BYLAWS OF THE STUDENT COUNCIL OF THE UNIVERSITY OF VIRGINIA

As Amended through April 16, 2024

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ARTICLE I: GENERAL BODY POLICIES

Section 1: General Body Meetings of the Student Council

A. Purpose

1. The purpose of the general meeting shall be for the Representative Body to hear reports from the Officers, Committee Chairs, and Representative Body to give reports and hear from and speakers relevant to from the University community.

B. Procedure

1. The general meeting shall be led by the President of the Council with the Chair of the Representative Body presiding over the Legislative Session.

2. In the event of extenuating circumstances, the general meeting and Legislative Session may both be held electronically.

C. Schedule of General Body Meetings

1. Time: General Body Meetings of the Representative Body shall be held starting at 6:30PM (18:30) every Tuesday during the fall and spring semesters when classes are in session and beginning on the first Tuesday of the semester.

    a. The Representative Body may at any point, by a two-thirds vote at their first meeting of any semester, determine another date and/or time to schedule regular meetings. The frequency of meetings may not be changed except by an amendment to the Bylaws.

2. Agenda: All regular meetings shall proceed according to the following order of business, unless stated otherwise in the agenda distributed by the President, Chair, or altered with the consent of two-thirds of all Representatives present:

    a. Inauguration and Elections: The following shall be the first items of business on the agenda when a newly-elected Representative Body convenes for the first time:
        (i) Oath of Office: The Oath of Office shall be administered to all new Executive Officers and Representatives.
        (ii) Election of Chair: A Chair of the Representative Body shall be elected as described in Section B, SubSection 2:
        (iii) Assignment to Committee: The newly elected Chair of the Representative Body shall appoint each Representative to a Representative Committee.
    b. Roll Call: The roll shall be called.
    c. Speaker: A guest speaker may be invited to address the Representative Body.
    d. Executive Reports: The Chair of the Representative Body, President, Vice President for Administration, Vice President for Organizations, and Chief of Cabinet shall deliver brief reports on their areas of constitutional oversight.
    e. Leadership Reports: Reports from all Council Committees, Vice President for Administration Committees, Vice President for Organizations Committees, and Representatives.
    f. Public Comment: Any member of the student body may speak on a piece of legislation on the table during this period. Speakers should sign-up for public comment before the start of the General Body Meeting.
    g. Legislative Session Meetings of the Representative Body: The purpose of the legislative meeting shall be for the Representative Body to consider legislation, appeals, and other business.
        (i) Roll Call: The roll shall be called.

(ii) Approval of Minutes: A vote to approve the minutes of the previous meeting shall be taken.

(iii) Old Legislative Business: Any bills tabled at a previous meeting of the Representative Body shall be considered.

(iv) New Legislative Business: Any newly-introduced bills shall be read into the record.

(v) Judicial Business: Any pending Appeals, Review Hearings, or Impeachment Trials shall be held after all other business is concluded.

(vi) Adjournment: The legislative meeting shall be adjourned.

h. Community Concerns: Members of the University of Virginia community who wish to speak may address the Representative Body.

Section 2: Membership Responsibilities

A. New Members

1. Orientation: New members of the Council shall complete an orientation for new members during the fall semester of the new administration led by the Vice President for Administration.

2. General Body Membership Requirements: The Vice President for Administration may set requirements to be completed by members of the Council.

B. Removal of Members

1. By Executive Board: Any member of the Council who fails to satisfy the membership requirements or their responsibilities may be removed by their overseeing member of the Executive Board.

2. By Appointed Officers: Any member of the Council who fails to satisfy the membership requirements or their responsibilities may be removed by their overseeing Appointed Officer with the advice and consent of their overseeing member of the Executive Board.

ARTICLE II. REPRESENTATIVE BODY POLICIES

Section 1: Representatives

A. General Policies

1. Oath: All Representatives shall take the following oath before assuming office:
    a. "On my honor, I will perform the duties of the office of Representative to the best of my ability, and I will uphold the Constitution and Bylaws of the University of Virginia Student Council."
2. Classifications of Representatives:
    a. School-Affiliated Representative: a Representative elected by students belonging to a particular school within the University.
    b. Non-School-Affiliated Representative: a Representative of a cross-school constituency (First Year Representatives and Transfer Representatives).

B. Duties of Representatives

1. All Representatives, in order to discharge their duties as described in Art. II, Sect. 2 of the Student Council Constitution, shall have the following duties:
    a. The Voice of Constituents: Each Representative shall serve as the official voice of their constituents in issues affecting their constituencies and the student body as a whole.
    b. Committee Service: Representatives may be required to serve on at least one Presidential Committee and shall be required to serve on at least one Representative Committee.
        (i) The Chair shall appoint Representatives to these committees and determine the Presidential Committee requirements.
    c. Attendance at Representative Meetings: Representatives shall be required to attend all General, Legislative, Committee meetings, and Representative meetings called by the Chair of the Representative Body. Failure to attend to comply with this requirement is subject to the stipulations outlined in Sub-Section C.

C. Attendance Policy

1. Excused Absences: A Representative may be excused from attending a meeting of the Representative Body if all the following criteria are met:
    a. Legitimate Reason for Absence: The Representative must be prevented from attending the meeting because of illness, a family or personal emergency, extreme and unforeseen circumstances, a test or other official academic commitment, or participation as an athlete in a scheduled intercollegiate competition; social and extracurricular commitments shall not be considered legitimate reasons for absence.
    b. Timely Notification of Chair: The Representative must notify the Chair of their absence at least twenty-four hours before the start of a meeting, or as soon as practically possible in the event of extreme and unforeseen circumstances.
    c. Appointment of Proxy: An absent Representative must appoint a proxy as described in Subsection D.
    d. Maximum Number of Excused Absences: A Representative may not accumulate more than two excused absences per semester.
    e. Additional Excused Absences for Graduate Representatives: A Graduate Representative may petition the Chair to receive additional excused absences, which shall be granted at the Chair's discretion.

2. Unexcused Absences: A Representative who is absent without meeting all of the criteria described in Part a. of this section shall receive an unexcused absence.

    a. Maximum Number of Unexcused Absences: A Representative may accumulate no more than one unexcused absence per semester.

    b. Consequences for Unexcused Absences: A Representative who accumulates more than one unexcused absence in a single semester shall be considered to have resigned from office at which point the Chair shall declare the seat vacant by resignation, and inform the appropriate governing body to ask for their replacement.

3. Late Arrival and Early Departures: The Chair shall have the discretion to record a one-half absence for any Representative who arrives late to a meeting, or leaves a meeting while official business is still pending without prior notification of the Chair; this one-half absence shall only be considered excused if it meets all of the criteria listed in Part 1.

D. Proxies

1. Definition of a Proxy: A Proxy is an individual appointed by an absent Representative to speak on their behalf at a meeting of the Representative Body.

2. Eligibility: A Proxy must meet the following requirements:

    a. Representation: A Proxy must be a student of the constituency of the Representative that they are replacing.

    b. Not Serving in Any Other Capacity: A Representative's Proxy may not be another Representative, a Proxy for another Representative, an Appointed Officer, an Executive Officer, or the Parliamentarian.

    c. Prior Notification. A Representative must inform the Chair of the name of any proxy at the time of his or her informing the same of the Representative's absence (see II.I.C.1.b above). At the Chair's discretion, the Chair shall refuse to admit proxies with less than twenty-four hour notification, except under extreme and unforeseen circumstances.

    d. Limit: A Representative may have proxies present on their behalf at a maximum of two meetings in a given semester. If extenuating circumstances arise, the Chair of the Representative may extend the number of proxies at their discretion.

3. Powers of a Proxy: A proxy may ask questions and participate in debate, but may not make any motions, except points of order or points of personal privilege, or vote on legislation.

4. Quorum and Recording of Votes: A proxy shall be counted towards quorum, such that they shall always be included in the calculation of total votes cast; however, their vote shall always be recorded as "abstain".

Section 2: Chair of the Representative Body

A. Duties of the Chair

1. Chairing Representative Body Meetings: The Chair shall serve as the chairperson of the Representative Body when it meets, unless this responsibility is delegated to a Chair Pro Tempore as described in SubSection 4:

2. Organizing Representative Body Meetings: The Chair shall make the arrangements for all Representative Body meetings as follows:

    a. Agenda: The Chair shall set the meeting agenda, and distribute it with the previous meeting's minutes, all new and pending legislation, and any other items of business to all members of the Representative Body at least forty-eight hours before each regularly scheduled meeting.

b. Location: The Chair shall make arrangements for an appropriate meeting location, as well as the availability of all necessary furnishings and equipment.

3. Appointments: The Chair shall be responsible for appointing the officers listed in Subsection C.

4. Allocation of Representatives: The Chair shall be responsible for ensuring that all Schools of the University are fully represented on Council, following the requirements of the Constitution (Art II, Section 2:B-D), as follows:

    a. Notification of Vacancies: The Chair shall notify a School's governing Council when a vacancy occurs in one of its Representative seats so that it may appoint a replacement or schedule a special election. Vacancies in Transfer Student Representative seats must be filled by special election. Vacancies in non-affiliated First Year Representative seats shall be filled by the First Year Council through either appointment or special election.

    b. Verification of the Allocation of Seats: The Chair, by the first day of spring semester, shall determine the number of seats to be allocated to each school and shall provide this information to the University Board of Elections, or its successor.

    c. Allocation Procedure: The Chair shall use the fall enrollment figures calculated by the Office of Institutional Assessment and Studies to determine the number of seats that shall be allocated to each School. The total number in each school shall be used to determine the number of seats to be filled in spring elections. One representative will be apportioned per 1000 students in each school. Seats for transfer students and first year students shall be allocated as if they were a separate school and elected in a separate election each fall.

5. Enforcing Attendance: The Chair, or their designee, shall be responsible for monitoring the attendance of all Representatives, notifying them of unexcused absences, and removing representatives from office for violations (see II.1.C).

6. Participation in Debate: If the Chair wishes to speak for or against a bill pending before the Representative Body, they must first relinquish their seat to a Chair Pro Tempore for such time as the Chair wishes to participate.

7. Ensuring Accountability: The Chair shall be responsible for recording votes and reporting the results to the Student Council website.

B. Procedure for Electing the Chair

1. Nominations:

    a. Request for Nominations: The President shall assume the chair and open the floor for nominations.

    b. Nomination and Seconds: Any Representative may nominate any other Representative, but no Representative may nominate themselves. This nomination must then be seconded by another Representative. Only Representatives may make nominations; the President, Vice President for Administration, and Vice President for Organizations may not do so.

    c. Candidacy: If a Representative accepts a nomination, they shall become a candidate for the position of Chair of the Representative Body.

2. Speeches and Questions:

    a. Order of Speeches: Once the floor is closed for nominations, each candidate shall be allowed up to five minutes to deliver a speech, in the order in which the candidates were nominated.

    b. Endorsements: After each candidate has given their five minute speech, members of the Representative Body or the Executive Board may opt to give a speech in support of one of the proposed candidates that may not exceed two minutes. Speeches can only be in favor of one single candidate, and no individual may speak twice.

c. Questions: After each candidate has spoken, members of the Representative Body shall be allowed up to fifteen minutes to ask questions, which may be extended by a majority vote of all Representatives. Each question must be answered by all candidates in the order in which they were nominated, and each response may not exceed one minute in length.

3. Elections:

a. Circumstances for Voting: If only one candidate has been nominated, the President shall request unanimous consent to elect that candidate as Chair. If more than one candidate has been nominated, the decision will be put to a vote by closed ballot.

b. Balloting: Each Representative shall rank the candidates according to preference on a ballot, and submit this ballot to the President. Candidates shall be eligible to cast votes.

c. Counting the Ballots: The ballots shall be counted in private by the Chair of the Rules and Ethics Board. The number of first-rank votes shall first be tabulated. If a majority is not attained by any candidate, the candidate with the lowest number of first-rank votes shall be eliminated and their votes distributed according to the next-ranking choice on the ballots. This shall continue until one candidate shall have attained a majority of the votes. Tabulations for each round will be kept.

d. Announcement of Results: The President shall announce the name of the winning candidate to the Representative Body, administer the oath of office to the candidate, and then yield the gavel to the newly-elected Chair.

e. Timing: The Chair may be elected at a meeting of the elected Representatives between their election and their first official meeting.

C. Appointments by the Chair

1. Representative Body Committee Chairs: The Chair shall appoint all Chair and Vice-Chairs of the Representative Body Committees. They will serve at the discretion of the Chair of the Representative Body.

2. Permanent Chair Pro Tempore: The Chair shall appoint a representative as Chair Pro Tempore to serve as their permanent proxy or under such situations as elaborated in II.II.D.2 of these Bylaws.

3. Parliamentarian: The Chair shall recognize the Chair of the Rules and Ethics Board to serve as Parliamentarian during meetings of the Representative Body.

a. Selection: The Chair of the Rules and Ethics Board shall be selected according to the procedure enunciated in Article VI, II,.B.1.c of the Bylaws.

b. Duties: The Chair of the Rules and Ethics Board shall have the following duties:

(i) Resolve Disputes of Rules and Authority: The Chair has the authority to correct any rule infringements and disputes concerning rules and authority. The Chair maintains final ruling, but the Rules and Ethics Board will evaluate any discrepancies.

4. Notification of Appointments: The Chair must notify the Representative Body of any appointments both in writing immediately upon the appointments being made and during the next meeting of the Representative Body following the appointment.

D. Chair Pro Tempore

1. Definition: Any Representative who temporarily chairs a meeting of the Representative Body in place of the Chair shall be referred to as the Chair Pro Tempore.

2. Circumstances for Appointing a Chair Pro Tempore: A temporary Chair Pro Tempore shall be appointed under any of the following circumstances:

a. Absence of Chair: The Chair and the Representative designated by the Chair to serve as the permanent Chair Pro Tempore are absent.

b. Conflict of Interest: Both the Chair and the permanent Chair Pro Tempore when acting as Chair have a conflict of interest regarding an item of business pending before the Representative Body.

c. Participation in Debate: The permanent Chair Pro Tempore, when serving as the Chair, wishes to speak for or against a bill pending before the Representative Body or otherwise wishes to participate in debate.

3. Qualifications of Chairs Pro Tempore: Only Representatives may serve as Chair Pro Tempore; no executive or appointed Officer may do so, except for the President when they oversee the election of a Chair as described in Subsection B of this section.

4. Appointing a Chair Pro Tempore During a Meeting: A Chair Pro Tempore may be appointed during a meeting as follows:

   a. Selection by Chair: The Chair, or the permanent Chair Pro Tempore, may yield the gavel to another Representative at any time, unless an objection is made by a Representative and sustained by a majority of all Representatives present.

   b. Motion to Appoint a Chair Pro Tempore: Any Representative may make a motion to appoint a Chair Pro Tempore, if they believe that the Chair or the current Chair Pro Tempore to have a conflict of interest; this motion must be approved by a majority of all Representatives present.

5. Appointing a Chair Pro Tempore Before a Meeting: A Chair Pro Tempore may be appointed before the start of a meeting as follows:

   a. Selection by Chair: If the Chair will be absent or otherwise unable to participate in a meeting, and in the event that the permanent Chair Pro Tempore cannot serve, they shall appoint another Representative to serve as Chair Pro Tempore and notify the Representative Body of this decision.

   b. Any Representative: If the Chair is absent and has not designated a Chair Pro Tempore, any Representative present may gavel in the meeting but must immediately ask for the consent of the Representative Body to proceed as Chair Pro Tempore.

E. Removal and Replacement of the Chair

1. Impeachment: Since the Chair is an Executive Officer, they may only be removed from office by impeachment; however, a Chair who is removed from office for violations of their duties as Chair, and not for violations of their duties as a Representative, shall be eligible to remain on Council as a Representative.

2. Replacement of Chair: In the event of the Chair's resignation or removal from office, a new Chair shall be elected at the next regular meeting of the Representative Body, using the procedure described in Subsection B.

3. Replacement of a Permanent Chair Pro Tempore: The permanent Chair Pro Tempore may be summarily dismissed by the Chair at any time or impeached by the Representative Body only for actions taken while acting as Chair.

Section 3: Representative Committees

A. Organization

1. Internal Affairs Committee: Shall consider matters internal to Council such as management of Council meetings and records; judicial proceedings – not including Rules and Ethics proceedings – under Student Council's jurisdiction; proper numbering, recording, and documentation of Representative Body legislation; oversight and review of internal Student Council budget allocations, including preparing recommendations to the Representative Body on the passage of proposed budgets and the approval

of requested reallocations of funds after the passage of the budget; recruitment and management of Representative Aide Staff; creation of institutionalized Representative training materials; coordination of legislation and Cabinet activity; and other matters at the discretion of the Chair.

2. External Affairs Committee: Shall consider matters external to Council such as concerns and affairs of CIOs and Special Status organizations, insofar as they represent the concerns of student constituencies. Members shall attend meetings of organizations who endorse Student Council candidates for that year's elections and others at the discretion of the Chair. The Chair of External Affairs shall engage pre-existing student coalitions, dorms, and other large student groupings. External Affairs at large shall coordinate constituent outreach such as organization of town halls, maintenance and responses to community posts, and Representative Body-specific social media accounts, other matters at the discretion of the Chair.

3. Community Concerns Committee: Shall consider and resolve concerns related to the welfare of the University population as raised in the "Community Concerns" portion of General Body Meetings. The Chair of the Community Concerns Committee must record the concerns raised in "Community Concerns" and assign issue resolution to members of their committee.

B. Relationship of Committees to the Chair of the Representative Body

1. Committee and Chair Relationship: The Chair of the Representative Body is responsible for the assignment of matters to committees and has full discretion in this area. Chairs and Vice-Chairs of individual Representative Body Committees shall serve at the pleasure of the Chair.

C. Duties of Chairs of Representative Body Committees

1. Chairing Meetings: The Chair shall serve as the presiding officer of their respective Representative Body Committee when it meets.

Section 4: Meetings and Meeting Procedures

A. General Rules for Meetings

1. Executive Session: When considering sensitive matters, the Representative Body may vote to enter executive session as follows:

    a. Procedure: A motion to enter executive session may be made at any time by any Representative or Executive Officer, and shall require the majority approval of all Representatives present.

    b. Members Permitted to Be Present: When the Representative Body is in executive session, only Representatives, Executive Officers, the Parliamentarian, the Recording Secretary, and shall be present; all other individuals shall be escorted from the room.

    c. Freedom of Information Act: When the Representative Body enters executive session, it shall comply with the sections of the Virginia Freedom of Information Act that apply to "Executive or Closed Meetings".

2. Voting:

    a. Types of Voting: Votes of the Representative Body may be taken by a show of hands or by a calling of the roll; no votes shall be taken by secret ballot except for the election of the Chair.

    b. Tie Votes: In accordance with standard parliamentary practice, a tie vote shall be considered a failing vote; all votes must achieve a numerical majority in order to be considered passing except for such procedural motions and situations explicitly stated in these Bylaws.

3. Rules of Order: Except as specified otherwise in these Bylaws, the Representative Body's meetings shall be governed according to the most recent official edition of Robert's Rules of Order.

4. Quorum:

a. Verification of Quorum: Any Representative who believes that the necessary two-thirds quorum for transacting business is lacking shall ask the Chair to verify quorum, which shall be granted immediately and without question.

b. Ban on Transacting Business in the Absence of Quorum: In the absence of a quorum, the Representative Body may not vote on any item of business. Debate on any item of business may occur provided that 1/4 of Representatives are present and accurate minutes are kept and disseminated to the entire Representative Body so that a vote may occur at the next meeting where quorum is established, contingent on the continuing of a debate if requested by any Representative. The only motions in order if at least 1/4 of representatives are not present shall be to call the roll, recess, adjourn, or take actions to establish the 1/4 minimum and/or quorum.

c. Cancellation of Meetings: At the discretion of the Chair of the Representative Body for Representative Body meetings and Committee Chairs for Committee meetings, a meeting may be cancelled if there is a lack of business, an anticipated lack of quorum, or if inclement weather, safety considerations, or other unusual circumstances prevent the meeting from taking place; in all such cases, the Chair shall notify to the best of his or her abilities the Representative Body or Committee membership and any pending business shall be postponed.

B. Representative Body Committee Meetings

1. Representative Body Committee Meeting: The purpose of the committee meeting shall be for the Representative Committees to discuss their designated functions as stated in II.3.

2. Schedule of Representative Body Committee Meetings: Committee meetings shall be held at the discretion of Representative Committee Chairs.

3. Agenda: The agenda shall be set by discretion of the Representative Committee Chair.

C. Special Meetings

1. Definition: A special meeting is one that is not held at the normal time and day of the week for regular General Body meetings.

2. Procedure for Calling a Special Meeting: The President or Chair of the Representative Body may call a special meeting at any time for such reasons that they shall specifically state; the Chair must also do so if presented with a petition from at least one-quarter of all Representatives.

3. Notification: A reasonable effort shall be made by the Chair and President to inform all Representatives and Officers of the time and location for the special meeting at least twenty-four hours in advance.

4. Restrictions on Business: During a special meeting, the only business that may be transacted shall be that for which the meeting was specifically called; any Representative may later motion to reconsider actions taken at a special meeting if they can demonstrate that one or more Representatives were not properly notified of the special meeting's time and place.

5. Non-Academic Session Meetings: If, during such times when the University is not in regular session, an issue arises of critical importance to the student body or Student Council and requiring their immediate attention, the President or Chair may call an extraordinary meeting of Student Council – the unanimous consent of the President, Vice President for Administration, Vice President for Organizations, and Chair of the Representative Body being required for issuance of such a call – at such time and place as they shall jointly determine. In such cases, every accommodation shall be made to gather the voices and input of the entire Representative Body in particular if they cannot physically be present at the meeting location.

Section 5: Legislation

A. Rules for Legislation

1. Eligibility to Submit Legislation: Representatives and any other members "with voice" as specified in the Constitution may introduce legislation.
2. Submission of Legislation to the Chair: All legislation must be presented to the Chair in their final form at least seventy-two hours before the General Body meeting, so that they may be placed on the agenda and distributed to all Representatives beforehand; exceptions to this rule shall only be permitted at the discretion of the Chair.
3. Title and Sponsor: All legislation shall have a title and at least one sponsor, both of which must be listed at the top of the bill; at the discretion of the sponsor(s), a piece of legislation may be designated as being "on behalf of" one or more individuals or committees of the Council.
4. Record of Legislation: Copies of all pieces of legislation and a record of the votes on each piece of legislation, regardless of the outcome, shall be posted on the Student Council website.
5. Amendment and Debate of Legislation: A piece of legislation may not be amended or debated in the legislative session until it is eligible to be put to a vote; until this time, only questions of a factual nature may be directed towards the legislation's sponsor(s).
6. Amendments to the Bylaws: Amendments to the Bylaws may only be amended after their second reading.
7. Numbering System: All legislation shall be numbered according to its semester, year, and sequence of introduction in the following format:
    a. Semester. "F" or "S" to indicate the fall or spring semester
    b. Designation. "B", "P", or "R"; to Bill, Proclamation, or Resolution.
    c. Year: The last two digits of the calendar year, followed by a dash.
    d. Sequence: The order in which the legislation was introduced during this semester.
8. Signing: All passed legislation must be signed by the President and all the sponsors of the legislation.

B. Types of Legislation

1. Bills
    a. Purpose and Format: The purpose and format of the bill depends on the type of bill, outlined in the following subsections:
        (i) Budget:
            a. Initiated by the Vice President for Administration: Budget bills may only be introduced by the Vice President for Administration.
            b. Format: A budget bill shall include all the information specified in Article II, Section V, and Subsection B.
            c. Limitations: Only one Annual Budget shall be passed by the Representative Body per academic year; alterations to the budget must be introduced to the Representative Body.
        (ii) Recognition of Contracted Independent Organizations (CIOs):
            a. Initiated by Vice President for Organizations: Bills to recognize or deny recognition to Contracted Independent Organizations may only be introduced by the Vice President for Organizations.
            b. Format: Recognition bills shall include all the information specified in Article IV, Section I, Subsection A, and Part 3.
        (iii) Suspension or Restriction of a Contracted Independent Organization:

a. Initiation: Any member of the Representative Body may introduce a bill to suspend or restrict the Council's recognition of a Contracted Independent Organization pending a review hearing before the Representative Body.

b. Format: Review bills shall state the reason for holding a hearing on the status of a Contracted Independent Organization, which must specify one or more of the criteria listed in Article IV, Section II, Subsection A, and Part 2.

(iv) Amendments to the SAF Guidelines:

a. Initiated by the Vice President for Organizations: A Bill to amend the Student Activities Fee Guidelines that guide the Appropriations process.

b. Format: The Bill should include the significant changes to the Guidelines and call upon the Representative Body to accept the new Guidelines in full. The VPO must provide a copy of the full, updated SAF Guidelines to the Representatives to consider.

c. Limitations: Amendments to the SAF Guidelines must be approved by 2/3 of the Representative Body.

(v) Allocation of Office or Storage Space:

a. Initiated by Vice President for Organizations: Bills to allocate office or storage space to Contracted Independent Organizations may only be introduced by the Vice President for Organizations.

b. Format: Office space allocation bills shall include all the information specified in Article IV, Section IV, Subsection A, and Part 4.

c. Limitations: Only one office space allocation bill may be passed by the Representative Body per academic year.

(vi) Appointments:

a. Initiated by Officer: Bills to appoint staff or committee chairs may only be introduced by the Officer with the constitutional authority to appoint the positions specified in the bill.

b. Format: Appointment bills shall specify the names of the appointees, and the positions to which they have been nominated.

(vii) Ad-Hoc Committees:

a. Format: A bill to create or renew an ad-hoc committee shall specify the name of the committee, its membership, its objective, and the date by which it must report back to the Council, which shall be no later than the end of the academic year.

b. Distinction between Standing and Ad-Hoc Committees: Only ad-hoc committees may be created by a bill; standing committees may only be formed or dissolved by amending the Bylaws.

(viii) Impeachment Charges:

a. Initiation: To initiate an impeachment trial, a member of the Representative Body must submit a written statement of charges in the form of a bill.

b. Format: An impeachment bill must list, in itemized form, each charge to be considered at a proposed impeachment trial, as described in Section VI, Subsection B, Part 1, Paragraph b.

(ix) Amendments to the Bylaws:

a. Requirement for one Reading: Proposed amendments to the Bylaws must be read and tabled during one Legislative Session, before being debated and put to a vote during the next Legislative Session.

b. When Passage is Allowed: Bills to amend the Bylaws may not be passed at a meeting in which they are first presented.

c. Bill Must Show Changes in Language: All proposed amendments to the Constitution and Bylaws shall include the text of all passage(s) to be amended, using strikethrough type to indicate which text will be deleted and bold type to indicate which text will be added; all constitutional amendments submitted to the Student Body for ratification must also follow this format. Full replacement of the Bylaws shall not require editing markup; in the

event of the replacement or substantial amendment of the Constitution, a full replacement of the Bylaws shall be required.

(x) Change in the amount of the Student Activity Fee (SAF)

a. Initiated by Executive Officer: Bills to change the amount of the Student Activity Fee may only be introduced by an Executive Officer. To initiate such a Bill, the Executive Board shall release a public, well-advertised announcement that they seek an SAF change no fewer than 3 weeks before a Bill is to be presented to the Representative Body to allow for public feedback and shall include the amount and reasoning of the change.

b. Format: Bills to change the amount of the Student Activity Fee shall specify the change, to be in a whole dollar amount, divided across the two conventional semesters. Bills must include the amount of change and a summary of the reasoning of the change. The bill should be accompanied by a presentation of the change by the initiating officer to the Representative Body explaining thoroughly the reasoning of the change.

c. When Passage is Allowed: Bills to change the amount of the Student Activity Fee may not be passed at the meeting in which they are first presented.

d. Limitations: Changes to the amount of the Student Activity Fee must be approved by 2/3 of the Representative Body.

(xi) Other Exercise of the Representative Body's Powers:

a. Initiation: Any Representative may introduce a bill proposing that the Representative Body exercise any power specified in the Constitution and Bylaws that is not otherwise described in this Subsection.

b. Format: Bills to exercise a power shall specify the section of the Constitution and Bylaws where the power is specified, and the action to be taken.

b. Resolutions:

a. Purpose: Resolutions shall be used to express the views of the Representative Body on issues over which the Council has no binding authority, as well as proclaim dates, events, or causes that the Representative Body feels passionately about.

b. Format: A Resolution shall be composed of one or more "whereas" clauses stating the rationale for the Representative Body's position on an issue, followed by one or more "resolved" clauses stating the position itself.

c. Proclamations

a. Purpose: Proclamations shall be used to proclaim dates, events, or causes that the Representative Body feels passionately about.

b. Format: A Proclamation shall be composed of one or more "whereas" clauses stating the rationale for the Representative Body's position, followed by one or more "Therefore" clauses making the proclamation itself.

Section 6: Judicial Proceedings

A. Appeals and Hearings

1. Jurisdiction of Representative Body: The Representative Body shall have the authority to hear appeals and conduct hearings in the following instances:

a. Maintain Review Hearings for Contracted Independent Organizations: The Representative Body may conduct hearings on the status of Contracted Independent Organizations, per Article IV, Section II, Subsection A.

b. Appropriations Appeals: The Representative Body may hear appeals of funding decisions should a Contracted Independent Organization that previously filed an appeal with the Board of Audit and Management be unsatisfied with the initial appeal decision.

c. Space Allocations Appeals: The Representative Body may hear appeals of decisions made by the Space Allocations Committee, per Article IV, Section V, Subsection B.

2. Restrictions on Jurisdiction of Representative Body: The Representative Body may not serve as a court of appeal for decisions made by Executive Officers, Appointed Officers, or committees of Student Council, nor may it vote to override such decisions, except as provided for in these Bylaws.

B. Impeachment Trials

1. Initiation of Impeachment Process:

    a. Approval of Charges: The Representative Body may impeach a member by approving a written statement of charges.

    b. Itemization of Charges: The charges in the written statement shall be listed in itemized format, and each charge must refer to the section(s) of the Constitution or Bylaws which the member is alleged to have violated.

    c. Notification: The Chair shall be responsible for immediately providing the impeached member with a written statement of charges; if the Chair is impeached, the President shall assume responsibility for this task.

    d. Suspension of Duties: An impeached member shall be suspended from their duties until a verdict is reached.

2. Impeachment Trial Procedures: An impeachment trial shall proceed as follows:

    a. Case for Removal: The sponsor(s) of the impeachment bill shall be allowed no more than ten minutes to present the case for removing the member from office.

    b. Defense: The accused member shall then be allowed no more than ten minutes to present his or her defense.

    c. Question and Answer: Representatives shall be allowed up to twenty minutes to ask questions of both sides, which may be extended by a majority vote of all Representatives present.

    d. Summations: The accuser(s) shall be allowed no more than three minutes to summarize the case for removal, followed by no more than three minutes for the accused member.

    e. Deliberations: The Representative Body shall then debate the matter in executive session, followed by separate votes on each charge listed in the written statement of charges.

    f. Verdict: If two-thirds of all Representatives present vote in favor of removal on any charge, the Member shall be removed from office.

3. Replacement. The Member's successor may not be sworn in any earlier than the next regularly scheduled meeting of the Representative Body.

4. Appeal of Impeachment Verdicts: Impeachment verdicts may be appealed to the Rules and Ethics Board if the member believes that any aspect of the impeachment proceedings was in violation of the Council's Constitution or Bylaws - no other appeals shall be possible.

ARTICLE III. EXECUTIVE POLICIES

Section 1: Officer and Member Policies

A. General Policies

1. Oath of Office: All executive and appointed Officers shall take the following oath before assuming office:

    a. "On my honor, I will perform the duties of the office of (name of position) to the best of my ability, and I will uphold the Constitution and Bylaws of the University of Virginia Student Council."

B. Executive Officers

1. Definition of Executive Officer: An Executive Officer is an Officer who has been elected by the student body at large, or by the Representative Body; accordingly, the Executive Officers of the Council shall be the President, Vice President for Administration, Vice President for Organizations, and the Chair of the Representative Body.

2. Meetings: The Executive Officers shall meet on a regular basis to plan and coordinate the operations of Student Council. The President shall lead these meetings.

3. Discretionary Spending: The Executive Officers shall have the authority to authorize discretionary expenditures on the Council's behalf, provided that each expenditure is within the limits specified in the annual budget approved by the Representative Body, and that a majority of Executive Officers agree to the expenditure.

4. Endorsements: The Executive Officers shall have the authority to endorse events, initiatives, and petitions on behalf of Student Council, if a majority of Executive Officers agree to such endorsement.

C. Appointed Officers

1. Definition of Appointed Officer: An Appointed Officer is a student who has been appointed to a position that requires the approval of the Representative Body, and has the power to exercise authority on the Council's behalf. Committee Chairs shall be considered Officers; members of Committees shall not be considered Officers.

2. Reporting Authority: Appointed Officers shall report to the Executive Officer responsible for their appointment; however, Committee Chairs in the President's Cabinet shall report to the Chief of the Cabinet, and members of the Rules and Ethics Board shall remain independent.

3. Approval by Rules and Ethics: Members of Student Council must meet the guidelines the Rules and Ethics Board has established outlined in Article VI, Section II, Subsection B.

4. Removal from Office: Once an Appointed Officer has been approved by the Representative Body, they may be removed from office via impeachment or by the appointing officer.

D. Committee Members

1. Definition of Committee Member: A Committee Member is any member of Student Council appointed by a Committee Chair.

2. Removal: Committee Members may be removed from their position at any time by the Officer responsible for their appointment. The impeachment process shall not apply in either case.

Section 2: Selection Process for Appointed Officers and Committee Members

A. Requirement for Membership Process

1. Fair Process: Appointed Officers and Committee Members shall be selected in an open and fair process, according to each candidate's qualifications.
2. Advertisement: The positions for Appointed Officers and Committee Members shall be openly advertised for a reasonable amount of time.
3. Eligibility: Any currently enrolled University students may join Student Council so long as they meet the requirements set by the Executive Board and their Committee Chair.

B. Policies for Standing Committees

1. Participation on Committees: Standing committees shall be open to participation by any student at the University via an application process.
2. Authority of Committee Chair(s): The Chair(s) of a Standing Committee, or their express designee, shall have the authority to do the following:
    a. Speak on Behalf of the Committee: Only the Chair(s) of a Committee or an official designee may speak on the Committee's behalf to members of the administration, the non-University community, and the Representative Body.
    b. Expend Allocated Funds: The Chair(s) of a Committee shall make all decisions about how that Committee's funds shall be spent.
    c. Create Subcommittees: The Chair(s) of a Committee shall have the discretion to delegate the Committee's work to various subcommittees.
3. Reports to Representative Body: The Chair(s) of all Committees, except for Program Committees, shall be required to deliver periodic reports to the General Body during the regularly scheduled General Body meetings.

Section 3: Duties of the President

A. Representing the Student Body

1. The President shall represent the student body of the University of Virginia at official functions and ceremonies.

B. Liaison to Administration

1. The President shall meet with senior members of the administration to bring issues of concern to their attention, and provide input into University governance.

C. Creation of Policy

1. The President shall be responsible for formulating and implementing policies to improve the quality of life of students at the University of Virginia.

D. Supervision of Cabinet

1. The President shall, with the assistance of the Chief of the Cabinet, oversee the Cabinet Agencies, and delegate the implementation of their policies to them as appropriate.

E. Attendance at General Body Meetings

1. The President shall attend and participate in all General Body Meetings, as an ex officio member with voice but without vote during the Legislative Session.

F. Appointment to University Positions

1. The President shall appoint all Officers requested by the University with the approval of the Representative Body.

2. Appointments asked for and made during the non-academic year must be approved by a majority of the Executive Officers.

G. Constitution and Bylaws Review Committee

1. Membership: The President shall appoint members from each branch of the Council to be led by the Chair of the Rules and Ethics Board.

2. Meeting Frequency: The Committee shall meet at least once per semester to review and propose amendments to the Constitution and Bylaws of the Council.

Section 4: The President's Cabinet

A. Purpose of Cabinet

1. The Cabinet shall serve as a vehicle for the President to implement their policies, and to engage students in the process of bringing about changes and improvements in student life at the University.

B. Chief of the Cabinet

1. The President's Cabinet shall be led by a Chief of the Cabinet appointed by the President, who shall have the following duties:

    a. Selection of the Cabinet: The Chief of the Cabinet shall be responsible for assisting the President in the selection of Directors for all Cabinet Agencies.

    b. Oversight of the Cabinet: The Chief of the Cabinet will oversee the work of the Agency Directors, and may participate in Agency meetings on behalf of the President.

    c. Management of Presidential Initiatives: The Chief of the Cabinet shall assist the President in managing policy initiatives which the President judges to be of importance.

    d. Attendance at General Body Meetings: The Chief of Cabinet shall attend and participate in all General Body Meetings, without voice or vote during the Legislative Session.

C. Agencies of the Cabinet

1. The Cabinet shall consist of the following Standing Agencies, each of which shall be led by a Director or Co-Director appointed by the President with the majority approval of the Representative Body, and at least one Vice Director appointed by the Committee's Director or Co-Director:

    a. Academic Affairs: The Academic Affairs Agency shall be responsible for addressing the academic and educational concerns of students, and advising the administration regarding the University's academic policies.

    b. Arts: The Arts Agency shall be responsible for promoting and advocating for artistic endeavors, and supporting artistic events at the University and in the greater Charlottesville community.

    c. Community Engagement: The Community Engagement Agency shall be responsible for promoting relationship-building with the greater Charlottesville Community, working with the City of Charlottesville on issues that impact both the University community and the larger Charlottesville community, promoting public and community service among the student body, and supporting service organizations in their endeavors.

d. Diversity Engagement: The Diversity Engagement Agency shall support and sustain diversity initiatives from multicultural organizations across Grounds as well as work with administrators to address problems voiced by students, offering resources for students and events for students to attend.

e. Financial Accessibility: The Financial Accessibility Agency shall work to expand the accessibility and opportunities of financial resources for students at the University, and act as an advocate for financial accessibility on Grounds.

f. Graduate Affairs: The Graduate Affairs Agency will serve as the executive's policy-making arm for tackling graduate issues under the directive of the President. This committee will work closely with the Graduate Schools and the Student Council Graduate representatives to field concerns and pursue policies.

g. International Student Affairs: The International Student Agency Committee shall work to advocate for the interests of international students, and to provide programming and support for the international student community.

h. Legislative Affairs: The Legislative Affairs Agency shall be responsible for representing the interests of University students, as approved by the Representative Body, in the Federal, State, and Local government, and encouraging student participation in the political process.

i. Safety and Wellness: The Safety and Wellness Agency shall be responsible for educating the student body about health and safety issues, and addressing concerns regarding the wellbeing of students.

j. Student Life: The Student Life Agency will serve as the policy-making arm of Student Council in areas related to dining facilities, affordable printing, transportation, and helping pursue any concerns with regards to student life at the University.

k. Sustainability: The Sustainability Agency shall be responsible for advising the Council regarding sustainability issues affecting the University, and the sustainability of the University's practices.

Section 5: The President's Support and Access Services

A. Purpose of the Support and Access Services

1. The Support and Access Services shall serve as a set of recurring services for the student body, allowing the President to directly serve their constituents with tangible resources to support student welfare.

B. Chief of the Support and Access Services

1. The President's Support and Access Services shall be led by a Chief of Support and Access Services appointed by the President, who shall have the following duties:

    a. Selection of the Service Directors: The Chief of the Support and Access Services shall be responsible for assisting the President in the selection of Directors of the Support and Access Services.

    b. Oversight of the Services: The Chief of the Support and Access Services will oversee the work of the Service Directors, and may participate in branch meetings on behalf of the President.

    c. Management of Services: The Chief of the Support and Access Services shall assist the President in managing service expansion and initiatives which the President judges to be of importance.

    d. Attendance at General Body Meetings: The Chief of Support and Access Services shall attend and participate in all General Body Meetings, without voice or vote during the Legislative Session.

C. Community Food Pantry

1. Purpose

    a. The purpose of the Community Food Pantry shall be to combat food insecurity among members of the University community.

2. Composition of Board

    a. The Community Food Pantry shall be composed as follows:

        (i) The President of the Council shall appoint an Executive Director of the Community Food Pantry with majority approval of the Representative Body.

        (ii) The Executive Director shall appoint the following executive officers before the end of the spring semester with majority approval of the Representative Body.

        (iii) Operations Manager: The Operations Manager works closely with the Executive Director to maintain smooth daily operations, making adjustments as necessary; checks pantry supplies to ensure that there is an adequate stock of food and hygiene items, and works with the Drives Coordinator to obtain these items; and updates pantry handbook and creates pantry information materials.

        (iv) Volunteer Coordinator: The Volunteer Coordinator sends out volunteer sign-ups monthly; plans and leads at least two volunteer trainings per semester; responds to volunteer concerns promptly; and checks volunteer sign-ups to ensure that the pantry remains fully staffed with either two volunteers or one board member each shift.

        (v) Development Coordinator: The Development Coordinator ensures that the pantry has adequate funding and researches appropriate and/or necessary sources of funding; oversees monetary donations to the pantry; communicates with funding sources; and oversees the purchasing of any promotional materials and merchandise.

        (vi) Outreach Coordinator: The Outreach Coordinator coordinates outreach efforts in an attempt to reach any and all University community members who might benefit from access to the food pantry; and coordinates with faculty and staff to find ways to distribute information about the food pantry to students and staff.

        (vii) Communications Coordinator: The Communications Coordinator oversees all pantry communications on social media handles, including Facebook, Twitter, and Instagram; posts weekly on all pantry social media outlets, sharing information about pantry hours, recognizing volunteers, and featuring articles and content about food insecurity; and publicizes pantry events and volunteer trainings, working closely with the Drives Coordinators.

        (viii) Drives Coordinators: The two Drives Coordinators organize drives for the pantry with student groups and community partners; work with the Operations Manager to see what food and hygiene items are needed and coordinates drives accordingly; and organize at least one widely publicized drive each semester in order to stock the pantry and raise awareness.

        (ix) Secretary: The Secretary checks pantry email, responds or forwards emails, and reports on all relevant correspondence at board meetings; updates the website weekly; and maintains an organized shared pantry Google Drive Folder.

        (x) Data Manager: The Data Manager develops a method of quantifying pantry usage and implements it at the start of the school year. They keep track of this data regularly and relay it to the Operations Manager."

    b. Volunteers of the pantry shall be recruited and selected at the discretion of the Executive Director.

3. Relationship with Council

    a. Membership: The Executive Director and executive officers of the pantry are considered members of Student Council, and are thus subject to the same membership requirements as all members of the Council including but not limited to those enumerated in the Council bylaws and those set by the current Executive Board of the Council, and shall have access to the same resources as all members of the Council, including but no limited to the Council budgets, marketing resources, and room booking capabilities.

        (i) Exception for Volunteers: Individuals who volunteer for the pantry are not considered members of the Council.

4. Additional Requirements of the Board

a. In addition to the general requirements of a Council member, members of the Board are required to do the following:
   (i) Attend bi-monthly executive board meetings.
   (ii) Volunteer as able to staff activities fairs, volunteer trainings, drives, and special events.
b. Failure to meet these requirements will result in removal from the Board at the discretion of the Executive Director.

D. Student Legal Services

1. Purpose
   a. The purpose of the Student Legal Services Advisory Board shall be to oversee Student Legal Services, which shall provide low-cost legal advice and representation to students at the University.
2. Composition of Advisory Board
   a. The Student Legal Services Advisory Board shall be composed as follows:
      (i) Student Members: The Advisory Board shall include six students, one of whom shall be a Student Legal Services law clerk or intern.
      (ii) Non-Student Members: The Advisory Board shall include the Associate Dean of Students for Student Activities and Organizations, the Student Activities Business Manager, two faculty members (one of whom must be a law professor), and a practicing lawyer from the Charlottesville community.
      (iii) Chair: The Student Legal Services Advisory Board shall be chaired by the Executive Director of the Student Legal Services Advisory Board. The Executive Director shall be appointed by the President of Student Council with majority approval of the Representative Body.

E. UVA Mutual Aid

1. Purpose
   a. UVA Mutual Aid shall be a collective of members of the University of Virginia community working to support students and their needs in times of crisis. By building new social relations within the University community, UVA Mutual Aid offers modest no-strings-attached grants to students.
2. Leadership
   a. The network shall be led by the Executive Director who shall be appointed by the President with approval of the Representative Body.
   b. The Executive Director may appoint other officers as needed with their discretion.
3. Privacy
   a. The privacy of individual aid recipients shall be fully protected. Neither the University administration nor the Student Council Representative Body may access UVA Mutual Aid's individualized aid records or any data set attached to individual students.
   b. UVA Mutual Aid may only provide anonymized, aggregate data sets to the University administration and Student Council Representative Body.

F. UVA AirBus and the International Student Summer Storage Service

1. Purpose
   a. UVA AirBus shall provide low-cost transportation to airports in Richmond and Washington, D.C. for any student.

b. The International Student Summer Storage Service shall provide free storage units for international students' belongings and dorm supplies over the summer.

2. Leadership

a. These services shall be led by the Executive Director who shall be appointed by the President with approval of the Representative Body.

b. The Executive Director may appoint other officers as needed with their discretion.

G. Next Steps Fund

1. Purpose

a. The Next Steps Fund shall subsidize payment for a student's first two sessions with an outpatient Charlottesville community therapist.

2. Leadership

a. The fund shall be led by the Executive Director who shall be appointed by the President with approval of the Representative Body. The Executive Director shall work with Care Managers in Counseling and Psychological Services to direct grants, and the Next Steps Fund recipients shall remain completely anonymous to all officers and members of Student Council.

b. The Executive Director may appoint other officers as needed with their discretion.

H. Accommodations Access Fund

1. Purpose

a. The Accommodations Access Fund shall provide funding for students to secure disability confirmation paperwork, so they can access Student Disability Access Center resources and accommodations.

2. Leadership

a. The fund shall be led by the Executive Director who shall be appointed by the President with approval of the Representative Body. The Executive Director shall work with staff in the Student Disability Access Center to direct grants, and the Accommodations Access Fund recipients shall remain completely anonymous to all officers and members of Student Council.

b. The Executive Director may appoint other officers as needed with their discretion.

I. Aetna Insurance Support Fund

1. Purpose

a. The Aetna Insurance Support Fund shall provide grant funding for students on non-transferable out-of-state Medicaid to expand access to UVA's insurance plan.

2. Leadership

a. The fund shall be led by the Executive Director who shall be appointed by the President with approval of the Representative Body.

b. The Executive Director may appoint other officers as needed with their discretion.

3. Privacy

a. The privacy of individual aid recipients shall be fully protected. Neither the University administration nor the Student Council Representative Body may access the Aetna Insurance Support Fund's individualized aid records or any data set attached to individual students.

b. The Aetna Insurance Support Fund may only provide anonymized, aggregate data sets to the University administration and Student Council Representative Body.

J. The Textbook Access Office

1. Purpose
    a. The Textbook Access Office shall subsidize textbook costs and offer a free library of take-home, loanable textbooks for first-generation and low-income students.
2. Leadership
    a. The office shall be led by the Executive Director who shall be appointed by the President with approval of the Representative Body.
    b. The Executive Director may appoint other officers as needed with their discretion.

Section 6: The Vice President for Administration and the Administrative Officers

A. Duties of the Vice President for Administration

1. Oversight of Council Administration: The Vice President for Administration shall oversee the internal management of Student Council.
2. Oversight of Administrative Officers and Committees: The Vice President for Administration shall be responsible for appointing and overseeing all Officers and Committees responsible for the Council's internal operations, including its finances, information technology, publicity, and services to the student body, with the approval of the Representative Body. Each of these Committees shall be led by a Chair or Co-Chairs, and at least one Vice Chair appointed by the Committee's Chair or Co-Chairs.
3. Attendance at General Body Meetings: The Vice President for Administration shall attend and participate in all General Body Meetings, and as an ex officio member with voice but without vote during the Legislative Session.

B. Administrative Officers and Committees

1. Director of Finance: The Director of Finance shall oversee the Council's finances and shall have the following duties:
    a. Oversight of Budget: The Director shall monitor the budget of Student Council, and be responsible for balancing and reconciling its accounts on a regular basis.
    b. Drafting of Budget: The Director shall be responsible for drafting the annual budget as described in Section VIII, and presenting it to the Representative Body.
    c. Authorization of Spending: The Director shall have the authority to authorize disbursements and reimbursements from the Council's accounts, according to the budget approved by the Representative Body.
    d. Fundraising and Endowment: The Director shall be responsible for creating strategic fundraising plans and the management of the Council's endowment.
    e. Finance Committee: The Director shall have oversight of the Finance Committee, and may delegate responsibilities to the Committee as appropriate.
2. Director of University Relations: The Director of University Relations shall oversee the external communications to the student body and shall be jointly appointed by the President and the Vice President for Administration with the majority approval of the Representative Body, and shall have the following duties:
    a. Relations with Media: The Director shall supervise the Council's relations with print, broadcast, and other media both at the University and outside the University.
    b. Social Media: The Director shall be responsible for updating the Council's social media pages.

c. Newsletter: The Director shall be responsible for the Student Council Newsletter that is to be distributed to the student body on a bi-weekly basis, giving updates from the Council as well as other information useful for University students.

d. Advisor to the President: The Director shall serve on the Executive Board of the Council in order to serve as an advisor to the President, namely to aid in the creation of public statements.

e. Oversight of Information Technology: The Director shall be responsible for overseeing the management of the Council's servers and electronic equipment, its website, and its electronic communications, as well as planning upgrades and improvements.

3. Director of Coalition Engagement: The Director of Coalition Engagement shall be tasked with reaching out to student groups and informing them of the resources that Student Council can provide as well as collecting information from external organizations to be shared. The Director shall be jointly appointed by the President and the Vice President for Administration with the majority approval of the Representative Body, and shall have the following duties:

   a. Co-Sponsorships: The Director shall seek-out meaningful co-sponsorships opportunities for Student Council to pursue. Beyond monetary support, co-sponsorship opportunities may include: providing assistance with event planning or marketing, providing volunteers, and/or providing any other things deemed necessary to ensure the success of the program's goals.

   b. SpeakUp UVA: The Director shall be responsible for the maintenance and upkeep of the SpeakUp UVA platform. They will communicate community concerns expressed on the platform during the General Body Meetings and direct members of Student Council's Leadership Team and Representative Body to address these concerns.

   c. Relationship Building: The Director shall be responsible for maintaining active relationships with diverse student communities and organizations on Grounds. They will meet regularly with representatives of student organizations, gather community concerns and needs, form partnerships on initiatives, and attend general body meetings and events.

   d. Comprehensive Recruitment: The Director shall work with various members of the Council to ensure that the recruitment process is accessible to all communities on Grounds.

   e. Advisor to the President: The Director shall serve on the Executive Board of the Council in order to serve as an advisor to the President, namely to aid in the building and continuation of any existing and new coalitions.

4. Director of Membership: The Director of Membership shall be responsible for the recruitment and retention of Student Council members, and shall have the following duties:

   a. Recruitment: The Director shall be responsible for the fall and spring recruitment to committees under the Presidential Cabinet, Vice President for Administration, and Vice President for Organizations.

   b. Orientation of New Members: The Director shall be responsible for Student Council Bootcamp to orient new members to the Council after they have been selected to committees, as well as updating the leadership binder.

   c. Social Events: The Director shall be responsible for organizing social events for the Council.

   d. Census: The Director shall be responsible for conducting the yearly membership census, which shall collect the demographic information of the Council's members.

   e. Membership Committee: The Director shall have oversight of the Committee, and may delegate responsibilities to this Committee as appropriate.

5. Director of Marketing: The Director of Marketing shall be responsible for the creation of all Student Council marketing materials, and shall have the following duties:

   a. Merchandise: The Director shall be responsible for creating and ordering Student Council Merchandise for members to purchase.

b. Marketing Committee: The Director shall oversee the Marketing Committee, and may delegate responsibilities to the committee as appropriate.

6. Chief Historian: The Chief shall be responsible for the accurate documentation of all Student Council records, and shall have the following duties:
    a. Recording Secretary: The Chief shall serve as the Recording Secretary of the Council, or appoint someone within the History Committee to serve as the Recording Secretary, to carry out the following functions:
        (i) Taking the Minutes: The Recording Secretary shall keep an accurate record of all business transacted, motions made, and brief summaries of each speaker's statements.
        (ii) Correction of Minutes: The Recording Secretary shall be responsible for editing the minutes for spelling and grammatical errors, and making any alterations requested by a majority of the Representative Body.
        (iii) Submission of Minutes: The Recording Secretary shall promptly submit copies of all approved minutes to the Director of University Relations for posting on the Council's website and the Chair of the Representative Body to be voted on by the Representative Body.
    b. Documentation of General Body Meeting Minutes and Agendas: The Chief shall ensure that past agendas and meeting minutes of the Council are properly documented and posted on the Student Council website by the Director of University Relations.
    c. Signage and Documentation of Legislation: The Chief shall ensure that legislation passed by the Representative Body is signed by the President and the sponsors of the legislation, and that all legislation (regardless of the outcome of the vote) is posted on the Student Council website by the Director of University Relations.
    d. Documentation of Student Council Events: The Chief shall document events held by the Council by taking photos of the event.
    e. History Committee: The Chief shall oversee the History Committee, and may delegate responsibilities to the Committee as appropriate.

7. Director of Alumni Relations: The Director of Alumni Relations shall be responsible for the development and maintenance of relations with alumni of Student Council and shall have the following responsibilities:
    a. Development of Alumni Support: The Director shall be responsible for garnering alumni support for Student Council initiatives.
    b. Alumni Events: The Director shall have the ability to hold events with the purpose of connecting Alumni to current Student Council Members.
    c. Development of the Endowment: The Director shall work with the Finance Committee and Student Council's alumni network to support the growth of Student Council's endowment.
    d. Alumni Relations Committee: The Director shall oversee the Alumni Relations Committee and may delegate responsibilities to the committee as appropriate.

8. Director of Data Science: The Director of Data Science shall be tasked with collecting and analyzing data on policy initiatives, initiative outcomes, Student Council membership, and other Student Council operations, and shall have the following responsibilities:
    a. Policy Analysis: The Director shall be responsible for collecting data needed for policy initiatives and conducting analysis of the data as needed.
    b. Research on Issues Relevant to the Community: The Director shall be responsible for collecting and presenting data on current events and issues relevant to the University community.
    c. Membership and Demographic Analysis: The Director shall work with the Director of Membership and the Director of Outreach to perform analysis of Student Council's demographics, climate, and retention rate.
    d. Data Science Committee: The Director shall oversee the Data Science Committee and delegate responsibilities as appropriate.

Section 7: The Vice President for Organizations

A. Duties of the Vice President for Organizations

1. Oversight of Organizations: The Vice President for Organizations shall be responsible for the Council's oversight of Contracted Independent Organizations, and the enforcement of Council policies regarding Contracted Independent Organizations.

2. Oversight of Appropriations: The Vice President for Organizations shall oversee the Appropriations process for Contracted Independent Organizations.

3. Recognition of Organizations: The Vice President for Organizations shall make recommendations to the Representative Body regarding the recognition and review of Contracted Independent Organizations.

4. Space Allocations: The Vice President for Organizations shall submit legislation to establish the proper distribution of Student Council distributed space.

5. Support for Organizations: The Vice President for Organizations shall assist Contracted Independent Organizations by developing resources and connecting them with support.

6. Attendance at Representative Body Meetings: The Vice President for Organizations shall attend and participate in meetings of the Representative Body, as an ex officio member with voice but without vote.

B. Student Organization Committees

1. Appropriations Committee

    a. Responsibilities: The Appropriations Committee shall be responsible for overseeing the allocation of Student Activity Fee funds to Contracted Independent Organizations. The Appropriations Committee should also work to connect Contracted Independent Organizations to any other funds made available by the Council to them.

    b. Directors: The Appropriations Committee shall be led by a Director or co-Director(s), appointed by the Vice President for Organizations with the majority approval of the Representative Body.

2. CIO Consultants Committee

    a. Responsibilities: The CIO Consultants Committee shall be responsible for developing resources and programming for Contracted Independent Organizations.

    b. Directors: The CIO Consultants Committee shall be led by a Director or co-Directors, appointed by the Vice President for Organizations with the majority approval of the Representative Body.

3. Organizations Recognition Committee

    a. Responsibilities: The Organizations Recognition Committee shall be responsible for reviewing applications for Contracted Independent Organization status and supporting student organizations through the process of becoming a recognized CIO.

    b. Directors: The Organizations Recognition Committee shall be led by a Director or co-Directors, appointed by the Vice President for Organizations with the majority approval of the Representative Body.

4. Board of Audit and Management

    a. Responsibilities: The Board of Audit and Management shall be responsible for hearing initial appeals of SAF funding decisions from CIOs, auditing Appropriations Committee funding decisions to ensure consistency, fairness, and accuracy, and auditing the internal finances of Student Council to inform to the student body and create transparency.

b. Directors: The Board of Audit and Management shall be led by a Director or co-Directors, appointed by the Vice President for Organizations with the majority approval of the Representative Body.

5. Director of Funding Reform and Support: The Director of Funding Reform and Support shall be tasked with overhauling and centralizing the provision of financial resources to Contracted Independent Organizations by Student Council to address current gaps in accessibility and equity. The Director shall be jointly appointed by the President and the Vice President for Organizations with the majority approval of the Representative Body, and shall have the following duties:

   a. Financial Centralization: The Director of Funding Reform and Support shall coordinate with the Director of Appropriations, Director of Coalition Engagement, and Director of Diversity Engagement to centralize Student Activities Fee Funding allocations to Contracted Independent Organizations, co-sponsorships, and Diversity Grants under a unified process.

   b. Targeted Support: The Director of Funding Reform and Support shall work alongside the Director of Appropriations, Director of Coalition Engagement, and Director of Diversity Engagement to provide individualized support to Contracted Independent Organizations to assist them in effectively accessing and navigating relevant funding streams.

   c. Student Activities Fee Appropriations Reform: The Director of Funding Reform and Support shall devise and implement a plan alongside the Director of Appropriations and Vice President for Organizations to overhaul the Student Activities Fee appropriations process in order to provide more frequent opportunities for funding, decrease the turnaround time between requesting and receiving funding, reduce reliance on reimbursements as a key funding mechanism, promote stronger internal data collection, and promote more effective relationships between the Appropriations Committee and Contracted Independent Organizations.

   d. Auditing Reform: The Director of Funding Reform and Support shall devise and implement a plan along with the Director of the Board of Management and Vice President for Organizations to refocus auditing towards more constructive efforts and away from punitive investigations of Contracted Independent Organizations.

   e. Monitoring and Reporting: The Director of Funding Reform and Support shall monitor funding data and communicate with Contracted Independent Organizations to assess the efficacy of reform initiatives and provide routine reports to the Representative Body during General Body meetings on the progress made towards accomplishing the aforementioned objectives and future actions to be taken.

   f. Information Access: The Director of Funding Reform and Support shall have full access to data and information regarding the funding Contracted Independent Organizations through Student Activities Fee appropriations, co-sponsorships, diversity grants, or any other form of financial assistance that Student Council provides to external organizations so that they can effectively carry out their duties and responsibilities.

   g. Advisor to the Vice President for Organizations: The Director shall serve on the Executive Board of the Council in order to serve as an advisor to the Vice President for Organizations and ensure sufficient coordination between providers of financial resources across different branches.

Section 8: Board of Audit and Management

A. General Policies

1. The Board of Audit and Management shall be a Standing Committee of Council and shall be composed of six commissioners appointed by the Vice President for Organizations.

B. Appointment of Commissioners

1. The Vice President for Organizations shall appoint the Commissioners of the Board with the majority consent of the Representative Body.

C. Powers of the Board

1. Audit and Management of Student Council Financial Records: The Board shall audit and manage the financial records and accounts of the Student Council, and report its findings periodically to the representative Body.

2. Audit and Management of CIO Financial Records: The Board shall review and manage the finances, expenditures, and accounts of all CIOs funded by Council, and report their findings and activities periodically to the Representative Body.

3. Management of Appeals

    a. The Board shall adjudicate all appeals of the Student Council Appropriations Committee regarding allocations of Student Activity Fee funds, and must do so before an appeal can be brought before the Representative Body.

    b. The Board shall have the power to order the Appropriations Committee to re-allocate Student Activity Fee funds.

    c. The Board's decision may be overridden by a two-thirds vote of the Representative Body.

4. The Board shall have the power to create and manage other internal auditing policies and procedures as necessary.

D. Responsibilities of the Board

1. Compliance with University Policy: The Board shall act in accordance with all relevant University policies and in consultation with University officials whenever necessary to properly execute its duties.

2. Confidentiality: The Board shall not release any individualized financial records or private information without the consent of the organization or individual in question.

3. Public Reporting: The Board shall make aggregate and general information about the expenditure of Student Council and Student Activity Fee funds available to the public in the spirit of transparency and accountability.

E. Limitations on Board's Authority

1. Change in Student Activity Fee: The Board does not have the power to raise or lower the level of the Student Activity Fee.

2. Change in CIO Status: The Board does not have the power to recognize or de-recognize Contracted Independent Organizations.

Section 9: Budget Policies

A. Budget Guidelines

1. Fiscal Year: The Student Council shall have two operating budgets: Annual and Summer. The Summer Budget shall only be entertained after the new Administration has taken office. The fiscal year shall last from the first day after exams conclude in the first year to the last day of final exams in the second year.

    a. The Annual Budget shall go into effect once the Student Activities Committee and Representative Body approve it, and when the Executive Officers have met with the Endowment Advisory Council. It shall be in effect until the last day of classes.

    b. The Summer Budget shall be passed in the Spring Semester, after the new Administration has taken office, and will go into effect on the first day of the summer recess until the Student Activities Committee and Representative Body approve the Annual Budget.

2. Oversight of the Budget: The budget shall be monitored as follows:

    a. Balancing of Budget: The Director of Finance shall balance and reconcile the Council's budget on a regular basis while classes are in session.

    b. Procedure for Irregularities: If the Director of Finance discovers any irregularities, they shall bring them to the attention of the Vice President for Administration, as well as the other Executive Officers and the University administration if warranted.

    c. Audits: At the conclusion of each budget cycle, the Board of Audit and Management shall audit the Student Council's expenses and publish a report of its expenses to the student body.

3. Carryover of Budget Surplus: Any surplus in the Council's budget at the end of a fiscal year shall be released back into their respective funding pools.

4. Misuse of Council Funds: The deliberate use of Council funds by any member for a purpose other than that specified in the Council's budget, shall constitute grounds for impeachment.

B. Creation of the Annual Budget

1. Drafting of Budget: In consultation with the Executive Officers, the Director of Finance shall draft an Annual Budget for the coming year, based on anticipated revenues.

    a. Discretionary Funds: No one but the Executive Board or the Representative Body shall request any discretionary funds.

    b. Authorization to Cut the Budget: In consultation with the Respective Branch Heads, the Vice President for Administration, Director of Finance, and Chair of Internal Affairs may cut the requested budget with the goal of ensuring the Council's financial security.

    c. Use of non-SAF Funds: As the non-SAF Funds accrued by the Council is not governed by SAF Guidelines, it shall only be absolutely used when the requests for funds are not SAF-fundable.

    d. Use of University Allocation: The University Allocation, for as long as it is allocated to Student Council, shall be used to support initiatives that address various essential needs and services for students. Spending of the University Allocation shall follow spending guidelines created and approved by the Endowment Advisory Council.

2. Format of Budget: The Annual Budget shall specify the following:

    a. Allocations to the Council: The amount of money allocated to the various parts of the Council.

    b. Discretionary Funds: The amount of funds that may be spent under the authority of the Executive Officers or Representative Body Officers, without the approval of the Representative Body as a whole. However, individual Representatives may seek discretionary funding if it is approved by the Representative Body Officers.

    c. Reserve: The amount of money in a contingency reserve fund.

        (i) The Council shall ensure that one percent of the total requested budget for SAF and non-SAF Funds, are put into a reserve fund. One percent of the total requested budget for the University Allocation will also be put into a reserve fund for as long as the University allocates the funding.

        (ii) These funds shall only be used in the event of a financial deficit that is not accounted for by any discretionary funds and were unforeseen by the Director of Finance. This fund shall only be used as a last resort. To use these funds, authorization from the Vice President for Administration is required.

3. Limitations to the Budget:

    a. Student Activities Committee: As the Committee is the final board of approval for the Council's SAF budgetary request, final approval will come from the said Committee.

b. Endowment Advisory Council: Spending of the University Allocation shall not begin until the Executive Officers meet with the Endowment Advisory Council to review the budget as passed by the Representative Body

4. Approval of Budget: The summer budget shall be submitted to the Representative Body in the form of a bill, which must be approved before the Representative Body adjourns for the summer. The academic budget shall cover the academic year and be introduced at the beginning of the fall semester. The summer budget shall remain in effect until a fall budget is enacted.

ARTICLE IV. STUDENT ORGANIZATION POLICIES

Section 1: Recognition of Contracted Independent Organizations

A. General Policies

1. Definition of Contracted Independent Organization: The term "Contracted Independent Organization" shall be used to describe a student organization at the University that is recognized by Student Council, and is therefore eligible to apply for Student Activity Fee funds, storage space, and other Council resources.

2. Criteria for Contracted Independent Organizations: All Contracted Independent Organizations must meet the following criteria:

    a. Student Membership: More than fifty percent of the group's members must be students enrolled on-Grounds at the University.

    b. Officers Must Be Students: All of the group's officers must be students enrolled on-Grounds at the University.

    c. Constitution and Officers on File: The group must keep an up-to-date copy of its constitution and a list of its officers on file with the Council.

    d. Signed Agreement: The group must have signed a Contracted Independent Organization agreement, and have agreed to its policies, including the non-discrimination policy.

    e. Prohibition Against the Use of Official Titles: A proposed organization must comply with the University's policies regarding the use of official titles and images.

3. Procedure for Recognition

    a. Application for Recognition: A group seeking recognition as a Contracted Independent Organization shall submit a petition to the Vice President for Organizations which shall include the following materials:

        (i) Statement of Purpose: The petition shall include a brief statement describing the group's purpose.

        (ii) Constitution: The petition shall include a copy of the group's constitution.

        (iii) List of Officers and Members: The petition shall include a list of the group's officers as well as a list of active members.

        (iv) Overview of Activity: The petition shall include a history of past programming hosted by the group, as well as a list of anticipated future programming.

        (v) Community Partners: The petition shall include a list of other organizations with whom the group intends to collaborate.

        (vi) Operating Plan: The petition shall include an operating plan detailing the group's operating expenses, sources of support, and both short-term and long-term objectives.

    b. Timeline for Petition: The Vice President for Organizations shall set the timeline in which petitions for recognition may be submitted and reviewed. The dates for submitting petitions should occur semesterly and be publicized to the student body.

    c. Criteria for Recommendation: The Vice President for Organization shall review the group's petition, and make a recommendation for or against recognition to the Representative Body using the following criteria:

        (i) Sustainability: The group should show evidence of sustainability over a period of years, unless the group's objectives are short-term in nature.

        (ii) Non-Duplication: A proposed organization should not duplicate the purpose of another organization in active existence at the University.

(iii) Non-Revival of Terminated Organizations: Organizations whose recognition was withdrawn by the Representative Body as the result of a review hearing, as described in Section B, may not request recognition again until the duration of the sanction has elapsed.

d. Procedure for Recognition: The Vice President for Organizations shall submit his or her recommendations to the Representative Body in the form of a bill, which shall contain the following information:

(i) Name of Organization: The bill shall list the name of the organization that has applied for recognition.

(ii) Purpose: The bill shall include a short description of the group's purpose.

(iii) Recommendation: The bill shall include a recommendation for or against recognition.

e. Report: The Vice President for Organizations shall provide a detailed report to the Representative Body demonstrating how the organization meets the criteria for recognition. They may also include additional information for Representatives to consider, including the application, constitution, and any other evidence.

f. Vote: The Representative Body shall recognize groups as Contracted Independent Organizations by passing this bill with a majority vote; separate votes on individual organizations may be held by dividing the question as necessary.

g. Appeals: If a group's petition for recognition is denied by the Representative Body, the group may request a review hearing to overturn this decision, as described in Section B.

4. Renewal of Recognition

a. Timeline for Renewal: All Contracted Independent Organizations must be renewed on an annual basis to remain active; an organization which has not sought renewal for the coming academic year by the end of the spring semester shall be considered inactive.

b. Procedure for Renewal: An active Contracted Independent Organization in good standing may be renewed as follows:

(i) Submission of New Agreement: An organization seeking renewal must submit a new Contracted Independent Organization agreement, as well as updated copies of the information specified in Subsection 2, Part a.

(ii) Approval by the Vice President for Organizations: If the information submitted by the organization is in order and submitted on time, the Vice President for Organizations shall certify the Contracted Independent Organization as renewed for the following academic year; the Representative Body's approval shall not be required. Student Council may receive assistance from University staff members in processing renewal submission or may designate this responsibility to professional staff to complete in accordance with these policies.

(iii) Refusal by Vice President for Organizations: The Vice President for Organizations shall have the authority to deny renewal to any organization that has substantially altered its goals, constitution, or any other defining aspect of itself, and require that organization to seek re-recognition from the Representative Body.

(iv) Completion of the CIO Census: Organizations seeking renewal must provide information about their mission, membership, activities, financial standing, and other relevant information as the Council deems necessary.

5. Inactive Organizations

a. Maintenance of Records: The records of inactive Contracted Independent Organizations shall remain on file for a period of three years before being permanently expunged; organizations whose recognition was withdrawn by the Representative Body shall not be subject to this rule. The Council may designate this responsibility to the University staff members.

b. Procedure for Reactivation: An inactive organization may be reactivated as follows:

(i) Submission of a New Petition: An organization seeking reactivation must submit a new petition for recognition as a Contracted Independent Organization, including the information specified in Subsection 2, Part a.

(ii) Approval by the Vice President for Organizations: If the information submitted by the organization is in order, the Vice President for Organizations shall certify the Contracted Independent Organization as reactivated; the Representative Body's approval shall not be required.

(iii) Refusal by Vice President for Organizations: If the organization has substantially altered its goals, constitution, or any other defining aspect of the group, the Vice President for Organizations shall have the authority to deny renewal and require the organization to seek re-recognition from the Representative Body.

c. Requirement of Inactivity: An organization must be inactive for more than one year to seek reactivation. Organizations that failed to renew during the spring semester must renew during the next renewal period.

Section 2: Review of Contracted Independent Organizations

A. Initiation of a Review Hearing

1. Appeal by Group Denied Recognition: A review hearing may be requested by any group which has been denied recognition as a Contracted Independent Organization, if it submits a written appeal to the Vice-President for Organizations no later than one week after the Representative Body has voted to deny recognition.

2. Suspension or Restriction by Representative Body: The Representative Body may vote to suspend a Contracted Independent Organization's recognition or to restrict its access to resources provided by the Council to Contracted Independent Organizations for any of the following reasons, which shall automatically trigger a review hearing to determine the group's status.

    a. Violation of Agreement: Alleged failure of the organization to comply with the terms of the Contracted Independent Organization agreement.

    b. Fraudulence: Alleged fraudulence, including the misuse of Council funds or misrepresentation of information provided to the Council.

    c. Violations of Law or University Rules: Any alleged violation of University regulations, state, or federal law.

B. Procedure for Review Hearings

1. Scheduling of Review Hearing: As soon as a review is initiated, the Chair shall schedule a hearing to take place within the next two weeks, and the Vice President for Organizations shall promptly notify the affected Organization of the time and date of the hearing.

2. Procedure for a Review Hearing: Hearings to review the qualification of a Contracted Independent Organization shall proceed as follows:

    a. Presentation by Council: The Vice President for Organizations, or a Representative who voted in favor of the review or against recognition, shall present the case against qualification for no more than five minutes.

    b. Presentation by Organization: One or more representatives from the Organization shall present their case to the Representative Body for no more than five minutes.

    c. Questions and Answers: The Representative Body shall have ten minutes to ask questions of both sides, which may be extended by a majority vote for a maximum of five additional minutes which may not be extended by further motion or vote.

    d. Summaries: The Council's spokespersons shall be permitted no more than three minutes to summarize their case, followed by a summary of no longer than three minutes by the Organization's representatives.

3. Debate and Vote: The Representative Body shall proceed to debate the qualification of the Contracted Independent Organization for a maximum of five minutes, which may be extended for up to an extra ten minutes by majority vote. The motion in order shall be to withdraw recognition, or uphold an earlier denial of recognition; if a majority of the Representative Body does not approve this motion, the organization shall be recognized (or re-recognized) as a Contracted Independent Organization.

4. Appeals: A decision to withdraw or deny recognition to a Contracted Independent Organization may be appealed to the Rules and Ethics Board, if the organization believes the decision to be in violation of the Council's Constitution or Bylaws - no other appeals shall be possible.

5. Consultation: Should an organization be rejected for CIO Status, the Vice President of Organizations must inform them of their option to schedule an appointment with the Organizations Recognition Committee to seek their help in appealing for CIO Status. The Organizations Recognition Committee maintains the responsibility to advise the appealing organization on how to reform their plans to make them eligible for approval for CIO Status if said group requests an appointment. Such appointments must occur prior to the hearing date. Furthermore, the Organizations Recognition Committee will then submit a concise document to the Chair of the Representative body to be sent to the entire Representative Body which should outline the Committee's suggestions for whether or not to deny the appeal or recognize the group as a CIO during the hearing process. This document must be sent to the Representative Body no less than 48 hours prior to the time of the hearing.

Section 3: Punishment of Violations

A. Limitations on Representative Body's Authority

1. The Representative Body may vote to withdraw recognition from a Contracted Independent Organization or to restrict access to resources provided by the Council to Contracted Independent Organizations. The Representative Body will determine the duration of the sanction, not to exceed one year.

B. Referral to Authorities

1. Alleged violations of the Honor Code, Standards of Conduct, or state and federal law by the officers of a Contracted Independent Organization shall be referred to the Honor Committee, the University Judiciary Committee, or other appropriate authorities by the Vice President for Organizations.

Section 4: Appropriations

A. Appropriations Policies

1. Guidelines for Appropriation of the Student Activity Fee

    a. Policies of the Board of Visitors: The Appropriations Committee and the Representative Body shall follow the policies set by the Rector and Board of Visitors of the University of Virginia regarding the use of Student Activity Fee monies.

    b. Standing Rules for Appropriations: The Appropriations Committee may draft its own Appropriations rules, provided that such rules are consistent with the policies established by the Board of Visitors and have been approved by a two-thirds majority of the Representative Body via inclusion in the SAF Guidelines as described in Article II, Section V, Subsection B, Part 1, Point iv.

2. Timeline for Appropriations: Contracted Independent Organizations shall be allowed to request funds on a rolling basis through funding request windows that meet the following specifications:

    a. The Appropriations Committee shall open three funding request windows during the school year: one during the summer, one during the Fall semester, and one during the Spring semester. The schedule of each window should be made available to all Contracted Independent Organizations.

b. The summer funding request window shall be opened and closed at the discretion of the Appropriations Committee and Vice President for Organizations.

c. The Appropriations Committee shall open the semester funding request windows no later than one week after the semester starts and close it no sooner than four weeks before final exams start. The Appropriations Committee leadership and Vice President for Organizations have discretion over the exact timelines, provided they adhere to these rules.

d. The Appropriations Committee shall process funding requests on a rolling basis, and shall take no longer than one month from the time of submission to review individual applications and allocate Student Activities Fee funds. Additionally, all requests submitted during a given semester must be fully processed during that semester.

e. Emergency Funding: The Appropriations Committee shall devise an expedited review process for Contracted Independent Organizations that are in need of urgent funding. The Appropriations Committee shall have discretion over what funding needs constitute "urgent" ones. This process should be made transparent to all Contracted Independent Organizations.

3. Requirements for Funding: To be eligible to apply for Student Activity Fee funds, an organization must meet the following criteria:

   a. Recognized as a Contracted Independent Organization: The organization must have been recognized by the Council as an active Contracted Independent Organization, or otherwise identified as eligible by the SAF guidelines.

   b. Renewal of Recognition: Contracted Independent Organizations must have renewed their recognition for the academic year in which they are requesting and anticipate spending Student Activities Fee funds.

   c. Organization Must Qualify as Fundable: The organization must fall into one of the categories of fundable organizations set by the Board of Visitors.

   d. Absence of Debt: The organization must not be in debt.

   e. Information Agreement: The requesting organization must agree to provide any information on its finances, inventories, and maintenance of SAF-funded expenses that the Appropriations Committee or Board of Audit and Management request in order to make a funding decision.

4. Reviewing Requests and Allocating Funding:

   a. Reviewing Requests: Any request for funding should be reviewed by at least two members of the Appropriations Committee, unless reviewed by a member of Committee leadership. Committee leadership should facilitate the review process and provide ongoing guidance and assistance to members conducting reviews.

   b. Information Collection: The Appropriations Committee should take steps to collect any information that is necessary to make a decision on a given request's fundability. This includes but is not limited to sending email follow-ups and conducting hearings with the requesting organization's financial officer(s).

   c. Funding Decisions: The reviewers assigned to a given funding request should consult Appropriations Committee leadership in the event of any uncertainty or disagreement over a request's fundability. Committee leadership should likewise consult the Vice President for Organizations if they are uncertain. The Vice President for Organizations has final decision-making authority when it comes to Contracted Independent Organization funding.

   d. Allocating Funds: The Appropriations Committee leadership and the Vice President for Organizations shall have the power to order universal cuts to all allocations made in a given appropriations cycle, when necessary to achieve the Committee's budget goals. These cuts shall be made transparent to all requesting organizations.

   e. Appeals: The Board of Audit and Management—in coordination with the Appropriations Committee—shall establish a process for CIOs to appeal funding decisions, following the rules outlined in Article II, Section VI, Subsection A, Part 1, Point b. This process shall be made transparent to all requesting organizations.

f. Conflicts of Interest: No individual may make decisions on the funding of any organization for which they are actively a member of, regardless of their position in Student Council.

5. Rules for Received Funds: A Contracted Independent Organization which applies for funding from Student Council must agree to the following:

   a. Use of Funds: Any allocated funds must be used for the specific purpose for which they were granted, though the Appropriations Committee may establish a process to request the repurposing of allocated funds.

   b. Return of Unused Funds: Any allocated funds not used shall automatically revert back to the Student Activities Fee fund no sooner than the end of the semester during which the allocation was made and no later than the end of the academic year during which the allocation was made.

B. Informing and Supporting Contracted Independent Organizations

1. Student Activities Fee (SAF) Guidelines: The Appropriations Co-Directors and the Vice President for Organizations shall be responsible for distributing a SAF Guidelines to all Contracted Independent Organizations, which must be approved by a two-thirds majority of the Representative Body, and shall contain the following information:

   a. Rules for Allocating Funds: The manual shall contain a summary of all relevant sections of the Board of Visitors' policies for the allocation of the Student Activities Fee, any additional rules specified in these Bylaws, and any Rules set by the Appropriations Committee in accordance with Article IV, Section IV, Subsection A, Part 1, Point b.

   b. Description of Appropriations Process: The manual shall include a full general description of all appropriations processes.

2. Student Council Website: The Appropriations Committee shall maintain a page on the Student Council website with up-to-date information and resources relevant to the Student Activities Fee appropriations process.

   a. Information: The web page should include detailed instructions on each step of the appropriations process from submitting a funding request to accessing and spending allocated funds.

   b. Resources: The web page should contain links to the SAF Guidelines, funding request form, Vice President for Student Affairs' Finance Office payment request forms, and any other necessary or supplemental resources relevant to the appropriations process.

3. Outreach to Contracted Independent Organizations: The Appropriations Committee should hold routine office hours and/or host funding information sessions to provide direct support to Contracted Independent Organizations.

4. Process Communications: The Appropriations Committee should routinely communicate on the status of an organization's funding request and provide information on next steps with the organization's stated point of contact during the review process.

C. Training of the Appropriations Committee

1. Appropriations Committee leadership shall be responsible for conducting a comprehensive training for all new and returning members at the beginning of their appointed term. This training should include information on the general purpose of the Committee, the appropriations process, how to review requests, and what the rules for funding requested expenditures are.

2. Appropriations Committee leadership shall communicate to members any changes to the SAF Guidelines, their interpretation, or internal review procedures and provide additional training where necessary.

3. Appropriations Committee leadership shall maintain an internal policies and procedures document with comprehensive, up-to-date information on the general purpose and philosophy of the Committee, the appropriations process and how to review requests, and what the rules for funding requested expenditures are.

4. Appropriations Committee leadership shall coordinate with the Board of Audit and Management to ensure consistency, fairness, and accuracy in the Committee's funding decisions.

D. Oversight of the Appropriations Committee

1. Application Process: The members of the Appropriations Committee shall be selected as described in Article II, Section B, and Subsection a.

2. Oversight by the Board of Audit and Management

    a. Appeals: The Board of Audit and Management shall be the first body to hear and adjudicate appeals made by CIOs regarding Appropriations Committee funding decisions. The Board may coordinate with the Appropriations Committee and/or the appealing CIO to collect additional information, but it shall remain impartial in its decision-making.

    b. Routine Internal Audits: The Board of Audit and Management shall establish a process for conducting routine audits of the funding decisions made by the Appropriations Committee to ensure that the committee funds certain types of expenses fairly and consistently across requests, and that the committee's decisions adhere to the funding rules outlined in the SAF Guidelines. The Board shall notify the Vice President for Organizations and Appropriations Committee of the findings of their audits. The Board shall also inform the student body of their findings in a way that aggregates and anonymizes CIO funding data.

    c. Mistake Rectification: The Board of Audit and Management shall further establish mechanisms to ensure that CIOs are notified and compensated when incorrectly denied funding for a requested expense. The Board shall also coordinate with the Vice President for Organizations and Appropriations Committee leadership to ensure that they are made aware of any mistakes in funding decisions and that similar errors are not made going forward.

    d. Limitations on Oversight: The Board of Audit and Management may not alter the amount of SAF funding allocated to a CIO without notifying the Appropriations Committee and receiving approval from the Vice President of Organizations.

    e. Conflicts of Interest: Pursuant to Article IV, Section IV, Subsection A, Part 4, Point f, no individual on the Board of Audit and Management may make decisions on the funding of any organization for which they are actively a member of.

3. Oversight by Representative Body

    a. Reports by the Appropriations Committee: The Appropriations Committee shall inform the Representative Body at least once per semester on Student Activities Funds funding data, which shall include data and statistics on all requests received by the Committee, the funds which the Committee has allocated, the purposes for which these funds were allocated, and the Committee's budget projections for the Student Activities Fee fund.

    b. Limitations on Oversight: The Representative Body may not vote to overturn any funding decision made by the Appropriations Committee, unless the organization requesting funds has made a formal appeal as described in SubSection 3:

ARTICLE V: STUDENT COALITIONS AND ADVISORY BOARDS

Section 1: Student Dining Advisory Board

A. Purpose

1. The Student Dining Advisory Board shall be a committee that seeks to address student concerns regarding dining services and advise administrators about dining-related policy decisions.

B. Composition of Board

1. The Student Dining Advisory Board shall be composed as follows:
    a. Student Members: Student members shall be selected via an application process.
    b. Chair: The Chair of the Board shall be the Chair of the Student Life Committee or a member of the Student Life Committee who is appointed by the Chair of Student Life, at the discretion of the Chair.

Section 2: Student Police Advisory Board

A. Purpose

1. The purpose of the Student Police Advisory Board shall be to facilitate greater collaboration, communication, and transparency between the student body, the University Police Department, and other safety and security officials at the University.

B. Composition of Advisory Board

1. Selection Committee: A selection committee, consisting of various student leaders and community stakeholders, should create and release an application for membership on the Student Police Advisory Board. This selection committee should then select at least 15 applicants to serve on the Advisory Board.
2. Chairs: The Student Police Advisory Board shall consist of two co-chairs. One of these co-chairs shall be appointed by the UVA Student Council President. The second co-chair of the Student Police Advisory Board shall be selected by the selection committee from the same applicant pool from the membership application.

Section 3: Presidential Senate

A. Purpose

1. The purpose of the Presidential Senate is to foster collaboration between Student Council and the undergraduate school councils, ensuring a strong relationship between them.

B. Composition of the Senate

1. The Senate shall be comprised of the Student Council President, who will serve as the Chair of the Senate, and the Presidents of the following school's undergraduate councils:
    a. Batten School of Leadership and Public Policy
    b. College of Arts and Sciences
    c. Curry School of Education
    d. McIntire School of Commerce
    e. School of Architecture

f. School of Continuing and Professional Studies
g. School of Engineering and Applied Sciences
h. School of Nursing

2. If a President of one of the school councils cannot attend, they can send another representative of their council in their place.
    a. If the President of the school is a graduate student, that President must send an undergraduate student from their council to represent the council in the Senate.

C. Meetings of the Senate

1. Frequency: The Senate shall meet at least once a month.
    a. The Chair of the Senate shall be responsible for convening the Senate.

D. Projects of the Senate

1. The Senate shall complete at least one cross-council project per Senate term.

Section 4: First-Generation, Low-Income Coalition and Advocacy Board

A. Purpose

1. The purpose of the First-Generation Low-Income (FGLI) Coalition is to bring together FGLI leaders across the University to enact change to make the University a better place for FGLI students.
2. The FGLI Coalition shall also act as the First Generation, Low Income (FGLI) Advocacy Board. The Advocacy Board shall partner with Student Financial Services to address FGLI concerns, discuss existing and potential policies, and jointly advocate for the needs of FGLI students.

B. Composition of the Coalition and Advocacy Board

1. The Coalition and Advocacy Board shall include representatives from the following organizations as they annually choose to opt in:
    a. First-Generation Low-Income Partnership (FLIP) at UVA
    b. Hoos First Look
    c. Rise Together
    d. UndocUVA
    e. Questbridge Scholars
2. The Coalition and Advocacy Board shall be Chaired by the Chair of the Financial Accessibility Committee of Student Council, or a proxy who they choose to appoint.
3. The Coalition and Board may also include additional organizations at the discretion of the Chair. There may be up to three additional appointed members of the Coalition and Board who apply from the student body and are chosen at the discretion of the Chair of the Board.

C. Meetings of the Coalition and Advocacy Board

1. Frequency: The Coalition and Advocacy Board shall each meet at least once a month.
    a. The Chair of the Coalition shall be responsible for convening the Coalition.

D. Projects of the Coalition

1. The Coalition shall complete at least one cross-council project per term.

Section 5: Green Leaders Council

A. Purpose

1. The Green Leaders Council (GLC) is a coalition for sustainability organizations – and, in select cases, individuals – to convene on a regular basis to collaborate on specific policies/campaigns.

B. Policy

1. Each year, the Council shall focus on a new policy/campaign, though the same campaign can be chosen multiple times at the discretion of the Chair of the Sustainability Committee.
2. Policies/campaigns can be proposed by any member organization of Green Leaders or Sustainability Committee members, and the final selection shall be made by the Chair of the Sustainability Committee.

C. Composition of the Council

1. The Chair of the Sustainability Committee shall serve as the Chair of the Green Leaders Council.
2. In each annual iteration of the Green Leaders Council, the Chair of the Sustainability Committee shall solicit applications to identify 10 or fewer sustainability organizations that are most relevant to the chosen policy area. Those organizations shall be invited to send one official liaison to the Green Leaders Council.
3. In select cases, at the discretion of the Chair of the Sustainability Committee, individuals may apply to serve as a liaison representing only themselves.
4. Any individual may attend and contribute to the Green Leaders Council meetings.

D. Meetings and Activity of the Council

1. The 10 liaisons shall meet biweekly or monthly to coordinate interorganizational organizing, lobbying, programming, etc.
2. Each liaison shall report on the Green Leaders Council's plans/progress to their respective organizations' Executive Boards and general memberships.
3. Each liaison shall also execute or delegate any actions/tasks that the Green Leaders Council has designated to their respective organization.
4. The Chair of the Green Leaders Council shall update the Sustainability Committee on the council's progress each month.

Section 6: Survivor Support & Prevention Coalition and Advocacy Board

A. Purpose

1. The purpose of the Survivor Support & Prevention Coalition and Advocacy Board (SSPC) is to serve as a formal coalition of survivor support student organizations and community stakeholders that shall be stewarded by Student Council, but ultimately managed by the members themselves. The coalition shall function as a space for survivors and survivor advocates to meet, discuss, and work on student-centered University policy reform and improvement.

B. Composition of the Coalition and Advocacy Board

1. The SSPC shall be comprised of representatives from, but not limited to, the following student organizations and University units:
    a. Culture of Respect Educators (CORE)
    b. Hoos Got Your Back
    c. OneLove
    d. Take Back The Night
    e. UVA Survivors
    f. Peer Health Educators (PHEs)
    g. Interns from the Maxine Platzer Lynn Women's Center
    h. Either the Chair of the Student Council Safety and Wellness Committee, or the Chair of the Student Council Student Life Committee shall serve as an ex-officio member. The relevant ex-officio member shall be chosen by the SSPC Chair.
2. The president (or de facto leader) of each organization shall be responsible for selecting their SSPC representative, and appointments shall be made in the Spring semester following Student Council administration transitions.
3. The SSPC shall be led by a Chair elected from the pool of representatives and stakeholders serving on the coalition, excluding the ex-officio Student Council member.
4. The SSPC may appoint representatives from additional organizations or groups at the discretion of the Chair.

C. Meetings of the Coalition and Advocacy Board

1. The SSPC shall meet, at minimum, on a semi-monthly basis and shall designate at least one meeting per month for the purpose of advising University administrators. Meetings without administrators present shall serve as an opportunity for stakeholders to collaborate.
2. The SSPC shall offer counsel to several University offices. These include:
    a. Division of Student Affairs
    b. Office of the Dean of Students
    c. Housing & Residence Life
    d. Fraternity & Sorority Life
    e. Student Engagement
    f. Student Health & Wellness
    g. Office of Health Promotion
    h. Office for Equality Opportunity and Civil Rights and Title IX
    i. Maxine Platzer Lynn Women's Center
    j. University Police Department
3. Invitations to meet shall be extended by SSPC student representatives to each University office or unit. The SSPC shall extend invitations to each office twice per semester.
4. Multiple offices may share a single session with the board to facilitate the required frequency of meetings with administrators.

Section 7: Endowment Advisory Council

A. Purpose

1. The purpose of the Endowment Advisory Council (EAC) is to serve as a formal advisory group to the acting Executive Officers on the spending of the University Allocation.
2. The EAC shall create spending guidelines for the University Allocation. Once drafted, these guidelines will be approved by a majority vote of the members of the EAC.

B. Composition of the Council

1. The EAC shall be comprised of the following members:
    a. The President of the previous three administrations, identified as the individual who occupies the position on the final day of office. Up to three (3) members.
    b. One representative from the Hoos First Advisory Committee.
    c. One representative from Advancement.
    d. One member of the Internal Affairs Committee of the Representative Body, elected by the Internal Affairs Committee.
    e. One staff supervisor to Student Council as designated by the Division of Student Affairs.
    f. One representative from the Vice President for Student Affairs Finance Office.
    g. One representative from the Office of the President.
2. The EAC shall be chaired by the staff supervisor to Student Council as designated by the Division of Student Affairs.

C. Meetings of the Endowment Advisory Council

1. The EAC shall meet at least twice a year to provide input to the acting Executive Officers on their proposed spending of the University Allocation as outlined in the Summer and Annual Budgets passed by the Representative Body.

ARTICLE VI: RULES AND ETHICS BOARD POLICIES

Section 1: Ethical and Professional Standards

A. Code of Ethics

1. Purpose of Code of Ethics:
    a. All members of Student Council, both elected and appointed, shall uphold the following standards of conduct.
2. University Disciplinary Procedures:
    a. Members shall uphold the 12 Standards of Conduct set forth by the University Judiciary Committee. Any member of Student Council who has charges brought against them by the University Judiciary Committee shall inform the Chair of the Rules and Ethics Board within 72 hours of receiving a formal notice or complaint from the University or applicable investigative and adjudicating body. Members involved in active University Judiciary Committee proceedings will be temporarily suspended from the Council until a resolution is reached. The Rules and Ethics Board shall determine a sanction, if applicable.
    b. Members shall uphold the University of Virginia Honor Code. Any member of Student Council who has charges brought against them by the Honor Committee shall inform the Chair of the Rules and Ethics Board within 72 hours of receiving a formal notice or complaint from the University or applicable investigative and adjudicating body. Members involved in active Honor proceedings will be temporarily suspended from the Council until a resolution is reached. Any member of the Council found guilty in an Honor trial will automatically be precluded from serving in the Council per Article 4, Section 2, Clause B of the Student Council Constitution.
    c. Any member of Student Council who has been notified that they are an active respondent in a violation of the University's Policy on Sexual and Gender-Based Harassment and Other Forms of Interpersonal Violence (HRM-041), including Title IX and/or Sexual Misconduct proceedings, shall inform the Chair of the Rules and Ethics Board within 72 hours of receiving a formal notice or complaint from the University or applicable investigative and adjudicating body. Members involved in active proceedings encompassed by the University's HRM-041 Policy as a respondent will be temporarily suspended from the Council until a resolution is reached. Any member of the Council found responsible for a violation of the University's HRM-041 Policy will automatically be precluded from serving in the Council.
    d. Members found in violation of any other University policies and rules and regulations as outlined in the most current Undergraduate Record and Graduate Record shall inform the Chair of the Rules and Ethics Board within 72 hours of receiving a formal notice or complaint from the University or applicable investigative and adjudicating body. The Rules and Ethics Board shall determine a sanction, if applicable.
    e. A student member who discloses a pending charge or case against them shall be suspended unless they disclose the basis of the proceeding to the full Rules and Ethics Board which may decide by a majority vote of the Board to waive the suspension of membership.
3. Conflicts of Interest:
    a. A Student Council member shall refrain from exercising his or her official authority in cases where a conflict of interest would likely be perceived by an informed and neutral observer; accordingly:
        (i) Conflicts of Interest for Representatives: Representatives shall disclose any conflicts of interest regarding business pending before the Representative Body, and abstain from voting or participating in debate on such business.
        (ii) Conflicts of Interest for Officers: Executive and appointed Officers shall delegate decisions that would potentially involve a conflict of interest to other Officers.

(iii) Conflict of Interest of Dual Service: Except as otherwise specified or permitted in the bylaws, no Representative may serve in any capacity as an appointed member of Student Council and no person serving in any appointed position, if elected a Representative, shall continue in office.

4. Use of Position for Personal Benefit:

    a. Council members shall refrain from using their position in ways that would primarily benefit themselves or their associates at the expense of other students, such as:

        (i) Appointments to Official Positions: Appointments to official positions shall be made according to qualifications only.

        (ii) Handling of Council Funds: Council members shall ensure that all Council funds are spent in an impartial manner, solely for the benefit of Council and the Student Body.

        (iii) Decisions about Organizations: Council members shall not participate in official decisions regarding organizations in which they are actively involved.

5. Non-Discrimination:

    a. Members of Student Council shall uphold the non-discrimination clause in the Student Council Constitution and as required by the University.

6. Data Privacy:

    a. All Data Users must annually read, sign and agree to the most recent UVa Student Council Data Privacy Policy (Appendix A), as agreed upon by the VPA and University of Virginia Legal Counsel. For this purpose of this Council, "Data Users" are defined as individuals who acknowledge acceptance of their responsibilities, as described in University Policy IRM-003 and its associated standards and procedures, to protect and appropriately use data to which they are given access. For the purpose of this Data Privacy Policy, Data Users include the UVa Student Council Executive Board, Data Science Committee Director(s) and general members, all Support and Access Service Directors and general members, and anyone else who is authorized by the Data Science Director(s) and/or the VPA to access data collected by, given to, or held by UVa Student Council, including to the Data Science Committee and Support and Access Services Branch.

B. Enforcement of Code of Ethics

1. Responsibility for Upholding Code: All members of Council, regardless of whether they are elected or appointed, shall be expected to uphold and enforce the Council's Code of Ethics in the performance of their duties, and promptly address any reported violations. If knowledge of violations is discovered, then the person in question will be immediately suspended from all duties on Student Council and reported to the Chair of the Rules and Ethics Board.

C. Hearings by Rules and Ethics Board

1. Complaints regarding violations of the Council's Code of Ethics may be directed to the Rules and Ethics Board, which shall be empowered to conduct hearings and order appropriate corrective action.

Section 2: Board Policies

A. Authority and Jurisdiction of the Board

1. Power of Judicial Review: The Board shall serve as the interpreter and arbiter of the Constitution and Bylaws of Student Council, as well as all legislation passed by the Representative Body. This power shall not extend to strike down in whole the Bylaws of Student Council.

2. Enforcement of Rulings: The Board shall have the power to issue any of the following in order to enforce its rulings:

a. Writs of Mandamus: The Board may issue writs of mandamus to compel any Officer or Representative to perform his or her duties in a manner consistent with the Constitution and Bylaws.

b. Injunctions: The Board may issue injunctions to prevent any Officer or Representative from taking an action contrary to the Constitution and Bylaws.

c. Suspension: The Board may temporarily suspend any elected Officer, appointed Officer, staff, or member of Student Council for dereliction of duty, dishonor, gross incompetence, or contempt of the Rules and Ethics Board.

d. Closure of Council: In circumstances when Student Council is operating willfully contrary to the Constitution, the Bylaws, the laws of the Commonwealth of Virginia as pertain to student governments, or any combination thereof, the Board shall have the power to prevent Council from meeting, disbursing or appropriating money, and conduct any business other than such as is necessary to return Council to full operational compliance with the aforementioned items.

3. Assurance of Parliamentary Knowledge: The Chair of the Rules and Ethics Board, using a manner that they and the balance of the Board shall agree upon, shall present from among its membership parliamentarians for meetings of the Representative Body and Representative Body Committee meetings to the Chair of the Representative Body.

B. Selection of the Board

1. Selection after Spring Elections: The incoming members of the Rules and Ethics Board shall be selected by the President by the end of the spring semester. The term of the past board is valid until the new board is appointed by the President and approved by the Representative Body.

2. Selection of Nominees: The President shall select a slate of nominees according to the following criteria:

   a. Constitutional Knowledge. Familiarity with the Council's Constitution and Bylaws. A test prepared by the President may be administered to adjudicate such knowledge. It is advised that the President consult outgoing members of the Rules and Ethics Board to take other measures to ensure the test covers relevant information.

   b. Experience: Familiarity with Parliamentary procedures.

   c. Diverse Background: Breadth of representation according to School and undergraduate/graduate status, to comply with the constitutional requirements for the Board's membership.

3. Confirmation: The President shall submit the slate of nominees, with one nominee designated as Chair, to the Representative Body for approval; the Representative Body may, at its discretion, request more information about the nominees before voting.

C. Duties of the Chair of the Board

1. Chairing of Hearings: The Chair of the Board shall chair all hearings and meetings of the Rules and Ethics Board, unless this responsibility is delegated to another member.

2. Organization of Meetings: The Chair of the Board shall be responsible for arranging a convenient time and location for all hearings and Board meetings.

3. Administration of Appeals and Rulings: The Chair of the Board shall be responsible for receiving all appeals submitted to the Board, communicating the Board's rulings to all affected parties, and submitting copies of the Board's decisions to the Council's webmaster for public distribution.

4. Liaison to the Council: The Chair of the Board shall act as the Board's liaison to the other branches of Student Council. They shall attend all General Body meetings and shall ensure the attendance, at least one time per semester, of all members of the Board.

D. General Policies and Duties

1. Oath of Office: All members of the Rules and Ethics Board shall take the following oath before assuming office:

   "On my honor, I will perform the duties of the office of member of the Rules and Ethics Board to the best of my ability, and I will uphold the Constitution and Bylaws of the University of Virginia Student Council."

2. Meetings: All hearings of the Rules and Ethics Board shall be open to the University community; deliberations and administrative meetings shall take place behind closed doors.

3. Quorum: Quorum for the Rules and Ethics Board shall be a simple majority of all members.

4. Recusal: Whenever a member of the Board has a conflict of interest regarding an item of business before the Board, the following rules shall apply:

   a. Personal Recusal: A member with a conflict of interest shall be expected to refrain voluntarily from participating in the hearing of the case or the subsequent deliberations.

   b. Vote by the Board: The Board may vote, with a two-thirds majority of all members, to require a member believed to have a conflict of interest to recuse themself.

E. Representative Body Meeting Attendance

1. All members of the Board are expected to attend one General Body meeting each semester, excluding the first meeting of the semester or the meeting at which they are confirmed.

Section 3: Appeals to the Board

A. Initiating a Complaint

1. Categories of Complaint:

   a. Complaint by a Student at Large: Any student of the University who can demonstrate to the Board's satisfaction that they were impacted in a negative way by an alleged violation of the Council's Constitution, Bylaws, and/or Code of Ethics, shall be entitled to a hearing.

   b. Complaint by a Member of Council: Any Member of Council who believes the Council's Constitution, Bylaws, and/or Code of Ethics has been violated, regardless of whether they were directly impacted by the violation, may request a hearing.

   c. Complaint by a Member of the Board: Any Board member who believes the Council's Constitution, Bylaws, and/or Code of Ethics has been violated, regardless of whether they were directly impacted by the violation, may request a hearing. The complainant member must recuse themselves from any vote on the matter.

2. Format of Complaint: Complaints must take the following form:

   a. Written Format: All complaints must be submitted in written form to the Chair of the Board.

   b. Details of Alleged Violation: All complaints shall specify the name(s) of the member(s) alleged to have violated the Constitution and Bylaws, a description of the action(s) in question, and citations of all relevant passages from the Constitution and Bylaws.

3. Acceptance of Complaint: The Board shall have up to one week upon receipt of a complaint to decide by majority vote whether a complainant has standing, and to grant or reject a hearing accordingly.

B. Hearing Procedures

1. Scheduling of Hearing: The Chair of the Board shall schedule a public hearing to take place no later than two weeks after the receipt of a complaint.
    a. Hearings will be public unless the matter pertains to Title IX violations, UJC charges, or other non-disclosable matters.
2. Format of Hearing: Hearings shall proceed as follows:
    a. Complainant: The Complainant(s), or an authorized representative, shall be allowed up to ten minutes to present the case that a violation has taken place.
    b. Defendant: The member(s) accused in the complaint, or an authorized representative, shall be allowed up to ten minutes to present a defense.
    c. Question and Answer: Members of the Board shall have up to twenty minutes to ask questions of both presenters.
    d. Summary: The Complainant(s) shall be allowed up to three minutes to summarize, followed by up to three minutes of summary by the Defendant(s).

C. Rendering of a Judgment

1. Timing of Deliberations: The Board's deliberations shall take place in closed session immediately after the hearing.
2. Format of Deliberations: Before deliberations begin, each Board member shall be allowed up to two minutes to express his or her analysis of the arguments presented during the hearing; the Board shall then have unlimited time to debate the matter.
3. Vote on a Judgment: The Board shall decide, by a majority vote, whether a violation of the Constitution, Bylaws, or Code of Ethics has taken place, according to each member's interpretation of the Constitution and Bylaws as well as the facts and arguments presented in the hearing. The Board shall then decide, by majority vote, what steps shall be taken to correct the violation.
4. Drafting and Publication of Judgment: The prevailing majority shall appoint a member to draft the Board's judgment; no Board members shall speak publicly of the outcome of the hearing until after the judgment has been published. Minority opinions as well as concurring opinions either with the majority or minority may also be included in the judgment but shall neither add nor detract from the corrective measures adopted in the prevailing majority judgment.