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## **Preamble**

The Pitzer College Student Senate is hereby recognized by the students of Pitzer College as the official body protecting student rights and interests: facilitating student participation in policy-making at the College; increasing the quality of students' educational and academic experience; upholding the core values of the College in all areas of student life; facilitating communication between students and staff, faculty, and bureaucratic organizations; recognizing and funding student organizations; representing the student body in College Council meetings and all official college business; and striving to improve the welfare of all students.

## **Article I**

### **General**

#### ***Section 1. Name.***

- I. The name of this governing body under this Constitution shall be the Pitzer College Student Senate, hereafter referred to as the Student Senate.

#### ***Section 2. Purpose.***

- I. The Student Senate shall be the official representative body of the students of Pitzer College and shall represent the students' rights and views to all stakeholders at the Claremont University Consortium.

#### ***Section 3. Membership.***

- I. The Student Senate shall be composed of fifty-four student representatives, including five students on the Executive Board, thirty-nine students in the Legislature, and ten students on the Judicial Council.
- II. The five students on the Executive Board shall be referred to as Members of the Executive Board.
- III. The thirty-nine students in the Legislature shall be referred to as Senators.
- IV. The ten students on the Judicial Council shall be referred to as Members of the Judicial Council.

#### ***Section 4. Advisor.***

- I. The advisor of the Student Senate shall be the Vice President for Student Affairs or the designated representative from the Office of Student Affairs. If the Vice President for Student Affairs does not wish to fulfill this position or if the position of Vice President for Student Affairs is vacant, the Executive Board shall resolve to have another member of the Office of Student Affairs fill the position.

## **Article II Meetings**

### ***Section 1. Student Senate Meetings.***

- I. The Student Senate meetings shall be held on Sundays at 7:00 PM at a location determined by the Student Senate.
  - A. The meeting location shall be determined through a motion by the Legislature. The motion shall be voted upon at the first meeting of the academic year.
  - B. If the Legislature has not yet approved a meeting location for the given academic year, the meeting location may temporarily be determined by the Executive Board.
- II. The Student Senate meetings may not be held during official recesses in the official academic calendar unless approved through a motion by the Legislature at least one week prior to such a meeting.
- III. All Student Senate meetings shall be public.
- IV. All Student Senate meetings must congregate in a location that can house the entirety of the Executive Board and the Legislature at one time.
- V. The Student Senate meetings shall adhere to the attendance policies in [Article III](#).
- VI. All Student Senate meetings shall be governed by Robert's Rules of Order Revised, except in those cases that are in conflict with this Constitution or bylaws enacted by Student Senate, at which time this Constitution or the bylaws shall prevail.
- VII. Should any extenuating circumstances arise during the academic year, the Legislature may vote to change the official meeting location and/or official meeting time of the Student Senate meetings.
- VIII. In the case of an official meeting location change or official meeting time change of the Student Senate meetings, the students of Pitzer College must be notified within forty-eight hours.

### ***Section 2. Emergency Student Senate Meetings.***

- I. The Executive Board may call an Emergency Student Senate meeting at its discretion.
- II. The student body must be notified at least forty-eight hours prior to an Emergency Student Senate meeting.
- III. An Emergency Student Senate meeting must adhere to Article II, Section 1, excluding Article II, Section 1-I.
- IV. The Emergency Student Senate meetings shall adhere to the attendance policies in [Article III](#).

***Section 3. Agenda.***

- I. The agenda for every Student Senate meeting shall be made public at least forty-eight hours prior to said meeting.
- II. The agenda for every Emergency Student Senate meeting shall be made public at least twenty-four hours prior to said meeting.

***Section 4. Open Forum.***

- I. All Student Senate meetings and Emergency Student Senate meetings must include an “Open Forum” item. Open Forum shall be time allotted for any individuals to voice their opinions on any topic, including items on the agenda.

***Section 5. Quorum.***

- I. The presence of half of the total Senators in the Legislature plus an additional Senator of the Legislature as well as two Members of the Executive Board shall be referred to as quorum.
- II. Quorum is required to conduct business in an official meeting.

## **Article III Attendance**

### ***Section 1. Attendance Requirement.***

- I. All Members of the Executive Board must attend:
  - A. all Student Senate meetings.
  - B. all Emergency Student Senate meetings.
  - C. all College Council meetings.
  - D. all Executive Board meetings.
- II. All Senators in the Legislature must attend:
  - A. all Student Senate meetings.
  - B. all Emergency Student Senate meetings.
  - C. all College Council meetings.
  - D. all assigned committee meetings, if any.

### ***Section 2. Attendance Recordkeeping.***

- I. The Communications Secretary shall maintain a record of attendance for all Student Senate meetings, all Emergency Student Senate meetings, and all College Council meetings.
- II. All records of attendance shall be public.

### ***Section 3. Student Senate Meeting, Emergency Student Senate Meeting, and College Council Meeting Absences.***

- I. For Student Senate Meetings, Emergency Student Senate Meetings, and College Council Meetings, there shall be two types of absences for Senators and Members of the Executive Board:
  - A. Excused
    1. For an absence to be officially excused, the absent member must notify the Communications Secretary at least one hour prior to the meeting they will be missing, stating their absence and giving a valid reason.
    2. The validity of the reason shall be decided by the Communications Secretary, who must give a response within forty-eight hours of the notice of absence, stating whether or not the absence is excused.
  - B. Unexcused
    1. An absence is considered officially unexcused, if it is not officially excused.
- II. If the absence is unexcused, the absent member may appeal to the Executive Board for reconsideration.

- III. All other absences shall be considered unexcused unless extenuating circumstances are noted.

***Section 4. Committee Meeting Absences.***

- I. There shall be two types of absences for Senators and Members of the Executive Board:
  - A. Excused
    - 1. For an absence to be officially excused, the absent member must notify the Communications Secretary, the Chair of the committee, and the Head Senator of the Committee prior to the meeting they will be missing, stating their absence and giving a valid reason.
    - 2. The validity of the reason shall be decided by the Communications Secretary, who must give a response within forty-eight hours of the notice of absence, stating whether or not the absence is excused.
  - B. Unexcused
    - 1. An absence is considered officially unexcused, if it is not officially excused.
- II. If the absence is unexcused, the absent member may appeal to the Executive Board for reconsideration.
- III. All other absences shall be considered unexcused unless extenuating circumstances are noted.

***Section 5. Attendance-Based Recall.***

- I. If any Member of the Executive Board or Senator acquires two or more unexcused absences, the rules laid out in [Article X, Section 4](#) shall be followed.

***Section 6. Absences Following Personnel Matters.***

- I. The procedure outlined in Article III, Section 4. shall be repeated with every following unexcused absence any Member of the Executive Board or Senator accrues for the remainder of the semester.

## **Article IV**

### **Executive Branch**

#### ***Section 1. Name.***

- I. The Executive Branch of the Student Senate shall be referred to as the Executive Board.

#### ***Section 2. Membership.***

- I. The Executive Board shall consist of a President, Vice President, Treasurer, Secretary, and Communications Secretary.

#### ***Section 3. Qualifications.***

- I. Each member of the Executive Board shall be enrolled as a student at Pitzer College before their election and during their term of office.
- II. The office of President and Vice President require previous service on the Student Senate.
- III. In the case that a Member of Executive Board will be taking a leave for an external program (e.g. abroad program) during their term of office, a formal resignation is required of the Member of the Executive Board if said individual's position demands a year-long commitment.
  - A. Refer to [Article X](#) for questions regarding to vacancies on the Executive Board.
- IV. The President, Vice President, and Treasurer must not attend nor apply to an external program (e.g. abroad program) that would transpire during their term of office.

#### ***Section 4. Term of Office.***

- I. A term of office for a Member of the Executive Board shall commence on the day after the last day of the academic year that they are elected and shall conclude on the last day of the following academic year.
- II. The period following the official spring break shall be used as a transition period for newly elected Members of the Executive Board, and as such, the preceding Members of the Executive Board will act as mentors to the incoming Members of the Executive Board.

#### ***Section 5. Executive Board Meetings.***

- I. The Executive Board shall meet at least once every week during their term of office, excluding official academic recesses.
- II. The Executive Board shall meet at least three times during the Student Senate summer recess prior to the official start date of the fall semester.



***Section 6. Duties.***

- I. The Executive Board
  - A. The Executive Board shall uphold and preserve this Constitution.
  - B. The Executive Board shall actively organize, coordinate, and oversee the actions of the Student Senate.
  - C. The Executive Board shall appoint applicants to appointed positions in the Legislature and the Judicial Council.
  - D. The Executive Board shall act as positive and truthful representatives of the student body of Pitzer College in every endeavor.
  - E. The Executive Board shall make decisions on behalf of the Student Senate in cases of emergency. An event or situation will be deemed an “emergency” by the Advisor.
  - F. The Executive Board may veto any motion passed by the Legislature, except for a motion to overturn a past veto, within forty-eight hours of approval by a four-fifths majority of the Executive Board.
    1. When a veto is passed, an Emergency Student Senate Meeting must be held within forty-eight hours of said veto.
- II. President
  - A. The President shall serve as the official representative and spokesperson of the student body.
  - B. The President shall establish priorities and goals for the academic year in cooperation with the entire Student Senate.
  - C. The President shall establish ad hoc committees with the assistance of the Vice President.
  - D. The President shall attend, convene, and chair Executive Board meetings, Student Senate meetings, and Emergency Student Senate meetings.
  - E. The President shall serve on the Educational Policy Committee.
- III. Vice President
  - A. The Vice President shall serve as the liaison between the Executive Board and the Legislature.
  - B. The Vice President shall serve on the Budget Implementation Committee.
  - C. The Vice President shall vote to break any tie in the Legislature.
  - D. The Vice President shall assume the duties of President when the office of President is absent.
- IV. Communications Secretary
  - A. The Communications Secretary shall maintain the current members page, the college committees page, and the elections page on the website and all social media accounts of the Student Senate.

- B. The Communications Secretary shall maintain a public record of attendance for all Student Senate meetings, all Emergency Student Senate meetings, and all College Council meetings.
  - C. The Communications Secretary shall oversee all official communications from the Student Senate.
  - D. The Communications Secretary shall organize, coordinate, and oversee all official elections of the Student Senate in cooperation with the Pitzer College Student Senate Elections Committee as detailed in [Article IX](#) of this Constitution.
  - E. The Communications Secretary shall appoint Committee Liaisons and maintain weekly communications regarding attendance and committee reports with the Committee Liaisons.
  - F. The Communications Secretary shall send a weekly internal update regarding current Student Senate announcements to all members and advisors of the Student Senate.
- V. Secretary
- A. The Secretary shall record and publicly distribute minutes of Student Senate meetings and Emergency Student Senate meetings before the next Student Senate meeting or Emergency Student Senate meeting is held.
  - B. The Secretary shall publicly distribute the documents for Student Senate meetings at least forty-eight hours prior to the meeting.
  - C. The Secretary shall publicly distribute the documents for Emergency Student Senate meetings at least twenty-four hours prior to the meeting.
  - D. The Secretary shall maintain the student organizations page, the legislation page, and the documents page on the Student Senate Website.
  - E. The Secretary shall hold semesterly meetings along with the Student Senate Treasurer with the leaders of student organizations.
  - F. The Secretary shall conduct a semesterly audit of all Student Organizations chartered by the Pitzer College Student in order to ensure their active status as a standing organization, and their compliance with all rules and regulations.
  - G. The Secretary shall maintain an archive of all Pitzer College Student Senate documents.
- VI. Treasurer
- A. The Treasurer shall manage the Office of the Treasury.
  - B. The Treasurer shall oversee the budget of the Student Senate.
  - C. The Treasurer shall chair the Budget Committee.
  - D. The Treasurer shall present the Budget Committee's decisions to the Student Senate during the Treasurer's Report.
  - E. The Treasurer shall provide a public monthly financial status report to the student body stating the expenses and current budget of the Student Senate.

***Section 7. Order of Succession.***

- I. If the office of President becomes temporarily or permanently vacant, the order of succession shall be as follows: Vice President, Communications Secretary, Secretary, and Treasurer.

***Section 8. Limitations of the Executive Board.***

- I. Two Members of the Executive Board shall be present at all Student Senate meetings and Emergency Student Senate meetings to perform any formal actions.
- II. Three Members of the Executive Board must be present at all Executive Board meetings to perform any formal actions.
- III. Approval from at least three Members of the Executive Board is required at the Executive Board Meetings to perform any formal actions.
- IV. A Member of the Executive Board may not serve in the Legislature or the Judicial Council.

## **Article V**

### **Legislative Branch**

#### ***Section 1. Name.***

- I. The Legislative Branch of the Student Senate shall be referred to as the Legislature.

#### ***Section 2. Membership.***

The Legislature shall consist of thirty-nine Senators, including:

- I. the two appointed Senators and two elected Senators of the Academic Planning Committee.
- II. the three appointed Senators of the Academic Standards Committee.
- III. the one appointed junior Senator and one appointed senior Senator of the Appointments, Promotions, and Tenure Committee, who shall serve two-year terms of office.
- IV. the four elected Senators of the Campus Aesthetics Committee.
- V. the three appointed Senators and two elected Senators of the Campus Life Committee.
- VI. the two appointed Senators and one elected Senator of the Curriculum Committee.
- VII. the two appointed Senators and one elected Senator of the Diversity Committee.
- VIII. a Senator elected as the Environmental Representative.
- IX. the one appointed junior Senator and one appointed senior Senator of the Faculty Executive Committee, who shall serve two-year terms of office.
- X. the one appointed Senator and one elected Senator of the External Studies Committee.
- XI. a Senator elected as the First-Year Representative by the first-year class.
- XII. a Senator elected as the International Representative by the international students.
- XIII. a Senator elected as the Junior Representative by the junior class.
- XIV. a Senator elected as the Senior Representative by the senior class.
- XV. a Senator elected as the Sophomore Representative by the sophomore class.
- XVI. the two appointed Senators of the Student-Alumni Relations Committee.
- XVII. the three appointed Senators of the Teaching and Learning Committee.

#### ***Section 3. Qualifications.***

- I. Each member of the Legislature shall be enrolled as a student at Pitzer College before their election and during their term of office.
- II. All applicants for any position on the Appointments, Promotions, and Tenure Committee and the Faculty Executive Committee must be interviewed for at least five minutes by current Senators of the respective committee.

***Section 4. Term of Office.***

- I. A term of office for a Senator shall commence on the day after the last day of the academic year that they are elected and shall conclude on the last day of the following academic year, unless otherwise determined.

***Section 5. Duties of the Legislative Branch.***

- I. The Legislature shall justly represent all students enrolled at Pitzer College during their term of office.
- II. The Legislature shall initiate legislation to address student related issues and affairs.
- III. The Legislature shall approve or deny proposed student organizations.
- IV. A veto by the Executive Board may be overturned by a two-thirds majority of the total Legislature.
- V. All Senators in the Legislature shall attend all Student Senate meetings, all Emergency Student Senate meetings, all College Council meetings, and all assigned committee meetings.
- VI. All Senators in the Legislature shall review and vote on all resolutions, bills, and/or motions made during all Student Senate meetings and all Emergency Student Senate meetings.
- VII. A Senator shall not serve on the Executive Board or the Judicial Council during their term of office in the Legislature.

***Section 6. Duties of Committees.***

- I. Academic Planning Committee
  - A. The Academic Planning Committee shall consider or recommend changes in policies concerning academics, admissions, and allocation of academic funds for the long-term life of Pitzer College.
  - B. The Academic Planning Committee shall recommend the reallocation of faculty positions to field groups when vacancies arise.
  - C. The Academic Planning Committee shall annually identify and announce the areas of concern relative to the intellectual climates it sees as most important to address during the coming year, keeping in mind the educational objectives of Pitzer College as they affect students inside and outside of the classroom.
  - D. The Academic Planning Committee shall investigate the impact of admissions and financial aid policies in as much as their congruence with the overall academic and strategic goals.
  - E. The Academic Planning Committee shall consider and recommend new field group proposals to the Faculty Executive Committee.
  - F. The Academic Planning Committee shall consider and recommend new proposed concentrations, clusters, and special programs to the Curriculum Committee.

- G. The Academic Planning Committee shall consider and recommend the allocation and description of multi-year positions within the context of long-term planning to the College Council.
  - H. The Academic Planning Committee shall promote integration and interaction between different aspects of Pitzer College's academic programming.
  - I. The Academic Planning Committee shall consult with the Faculty Executive Committee with regard to all proposals relating to the allocation of existing or new space that may affect the academic life of Pitzer College. Such proposals will require the approval of both the Academic Planning Committee and the Faculty Executive Committee for recommendation to College Council.
  - J. The Academic Planning Committee shall remain involved in projects of assessing both student success and instructional performance.
  - K. The Academic Planning Committee shall review and edit reports to accreditation institutions as well as internal program reviews.
- II. Academic Standards Committee
- A. The Academic Standards Committee shall review and act on all student petitions for exceptions to academic regulations of Pitzer College.
  - B. The Academic Standards Committee shall review current policies and make recommendations to the College Council for any changes.
  - C. The Academic Standards Committee shall place students on academic contract or expel students for academic deficiencies.
  - D. The Academic Standards Committee shall consider the applications of students who have withdrawn or who have been dismissed from Pitzer College for academic reasons and seek to be readmitted.
  - E. The Academic Standards Committee shall consider cases of special students who seek change of status to regular students in consultation with the Office of Admission and Financial Aid.
  - F. The Academic Standards Committee shall audit admission cases, which fall outside the guidelines regularly, used by the Office of Admission and Financial Aid, and act on recommendations of the Office of Admission and Financial Aid.
  - G. The Academic Standards Committee shall consider exceptions to the regular policies regarding financial aid, and act on recommendations from the Office of Admission and Financial Aid.
  - H. The Academic Standards Committee shall review all senior students for having met the requirements for graduation and honors and recommend appropriate students to the faculty for graduation and honors.
- III. Appointments, Promotions, and Tenure Committee
- A. The Appointments, Promotions, and Tenure Committee shall make recommendations and advise the President in matters of faculty appointment,

contract renewal, promotion, granting of tenure, and periodic reviews of tenured faculty.

IV. Campus Aesthetics Committee

- A. The Campus Aesthetics Committee shall receive for review and possible approval unsolicited proposals for the installation of paintings, murals, sculptures, or hung pieces of art from students, faculty, staff, alumni, and other individuals or groups that are in any way affiliated with Pitzer College.
- B. The Campus Aesthetics Committee shall entertain proposals for pieces of outside campus art each academic year. Said proposals must be approved and signed by Facilities and Campus Services if necessary before they appear before the Campus Aesthetics Committee. These pieces may be displayed for a short time and removed or may become more durable features of the Pitzer College landscape, depending on the artist's wishes and the interests of the Campus Aesthetics Committee.
- C. The Campus Aesthetics Committee shall establish and publish procedures in the Outdoor Art Policy for receiving and reviewing unsolicited proposals for campus art and procedures for soliciting campus art and will inform the applicant of campus resources such as the Campus Life Committee, Art Collective, Research and Awards Committee, the Student Senate Budget Committee, etcetera, as appropriate.
- D. The Campus Aesthetics Committee shall establish procedures for determining the duration of the installation of campus art.
- E. The Campus Aesthetics Committee shall resolve issues of on-campus art ownership, maintenance, and storage.
- F. The Campus Aesthetics Committee shall encourage art and creativity on campus and engage in outreach to generate more proposals.

V. Campus Life Committee

- A. The Campus Life Committee shall solicit proposals from all segments of the Pitzer Community and to promote space enhancement projects that foster development of the campus intellectual community.
- B. The Campus Life Committee shall allocate the Academic Events Fund, The Printed Word Award, the Strategic Initiative Funds, The Agnes Moreland Jackson Diversity Program Fund, and The Frederick J. Salathe Fund for Music and the Cultural Arts.
- C. The Campus Life Committee shall allocate available funds for special events such as lectures, films, conferences and concerts.
- D. The Campus Life Committee shall exercise oversight of the utilization of other planning funds. The latter will be used explicitly to promote and sustain programs

and projects that foster the development of a social and intellectual community at the College.

VI. Curriculum Committee

- A. The Curriculum Committee shall recommend to College Council the following items: the annual curriculum, new courses, new titles/numbers/descriptions for previously given courses, proposed changes in major, minor, and special program requirements, proposals from the Academic Planning Committee for new majors and special programs, proposals from field groups for new minors, proposals from External Studies Committee regarding policies relating to external studies programs and new external studies programs, policies regarding independent studies, intercollegiate proposals for new curricular development, and special majors.
- B. The Curriculum Committee shall recommend to the Faculty Executive Committee the allocation of sabbatical and leave replacement positions as well as the allocation of temporary positions which arise periodically because of the availability of funds.
- C. The Curriculum Committee shall review the proposed annual curriculum and, when necessary, recommend to field groups changes with respect to: the availability of courses for first-year students, the availability of courses for new resources students, the availability of courses required for majors and special programs, the distribution of courses by class hours and between semesters.
- D. The Curriculum Committee shall serve as an appeals body to review contested decisions made by the External Studies Committee relating to the acceptance of students for the external studies program.

VII. Diversity Committee

- A. The Diversity Committee shall assist Pitzer College in meeting its affirmative action goals in faculty recruitment and hiring.
- B. The Diversity Committee shall assist in the process of attracting and retaining underrepresented students to Pitzer College.
- C. The Diversity Committee shall assist in promoting increased curricular attention to issues affecting underrepresented students through forums, and in ensuring a community environment which welcomes and values diverse perspectives and individuals of diverse backgrounds.
- D. The Diversity Committee shall submit policy recommendations regarding minority concerns to College Council or other appropriate channels.

VIII. Faculty Executive Committee

- A. The Faculty Executive Committee shall make recommendations and advise the President on the following items: faculty committee appointments, matters of faculty leaves of absence, areas of College policy of unclear jurisdiction.



- B. The Faculty Executive Committee shall make recommendations to the College Council meeting concerning the establishment of standing committees, the constitution of their membership and their powers.
  - C. The Faculty Executive Committee shall act on behalf of College Council if circumstances require an immediate action.
  - D. The Faculty Executive Committee shall communicate with the Board of Trustees, as well as other committees on matters pertaining to the well being of Pitzer College and the faculty of Pitzer College.
- IX. External Studies Committee
- A. The External Studies Committee shall recommend guidelines regarding student participation in external studies programs to the Curriculum Committee.
  - B. The External Studies Committee shall select and recommend the approval of external studies programs to the Curriculum Committee.
  - C. The External Studies Committee shall solicit applications, interview students and select students for the participation in approved programs, with the Curriculum Committee acting as an appeal body.
  - D. The External Studies Committee shall recommend to the Academic Planning Committee long-term policy changes affecting the External Studies department.
- X. Teaching and Learning Committee
- A. The Teaching and Learning Committee shall develop opportunities for conversation and reflection among faculty, students, and staff around topics of teaching and learning.
  - B. The Teaching and Learning Committee shall facilitate the creation of a culture of critical reflection on teaching and learning by responding to the needs expressed by all constituencies of Pitzer College.
  - C. The Teaching and Learning Committee shall support ongoing communication throughout the campus community about issues related to teaching and learning.
  - D. The Teaching and Learning Committee shall bring a higher level of understanding, deeper reflection, and renewed purpose in becoming responsible global citizens.
- XI. Student-Alumni Relations Committee
- A. The Student-Alumni Relations Committee shall maintain a positive relationship between students and alumni.
  - B. The Student-Alumni Relations Committee shall attend meetings with the Pitzer College Alumni Board once every semester.
  - C. The Student-Alumni Relations Committee shall be available to join conference calls with the Pitzer College Alumni Board.
  - D. The Student-Alumni Relations Committee shall help facilitate relationships between students and alumni.

***Section 7. Duties of Special Representatives.***

- I. Environmental Representative
  - A. The Environmental Representative shall represent the interests of the environmental health and sustainability of Pitzer College.
  - B. The Environmental Representative shall act as a liaison between all environmental student organizations and the Student Senate.
  - C. The Environmental Representative shall participate in all governance committees at Pitzer College relating to sustainability.
  - D. The Environmental Representative shall form a Sustainability Committee with environmental leaders on campus every year, in accordance with Pitzer College's Fossil Fuel Divestment Climate Action Model.
- II. First-Year Representative
  - A. The First-Year Representative shall represent the views of the first-year class.
  - B. The First-Year Representative shall inform the first-year class of the ongoing work of the Student Senate.
  - C. The First-Year Representative shall hold at least one public meeting every month for the first-year class.
  - D. The First-Year Representative shall attend all Budget Committee meetings.
- III. International Representative
  - A. The International Representative shall represent the views of the international students.
  - B. The International Representative shall inform the international students of the ongoing work of the Student Senate.
  - C. The International Representative shall hold at least one public meeting every month for the international students.
- IV. Junior Representative
  - A. The Junior Representative shall represent the views of the junior class.
  - B. The Junior Representative shall inform the junior class of the ongoing work of the Student Senate.
  - C. The Junior Representative shall hold at least one public meeting every month for the junior class.
  - D. The Junior Representative shall attend all Budget Committee meetings.
- V. Senior Representative
  - A. The Senior Representative shall represent the views of the senior class.
  - B. The Senior Representative shall inform the senior class of the ongoing work of the Student Senate.
  - C. The Senior Representative shall hold at least one public meeting every month for the senior class.

- D. The Senior Representative shall attend all Budget Committee meetings.
  - E. The Senior Representative shall educate the senior class about the importance of philanthropy at Pitzer College.
  - F. The Senior Representative shall draft communications about the senior class gift to senior students and parents of senior students, including emails, letters, and/or fliers.
  - G. The Senior Representative shall solicit senior students for contributions to the senior class gift.
  - H. The Senior Representative shall collaborate with the Office of Advancement to organize and advertise events, including a student philanthropy/senior class gift component.
- VI. Sophomore Representative
- A. The Sophomore Representative shall represent the views of the sophomore class.
  - B. The Sophomore Representative shall inform the sophomore class of the ongoing work of the Student Senate.
  - C. The Sophomore Representative shall hold at least one public meeting every month for the sophomore class.
  - D. The Sophomore Representative shall attend all Budget Committee meetings.

***Section 8. Legislation.***

- I. In order for any legislation to be recognized, presented, and submitted before the Legislature, a Student Senate member shall be an author of said legislation.
- II. There are two types of potential formal legislation recognized by the Student Senate.
  - A. Resolutions
    - 1. Resolutions are position statements on issues that the Student Senate does not have Jurisdiction over.
    - 2. Resolutions lack the force of law, and never establish enforcement.
  - B. Bills
    - 1. Bills detail how the Student Senate will enact a law or policy.
    - 2. Bills may include methods of enforcement, budget, and other necessary stipulations.
- III. Once legislation has been submitted to the Legislature, an author or sponsor is expected to present said legislation at the following Student Senate Meeting.
- IV. Legislation shall be made accessible to all of the Legislature at least forty-eight hours prior to its initial formal presentation at a Student Senate Meeting.
- V. After legislation has been presented to the body, there will be a “cooling off” period of one week before the piece of legislation is brought back to the Legislature for debate and subsequent voting. During this “cooling off” period, there shall be no alterations made to the legislation.

- VI. Unless otherwise stipulated within, legislation shall not expire and is expected to be practiced in and by subsequent Student Senate sessions.

## **Article VI**

### **Judicial Branch**

#### ***Section 1. Name.***

- I. The Judicial Branch of the Student Senate shall be referred to as the Judicial Council.

#### ***Section 2. Membership.***

- I. The Judicial Council shall consist of five elected student members and five appointed student members.

#### ***Section 3. Qualifications.***

- I. Each Member of the Judicial Council shall be enrolled as a student at Pitzer College before their election and during the duration of their term of office. Each Member of the Judicial Council shall be in current “good standing” as defined by the Office of the Registrar, and current good disciplinary standing with Pitzer College.<sup>[1]</sup>

#### ***Section 4. Term of Office.***

- I. A term of office for a Member of the Judicial Council shall commence on the day after the last day of the academic year that they are elected and shall conclude on the last day of the following academic year.

#### ***Section 5. Duties.***

- I. The Judicial Council shall participate in official hearings when called upon by the Office of Student Affairs pursuant to the Pitzer College Student Handbook and Bylaws of Faculty, Staff, and Student Governance.

#### ***Section 6. Exemptions.***

- I. The Judicial Council shall be exempt from adhering to the Student Senate Constitution in the case any official Judicial Council governing documents conflict with this Constitution. Any handbook and/or bylaws of the Judicial Council shall supersede this Constitution for the Members of Judicial Council.

## **Article VII**

### **Finances**

#### ***Section 1. Budget.***

- I. The budget of the Student Senate shall be composed of all the Student Activities Fees paid by all enrolled students of Pitzer College.
- II. The annual budget must be presented to the Student Senate by the Treasurer before the end of each academic year and must be approved by a majority of the Legislature.
- III. The Student Senate shall comply with the Budget Committee Bylaws.

#### ***Section 2. Student Senate Budget Committee.***

- I. The Student Senate Budget Committee, hereafter referred to as the Budget Committee, shall be a standing committee of the Student Senate.
- II. The Budget Committee shall review funding requests submitted for the betterment of Pitzer College.
- III. The Budget Committee shall be composed of the Treasurer, the First-Year Representative, the Sophomore Representative, the Junior Representative, the Senior Representative, and four rotating Senators assigned by the Communications Secretary.
  - A. Each rotating Senator shall not commit to serving on the Budget Committee for more than three Budget Committee meetings during their term of office.
  - B. The Communications Secretary shall present a randomized schedule of rotating Senators following the stated regulations in Article VII, Section 2-III-A that shall be approved by a majority of the Legislature at the first meeting of the Student Senate Session.
- IV. The Budget Committee shall be chaired by the Treasurer.
- V. The Budget Committee shall comply with the Budget Committee Bylaws.

## **Article VIII**

### **Student Organizations**

#### ***Section 1. Recognition.***

- I. The Student Senate has the sole power to officially recognize student organizations and the sole power to revoke official recognition of student organizations.
- II. The student organization must be recognized by a majority of the Legislature.

#### ***Section 2. Qualifications.***

- I. The purpose of a student organization must be compatible with the policies, educational objectives, and core values of Pitzer College.
- II. All student organizations must be open to all currently enrolled students of Pitzer College.
- III. All student organizations must have at least eight active members.
- IV. All student organizations must demonstrate sustainability for at least a two year period with an idea that is broad enough that it can continue for a period of years, an idea that is attractive enough to Pitzer College students that the group will be able to recruit members beyond the founding group, a structure that provides clear leadership transition, an orientation and/or training activities for members, a realistic budget, a realistic plan for other campus resources needed to support the student organization including availability of space and staff resources, and a mix of students from different class years.

#### ***Section 3. Duties.***

- I. All student organizations shall hold and publicize at least two meetings every month.
  - A. Student organizations may apply for approved exemption from this duty by the Executive Board by proposing an alternate meeting schedule.
  - B. Applications for this exemption must be approved by a majority of the Executive Board.
- II. All student organizations must supply the Secretary with its meeting time, meeting location, and officer list.
- III. All student organizations must record meeting minutes and publicly distribute them after each meeting.
- IV. All student organizations must observe all federal, state, local, Pitzer College, and Student Senate policies and/or laws.

#### ***Section 4. Privileges.***

- I. All student organizations may use the name “Pitzer College” in all correspondences and advertising.

- II. All student organizations may use the available buildings, grounds, equipment, and services of Pitzer College when officially scheduled.
- III. All student organizations shall be listed on the Student Senate's website.

***Section 5. Reports and Reviews.***

- I. All student organizations may be anonymously reported to the Executive Board for any violation to this Constitution, the Budget Committee Bylaws, and/or the Pitzer College Student Code of Conduct.
- II. The Executive Board shall vote to conduct or deny a review by a three-fifths vote within a week of the report. If the review is approved by the Executive Board, the Secretary shall be directed to launch a review.
- III. The Secretary shall present an initial report to the Legislature the meeting following the report, including the details of the report and the Executive Board's decision.
- IV. A decision by the Executive Board to review or not review a student organization may be overturned by a majority vote in the Legislature.
- V. The Secretary shall review the allegations by inspecting meeting minutes, interviewing members, attending meetings, or other means the Executive Board deems fit.
- VI. Once the review is completed, the Secretary shall present a summary of the review and any recommended actions through a resolution. Recommended actions can include: a dismissal of the report, a formal reprimand to be delivered to the student organization at their next meeting and kept on file, a partial or full defunding with the remaining funds being allocated to the Budget Committee, and/or the disbanding of the student organization with the remaining funds being allocated to the Budget Committee.



## **Article IX**

### **Elections**

#### ***Section 1. Jurisdiction.***

- I. The Student Senate bears sole responsibility for coordinating and conducting its elections.
- II. The Student Senate Elections Committee, referred to hereafter as the Elections Committee, shall be the committee of Student Senate responsible for coordinating and overseeing all Student Senate elections.
- III. The Communications Secretary shall be the Chair of the Elections Committee.
  - A. If the Communications Secretary is running in the upcoming election, or is otherwise unable to act as chair, another member of the Elections Committee shall be designated as Chair by the Executive Board.
- IV. The Elections Committee shall additionally consist of the following members:
  - A. The Senior Class Representative.
  - B. The Senior Faculty Executive Committee Representative.
  - C. The Senior Appointments, Promotions, and Tenures Committee Representative.
  - D. One Member of the Legislature in their Senior Year, as appointed by the Executive Board.
  - E. One Member of the Judicial Council in their Senior Year, as appointed by the Executive Board.
- V. No candidate in the next upcoming or ongoing Student Senate election may serve on the Elections Committee for the duration of the election.
  - A. If an Elections Committee member decides to run for a position after being appointed to the Elections Committee, they must resign immediately in writing to the Chair.
- VI. If the Elections Committee has less than six members, including the Chair, then the Executive Board may appoint Members of the Legislature in their Senior Year until the Elections Committee has six members.
  - A. If no Members of the Legislature in their Senior Year are available, then the Executive Board may appoint Members of the Legislature from other years, given that the chosen Members of the Legislature do not violate any other requirement to serve on the Elections Committee.
- VII. No member of the Elections Committee shall endorse or collaborate with any candidate in an ongoing Student Senate election.
  - A. If an Elections Committee member chooses to endorse or collaborates with a candidate after being appointed to the Elections Committee, they must resign immediately in writing to the Chair.

***Section 2. Eligibility.***

- I. Any currently enrolled Pitzer College student is eligible to run for a position in Student Senate elections given that they are able to complete the term of the position as an enrolled student at Pitzer College. In the case of running for an Executive Board position, prior Student Senate experience is required.

***Section 3. Applications.***

- I. The Elections Committee shall create the applications for the Student Senate election.
- II. Applications are required of every Student Senate candidate.
- III. There shall be a five day minimum for candidates of the elected positions to submit their application to run for an elected position.
- IV. Elections must be held within five days after the close of the applications period.

***Section 4. General Elections.***

- I. General Elections for the upcoming school year shall be held no earlier than six weeks before the last day of the spring academic semester and no later than three weeks before the last day of the spring academic semester.
- II. Elections for the Executive Board shall be held no later than the start of the Pitzer College official spring break of the academic year and no earlier than three weeks prior to spring break.
- III. Elections to fill vacant positions for the current school year must be held no later than three weeks after the first day of the fall academic semester.
- IV. Any currently enrolled Pitzer College student is eligible to vote in any Student Senate election and ballot released to the Pitzer Student Body.
- V. The Student Senate shall hold a total of four election periods a year: a Fall election (September), a Spring election (January), an Executive Board election (February/March), and a General Election (April/May).

***Section 5. Election Guidelines.***

- I. For Committees with one elected position, Special Representatives, and the Executive Board:
  - A. Voters may only vote for one candidate.
  - B. The candidate receiving the greatest number of votes shall be the elected representative.
- II. For Committees with multiple elected positions and the Judicial Council:
  - A. Voters rank candidates in order of preference. Ballots shall instruct voters to rank their preferences, with "1" indicating their first choice. Voters may rank as many or as few candidates as they wish, with lower rankings never counting against higher rankings.

- B. Once the voting period has expired, first choices shall be tabulated. If a candidate receives a majority (defined as more than half of the total votes cast) of first choices, they are elected.
  - C. If no candidate receives a majority of first choices, the candidate receiving the fewest first choice rankings is eliminated. Ballots cast for the eliminated candidate shall then be counted toward those voters' second choices.
  - D. This process shall continue until one candidate receives a majority and is elected.
  - E. Elections for multiple elected positions and for the Judicial Branch must adhere to the principles of Single Transferable Voting (STV) and the Droop quota must be used.
- III. No candidate in a contested Student Senate election may participate in the organization of the voting process or the ballot-counting process of the elections.

***Section 6. Time Requirements.***

- I. Voting must be held open to all currently enrolled students of Pitzer College for at least twenty-four hours.

***Section 7. Results.***

- I. At least three Members of the Elections Committee, including the Chair, must be present when the winners of the election are declared.
- II. Official election results, including percentages, shall be publicly announced via email by the Chair of the Elections Committee within twenty-four hours of the ballot being closed.

***Section 8. Recount.***

- I. Any candidate in an opposed contest may request a recount of the ballots. Only one recount per position can be declared in each election. The recount can be watched over by any of the candidates for the race in question.

***Section 9. Tie Breaking.***

- I. In the event of a tie, a special election must be held with the candidates who were involved in the tie.
- II. The special election must be held within one week of the released results of the original election.
- III. A special election shall abide by the same rules as a general election.

***Section 10. Campaign Guidelines and Regulations.***

- I. I. For any campaign for any position on the Student Senate, no more than fifteen dollars may be spent.
  - A. Personal spending by the candidate on campaign materials and promotions, the value of campaign materials owned by the candidate, the value of campaign

materials donated by other individuals to the candidate, and any spending by individuals who are coordinating with the candidate shall count against the total spending limit.

- B. If requested by the candidate, the Student Senate must reimburse any money spent.
- II. Monetary donations to a Student Senate candidate's campaign may not be accepted by the candidate.
- III. A candidate must have any campaign materials approved by the Office of Student Affairs before being publicly displayed at Pitzer College.
- IV. A candidate may not offer anything to any student to induce any student to vote or refrain from voting for any candidate.
- V. A candidate shall not deface or remove another candidate's campaign materials.
- VI. The Elections Committee shall enforce all campaign guidelines and regulations.
- VII. If a candidate violates any standing election regulation, the Elections Committee may impose sanctions on that candidate, including disqualifying that candidate from the election.
  - A. The imposition of sanctions by the Elections Committee may be regulated through bylaws enacted by the Student Senate.
  - B. The Elections Committee shall act fairly, impartially, and consistently when imposing sanctions on candidates in an election.
- VIII. A candidate may appeal any sanctions imposed by the Elections Committee to the Legislature.
  - A. The Legislature shall hold a vote by secret-ballot to overturn the sanction. For the sanction to be overturned, at least two thirds of ballots cast must be in favor of overturning it.
- IX. The Student Senate may enact additional regulations on elections through bylaws, so long as these regulations are not in conflict with this Constitution.
- X. The Elections Committee may only enact additional regulations on elections if those regulations are not in conflict with this Constitution and the bylaws of the Student Senate.

## **Article X**

### **Resignations, Vacancies, and Recalls**

#### ***Section 1. Resignations.***

- I. Any Member of the Executive Board, Senator, and/or Member of the Judicial Council who wishes to resign from their position shall submit a written letter or email of resignation to:
  - A. The Executive Board.
  - B. The Chair of the resigning individual's committee, if any.
  - C. The Committee Head Senator of the resigning individual's committee, if any.
- II. All resignations shall take effect immediately following the submission of a written letter or email of resignation.
- III. The President shall announce the resignation at the next Student Senate meeting or Emergency Student Senate meeting.

#### ***Section 2. Vacancies.***

- I. The Executive Board shall fill any vacant appointed position within two weeks of the day it was vacated by issuing an application to the student body which any eligible student can apply for.
- II. Should a vacancy in an elected position occur, the Executive Board shall solicit applications from the entire student body, and distribute them to the Legislature forty-eight hours prior to the next meeting. The Legislature shall elect the interim member (to serve until the next election period) based on the applications using a secret ballot. The new member will be elected using simple majority.

#### ***Section 3. General Recalls.***

- I. Any Member of the Executive Board, Senator, or Member of the Judicial Council who violates this Constitution or bylaws approved by Student Senate or who fails to meet the duties of their position may be recalled.
- II. Any Member of the Executive Board, Senator, or Member of the Judicial Council can propose to recall any Member of the Executive Board, Senator, or Member of the Judicial Council by introducing Articles of Recall as a bill.
  - A. In order to be considered by the Legislature, the Articles of Recall must have no less than ten members of the legislature as authors or sponsors.
- III. The Articles of Recall shall be introduced and voted upon at the same Student Senate Meeting or Emergency Student Senate Meeting.
  - A. [Article V, Section 8](#), Subsection V of this Constitution shall not apply to the Articles of Recall.

- B. If the Member of the Executive Board, Senator, or Member of the Judicial Council being recalled cannot attend the meeting during which the recall vote will take place and the Member of the Executive Board, Senator, or Member of the Judicial Council gives notice to the Executive Board, the vote shall be postponed for one week. If the Member of the Executive Board, Senator, or Member of the Judicial Council does not give notice, the vote may proceed without the individual. The vote may not be postponed by more than one week.
- IV. The Legislature shall hold a vote by secret-ballot to remove the Member of the Executive Board, Senator, or Member of the Judicial Council from office. For that individual to be removed from office, at least two thirds of ballots cast must be in favor of removal.
  - A. During deliberation of the Articles of Recall, neither the Member of the Executive Board, Senator, or Member of the Judicial Council in question nor any Member of the Executive Board, Senator, and Member of the Judicial Council who is listed as an author or sponsor of the Articles of Recall may serve as the Chair of Student Senate.
  - B. The Member of the Executive Board, Senator, or Member of the Judicial Council in question may not vote on this motion.
- V. The Member of the Executive Board, Senator, or Member of the Judicial Council in question shall be removed from office immediately upon the adjournment of the Student Senate Meeting or Emergency Student Senate Meeting at which the Articles of Recall are approved.
- VI. Upon the approval of the Articles of Recall, the rules laid out in [Article X, Section 5](#) shall be followed.

***Section 4. Attendance-based Recall.***

- I. Any Member of the Executive Board and Senators shall have a maximum of two allowed unexcused absences per semester.
- II. When any Member of the Executive Board and Senators has met or exceeded two unexcused absences, the rules laid out in Article X, Section 5 shall be followed.

***Section 5. Personnel Matters.***

- I. When any Member of the Executive Board, Senator, or Member of the Judicial Council is removed from the Student Senate, the Communications Secretary is responsible for notifying that individual, via email, of their removal from the Student Senate at least forty-eight hours prior to the next Student Senate meeting or Emergency Student Senate meeting.
  - A. If the Communications Secretary is removed from office, then the President or Acting Communications Secretary shall be responsible for sending the email, as determined by the Executive Board.

- II. Upon notification, the relevant Student Senate seat is immediately declared vacant.
- III. In the case of an Attendance-based Recall, if the removed Member of the Executive Board, Senator, or Member of the Judicial Council wishes, their recall shall be added to the agenda of the next Student Senate meeting or Emergency Student Senate meeting. The Legislature shall hold a vote by secret-ballot to reinstate that individual to their former position. For the Member of the Executive Board, Senator, or Member of the Judicial Council to be reinstated, at least two thirds of ballots cast must be in favor of reinstatement. The Member of the Executive Board, Senator, or Member of the Judicial Council in question may not vote on this motion.
- IV. If the Member of the Executive Board, Senator, or Member of the Judicial Council cannot attend the meeting during which the vote to reinstate will take place and the Member of the Executive Board, Senator, or Member of the Judicial Council gives notice to the executive board, the vote shall be postponed for one week. If the Member of the Executive Board, Senator, or Member of the Judicial Council does not give notice, the vote to reinstate shall not take place. The vote may not be postponed by more than one week.

## **Article XI Amendments**

### ***Section 1. Proposing an Amendment to the Constitution.***

- I. A proposed amendment to this Constitution may be submitted by a Member of the Executive Board, a Senator, or a Member of the Judicial Council to the Secretary at least forty-eight hours prior to the Student Senate meeting or Emergency Student Senate meeting it will be introduced.
- II. Proposed amendments shall be voted upon by the Legislature at the Student Senate meeting or Emergency Student Senate meeting following the first Student Senate meeting or Emergency Student Senate meeting it was introduced at.

### ***Section 2. Legislature Approval of a Proposed Amendment to the Constitution.***

- I. A proposed amendment to this Constitution must be approved by two thirds of the Legislature.

### ***Section 3. Ratification of an Amendment to the Constitution.***

- I. A proposed amendment to this Constitution shall be ratified upon majority approval of the students who voted in a referendum.
- II. The referendum shall take place within two weeks of the approved amendment by the Legislature.

### ***Section 4. Amending updated language to the Constitution.***

- I. Committee or position titles may be amended by the Legislature.
- II. Committee or position title changes that are approved by two thirds of the Legislature will be automatically enacted.

### ***Section 5. Amending grammatical errors of the Constitution.***

- I. Grammatical errors may be amended by the Legislature.
- II. Grammatical errors that are approved by two thirds of the Legislature will be automatically enacted.



## **Article XII**

### **Suspension of the Constitution**

#### ***Section 1. Suspension.***

- I. Any articles and/or sections of this Constitution shall only be suspended in situations where extenuating circumstances arise or procedural and/or structural failures unduly restrict the will of the Student Senate.
- II. Motions to suspend any articles and/or sections of this Constitution must be consistent with the values and functions detailed in the Preamble of this Constitution.

#### ***Section 2. Call for Quorum.***

- I. To recognize a motion to suspend this Constitution, quorum must be called.

#### ***Section 3. Specification.***

- I. Any motion to suspend the Constitution must include the exact articles and/or sections of this Constitution that will be suspended and the specific period of time for which the motion shall take effect, up to a maximum of twenty-four hours.

#### ***Section 4. Voting Standard.***

- I. Two thirds of the Legislature must approve the motion to suspend any articles and/or sections in this Constitution for it to be recognized.

#### ***Section 5. Elections.***

- I. [Article IX](#) or any sections within Article IX may not be suspended during an election.

## **Article XIII**

### **Ratification and Enactment of the Constitution**

#### ***Section 1. Ratification of the Pitzer College Student Senate Constitution.***

- I. This Constitution shall be ratified upon majority approval of the students who voted in a referendum that takes place within two weeks of its approval in the Legislature.

#### ***Section 2. Enactment of the Pitzer College Student Senate Constitution.***

- I. This Constitution shall supersede all previously existing constitutions and shall become effective immediately upon ratification.

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<sup>[1]</sup> The President shall verify with the Office of Student Affairs that the Judicial Council applicants are in “good standing” with Pitzer College and have no history of disciplinary actions by the Judicial Council. The Office of Student Affairs shall respond with a yes or no. No other information shall be revealed to the President.