, or Crocker Reading Room,
 - x. Candidates will be allowed one (1) 3 feet by 6 feet banner that may be hung on the south railing at Appleby Hall. Banners and posters will not be allowed in any other public area,
 - xi. Candidates may not generate and/or use distribution lists over any Claremont McKenna College e-mail system,
 - xii. No equipment, supplies, paid personnel, publications, or funding may be used to assist candidates,
 - xiii. No Member shall destroy, deface, obscure, or remove any campaign materials, xiv. Candidates are expected to behave in an ethical manner throughout the election process,
 - xv. Campaigning will last at least four (4) days from the petition filing,
 - xvi. Violation of any of the above rules shall result in the immediate forfeit of the candidate;
- (u) All general elections shall be carried out in accordance with the following procedures:

- i. Balloting shall be carried out through electronic ballots sent to the Members,
- ii. Voting shall be carried out in accordance with Instant-Runoff Voting (hereafter: "IRV"),
- iii. The following instructions shall clearly appear on each ballot:

This election uses the Instant-Runoff Voting System. Please vote by placing a "1" next to the name of your first-choice candidate, and placing the numbers "2", "3", "4", etc. next to each candidate, in order of decreasing preference, with "2" being placed next to your second-choice candidate, "3" being placed next to your third choice, and so on. Write-in votes are valid, provided it is for a student of Claremont McKenna College who will remain on campus for the duration of the term. You are not required to rank every candidate. No candidate may be ranked more than once, and only consecutive numbers may be used. If any of the above rules are violated, the whole ballot will be considered invalid and will not be counted in the election.

- iv. In order to win an election a candidate must receive one-half (1/2) plus one (1) percent of votes cast,
- v. Votes shall be counted in accordance with IRV, which works as follows:

All ballots shall be organised and counted according to first rank votes. If no candidate has a majority of votes, the candidate with the least number of votes shall be eliminated, and each of the eliminated candidate's ballots shall be redistributed among the remaining, noneliminated candidates by next available choice ranked. If all remaining candidates on a ballot have been eliminated, then that ballot shall be considered an abstention.

In the event of a tie between candidates with the fewest number of votes among first ranked votes, look forwards, and eliminate the candidate with the fewest number of second-rank votes among all ballots. If a tie persists, eliminate the candidate with the fewest number of votes among the third, fourth and subsequent rankings, among all ballots.

After the first round of candidate elimination and vote-redistribution, if there is a tie among candidates with the fewest number of votes, the candidate from among those tied, with the fewest votes in the previous round, is eliminated. If there is still a tie, the candidate with the fewest number of votes in the next most recent round, is eliminated. If a tie persists, repeat these until a candidate is eliminated.

If a candidate now has an absolute majority of votes, that candidate wins. If not, steps (2) and (3) shall be repeated until a winner has been determined.

- vi. Voting shall be open for twenty-four (24) hours,

- vii. If an Officer-elect declines their office, they will be considered to have withdrawn from the election process and the ballots will be recounted with the withdrawn candidate eliminated,
- viii. Results shall be emailed to the Members within twenty-four (24) hours of voting closing;
- (v) All General Elections Procedures apply to Class President Elections, except that only students in the relevant year are allowed to vote;
- (w) No individual may concurrently serve on the Board of Directors and a position selected by the Elections Committee, nor shall any individual be selected by the Elections Committee for more than one (1) position;
- (x) No Officer may officially or publicly endorse any candidate for any elected position;
- (y) No Officer may concurrently hold a remunerated position at any other 501(c)3, duties and responsibilities of which conflict with or directly pertain to their duties and responsibilities to the Corporation;
- (z) All findings of the Elections Committee may be appealed by a two-thirds (2/3) majority vote of the Senate;

Section 18. Budget Committee

- (a) The Budget Committee shall include:
 - i. The Chief Financial Officer,
 - ii. The Treasurer,
 - iii. The President,
 - iv. The Executive Vice President,
 - v. The Vice President of Student Activities,
 - vi. The Diversity and Inclusion Chair,
 - vii. The Club and Organisations Chair,
 - viii. The Comptroller,
 - ix. The President Pro-Tempore,
 - x. Two Senators;
- (b) The President shall chair the Budget Committee;
- (c) Any member of the Board who has discretion over or a significant stake in a fund affected by the decisions of the Budget Committee may appear before the Committee in person to express their position on the action the Committee should take with respect to that fund,
- (d) The Budget Committee shall, in accordance with the provisions of Article 4 Section 18 of this Constitution, have sole jurisdiction over budgetary allocations,
- (e) The Budget Committee shall determine which organs and/or Officers shall administer each line-item in the budget;

Section 19. Diversity and Inclusion Committee

- (a) The Diversity and Inclusion Committee shall include:
 - i. The Diversity and Inclusion Chair,
 - ii. The At-Large Members of the Diversity and Inclusion Committee;
- (b) The Diversity and Inclusion Chair shall chair the Diversity and Inclusion Committee;

- (c) The Diversity and Inclusion Committee shall strive to promote inclusion and diversity at the Corporation and at the College and assist the Diversity and Inclusion Chair in the execution of their duties;
- (d) Except for the Diversity and Inclusion Chair and the At-Large Members of the Diversity and Inclusion Committee, no Officer of Staff person shall serve on the Diversity and Inclusion Committee:
 - i. This clause shall not in any way preclude the Diversity and Inclusion Committee from soliciting input from Officers or Staff persons;
- (e) The Diversity and Inclusion Committee shall serve as independent evaluators of the Corporation's progress on issues of diversity and inclusion, and shall make recommendations as necessary to the Corporation on possible ways to better serve marginalised students;
- (f) The Diversity and Inclusion Committee shall regularly consult all relevant affinity based student organisations;

Article 5
The Senate

Section 20. Responsibility and Authority

- (a) The Senate shall serve as the primary forum for discussion and student engagement of the Corporation, and work to increase communication between the Corporation, the College, and the Members;
- (b) The Senate has the authority to pass, through a vote, resolutions reflecting the opinion of the student body on topical issues;
- (c) The Senate shall recommend appointments to Trustee, Faculty, and Special Administrative committees by the end of the academic year, except for those in which this constitution stipulates that an Officer shall serve on a given committee;
 - i. The Executive Vice President shall, in consultation with the President Pro-Tempore, solicit applications from all Members,
 - ii. The Executive Vice President shall present their nominations to the Senate for confirmation through a vote;
- (d) The Senate shall have the authority to, through a vote, disburse funds to students and recognised campus organisations for whatever purpose it sees fit;
- (e) The Senate shall select, through a vote, two Senators to serve on Elections Committee and Budget Committee;

Section 21. Composition

- (a) The Senate shall be composed of Senators:
 - i. Any member, except an Officer, may become a Senator by:
 - i. Attending the first Senate meeting of the semester or,
 - ii. Attending three consecutive Senate meetings;
 - ii. Members shall lose their status as Senator if they miss three consecutive meetings,
 - iii. Senate Chairs shall be granted Senator status while in office;
- (b) The above shall not in any way be interpreted as restricting the constitutionally defined duties of either the Executive Vice President or the President Pro-Tempore;

Section 22. Chair of the Senate

- (a) The Executive Vice President shall chair the Senate;
- (b) The President Pro-Tempore shall serve as Acting Chair of the Senate if the Executive Vice President is unable to fulfil their duties;

Section 23. Meetings

- (a) The Senate shall meet at least once a week, unless the Executive Vice President sees reason to cancel;
- (b) All meetings shall be held on campus and shall be open to the Members;
- (c) The Members must be notified at least twenty-four (24) hours prior to a meeting by whatever means deemed appropriate such as are most likely to reach every Member;
- (d) At the initiative of the Executive Vice President, the Senate shall maintain the right to, by a vote, close meetings to the public in order to discuss confidential material;
- (e) Officers must attend all Senate meetings;
- (f) The Senate Secretary shall take minutes at all meetings of the Board;
- (g) The minutes must be published to the Membership and posted on the website of the Corporation;

Section 24. Voting

- (a) All Senators shall have one (1) vote on matters brought before the Senate:
 - i. The Executive Vice President shall have a vote only in the case of a tie,
 - ii. The President Pro-Tempore shall only have a vote if serving as Acting Chair of the Senate and there is a tie;
- (b) The Senate Secretary shall record all votes of the Senate;
- (c) Quorum shall be set at one-half (1/2) plus one (1) of all Senators;
- (d) The vote of individual Senators shall be recorded only in the event of a roll call vote;
- (e) Unless specified otherwise in this Constitution, all motions shall require a simple majority (50% + 1) of votes cast to pass. Abstentions do not count as votes cast;

Section 25. Operating Procedures

- (a) The Operating Procedures shall be the prerogative of the President Pro-Tempore;
- (b) The Senate shall pass updated Operating Procedures through a vote;
- (c) All Operating Procedures shall be posted publicly;
- (d) Operating Procedures expire after the Spring Break of every academic year;

Article 6
Finances

Section 26. Purpose and Scope

- (a) All expenditures of the Corporation shall be for the benefit of the students of Claremont McKenna College;
- (b) The Corporation shall act in accordance with all other budgetary provisions in this Constitution and Articles II, III, and VI of the Articles of Incorporation for the Associated Students of Claremont McKenna College, Inc. with regard to budgetary matters;

Section 27. Student Body Fees

- (a) Annual fees shall be compulsory of all Members and shall be collected in accordance with the procedures of the Claremont McKenna College Student Accounts Office;
- (b) A proposed change in the Student Body Fees shall be set by the Budget Committee, with a two-thirds (2/3) majority vote of the Board and the Senate, and subject to the final approval of the CMC Board of Trustees, prior to the academic year the change in fees is to go into effect;
- (c) Every Member shall be charged the same Student Body Fees;
- (d) All Student Body Fees shall be placed in the Student Body Fund, which shall constitute the Annual Budget;
- (e) Student Body Fees may not be used for the purchase of alcohol;

Section 28. General Fund

- (a) The General Fund shall be administered by the Board;
- (b) Any funds not allocated to some other specific fund shall be moved to the General Fund, and shall be dispersed by the Board of Directors by a vote;

Section 29. Officer Stipends

- (a) The Budget Committee may choose to allocate the following regular stipends, not to exceed the following amounts:
 - i. The President shall receive for their services the payment of one semester of their room & board expenses for the academic year they are in office. This compensation may take the form of either a check or a credit to their student account,
 - ii. The Executive Vice President shall receive a stipend of up to five hundred dollars (\$500),
 - iii. The Vice President of Student Activities shall receive a stipend of up to eight hundred dollars (\$800),
 - iv. The President Pro-Tempore shall receive a stipend of up to two hundred dollars (\$200),
 - v. The Diversity and Inclusion Chair shall receive a stipend of up to four hundred dollars (\$400),
 - vi. The Chief Financial Officer shall receive a stipend of up to one thousand dollars (\$1,000),
 - vii. The Treasurer shall receive a stipend of up to four hundred dollars (\$400),
 - viii. The Comptroller shall receive a stipend of up to two hundred dollars (\$200),

- ix. The Dormitory Affairs Chair shall receive a stipend of up to three hundred dollars (\$300),
 - x. The Club and Organisations Chair shall receive a stipend of up to four hundred dollars (\$400),
 - xi. The Chief Operating Officer shall receive a stipend of up to three hundred dollars (\$300),
 - xii. The Senior Class President shall receive a stipend of up to three hundred dollars (\$300),
 - xiii. The Junior Class President shall receive a stipend of up to three hundred dollars (\$300),
 - xiv. The Sophomore Class President shall receive a stipend of up to two hundred dollars (\$200),
 - xv. The First-Year Class President shall receive a stipend of up to two hundred dollars (\$200);
- (b) Payment of regular stipends shall be made at the end of each academic semester, at the discretion of the Budget Committee:
- i. Prior to the payment of any stipends, the Budget Committee shall review the performance of all Officers,
 - ii. The Budget Committee shall then determine how much to allocate to each Officer, up to the level set by Section 30 Clause (a),
 - iii. Officers who have performed their duties to the full satisfaction of the Committee should receive their full allocation;
- (c) Officers have the right to appeal any decision of the Budget Committee as pertains their regular stipend to the Senate, which may overturn the decision of the Budget Committee with a two-thirds (2/3) vote:
- i. In the event the Senate overturns the decision of the Budget Committee, the Senate shall then, through a vote, make a recommendation for the stipend of the Officer in question,
 - ii. The Senate may not recommend a stipend exceeding the maximum set in Section 22. Clause (a),
 - iii. The Board shall then, by a vote, accept or reject the recommendation of the Senate;
 - iv. If the Board accepts the recommendation of the Senate, the Officer shall have no further right to appeal and the stipend shall be paid out,
 - v. If the Board rejects the recommendation of the Senate, the Senate shall make another recommendation in accordance with the provisions in Section 22. Clause (c) Sub-Clause a. This process shall continue until both the Board and the Senate agree on a stipend;
- (d) The Board or the Senate may choose to allocate a Special Stipend if they feel that a student has performed an extraordinary service for the Corporation, the student body, or the College:
- i. All Special Stipends allocated by the Board shall be drawn from the General Fund,
 - ii. All Special Stipends allocated by the Senate shall be drawn from the Senate Fund,
 - iii. Special Stipends may not exceed one hundred dollars (\$100) per student nor be duplicated by anybody during a semester,
 - iv. Officers shall be ineligible for Special Stipends;

Section 30. Staff Compensation

- (a) The Event Commissioners, the Director of Student Security, and the Student Security Staff shall be compensated on an hourly basis;
- (b) The Board shall determine a range for the hourly wage of all remunerated Staff for the following academic year by the end of the preceding Spring Semester:
 - i. Each Staff person's annual compensation shall be capped at a level set by the board in the preceding Spring Semester,
 - ii. All Staff persons shall start at the base rate, but the Board can, through a vote, increase their wage within the range set in the preceding year;
- (c) Staff members shall not be allowed to bill for meetings of the Senate or the Board;
- (d) The Chief Financial Officer shall oversee the payment of hourly wages;

Section 31. Formation

- (a) The Diversity and Inclusion Chair shall receive a Budget of no less than two thousand dollars (\$2,000) per year;
- (b) Each dormitory shall receive seven dollars and fifty cents (\$7.50) per Member per semester;
- (c) The Senate shall receive at least three percent (3%) of the Annual Budget;
- (d) The Campus Organisations Chair shall receive at least two percent (2% of the Annual Budget;
- (e) At least one-fifth (1/5) of the following budget allocations may not be spent until after Spring Break: The General Fund, the Senate Budget, the Student Activities Allocation, the Dormitory Affairs Chair's Fund, and the Class President's Budgets;

Section 32. Budgetary Controls

- (a) The Annual Budget must be approved by a two-thirds majority vote of the Board after it has been reviewed by the Board and the Senate;
- (b) Any single expenditure by an Officer of the Corporation greater than \$1000.00 but not exceeding \$1999.99 must be approved by the Chief Financial Officer at least two (2) weeks prior to the occurrence of the event or transaction for which said expenditure is required, and/or prior to any contract or agreement, whether written, verbal, or otherwise, is entered; whichever occurs first. This approval may be requested and granted per the relevant guidelines of the Operating Procedures of the Board of Directors:
 - i. The Chief Financial Officer reserves the right to reject any such expenditure by the Officer(s) in question. Specific reasons for the denial of expenditure must be presented to the requesting Officer. These reasons for denial must also be communicated to the Board of Directors at its next regular meeting,
 - ii. Should the Chief Financial Officer reject the proposed expenditure, the Officer may petition the Board to overturn the Chief Financial Officer's decision. The Board of Directors may overturn the decision by a two-thirds (2/3) majority vote,
 - iii. If the Board of Directors upholds the rejected expenditure, the Officer seeking expenditure may also petition the Senate to overturn the Board's decision. The Senate may overturn the decision by a two-thirds (2/3) majority vote;
- (c) Any single expenditure by an Officer of the Corporation with an expected or real value equal to or greater than \$2000.00 must be approved by a vote of the Board at least two (2) weeks prior to the occurrence of the event or transaction for which said expenditure is required,

and/or prior to any contract or agreement, whether written, verbal, or otherwise, is entered into; whichever occurs first:

- i. The Board reserves the right to reject any such expenditure by the Officer(s) in question. If an expenditure is rejected, the Board shall communicate the specific reasons for the rejection of expenditure in writing to the requesting Officer,
 - ii. If the Board rejects the expenditure, the Officer(s) that requested the expenditure may petition the Senate to overturn the Board's decision. The Senate may overturn the decision by a two-thirds (2/3) majority vote;
- (d) If an Officer exceeds their budget allocation, the Budget Committee must deduct the excess amount from their stipend;
- (e) The Campus Organisations Chair shall not allocate more than five hundred (500) dollars to any campus organisation per semester, except by approval of a of the Board;
- (f) Any Member shall have the right to request to view complete and detailed records of all expenditures;

Section 33. Non-Guarantee of Reimbursements

- (a) The Corporation will not guarantee reimbursement of any particular expenditures, pursuant to all other provisions in this Constitution;
- i. If the President, Chief Financial Officer, or the President Pro-Tempore determine that a check request or purchase is illegitimate, the Chief Financial Officer shall deny the request and notify the organisation's authorised person of the decision. The Chief Financial Officer shall also inform the organisation of the next opportunity to appeal the decision to the Board of Directors, which can overturn such a decision by a vote,
 - ii. If a reimbursement request exceeds the remaining balance of a particular organisation's account but otherwise is in accordance with all relevant regulations, the Chief Financial Officer shall authorise the reimbursement of the remaining balance of the account of the organisation in question. The person who made the reimbursement request is responsible for any amount in excess;

Section 34. Check Requests

- (b) All check requests should be submitted within a month of the expenditure in question being incurred. In the event that a Member submits a check request more than a month after the expenditure was incurred, The Chief Financial Officer reserves the right to deny the check request;
- (c) The Corporation shall make all reasonable efforts to reimburse checks as quickly as possible;

Article 7
Officers of the Corporation

Section 35. The President

- (a) The President shall be tasked with the oversight, management, and direction of the Corporation and be ultimately responsible for the actions of its Officers and Staff,
- (b) The President shall represent and act in the interest of the Members;
- (c) The President shall represent the Corporation in all financial negotiations and meetings; (d) The President shall report to the Board of Directors on their activities regularly; (e) The President shall sit on the following committees:
 - i. The Elections Committee,
 - ii. The Five College President's Council,
 - iii. The Student Affairs Trustee Committee,
 - iv. The Athenaeum Advisory Committee,
 - v. The Budget and Audit Trustee Committee;
- (d) The President shall chair the Budget Committee;

Section 36. The Executive Vice President

- (a) The Executive Vice President be tasked with direct oversight of: The Chief Financial Officer, Campus Organisations Chair, Comptroller, the Senate Chairs, and the Senate Secretary;
- (b) The Executive Vice President shall oversee the operational aspects of the Corporation through their direct reports and promote student discussion and engagement through the Senate;
- (c) The Executive Vice President shall report to the President;
- (d) In the absence of the President the Executive Vice President shall serve as the Acting President, with all the powers and responsibilities of the President;
- (e) The Executive Vice President shall serve as the Chair of the Senate;
- (f) The Executive Vice President shall sit on the following committees:
 - i. The Elections Committee,
 - ii. The Budget Committee,
 - iii. The Student Affairs Trustee Committee,
 - iv. The Athenaeum Advisory Committee;

Section 37. The Vice President of Student Activities

- (a) The Vice President of Student Activities shall be tasked with direct oversight of: The Director of Student Security, the Event Commissioners, and the Dormitory Affairs Chair;
- (b) The Vice President of Student Activities shall oversee the planning of all social events and work to promote a vibrant, inclusive, and healthy social scene for all Members;
- (c) The Vice President of Student Activities shall report to the President;
- (d) The Vice President of Student Activities shall sit on the following committees:
 - i. The Elections Committee,
 - ii. The Budget Committee;

Section 38. The President Pro-Tempore

- (a) The President Pro-Tempore shall serve as the Parliamentarian and Chief Ethical Officer of the Corporation, and be consulted on all matters that pertain to the interpretation, enforcement, and adherence to this Constitution, the Operating Procedures, and the ethical standards of the Corporation;
- (b) The President Pro-Tempore shall serve as Acting Chair of the Senate in the event the Executive Vice President is unable to fulfil their duties;
- (c) The President Pro-Tempore shall report to the President;
- (d) The President Pro-Tempore shall, in the event of a suspected ethical breach, be authorised to convene a special investigatory committee comprised of themselves and at least two other Officers:
 - i. The investigatory committee shall research the alleged ethical violation through, but not limited to, the means of interviews and the review of related documents and/or other physical evidence,
 - ii. If the committee finds grounds to act, it shall file a formal complaint with the Board and the Senate and recommend a course of action;
- (e) The President Pro-Tempore shall adjudicate all questions about the interpretation of this Constitution or any of the Operating Procedures. The Board may overturn a decision of the President Pro-Tempore through a two-thirds (2/3) majority vote;
- (f) The President Pro-Tempore shall sit on the Budget Committee;
- (g) The President Pro-Tempore shall chair the Elections Committee;

Section 39. The Diversity and Inclusion Chair

- (a) The Diversity and Inclusion Chair shall be tasked with fostering a supportive and inclusive climate for all students on campus and facilitating healthy and productive discussion around intersectional issues of race, gender, sexuality, and other identities;
- (b) The Diversity and Inclusion Chair shall chair the Diversity and Inclusion Committee;
- (c) The Diversity and Inclusion Chair shall report to the President;
- (d) The Diversity and Inclusion Chair shall organise programming for identity and affinity-based groups:
 - i. Such programming may include: partnerships with campus organisations, the Dean of Students, or other relevant bodies that might further diversity and inclusion,
 - ii. The Diversity and Inclusion Chair shall hold forums for dialogue open to all Members that seek to address pertinent issues and current events,
 - iii. The Diversity and Inclusion Chair may encourage new campus organisations to form and help them organise programming;
- (e) The Diversity and Inclusion Chair may seek to incentive the involvement of marginalised students in the Corporation and their running for elected and/or appointed positions;
- (f) The Diversity and Inclusion Chair shall serve as a liaison between the College, the Corporation, and other relevant stakeholders on identity-based issues:
 - i. The Diversity and Inclusion Chair shall recognise that students from marginalised identities may have concerns and/or needs not necessarily shared by the larger student body and shall seek to represent those,
 - ii. The Diversity and Inclusion Chair shall meet with College personnel in the Dean of

Students Office, the Dean of Faculty Office, the Admissions Officer, and other pertinent offices, as might contribute to their work promoting diversity and inclusion,

- iii. The Diversity and Inclusion Chair shall regularly meet and communicate with Members about issues surrounding diversity and inclusion;
- (g) The Diversity and Inclusion Chair shall promote the importance of diversity and inclusion throughout the College community and shall work to actively support such efforts;

Section 40. The Chief Operating Officer

- (a) The Chief Operating Officer shall be tasked with managing the logistical and operational aspects of the Corporation, in addition to serving as the Clerk;
- (b) The Chief Operating Officer shall report to the President;
- (c) The Chief Operating Officer shall record minutes from all meetings of the Board, the Budget Committee, and Elections Committee, and publish minutes from all open meetings:
 - i. All published minutes shall be made publicly available on the website,
 - ii. The bulletin board in Collins Dining Hall shall be updated and maintained by the Chief Operating Officer,
 - iii. The Chief Operating Officer shall be responsible for posting notice on the website of all open meetings, including meetings of the Standing committees or the Board. Such notice must be published on the website at least 48 hours before such meetings are scheduled to occur. This publication shall contain the time, date, location, and purpose of the meeting;
- (d) The Chief Operating Officer shall keep a record of all past minutes, which shall be accessible to all Members and Officers at any time:
 - i. Minutes from closed meetings shall not be publicly available, but shall be included in the record and accessible only to the Board,
 - ii. With the approval of the President Pro-Tempore, any Member may request to view closed minutes at any time;
- (e) The Chief Operating Officer shall maintain and update the website;
- (f) The Chief Operating Officer shall be responsible for the management of the offices and the provision of adequate supplies;

Section 41. The Chief Financial Officer

- (a) The Chief Financial Officer shall be tasked with direct oversight of the Treasurer;
- (b) The Chief Financial Officer shall be responsible for all funds and securities of the Corporation and the management and planning of all expenditures and revenues:
 - i. The Chief Financial Officer shall maintain a complete and accurate record of all accounts and transactions of the Corporation,
 - ii. Checks shall be dispersed at least once a week on the day(s) determined by the Chief Financial Officer, iii. The Chief Financial Officer shall be assisted in the execution of the above tasks by the Treasurer, and has the authority to delegate tasks to the Treasurer as appropriate;
- (c) The Chief Financial Officer shall report to the Executive Vice President;

- (d) The Chief Financial Officer shall, in cooperation with their predecessor, prepare and make publicly available the Annual Financial Report of the Corporation to Members by the 15th of October. The Annual Financial Report covers all financial activities of the Corporation during the previous fiscal year, from the 1st of September to the 31st of August;
- (e) The Chief Financial Officer shall prepare and make available the End-of-Term Financial Report of the Corporation to Members by the second Monday after Spring Break. The End-of-Term Financial Report covers all financial activities of the Corporation during the term of the outgoing administration;
- (f) The Chief Financial Officer shall give weekly reports on the financial situation of the Corporation to the Board and the Senate;
- (g) The Chief Financial Officer shall implement and oversee measures to accurately record the number of hours worked by remunerated Staff, as defined by Article 6 Section 30;
- (h) The Chief Financial Officer shall maintain files on all contractual agreements made by Corporation;
- (i) All contracts approved by the Board must be signed by both the President and the Chief Financial Officer;
- (j) The Chief Financial Officer shall be responsible for filing taxes;
- (k) The Chief Financial Officer shall serve on the Budget Committee, and the College's Budget and Audit Trustee Committee;

Section 42. The Treasurer

- (a) The Treasurer shall be responsible for working together with the Chief Financial Officer to ensure the timely reimbursement of all approved requests from students;
- (b) The Treasurer shall report to the Chief Financial Officer;
- (c) The Treasurer shall serve on the Budget Committee;

Section 43. The Comptroller

- (a) The Comptroller shall serve as a check on the Chief Financial Officer and the Treasurer and work to ensure the integrity of all financial activities of the Corporation;
- (b) The Comptroller shall consolidate and maintain financial records including reconciliations, bank statements, and checks, and shall perform reconciliations by the end of the first week of each month for the previous month;
- (c) The Comptroller shall oversee the collection of timely funds by the Corporation, including by counting cash received after every event, and drawing down funds from the Venmo account;
- (d) All revenues shall be deposited into the accounts of the Corporation no later than one month after their receipt;
- (e) The Comptroller shall retrieve mail of the Corporation from Story House and shall stamp "deposit only" on all incoming checks;
- (f) The Comptroller shall serve on the Budget Committee;

Section 44. The Dormitory Affairs Chair

- (a) The Dormitory Affairs Chair shall be tasked with oversight of the Dorm Presidents;
- (b) The Dormitory Affairs Chair shall be tasked with oversight of all dormitory activities, the fostering of vibrant and supportive dormitory communities, and shall liaise between the Dormitory Affairs Council and the Board;
- (c) The Dormitory Affairs Chair shall report to the vice President of Student Activities;

Section 45. The Campus Organisations Chair

- (a) The Campus Organisations Chair shall be tasked with oversight of all recognised campus organisations and shall liaise between such campus organisations and the Board:
 - i. The Campus Organisations Chair shall have the power to recognise campus organisations,
 - ii. The Campus Organisations Chair shall receive and review all funding requests from campus organisations,
 - iii. The Campus Organisations Chair has the discretion to accept or reject, in whole or in part, funding requests for less than five hundred (500) dollars from any campus organisation per semester,
 - iv. The Campus Organisations Chair shall refer all funding requests more than the above threshold to the Board with a recommendation. The Board shall then, through a vote, approve or deny the funding,
 - v. The Campus Organisations Chair shall refer funding requests for which a conflict of interest might exist to the Board,
 - vi. All campus organisations have the right to petition the Board to overturn a decision by the Campus Organisations Chair through a vote,
 - vii. The Campus Organisations Chair shall keep records of all funds transferred to campus organisations,
 - viii. The Campus Organisations Chair shall keep records of the constitutions and membership lists of all campus organisations, and shall investigate these records as necessary,
 - ix. The Campus Organisations Chair shall make accessible to all campus organisations a ledger recording their expenditures and their budgeted allocation,
 - x. The Campus Organisations Chair reserves the right to temporarily halt payments to a campus organisation pending review by the Board if they feel it appropriate,
 - xi. The Campus Organisations Chair shall ensure that all campus organisations have a non-discrimination clause that declares their organization will not discriminate on the basis of race, religion, colour, national or ethnic origin, sex, gender identity and expression, sexual orientation, class marital status or disability;
- (b) The Campus Organisations Chair shall report to the Executive Vice President;
- (c) The Campus Organisations Chair shall serve on the Budget Committee;

Section 46. The Senior Class President

- (a) The Senior Class President shall serve as the liaison between the Corporation and their class, and shall work to foster a healthy and supportive environment within the class through the planning of events;
- (b) The Senior Class President shall report to the President;
- (c) The Senior Class President shall be recognised as the President-for-Life for their class, and shall represent their class in all events post-graduation;
- (d) The Senior Class President shall work with the College to plan graduation ceremonies;

Section 47. The Junior Class President

- (a) The Junior Class President shall serve as the liaison between the Corporation and their class, and shall work to foster a healthy and supportive environment within the class through the planning of events;
- (b) The Junior Class President shall report to the President;
- (c) The Junior Class President shall work together with the Vice President of Student Activities to plan Monte Carlo;

Section 48. The Sophomore Class President

- (a) The Sophomore Class President shall serve as the liaison between the Corporation and their class, and shall work to foster a healthy and supportive environment within the class through the planning of events;
- (b) The Sophomore Class President shall report to the President;

Section 49. The First-Year Class President

- (a) The First-Year Class President shall serve as the liaison between the Corporation and their class, and shall work to foster a healthy and supportive environment within the class through the planning of events;
- (b) The First-Year Class President shall report to the President;

Article 8
Staff

Section 50. The Event Commissioners

- (a) The Event Commissioners shall assist the Vice President of Student Activities in the planning of all social events and working to promote a vibrant, inclusive, and healthy social scene for all Members;
- (b) The Event Commissioners shall report to the Vice President of Student Activities;

Section 51. The Director of Student Security

- (a) The Director of Student Security shall assist the Vice President of Student Activities in ensuring the safety of all students during all events organised by the Corporation;
- (b) The Student Security Staff shall report to the Director of Student Security;

Section 52. The Dormitory Presidents

- (a) The Dormitory Presidents shall assist the Dormitory Affairs Chair in the fostering of vibrant and supportive dormitory communities;
- (b) The Dormitory Presidents shall report to the Dormitory Affairs Chair;
- (c) The Dormitory Presidents shall conduct dormitory meetings at least once per month during the academic year;

Section 53. The Presidential Advisors

- (a) The President may select up to three Members to serve as Presidential Advisors for whatever purpose they see fit;
- (b) Presidential Advisors shall have no authority within the Corporation beyond advising the President;

Section 54. The At-Large Members of the Diversity and Inclusion Committee

- (a) The At-Large Members of the Diversity and Inclusion Committee shall endeavour to represent a broad range of intersectional identities and perspectives and work to further the inclusivity and diversity of the Corporation;
- (b) The At-Large Members of the Diversity and Inclusion Committees shall report to the Diversity and Inclusion Chair;

Section 55. The Senate Chairs

- (a) The Senate Chairs shall report to the Executive Vice President;
- (b) The duties of the Senate Chairs shall be established in the Senate Operating Procedures;

Section 56. The Senate Secretary

- (a) The Senate Secretary shall report to the Executive Vice President;
- (b) The Senate Secretary shall be responsible for recording the minutes of all Senate meetings, and keeping records of votes and attendance;

Section 57. The Student Security Staff

- (a) The Student Security Staff shall assist the Director of Student Security in the execution of their duties;
- (b) The Student Security Staff shall report to the Director of Student Security;

Article 9
Disciplinary Procedures

Section 58. Censures and Removals

- (a) The Board or the Senate have the right to temporarily censure an Officer or a member of the Staff of the Corporation through a vote if they find the person in question to have seriously breached the terms of this Constitution or the law:
 - i. The motion to censure must stipulate the duration of the censure,
 - ii. The person in question shall have the right to speak in their defence,
 - iii. All censures must be recorded in public minutes,

- iv. The person in question has the right to appeal their censure to either the Senate or the Board, who may choose to overturn their censure through a two-thirds majority vote;
- (b) Grounds for removal from office:
 - i. Criminal conduct, including the violation of the rules of Claremont McKenna College, this Constitution, the violation of local, state, or federal law,
 - ii. The serious and consistent failure to adequately perform prescribed duties,
- (c) An Officer or a member of the Staff may be removed from their position through two consecutive three-quarters majority votes of the Senate at subsequent meetings, except for Student Security Staff, who can be removed through a vote of Elections Committee at the recommendation of the Director of Student Security;
- (d) Following a removal, the Elections committee shall fill the position as quickly as possible in accordance with the provisions laid out herein;

Article 11 Conflicts of Interest

Section 59. Disclosure

- (a) All Officers shall be required to promptly, transparently, and fully disclose all possible conflicts of interest;
- (b) If an Officer has a direct or indirect interest or relationship with any organisation or individual that has any transaction or relationship with ASCMC, the Officer shall recuse themselves from involvement with the issue, and shall abstain from any vote on the matter;
- (c) The serious breach of the above requirements shall constitute immediate grounds for the invocation of Article 9 Section 58;

Article 12 Constitutional Amendments

Section 60. Amendments

- (a) All changes, additions, or deletions to this Constitution shall be considered amendments;
- (b) All amendments shall require a two-thirds (2/3) majority vote by the Board and the Senate;
- (c) The President Pro-Tempore shall be empowered to make minor typographical and formatting changes this Constitution, subject only to review by the Senate and approval through a vote;

Compiled and formatted by President Pro-Tempore Thomas Schalke '18, based on the Constitution of January 25th, 2016 and considering all amendments since.