

ST. LAWRENCE UNIVERSITY

THELOMATHESIAN SOCIETY

Your Student Government - Established 1863

THE CONSTITUTION OF THE ST. LAWRENCE UNIVERSITY THELOMATHESIAN SOCIETY

ADOPTED: 1863

DATE OF RECENT ADOPTION: December 2016

RATIFIED: December 7th, 2016

CONSTITUTION OF THE THELOMATHESIAN SOCIETY

Date of Original Adoption: 1863

Date of Recent Adoption: February 2014

Ratified:

1. GENERAL

ARTICLE I.	Name
ARTICLE II.	Purpose
ARTICLE III.	Membership
ARTICLE IV.	Meetings
ARTICLE V.	Membership of the Senate

2. SENATE

ARTICLE VI.	Rights and Responsibilities of the Senate
ARTICLE VII.	Senator Responsibilities
ARTICLE VIII.	Constitutional Amendments

3. ORGANIZATIONS

ARTICLE IX.	Student Organization Guidelines
--------------------	---------------------------------

4. EXECUTIVE BOARD

ARTICLE X.	Officers and Standing Committees <ul style="list-style-type: none">• President• President- Appointed Special Committees• Vice President of Senate Affairs• The Vice President of University Relations• Secretary• Student Delegate to the Board of Trustees• The SLUSAF Central Treasurer• The Budget and Finance Committee• Chairs and Committees of:<ul style="list-style-type: none">- Academic Affairs- Student Life- Campus Diversity- Environmental Conservation- Campus Entertainment- Elections- Canton Community Outreach- Information Technology- International
ARTICLE XI.	Subcommittees and Student Judiciary Board and Academic Honor Council
ARTICLE XII.	The Thelomathesian Society Executive Board Duties

5. ELECTIONS

ARTICLE XIII.	Selection and Impeachment of Senators
ARTICLE XIV.	General Procedures for Elections
ARTICLE XV.	Specific Rules and Procedures for Elections to Particular Office

6. AMENDMENTS

ARTICLE XVI.	Reform for Student and Committee Initiative and Engagement
ARTICLE XVII.	Amendment- Voting Procedure
ARTICLE XVIII.	Class Council Elections Amendment
ARTICLE XIX.	University Standing Committees Amendment

7. APPENDIX

APPENDIX I.	The Constitution of the Student Judiciary Board
APPENDIX II.	The By-Laws of the SLUSAF Treasury
APPENDIX III.	The Constitution of the Academic Honor Council

1. GENERAL

ARTICLE I. Name

The name of this organization shall be the Thelomathesian Society, hereinafter referred to as the Society or Thelmo.

ARTICLE II. Purpose

The purposes of the Society are to serve as:

1. A forum for students to express their opinions and ideas and act as the primary vehicle for student communication with the St. Lawrence University administration and faculty.
2. The primary governing body for issues dealing with student life at St. Lawrence University, while promoting the ideals of an undergraduate liberal arts institution.

ARTICLE III. Membership

All fully matriculated undergraduate students of St. Lawrence University are members of the Thelomathesian Society. Although there will be a voting body of the Society, hereinafter referred to as the Senate, all members are welcome and encouraged to attend weekly meetings of the Senate. All members of the Society have the right to participate and speak before the Senate during meetings of the Senate.

ARTICLE IV. Meetings

Section 1 *Time and Place*

The Senate shall meet each Wednesday evening as specified by the Senior Executive Board. These meetings shall take place within the St. Lawrence University Student Center, normally in the John W. Hannon Jr. '44 Room. The President of the Thelomathesian Society has the authority to change the location of a meeting to the Winston Room once every four weeks if s/he determines that such relocation would encourage more students to attend the meeting in question. Whenever a meeting takes place in the Winston Room, the President may suspend the dress code

Section 2 *Quorum*

1. The Senate shall meet regularly every week during the academic year while classes are in session.
2. The quorum of the Senate shall be one half the voting membership plus one.

Section 3 *Procedure and Conduct*

1. All meetings will follow Robert's Rules of Order
2. Each participant at a Senate meeting must be courteous.
3. All debates must focus on the topic being discussed.

Section 4 *Minutes*

1. Minutes will be posted as soon as possible after every weekly meeting on the Thelmo website.

Section 5 *Petitions and Unofficial Business*

1. From thirty minutes before the beginning of any meeting of the Thelomathesian society to thirty minutes after the conclusion of that meeting, no petitions may be circulated at the

- meeting's location. A presenter may inform the Senate on an issue, but must leave it to Senators to sign any petition on their own time.
2. The aforementioned rule does not apply to petitions required to run for a position on the Thelomathesian Society Senior Executive Board, the Thelomathesian Society Senate, Committee Chair or Assistant Chair.

ARTICLE V. Membership of the Senate

- Section 1** Any fully matriculated member of the St. Lawrence University undergraduate student body may serve as a Senator.
- Section 2** The number of Senators shall be determined by the Senior Executive Board at the beginning of each semester, based on the number of applications received during the application process described in the Election Section. Ideally, there should be 35-40 Senators, including Assistant Chairs.
- Section 3** Should any Senator resign, be impeached, or become ineligible to serve, the office shall become vacant and the position shall be filled according to the Senator Selection Procedures outlined in the Election Section.

2. SENATE

ARTICLE VI. Rights and Responsibilities of the Senate

- Section 1** *Voting*
1. Senators have the right to vote for or against any and all proposals that require a vote through roll call.
 2. During any voting situations, Senators have the right to abstain. Abstentions are *not* to be interpreted as either implicit support or implicit opposition to the motion under consideration. *All abstentions from voting will not be factored into the results of the vote.*
 3. All Senators have both the right and responsibility to equal representation in a vote. If a Senator is not present during a vote and does not have a substitute, his or her ability to affect the decision of any vote will be revoked. In summary, any voting situation throughout this constitution will only consider the senators present at that time, assuming quorum has been reached. The term "majority" shall refer to a majority of the Senators present at the time of the vote.
- Section 2** *Rights*
1. The legislative and policy-forming powers of the Society and such other powers necessary and proper to execute the objectives as set forth in the Constitution shall be vested in the Thelomathesian Society Senate, hereinafter referred to as the Senate.
 2. Any member of the Society has the right to speak before the Senate and its Executive Board.
 3. The Senate shall consider any recommendations of its committees.
 4. The Senate shall have the power to question, amend, defeat or pass any motion it deems necessary. The Senate also has the right to table a proposal; that is, it may choose never to bring a recommendation or other piece of legislation to a vote of its members if it determines this to be the appropriate action, no matter what committee or affiliate requests the Senate's action.
 - a. If a motion to table is requested by any member of the society, a second approval of this motion is necessary in order for the issue to be tabled.

5. Any individual or group that receives funds from the Senate must conform to all spending regulations endorsed by a majority of the Senate.
6. The Senate shall be solely empowered to recognize all SLUSAF-funded student organizations formed on campus through the guidelines stated in this Constitution.
7. The Senate may override any previous Senate-approved decision by a two-thirds vote.
8. The Senate may call into question any decision made by the Senior Executive Board. After discussion and debate in the Senate, a vote may be called to overturn the decision in question. A two-thirds majority is required.

Section 3 *Responsibilities*

1. The Senate shall discuss and take timely, appropriate action in any and all matters of concern to the members of the Society that are brought to the attention of any Senator or member of the Executive Board.
2. The Senate shall allocate SLUSAF funds only to those organizations that have received the approval and recognition of the Senate.
3. The Senate shall actively review the status and activities of any SLUSAF-funded organization that has failed to meet the expectations of the campus community, or whose members have grossly violated any campus policy, state or federal law or understood regulation in connection with their activities or conduct.
4. The Senate bears no financial responsibility for organizations that fail to budget their funds appropriately, or whose leadership fails to meet the goals of the organization's members. Financial ineptitude or poor leadership of an organization may carry consequences as long as the members of the Senate deem necessary.
5. The Senate has no jurisdiction under any circumstance for those organizations that it does not recognize, nor shall it have any financial control over or responsibility for those organizations that it recognizes but does not fund.
6. The Senate shall serve as the governing body for all members of the Society in issues of social importance and financial matters of various SLUSAF-funded activities.
7. The Senate shall make recommendations on issues and proposals to the faculty and administration when necessary, as verbally agreed upon by the Senate.
8. The Senate may issue official statements on behalf of the Society. All official statements issued by the Senate on behalf of the Society must be passed by a majority vote.
9. The Senate shall be a communicative body in student/faculty and student/administration relations.
10. Any member of the Society or recognized organization wishing to bring any matter before the University administration may present its proposal for Senate action.
11.
 - a. The definition of referendum is the submission of a proposed public measure or actual statute to a direct popular vote.
 - b. Upon the presentation of a petition of 20% of the student body, a majority of the Senate or a majority of the Executive Board, the Senate is required to conduct a student referendum to ascertain the students' opinion regarding the matter listed on the petition. This referendum must be conducted within two weeks of its submission to the President of the Society. The results of such a referendum, either in support of or against the issue at hand, will be binding based on a majority of at least 20% of the student body.

ARTICLE VII. Senator Responsibilities

Section 1*Attendance*

1. Attendance to all Society meetings is required. If a Senator will be unable to attend a meeting for a reason beyond her/his control, s/he must notify the Secretary at least two hours prior to the beginning of any meeting of the Senate. At this time, s/he must notify the Secretary what member of the student body will be filling in at that meeting. Failure to notify the appropriate party or find a responsible substitute will result in a warning after the first occurrence in the form of a letter, as well as a phone call to the Senator. A repeat occurrence will result in the automatic termination of that Senator's duties and her/his inability to act as Senator for the remainder of the current semester.

Section 2*Dress Code*

1. The proper attire for all Senators is business casual. This calls for the exclusion of jeans, sneakers, baseball hats and other attire that detracts attention from the business of the Senate, of which the Senior Executive Board shall determine the appropriateness. Any Senator or visitor to a Senate meeting whose attire is deemed inappropriate may be asked to leave the proceedings, or may not be recognized by the Senior Executive Board.

Section 3*Correspondence with Constituents*

1. All Senators must acquaint themselves with the members of their constituency as they see fit. Senators should also be well aware that the Senior Executive Board will direct constituents to consult their representatives to bring matters before the Senate. Any Senator who fails to appropriately address an issue brought to their attention may be removed from the position of Senator.
2. It is a responsibility of each Senator to verbally or electronically inform constituents of issues raised and to be raised in Senate meetings.

Section 4*Committee Membership*

1. Standing Committees are permanent committees of the Senate that function continually through the academic year.
2. All Senate members must be active in one committee and are responsible to attend every meeting unless excused by the chairperson of the respective committee.
3. The Senior Executive Board shall determine the number of Senators assigned to each committee at the beginning of each semester. Only a member of the Senate may be considered an official committee member, though non-Senators may sit in on committee meetings with the permission of the committee chair.

ARTICLE VIII. Constitutional Amendments**Section 1**

Amendments may be submitted by any voting member of the senate or by petition of 25 members of the Society. Amendment proposals must be submitted in written form to the Vice President of Senate Affairs at least 72 hours before the scheduled start of the Senate meeting they are to be presented at. Amendments may include both additions and/or removals of sections of text from the Constitution.

Section 2

The Vice President of Senate Affairs shall incorporate all amendments adopted by the Senate into the text of the Constitution of the Thelomathesian Society. The adopted amendments shall be put into use immediately following acceptance by a second vote of the Senate, unless a clause of the amendment states otherwise.

Section 3

Amendments shall be adopted by a two-thirds vote of the Senate.

Section 4

A general referendum of an amendment requires a petition of 10 percent of the Society; otherwise, all amendments shall be included in the Constitution.

3. ORGANIZATIONS

ARTICLE IX. Student Organization Guidelines

Section 1 *Membership*

1. All members of the student body must be able to join a student organization.
2. Open auditions or interviews will be held for any organization that requires special skills and/or talents.

Section 2 *Constitutions*

1. All student groups wishing to apply for organization status must submit a constitution to the Vice President of Senate Affairs for Senate approval.
2. Each organization is required to have at least one person designated as their official representative in dealings with the Thelomathesian Society and other organizations. (e.g. a President)
3. Each organization is also required to have at least one person responsible for their finances. (e.g. a Treasurer)

Section 3 *Recognition*

1. To be authorized for funding by SLUSAF, an organization must benefit the St. Lawrence University campus or the community in a cultural, educational, spiritual, social, or recreational manner. Recognition by The Thelomathesian Society and/or SLUSAF does not imply endorsement.
2. Student organizations have the right to use campus facilities free of charge.

Section 4 *Proof of active status*

1. Starting in the second academic year of their existence, every student organization must submit a copy of their constitution to the Vice President of Senate Affairs each fall semester before Thanksgiving break. This will serve as proof that the organization is still active on campus.
2. Should an organization fail to submit a constitution by the aforementioned deadline, the organization will be considered inactive. Inactive organizations may not exercise any of the rights mentioned in Article IX, Section 3 of the present Constitution, and they may not withdraw funds from their budget.

Section 5 *Probation*

1. A newly approved organization must demonstrate commitment to its goals before it may apply for a budget. To this end, there is a mandatory probationary period that must elapse between an application for organizational status and application for a budget. This probationary period will be the equivalent of fourteen weeks of classes.

Section 6 *Policy Violations and Inactive Status*

1. Should an organization be accused of violating University Policy, as outlined in the Student Handbook, or become inactive, the matter shall be investigated by the Senate Affairs Committee.
2. In the event that the Senate Affairs Committee finds the organization in violation of University policy, the matter will be brought before the Thelomathesian Society Senate, which shall determine the appropriate course of action (up to and including dissolving the organization in question).
3. In the event that the Senate Affairs Committee finds that the organization is a candidate for dissolution due to the organization's inactive status, the Senate Affairs Committee may

decide to dissolve the organization, subject to an appeal to a majority vote of the Senior Executive Board.

Section 7 *Supremacy*

This Constitution of the Thelomathesian Society shall supersede all other constitutional documents, and such related governing instruments of any and all student organizations on the St. Lawrence University campus. All constitutions of all University organizations must include a clause stating the supremacy of the Thelomathesian Society Constitution in order for them to be formally recognized by the Society. Organizations naming an alternate governing body or constitution to be supreme will not be recognized by the Society and will not be eligible to receive SLUSAF funding.

Section 8 *Clubs*

1. The Office of Student Activities and Leadership may grant club status to a student group that is not yet an organization. A club is a student group that may reserve university facilities.
2. If a club status request is denied by the Office of Student Activities and Leadership, the prospective club may appeal to the Thelomathesian Society Senate, which may approve the club by majority vote.

4. EXECUTIVE BOARD

ARTICLE X. Officers and Standing Committees

Section 1 The elected officers of the Society in order of presiding officer shall be the President, the Vice President of Senate Affairs, the Vice President of University Relations, the Secretary, and the Student Delegate to the Board of Trustees. They shall be elected in accordance with the elections provisions set forth within Articles XIV and XV of the present Constitution. They shall be paid for their services to the Society. These five elected officers plus the SLUSAF Central Treasurer (who is appointed) shall be referred to as the Senior Executive Board. Members of the Senior Executive Board are not Senators and do not have the right to vote on items of business while the Senate is in session.

Section 2 The additional appointed officers of the Society shall be the Chairperson of the Academic Affairs Committee, the Chairperson of the Campus Entertainment committee, the Chairperson of the Canton Community Outreach committee, the Chairperson of the Environmental Conservation Committee, the Chairperson of the Greek Life committee, the Chairperson of Information Technology committee, the Chairperson of the Public Relations committee, the Chairperson of the Student Life Committee, and the Elections Chairperson. The first eight aforementioned Chairs are not Senators and do not have the right to vote on items of business while the Senate is in session. The ninth Chair – the Elections Chairperson – shares the status of the others during election periods only; outside election periods s/he is a Senator

Section 3 All prospective candidates must be in a position to serve for the full elected term of their office and be able to regularly attend all meetings of the Senate and the Senior Executive Board.

Section 4 The duties and responsibilities of the officers shall be those provided in this Constitution with consideration to Robert’s Rules of Order.

Section 5 Any Committee Chair (including the Vice President of Senate Affairs and the SLUSAF Central Treasurer, but excluding the Elections Chair) may appoint an Assistant Chair in order to assist in fulfilling the duties of that committee. The selection procedures for assistant chair positions

are outlined in Article XIII. Assistant Chairs are considered to be Executive Board members and Senators at the same time; thus they share all the rights and responsibilities of Senators, including the right to vote while the Senate is in session.

Section 6 *The President shall:*

1. Preside over all meetings of the Senate and the Senior Executive Board.
2. Serve as the spokesperson and representative of the entire student body at all times.
3. Be unbiased and neutral in the execution of all rules, regulations, and provisions of this Constitution during Senate meetings.
4. By the virtue of the office of President, be an ex-officio member of all committees of councils of university governance.
5. Be a member of all Senate and University committees.
6. Direct the resolutions of the Senate to the appropriate body for execution via the Secretary.
7. Serve as a Student Delegate to the Board of Trustees.
8. Have the power to create and place legislation on the floor of the Senate.
9. Have the primary responsibility of communicating student affairs on behalf of the Senate and student body to the President of the University.
10. Have the primary responsibility of communicating student affairs on behalf of the Senate and student body to the Board of Trustees, with the assistance of the elected Student Delegate to the Board of Trustees.
11. Have the primary responsibility of communicating student affairs on behalf of the Senate and student body to the Vice President and Dean of Student as well as the office of Student Activities and Leadership.
12. Have the primary responsibility of communicating student affairs on behalf of the Senate and student body to the Chair of Faculty Council.
13. Have the primary responsibility of communicating student affairs on behalf of the Senate and student body to the SLUSAF Central Treasurer.
14. In consultation with the Senior Executive Board, determine the Senate agenda.
15. Have Senate veto power, subject to a two-thirds override by the Senate. This veto power may only be used to prohibit, reject, block, and refuse assent to the enactment of a measure passed by the Senate. The veto may be overridden by a two-thirds majority vote of the Senate, which must occur in the meeting following the veto.
16. Formulate a report during the last quarter of her/his term to be handed to the incoming Society President, with the intention of assisting the incoming officer with acclimation to the position and its responsibilities.

Section 7 *President-Appointed Special Committees*

1. Special committees shall be created when deemed necessary by the President.
2. The President, with the advice and consent of the majority of the Senate, shall appoint the Chairperson of a special committee.

Section 8 *The Vice President of Senate Affairs shall:*

1. Act as President and fulfill all duties therein if the President is unable to fulfill the duties of the office.
2. Keep the online agenda accurate and up-to-date.
3. Directly supervise all elections in conjunction with the Election Chairperson.
4. Be responsible for constitutional review, as well as keeping updated records of all amendments to this Constitution. S/he is also responsible for ensuring that each member of the Senate is provided with a current Constitution and that copies of the Constitution are available for any student who should request one.
5. Conduct a yearly review of the Constitution to ensure that all information contained within is current and relevant. At the end of the process any suggestions must be presented to Senators to allow a vote to amend the Constitution (this vote requires a 2/3 majority of present voting Senators). An amended Constitution shall not become effective until it passes second approval.

6. Review the constitutions of all newly organized organizations seeking Thelmo recognition; once those constitutions are reviewed and edited, the Vice President of Senate Affairs shall place those organizations on the agenda of the Senate.
7. Be responsible for posting all Senate-approved resolutions onto the Thelomathesian Society website. The Vice President of Senate Affairs must also bring each resolution up for review by the entire Senate five years after the resolution has been passed or last reviewed.
8. Create and maintain a list of all active organizations every semester, and collect proof of active status from organizations every year.
9. Distribute and collect Senator and Committee Chairperson applications.
10. If necessary, initiate and administer the process for impeachment of Senate members.
11. At the beginning and end of each semester, file a copy of the Constitution so its progression can be monitored.
12. Review business that is to come before the Senate under the consultation of the Senate Affairs Committee. The Vice President of Senate Affairs may prevent an item of business from being placed on the Senate agenda. After a given item is denied three times in this manner, the person who submits the item may appeal the decision to the Senior Executive Board as a whole.
13. Formulate a report during the last quarter of her/his term to be handed to the incoming Vice President of Senate Affairs, with the intention of assisting the incoming officer with acclimation to the position and its responsibilities.

Section 9 *The Senate Affairs Committee shall:*

1. Concern itself with the internal workings of the Senate.
2. In conjunction with the Elections Chair, be responsible for all elections and nominations.
3. Review the constitutions of all student organizations, as well as monitor their status.
4. Continually review the Constitution of the Society and draft amendments for its improvement.

Section 10 *The Vice President of University Relations shall:*

1. Assist the President in carrying out all duties of the Presidency.
2. Manage all aspects of the Society's SLUSAF budget and communicate with the SLUSAF Central Treasurer.
3. Serve as the official liaison between the Senate and the University Committee governance system.
4. Be a member of all Senate and University committees.
5. Coordinate all University Committee appointments with the assistance of the Senior Executive Board, to include interviews, notification of all candidates and notifications of all appropriate committee chairs. The Vice President of University Relations will be responsible for filling the student openings of the respective University Committees and will define a process to ensure student representatives are identified for each committee. The Senior Executive Board shall make the appointments. Such appointments must fulfill the following criteria:
 - a. A student may serve on no more than three committees.
 - b. Incumbent students have priority in University Committee selection pending approval by the Senior Executive Board.
 - c. Positions will last one full year, from the fall to spring semester, and all candidates must be able to serve on a committee for a full term. A student must resign from any committees s/he may be on if s/he leaves campus for any reason.
 - d. As committee meetings are mandatory, an appointee must be able to attend meetings. However, specific attendance guidelines will be determined by the Committee chairperson and communicated to the appointee during the first meeting.
6. Be responsible for overseeing all student members on all University committees, which shall be part of the University Governance system; be charged jointly by the Senate and Faculty Council; include students, faculty, and administrators in their membership; and deal with any issue within their stated charge. These committees must report directly to the Senate and

- Faculty Council. All minutes, recommendations, and problems of these committees shall be forwarded to the Vice President of University Relations.
7. Have the power to remove and replace student University Committee members upon consultation with the respective University Committee Chair and the Senior Executive Board. Any student who is unable to carry out the responsibilities of her/his position may be requested to resign by the Vice President of University Relations, or designee. Also, if a majority of Committee members feels that a student is shirking her/his responsibilities, the Committee Chairperson must notify the Vice President of University Relations, and s/he can take action to remove the student.
 8. Have the primary responsibility of communicating student affairs on behalf of the Senate and student body to the Vice Chairperson of Faculty Council, and the Council's Committee on University Committees.
 9. Formulate a report during the last quarter of her/his term to be handed to the incoming Vice President of University Relations, with the intention of assisting the incoming officer with acclimation to the position and its responsibilities.

Section 11 *The **Secretary** shall:*

1. Maintain and keep the minutes of all Senate meetings.
2. Keep informal documentation of Senior Executive Board minutes to be distributed upon request.
3. Maintain and keep all attendance records of Senate and Senior Executive Board meetings, and keep an active roster of membership of the Senate and the Senior Executive Board.
4. Distribute Senate meeting minutes to the University community. The Secretary shall make any and all Senate documents available to any member of the St. Lawrence University community who may request them by posting them online.
5. Keep record of all legislation passed by the Senate.
6. Be responsible for the coordination of Thelmo Storage in coordination with the Vice President of University Relations.
7. Formulate a report during the last quarter of her/his term to be handed to the incoming Secretary, with the intention of assisting the incoming officer with acclimation to the position and its responsibilities.
8. Be responsible for maintaining Thelmo public relations; specific platforms and avenues are up to the discretion of the secretary (i.e. Instagram, Snapchat, Facebook, etc.).
9. Be responsible for the coordination, drafting, and sending of Thelmo content to class Listservs.
10. Maintain the Thelmo email inbox and respond to or forward all messages to the appropriate officer for response.

Section 12 *The **Student Delegate to the Board of Trustees** shall:*

1. Act as the primary liaison, alongside the President of the Society, to the University Board of Trustees.
2. Be able to attend all Board of Trustee Meetings, including meetings that may take place when the University is on hiatus for a semester/academic year break.
3. Report to the Senate the minutes and developments achieved at all Board of Trustee meetings.
4. Occupy one of the student seats on the University Buildings and Grounds University Committee.
5. Occupy one of the student seats on the University Advancement and University Communications Committee.
6. Occupy one of the student seats on the Institutional Strategic Assessment Committee.
7. Formulate a report during the last quarter of her/his term to be handed to the incoming Student Delegate to the Board of Trustees, with the intention of assisting the incoming officer with acclimation to the position and its responsibilities.

Section 13 *The **SLUSAF Central Treasurer** shall:*

1. Be primarily responsible for all SLUSAF (St. Lawrence University Student Activity Fund, hereinafter referred to as SLUSAF) funds.
2. Be the Chairperson of the Budget and Finance Committee.
3. Deal exclusively with the University Business Office to maintain a central banking procedure.
4. Be responsible for informing student organization Presidents and/or Treasurers of SLUSAF related regulations at meetings to be held within the first two weeks of each semester. If representatives from organizations fail to attend these meetings, it may jeopardize their funding for the coming year.
5. Give a short presentation to the Senate at the beginning of each semester to educate Senators about the contingency/budget process.
6. Be responsible for arranging the yearly budget process, including making budget applications and guidelines available to the University community and scheduling and overseeing budget hearings.
7. With the assistance of the Budget and Finance Committee, the SLUSAF Central Treasurer is responsible for allocating budgets to organizations represented by the Society, and is responsible for determining the dollar amount based upon the budget application and availability of SLUSAF funds.
8. Keep record of the SLUSAF account and ensure that the Senior Executive Board is aware of its status as the year progresses. To this end, the SLUSAF Central Treasurer must report each semester to the Senior Executive Board regarding the status of the fund. Said report must include exact figures including the total amount spent in said semester(s) and the amount allotted for contingency spending. Reported figures must be checked with the University Business Office for accuracy to maintain the integrity of the fund.
9. Keep the Senate aware of the amount available for contingency funding; to this end, at the beginning of each semester the SLUSAF Central Treasurer must disclose to the Senate the remaining amount of money (in dollars) available for contingency funding during that year. This subsection shall not be construed to require the SLUSAF Central Treasurer to provide updates on the total amount of the fund, though the Central Treasurer may if s/he feels it is appropriate.
10. Be responsible for the transfer of money from the SLUSAF account into the accounts of other organizations, and vice versa.
11. Be responsible for handling the payroll of employees hired by the Society as approved by the Senior Executive Board.
12. Keep total and individual records of all financial transactions by student organizations, and inform organizational treasurers of their financial status on request.
13. Review contingency requests that are to come before the Senate under the consultation of the Budget and Finance Committee. The SLUSAF Central Treasurer may prevent a contingency request from being placed on the Senate agenda. After a given item is denied three times in this manner, the person who submits the item may appeal the decision to the Executive Board as a whole.
14. Formulate a report during the last quarter of her/his term to be handed to the incoming SLUSAF Central Treasurer, with the intention of assisting the incoming officer with acclimation to the position and its responsibilities.

Section 14 *The **Budget and Finance Committee** shall:*

1. Be responsible for the distribution and management of SLUSAF funds, as prescribed in the SLUSAF By-Laws.
2. Be responsible for monitoring the health and management of all SLUSAF Constitutions.
3. The Budget and Finance Committee has the responsibility to, with a two-thirds vote, revoke as it sees fit some portion or the entirety of an organization's funds for acts of fraud, misuse of funds or other acts that it deems necessary.
4. Review contingency requests before they are brought before the Senate. The Committee will act in an advisory role to the group or person(s) requesting funds, ensuring that the guidelines for proposals are followed. If necessary, the Committee members will make recommendations to the petitioning group or person(s) in order to strengthen the proposal.

Approval of a proposal within the Budget and Finance Committee takes place by majority vote and is subject to the proposal's compliance with Constitutional guidelines, rather than to committee members' ideological viewpoints. The Committee shall consult with the Vice President of Senate Affairs to ensure that requests do not violate the Thelomathesian Society Constitution.

Section 15 *The **Chairperson of the Academic Affairs Committee** shall:*

1. Be a member of the Junior Executive Board.
2. Be appointed from the Society membership at the beginning of each semester by the Senior Executive Board, after successful completion of the application and interview process.
3. Be responsible for addressing issues concerning Academic Affairs.
4. Occupy one of the seats on the University Academic Affairs Committee.
5. Have the primary responsibility of communicating with the Vice President of the University and Dean for Academic Affairs.
6. Formulate a report during the last quarter of her/his term to be handed to the incoming Academic Affairs Chairperson, with the intention of assisting the incoming officer with acclimation to the position and its responsibilities.
7. Formulate a report at the end of each semester to be presented to the Senate and handed to the Vice President of Senate Affairs, as well as any other relevant individuals (i.e. Deans, Chairpersons of University Committees, the Faculty Council, etc).

Section 16 *The **Academic Affairs Committee** shall:*

1. Examine academic issues as they pertain to the student body.
2. Concern itself with the faculty and administrative rationale behind any proposed academic changes.
3. In consultation with faculty, staff and students, develop initiatives and proposals related to this committee's purpose that will enhance the St. Lawrence University community.

Section 17 *The **Chairperson of the Student Life Committee** shall:*

1. Be a member of the Junior Executive Board.
2. Be appointed from the Society membership at the beginning of each semester by the Senior Executive Board, after successful completion of the application and interview process.
3. Be primarily responsible for addressing all issues concerning Student Life brought to the Senate.
4. Formulate a report during the last quarter of her/his term to be handed to the incoming Student Life Chairperson, with the intention of assisting the incoming officer with acclimation to the position and its responsibilities.
5. Formulate a report at the end of each semester to be presented to the Senate and handed to the Vice President of Senate Affairs, as well as any other relevant individuals (i.e. Deans, Chairpersons of University Committees, Faculty Council).

Section 18 *The **Student Life Committee** shall:*

1. Concern itself with issues that affect the life of students at St. Lawrence University.
2. Research and make recommendations on issues of student concern that are brought forth to the Senate.
3. In consultation with faculty, staff and students, develop initiatives and proposals related to this committee's purpose that will enhance the St. Lawrence University community.

Section 19 *The **Chairperson of the Campus Diversity and Inclusion Committee** shall:*

1. Be a member of the Junior Executive Board.
2. Be appointed from the Society membership at the beginning of each semester by the Senior Executive Board, after successful completion of the application and interview process.
3. Serve as the liaison between the campus diversity commission and the Thelomathesian Society.

4. Concerned with increasing awareness of the diverse community we have at St. Lawrence University
5. Formulate a report during the last quarter of her/his term to be handed to the incoming Campus Diversity Chairperson, with the intention of assisting the incoming officer with acclimation to the position and its responsibilities.
6. Formulate a report at the end of each semester to be presented to the Senate and handed to the Vice President of Senate Affairs, as well as any other relevant individuals (i.e. Deans, Chairpersons of University Committees, Faculty Council).

Section 20 *The **Campus Diversity and Inclusion Committee** shall:*

1. Concern itself with increasing awareness of the diverse community we have at St. Lawrence University.
2. Interested in working to improve the concerns of all students regardless of sexual orientation, socioeconomic status, and racial identity.

Section 21 *The **Chairperson of the Environmental Conservation Committee** shall:*

1. Be a member of the Junior Executive Board.
2. Be appointed from the Society membership at the beginning of each semester by the Senior Executive Board, after successful completion of the application and interview process.
3. Be primarily responsible for addressing all issues relating to the environment and use of natural resources on campus.
4. Occupy one of the seats on the University Environmental Conservation Committee.
5. Formulate a report during the last quarter of her/his term to be handed to the incoming Environmental Conservation Chair, with the intention of assisting the incoming officer with acclimation to the position and its responsibilities.
6. Formulate a report at the end of each semester to be presented to the Senate and handed to the Vice President of Senate Affairs, as well as any other relevant individuals (i.e. Deans, Chairpersons of University Committees, Faculty Council).

Section 22 *The **Environmental Conservation Committee** shall:*

1. Concern itself with issues pertaining to the environment and usage of natural resources on campus.
2. Collaborate with the Conservation Council University Committee to create legislation to enhance preservation of the St. Lawrence University campus.

Section 23 *The **Chairperson of the Campus Entertainment Committee** shall:*

1. Be a member of the Junior Executive Board.
2. Be appointed from the Society membership at the beginning of each semester by the Senior Executive Board, after successful completion of the application and interview process.
3. Work primarily with ACE to bring events on campus that will be open to all students to attend such concerts, comedians, and other events.
4. Work with the Executive Board to organize and put on the Student Leadership Banquet at the conclusion of each Spring semester along with the department of Student Activities and Leadership.
5. Formulate a report during the last quarter of her/his term to be handed to the incoming Campus Entertainment Chair, with the intention of assisting the incoming officer with acclimation to the position and its responsibilities.
6. Formulate a report at the end of each semester to be presented to the Senate and handed to the Vice President of Senate Affairs, as well as any other relevant individuals (i.e. Deans, Chairpersons of University Committees, Faculty Council).

Section 24 *The **Campus Entertainment Committee** shall:*

1. Assist the Campus Entertainment committee chairperson in planning all Thelmo related events on campus
2. Assist in the planning and execution of the Student Leadership Banquet

Section 25 *The **Chairperson of the Canton Community Outreach** shall:*

1. Be a member of the Junior Executive Board.
2. Be appointed from the Society membership at the beginning of each semester by the Senior Executive Board, after successful completion of the application and interview process.
3. Concern him or herself with the connection of the St. Lawrence community with the greater Canton community to increase cooperation and integration by serving as the liaison between the Canton community and Thelmo.
4. Work to put on events that promote the wellbeing of the Canton community.
5. Ensure the continuation of a strong relationship with the Canton Community by supporting local businesses and charity.
6. Formulate a report during the last quarter of her/his term to be handed to the incoming Canton Community Outreach Chair, with the intention of assisting the incoming officer with acclimation to the position and its responsibilities.
7. Formulate a report at the end of each semester to be presented to the Senate and handed to the Vice President of Senate Affairs, as well as any other relevant individuals (i.e. Deans, Chairpersons of University Committees, Faculty Council).

Section 26 *The **Canton Community Outreach Committee** shall:*

1. Work with the Canton Community Outreach Chairperson to better connect the St. Lawrence community with the greater Canton Community by helping to plan and execute events promoting the awareness and wellbeing of Canton.
2. Be representatives of the University throughout the town of Canton.

Section 27 *The **Chairperson of the Informational Technology Committee** shall:*

1. Be a member of the Junior Executive Board.
2. Be appointed from the Society membership at the beginning of each semester by the Senior Executive Board, after successful completion of the application and interview process.
3. Be the liaison between the campus community, Thelmo, and the informational technology department.
4. Be attentive to the issues the St. Lawrence community has with Information Technology.
5. Assist with the upkeep of the Thelmo website and SLUwire page.
6. Assist the Public Relations chair in publicizing Thelmo events via the St. Lawrence website and the Thelmo website or via campus wide surveys.
7. Formulate a report during the last quarter of her/his term to be handed to the incoming Informational Technology Chair, with the intention of assisting the incoming officer with acclimation to the position and its responsibilities.
8. Formulate a report at the end of each semester to be presented to the Senate and handed to the Vice President of Senate Affairs, as well as any other relevant individuals (i.e. Deans, Chairpersons of University Committees, Faculty Council).

Section 28 *The **Informational Technology Committee** shall:*

1. Be responsible for aiding the Informational Technology chairperson in the upkeep of the Thelmo website.
2. Serve as liaisons between the greater St. Lawrence community and Thelmo to address concerns regarding Information Technology on campus.

Section 29 *The **Chairperson of the International Committee** shall:*

1. Be a member of the Junior Executive Board.
2. Be appointed from the Society membership at the beginning of each semester by the Senior Executive Board, after successful completion of the application and interview process.

3. Work to increase the awareness of the international student community of St. Lawrence University by serving as the liaison between the campus international committee and Thelmo.
4. Make recommendations to Thelmo and the administration on how to improve the concerns of the International student community.
5. Work to put on events that promote multiculturalism and integration of the international student community into the greater St. Lawrence community.
6. Formulate a report during the last quarter of her/his term to be handed to the incoming International Chair, with the intention of assisting the incoming officer with acclimation to the position and its responsibilities.
7. Formulate a report at the end of each semester to be presented to the Senate and handed to the Vice President of Senate Affairs, as well as any other relevant individuals (i.e. Deans, Chairpersons of University Committees, Faculty Council).

Section 30 *The **International Committee** shall:*

1. Concern itself with issues that affect the international students at St. Lawrence University.
2. Research and make recommendations on issues of student concern that are brought forth to the Senate.
3. In consultation with faculty, staff and students, develop initiatives and proposals related to this committee's purpose that will enhance the St. Lawrence University community.

Section 31 *The **Elections Chairperson** shall:*

1. Temporarily serve on the Junior Executive Board during election periods only. The Election Chairperson may not run for a position in the election that s/he is supervising.
2. Be appointed from the Society membership at the beginning of each semester by the Senior Executive Board, after successful completion of the application and interview process.
3. Be responsible for organizing the publicity, preparations and all other arrangements necessary during the election period, as well as be responsible for counting the results with the assistance of the Vice President of Senate Affairs and notifying candidates and the University community of election results at the conclusion of the election period.
4. Be the chairperson of the Election Committee, which shall be formed according to the procedures outlined in Article XIV, Section 2 of the Thelomathesian Society Constitution.

Section 32 *The **Election Committee** shall:*

1. Concern itself with the organizing and publicity of all elections run by the Thelomathesian Society, in accordance with the rules and procedures outlined in Articles XIV and XV of the Thelomathesian Society Constitution.

Section 33 *Resignations*

1. Any resignations of an officer shall be communicated to the President of the Society (if due to extenuating circumstances this is not possible, the notification of resignation will move down the hierarchy of order within the Senior Executive Board), who will then present it to the Senate. Such resignation shall become effective upon its receipt by the Senate in session.
2. A vacancy exists when the incumbent dies, resigns, is impeached, or ceases to be a member of the Society. The Senate may also discharge any officer who has been unable to perform the duties of her/his office for two or more consecutive weeks while the Senate was in session. Such an action requires a two-thirds vote in a meeting of the Senate; the intention to hold such a vote must be announced at least one week in advance. If the incumbent leaves a position vacant before ever entering office, there may be a new election held if time permits as determined by the Senior.
3. When the Presidency is vacant, the Vice President of Senate Affairs shall succeed and serve as President for the remainder of the semester. If this occurs in the spring, elections for a new interim President must be held before summer recess; the elected interim President will serve only during the following fall semester. If the vacancy occurs in the fall, regular presidential elections shall be held at the normal time. While the Vice President of

Senate Affairs occupies the office of President, the office of Senate Affairs shall be managed by an appointed member of the Junior Executive Board (i.e. Committee Chair), to be voted into office by a majority vote of the Senate. All persons interested in the vacant Chair position should submit a letter of interest and qualifications to the Senior Executive Board, so that an appointment can be made.

4. Where any other vacancy occurs in the aforementioned offices, the Senate may appoint an officer Pro Tempore, at the recommendation of the Executive Board and by majority vote of the Senate.

ARTICLE XI. Subcommittees

Section 1 *Subcommittees shall:*

1. Be formed within a standing committee to consider a bill that is introduced at a Senate meeting.
2. Be responsible for researching the bill and providing a recommendation to the Senate at the time it is brought back for deliberation.
3. Have a chair appointed by the Senior Executive Board, who shall convene and preside at all meetings of the subcommittee and act as the primary mover of the recommendation of the resolution when it reaches the Senate floor.

Section 2 *The **Student Judiciary Board:***

1. Serves as the Judiciary body of the St. Lawrence University student body when a student or group of students is found in violation of the *St. Lawrence University Student Code of Responsibility*.
2. The Constitution of the Student Judiciary Board is as follows in APPENDIX I.
3. The student judicial system supersedes any internal supervision by student organizations or residence halls when violations of the Student Code of Responsibility occur.
4. Be a separate entity empowered by the Thelmo Senate and the Senior Executive Board with consideration of Justice appointments executed by Committee of Selection consisting of the Thelmo President and the other members of the Committee of Selection as designated by the *Student Judiciary Board Constitution* as found in APPENDIX I of the Thelomathesian Society Constitution.
5. The appointments of the Justices must be ratified by 2/3 vote of the Thelomathesian Society Senate.
6. The removal of Justices shall occur in accordance with the *Student Judiciary Board Constitution* CLAUSE XIII.

Section 3 *The **Academic Honor Council:***

1. Will uphold St. Lawrence University standards of academic honesty as found in the *St. Lawrence University Academic Honor Code*.
2. The Constitution of the Academic Honor Council is as follows in APPENDIX III.
3. The student academic honor system supersedes any internal supervision by student organizations when violations of the Academic Honor Code occur.
4. Be a separate entity empowered by the Thelmo Senate and the Senior Executive Board with consideration of Chairman appointments executed by Committee of Selection consisting of a Thelmo Executive Board Member and the other members of the Committee of Selection as designated by the *Academic Honor Council Constitution* as found in APPENDIX III of the Thelomathesian Society Constitution.
5. The appointments of the Chairmen must be ratified by 2/3 vote of the Thelomathesian Society Senate.

6. The removal of Chairmen shall occur in accordance with the *Academic Honor Council Constitution* CLAUSE XIII.

ARTICLE XII. The Thelomathesian Society Executive Board Duties

Section 1 *The **Executive Board** shall:*

1. Consist of the President, Vice President of Senate Affairs, Vice President of University Relations, Secretary, Student Delegate to the Board of Trustees, SLUSAF Central Treasurer, and the Chairpersons of the Academic Affairs, Environmental Conservation, Campus Diversity and Inclusion, Campus Entertainment and Student Life Committees. Each committee's Assistant Chair is also a member of the Executive Board. The Elections Chairperson is a member of the Executive Board only during election periods. Therefore, at any given time, the Executive Board will have at least 11 and at most 21 members.
2. Act in place of the Senate when the Senate is not in session.
3. Recommend items for the agenda of the Senate meetings.
4. Have the power to veto a Senate action; such a veto requires the consent of two-thirds of the Senior Executive Board members (which is to say, four out of six). This veto power may only be used to prohibit, reject, block, and refuse assent to the enactment of a measure passed by the Senate. Such a veto shall be subject to a two-thirds override by the Senate, which must occur in the meeting following the veto.
5. Serve as the advisors to the President of the Society.
6. Have the right, with the consent of a majority of the elected Senators, to appoint a Sergeant-At-Arms to preserve order at Senate meetings.
7. Review the Constitution when the Senate is not in session.
8. Ensure that all resolutions approved by the Senate are posted on the Thelomathesian Society website and made accessible to the student body.
9. Conduct itself in a manner that is unbiased by its members' affiliations on campus.

Section 2 *The **SLUSAF Treasury** shall be established as follows:*

1. The St. Lawrence University Student Activities Fund (SLUSAF) was established by the Thelomathesian Society to coordinate financial management of the Student Activities Fees collected from every full-time matriculated undergraduate students.
2. With approval of the Thelomathesian Senate, SLUSAF funding generated from the Fee is allocated to support campus organizations, clubs, and students in their pursuit of programs of an educational, social, cultural, and recreational nature
3. SLUSAF shall operate according to the By-Laws as outlined in APPENDIX II.

Section 3 An officer who does not fulfill the duties and responsibilities of her/his position may be impeached from office. After appropriate intervention and discussion with the person deemed to be derelict in her/his duties, any two members of the Executive Board may request the resignation of another Executive Board member. Should the member choose not to resign, impeachment procedures may be initiated. An officer may be impeached by a two-thirds majority vote of the Senate.

5. ELECTIONS

ARTICLE XIII. Selection and Impeachment of Senators

Section 1 *Requirements and Limitations*

1. Each Senator will be appointed to represent the student body

2. Each candidate applying through this process must fill out a petition for candidacy that contains the candidate's name, campus address, mailing address, campus phone number, class year, a personal statement of intent, and the signature and printed name of 25 members of the current student body.
 - a. The Senior Executive Board will select a maximum of 35 Senators through this regular process, including any SLUSAF assistants and any committee assistant chairs.

Section 2 *Organizations*

1. A minimum of 10 representatives from SLUSAF funded organizations will be required to have a representative in the Senate.
 - a. The Organizations that shall be required to have a member of their organization represented in Thelmo are the 10 organizations in which receive the highest annual budget from SLUSAF for that academic year.
 - b. This member of a particular organization must be an active member of that organization
 - c. He/She is appointed by the other Executive members of that particular organization;
 - d. The organization is responsible for communicating the name of this representative prior to the beginning of Thelmo that semester to the Vice President of Senate Affairs.
2. This representative must adhere to the guidelines of a Senator, as outlined under the this Constitution Article VI, "Responsibilities of the Senate."
 - a. If this representative does not fulfill the duties as a Senator for a particular semester, the organization in which they represent shall be deducted 5% of their annual budget (allocated to organizations in the Spring prior to that academic year).
3. He/She is not allowed to officially represent constituents outside of their organization. Therefore, a Senator (selected through the regular process or through the representation of an Organization) may be a member of multiple organizations outside of this governing body, but a representative from all 10 organizations must still have a specified member as a representative in the Senate.
4. The organization is not allowed to change their Senate representative anytime throughout the semester. If a situation arises where there is no other option, the Vice President of Senate Affairs should be contacted.
5. The organization has the right, but is not required, to change their representative between semesters, as long as the chosen representative is still an active member of that particular organization.
6. The Vice President of Senate Affairs will be required to notify all organizations prior to the fall Semester of their required duty to participate in the Thelmo Senator roster, if they qualify as one of the top SLUSAF funded organizations.

Section 3 *Class Council*

1. A member from each Class Council shall be highly encouraged to have a participative member of the Senate.
2. If a/the Class Council(s) shall choose to have an executive member of its organization as a participative member within the Senate, this representative can take the place of the organization in which received the lowest SLUSAF budget among those organizations that were selected for participation.
3. This individual must adhere to the guidelines of a Senator.

Section 4 *Selection Process*

1. All applications for Senator positions shall be reviewed by the Senior Executive Board, who possesses the authority to accept or reject each applicant.

Section 5 *Recall*

1. Upon the presentation to the Senate of a petition that calls for the removal of a Senator from office and is signed by two-thirds of that Senator's constituency, the respective Senator shall be removed from office and a new Senator shall be selected to replace him/her.

Section 6 *Impeachment of Senators*

1. The Vice President of Senate Affairs has the authority to begin a process of impeachment for a Senator. The Senator in question shall not be permitted to attend the meetings of the Senate Affairs Committee until the issue is resolved, even if s/he is a member of that committee.
2. The Senate Affairs committee will investigate the charges against the Senator, and make a recommendation to the Vice President of Senate Affairs. Some possible reasons for the impeachment of a Senator include, but are not limited to: failure to correspond with constituents about the affairs of the Senate, and failure to attend regular meetings of the Senate.
3. If the reason for a Senator's impeachment is due to failure to attend Senate meetings, the Vice President of Senate Affairs shall have the power to remove the Senator from his/her office. If the reason for impeachment is something else, the Senate shall have to vote on the recommendations made by the Senate Affairs Committee and the Vice President of Senate Affairs.
4. A two-thirds majority is required to pass the impeachment.

Section 7 *Selection of Assistant Chairs*

1. A person who desires to be an Assistant Chair must collect the signatures of 25 members of the Society on a petition. A personal statement may also be required, at the discretion of the current Senior Executive Board.
2. After petitions have been submitted, interviews may be held. At the conclusion of these interviews, the Committee Chair will consult with the Senior Executive Board and select an Assistant Chair.

ARTICLE XIV. General Procedures for Elections

Section 1 *Elected Offices*

1. Elections shall take place during the Fall semester to fill the following offices: President, Vice President of University Relations, Vice President of Senate Affairs, and Secretary of the Thelomathesian Society. During the Spring semester, elections shall also take place to fill the position of Student Delegate to the Board of Trustees, as well as President, Vice President, Treasurer, Secretary, and up to eight Council Members to make up the Class Councils for the sophomore, junior and senior classes.

Section 2 *Voting Procedures*

1. In the beginning of each semester, the Senior Executive Board will publish application forms and hold interviews to select an Elections Chairperson for the semester in question. Once the Elections Chair has been selected, he or she will become a member of the Senate and have the same rights and responsibilities as a regular Senator until the election cycle begins.
2. Starting on the Monday of the week when petitions become available for any elected position in the Thelomathesian Society, the Elections Chair will be relieved of his or her usual Senator duties and he or she will gain the right to sit on the Executive Board for the duration of the election cycle. After the elections are over and the results are published, the Elections Chair will revert to the role of a Senator.
3. The Senior Executive Board shall appoint four Senators, excluding the Elections Chair, to sit on the temporary Elections Committee during times of election. Senators on the Elections Committee will be relieved of their other committee duties for the duration of the election. All information regarding voting, including how many people have voted, who has voted, and

- who is winning or losing, is completely confidential during the election itself. After the election, only the number of votes for each candidate may be released, subject to the Election Chair's discretion.
4. The Elections Chairperson and the members of the Elections Committee may not run as candidates in any election they are supervising.
 5. Any dispute arising during the election procedures shall be decided by the Election Chairperson, subject to majority approval by the Senior Executive Board; parties involved, including the Election Chairperson, shall state their case to the Senior Executive Board after which the Board must then vote on whether to uphold or overrule the Election Chair's ruling.
 6. Any dispute arising during the elections process shall be decided by a super majority of the Elections Committee and chairperson (a total of 5 votes), subject to super majority approval by the Senior Executive Board; parties involved, including the Elections Committee, shall state their case to the Senior Executive Board after which the Board must then vote on whether to uphold or overrule the Elections Committee's ruling.
 7. The Elections Committee, with a super majority vote, has the right to recommend the disqualification of any candidate when constitutional rules are violated and must report the incident to the Senate and the student body immediately, so that voters have the right to withhold their vote pending the final decision of the disqualification.
 - a. Should the candidate in question accept the recommendation of disqualification, the decision of the elections committee is final.
 - b. Should the candidate in question chose not to accept the recommendation of the Elections Committee, he/she will move onto a hearing conducted by the Senior Executive Board that will provide a recommendation to the Senate. The Senior Executive Board's recommendation to the Senate must include statements of opinion in accordance with the vote of the Senior Executive Board.
 - i. If the vote is not unanimous, the Senior Executive Board will write two statements, one recommending disqualification and the other not recommending disqualification, to be considered by the Senate.
 - ii. If the vote is unanimous, one statement of recommendation will be written by the Senior Executive Board to be presented to the Senate.
 - c. All statements from the Senior Executive Board will be presented at the Senate hearing following the Election Chair's presentation of the evidence, and the Candidate in question's defense. This hearing will take place at the next regularly scheduled Thelmo meeting.
 - d. The Senate will hold the ultimate/final decision by either approving or disproving the Senior Executive Board's holding by a 2/3 majority vote. The candidate in question has the right to be present to address questions from the Senate.
 8. A candidate may *only* campaign after the conclusion of the election meeting, to be held the Sunday after petitions are available. Violations of campaign rules and reports of negative campaigning will be considered in violation of this constitution and are grounds for disqualification.
 9. Students running for office from abroad will be allowed to appoint a campaign manager. The candidate must submit a written and signed note to the Vice President of Senate Affairs stating the name of this person and an announcement of their decision to let him or her fill the role. This letter must be received before the Election meeting via fax, mail or e-mail. In addition, the person who assumes the role of campaign manager will, for all intents and purposes, be the candidate on campus, and must abide by all election rules and procedures. Actions of the campaign manager that violate the constitution will render the candidate disqualified.
 10. In the event that unforeseen circumstances arise, or the time of the campaign meeting is not convenient for an on-campus candidate due to other prior commitments, then said candidate will be allowed to have a stand-in representative for the duration of the campaign meeting ONLY. The identity of the candidate must be communicated to the Vice President of Senate Affairs and the Election Chair by 5pm the day of the meeting. It is the responsibility of the stand-in representative to communicate all that was said at the meeting to the candidate. If

- a problem should arise later on because of miscommunication, then the candidate will suffer the consequences, whatever they may be.
11. Members may only vote for one candidate for each position. One ballot will be accepted from each student.
 12. The initial voting period will last five (5) weekdays.
 13. The initial voting period is from Wednesday to Wednesday to ensure that if a candidate is subject to disqualification, then there would be a meeting to hear the case. In the event of a case being brought before the Senate, the voting period shall be extended to Friday to allow ample time to vote.
 14. If there are more than three candidates for a position and none of them receives over 50% of the votes cast in the first election cycle, a run-off election must be held between the two candidates who received the greatest number of votes, within one week of the end of the initial voting period.
 15. In the case of a tie for second greatest number of votes, those tied will be eligible as candidates for the run-off election, in addition to the candidate who received the greatest number of votes. Even though this will result in more than two candidates in the run-off election, the candidate receiving the greatest number of votes in the run-off will be declared the winner.
 16. A run-off election will last at least two weekdays.
 17. If there is no candidate, or only one, at the specified date of petition acceptance, the application window will be re-opened for an additional 24 hours.
 18. The disqualified candidates votes will be considered in the overall vote total (in order to have a legitimate election). Whether or not the candidate has the most votes by the end of the election cycle, she/he cannot win the election. If the student body is unhappy with the Senate's decision, they should refer to Article XIV, Sec 6, Recall.
 19. Application to run for any Senior Executive Board position will be available the day following Mid-semester Break in the Fall and Spring semesters.

Section 3

Debate

1. During every election, a debate will be held in the Winston Room at a day and time deemed most convenient for the student body. This date will be decided on by the current Senior Executive Board and Election's Chair.
2. The positions for the offices of President, Vice President of Senate Affairs, Vice President of University Relations, and Secretary will take place during the Fall semester election debates, whereas the positions for the offices of the Student Delegate to the Board of Trustees will take place during the election debate of the Spring Semester.
3. Candidates will be allowed two minutes each for opening statements. Their response will be timed and stopped if the candidate is to exceed this. The timing of candidate's responses will apply to each question a candidate is asked.
4. Candidates will each be asked 3-4 questions each by the Elections Chairperson, which they are made aware of one hour and a half before the debate is to take place. The allocation of these questions is up to the disposal of the Elections Chairperson, as long as equal questions are asked to each candidate.
 - a. It is recommended that candidates running for the same position be asked the (some of the) same questions in order to display their contrasting/similar views.
5. Candidates will each then be asked one question from both the residing President as well as by the residing position that correlates with the position in which the candidate is running. These questions will be not be made aware to the candidates prior to the debate.
6. Concluding the questions directed from the current Senior Executive Board, the audience is then able to ask any/some/all candidate(s) questions.

Section 4

Campaigning

1. Acceptable forms of campaigning:

- a. Campaigning will commence after the conclusion of the election meeting, to be held the Sunday after petitions are available, and will continue throughout voting week
 - b. Distribution and posting of flyers, signs, posters etc.
 - c. Candidates may hang 1 large poster using Student Activities' paper and supplies
 - d. The use of social media (facebook, twitter, tumblr etc.)
 - e. Door to door campaigning to meet and greet other students.
 - Student Organization visits
 - Phone calls to students
 - Personal e-mails to students
2. Unacceptable forms of campaigning:
- a. A candidate may not **submit** (or have someone submit on their behalf) any campaign materials to SLUwire (events, announcement, forums etc.)
 - b. A candidate may not employ any mass mailings through the SMCs for campaign purposes
 - c. A candidate may not send (or have anyone send on their behalf) any campus-wide listserv emails
 - d. Placement of campaign materials on another candidate's property without her/his consent.
 - e. Any verbal or physical reference to another candidate's motives or ability to serve. Note: Differences in opinion may be expressed during Thelmo sponsored debates.
 - f. Any attempt to intimidate another candidate or to disturb his/her properly posted campaign advertisements (posters, signs etc.).
 - g. Candidates are prohibited from being present when students are voting, or assisting them in voting. This includes having students voting on the candidates' personal electronic devices.
 - h. Candidates may not vote on anyone's behalf, even if they are given direct permission and necessary information to do so.
 - i. Use of symbols associated with St. Lawrence University. This includes, but is not limited to; the Trustee Symbol, the Thelomathesian Society seal, the "STL" insignia, and the St. Lawrence University typeface.
 - j. A candidate may not use *The Hill News* to take out an advertisement on behalf of their campaign, nor may *The Hill News* officially endorse a candidate
3. Any employment of the aforementioned tactics will result in immediate disqualification pending the decision of the sitting Senior Executive Board and Elections Chair.

Section 5 *Voting*

- 1. Voting will begin at a date determined by the Elections Chairperson
- 2. All fully matriculated undergraduate students are eligible to vote for one candidate for each open position via electronic ballot.
- 3. The Elections Chairperson is responsible for distributing the electronic link for online voting.
- 4. The **online** ballots shall include:
 - a. Notification that only one vote per candidate is required in order for a vote to be considered;
 - b. Student Identification Number;
 - c. The name of the position(s) followed by the names of candidates in randomized order.
- 5. Candidates are permitted to submit 4-6 sentence descriptions along with a photo identification of themselves to accompany the online ballots. This shall be collected by the Elections Chairperson in advance.

Section 6 *Recall*

- 1. A recall consists of terminating an officer's tenure after the date of their election through the expiration of his or her full term of office. A recall election is an election held in order to fill the recalled position. A recalled officer continues to hold the right to run in the recall election and any subsequent election for any office.

2. A recall of any officer may be initiated through either:
 - a. A petition signed by a number of students greater than one half of the total number of votes cast in the election of the position in question.
 - b. A vote in the Senate with a majority of at least two thirds in favor of recall.
3. After a position has been recalled, a new election cycle to fill the vacant position must begin within one week of the recall.

Article XV – Specific Rules and Procedures for Elections to Particular Offices

Section 1 *Elections for the Thelomathesian Society Senior Executive Board*

1. A candidate for President must submit a petition for candidacy that contains the name, campus address, email address, campus phone number, and class of the candidate, along with the signature and printed name of **40** members of the Society. *An essay is also required; its topic and length are to be decided by the sitting Senior Executive Board.*
2. A candidate for Vice President of Senate Affairs, Vice President of University Relations or Student Delegate to the Board of Trustees must submit a petition for candidacy that contains the name, campus address, email address, campus phone number, and class of the candidate, along with the signature and printed name of **30** members of the Society. A personal statement is also required; its topic and length are to be decided by the sitting Senior Executive Board.
3. A candidate for Secretary must submit a petition for candidacy that contains the name, campus address, email address, campus phone number, and class of the candidate, along with the signature and printed name of **30** members of the Society. *No essay is required.*
4. No sitting member of the Thelomathesian Society Senior Executive Board may endorse a candidate running for a Senior Executive Board position. Senior Executive Board Members are, however, allowed to encourage students to run for positions during the period in which petitions are available.
5. In order to qualify as a candidate for the Thelomathesian Society Senior Executive Board, the matriculated student must meet the minimum GPA requirement of 2.70. However, if elected, failure to maintain this minimum GPA will not result in the removal of office. To ensure this GPA standard is met, the Election's Chair must consult the Registrar's Office.
6. All candidates for the Thelomathesian Society Senior Executive Board must be clear of any major judicial infraction or several (3) minor judicial infractions. A major judicial infraction includes being convicted of physical or sexual assault, while a minor judicial infraction includes miscellaneous drug or alcohol convictions, petty larceny, vandalism, etc. For clarification on major and/or minor judicial infractions and to ensure each candidate's eligibility, the Thelomathesian Society's Election's Chair must consult the Chief Justice of the Student Judiciary Board.
 - a. If elected to the Thelomathesian Society Senior Executive Board and convicted of a major judicial infraction as defined by the Chief Justice of the Student Judiciary Board, the officer will be immediately removed from office.
 - b. If elected to the Thelomathesian Society Senior Executive Board and convicted of two minor judicial infractions as defined by the Chief Justice, the officer will be removed from office.
7. No matriculated student convicted of academic dishonesty by the Academic Honor Council is eligible to be a candidate for the Thelomathesian Society Senior Executive Board. For clarification and to ensure each candidate's eligibility, the Thelomathesian Society's Election's Chair must consult the Chair of the Academic Honor Council.
8. In order for the Board of Trustees to recognize the President and the Student Delegate to the Board of Trustees, the number of total votes cast for either position must be equal to 40% of the student body minus half of the fully matriculated Senior Class. In the case that the required number of votes is not reached for a certain office, the Elections Committee shall organize a new election to fill that office.

9. In the case of a run-off for the election of the President or the Student Delegate to the Board of Trustees, the run-off election will last until the minimum required numbers of votes have been cast.

6. REFORMS AND AMENDMENTS

ARTICLE XVI: Amendment- Reform for Student and Committee Initiative and Engagement

Section 1:

1. The student must outline his/her idea in writing.
2. The student must fill a petition of 200 signatures for his/her idea to be presented to the Senate that will accompany the written petition.
3. A written outline of the initiative must accompany the petition.
4. The student or a Senator may voluntarily present his/her initiative in front of the Senate at the next meeting of the Society.
5. The Senate will vote on whether or not the initiative is worth pursuing. If so, it will be either assigned to the appropriate Senate committee or will be pursued by a voluntarily ad-hoc committee appointed by the President. Voting will follow the standard procedures as outlined in **Article VI** and **Article X**.
6. Whichever committee is appointed the task of pursuing the initiative must report on its progress at all subsequent Thelmo meetings.

ARTICLE XVII: Amendment- Voting Procedure

Let it be amended to Article IV, Section 3, *Procedure and Conduct*, that during the voting period, all *non-seated* presenters will be asked to leave the room.

ARTICLE XVIII: Class Council Elections Amendment

In amendment to Article XIV, Students may only vote for candidates running for their own Class Council.

ARTICLE XIX: University Standing Committees Amendment

All Senate Committee chairs must serve as student delegates on the University Standing Committee most closely related to the Thelomathesian Society Committee which they chair. It is then the responsibility of the Thelomathesian Society chair to report all activity of the University Standing Committee to the Society after each meeting of the University Standing Committee. The chair will serve as a delegate like all other delegates as outlined in Article X.

7. APPENDIX

APPENDIX I: The **Constitution of the Student Judiciary Board** shall be as follows in accordance with ARTICLE XI, SECTION 2:

Clause I: Jurisdiction of the Vice President and Dean of Student Life

Section 1: *The Vice President and Dean of Student Life's designee, the Associate Dean of Student Life, supervises the student judicial system. The Associate Dean of Student Life is vested with the responsibility to monitor judicial proceedings for the purpose of insuring that such proceedings are conducted in a manner that is consistent with University policy. The Associate Dean's responsibilities in this regard include: to ensure that students' due process and students' rights and responsibilities are upheld, and to sit in on judicial hearings. The Associate Dean of Student Life has the authority to investigate possible, and charges of, violations of the St. Lawrence University Student Code of Conduct and, in the event of filed charges, determine whether there is sufficient merit in them to warrant proceeding to the next step of the hearing. The Associate Dean of Student Life may provide for designated administrative staff members to hear certain disciplinary cases if deemed appropriate and if the student charged agrees to an administrative agreement. The Chief Justice of the Student Judiciary Board maintains the right to continually define which types of cases are appropriate for an administrative agreement and may require all cases to be heard by the Student Judiciary Board.*

Administrative Agreement: *Students found in violation of the Student Code of Responsibility for infractions that do not hold the potential for suspension or expulsion can have the charges resolved at the administrative level. An administrative agreement is completed only when the student charged agrees that the sanction(s) imposed are reasonable and fair. Should the student not accept responsibility for the charges, or not accept the proposed sanction(s), the matter is referred to the Student Judiciary Board. All administrative agreements will be brought to the attention of, and be approved by, the Student Judiciary Board.*

Dean's Hearing: *In cases involving allegations of extreme violence, repeat offenders or the sale of narcotics, the Vice President and Dean of Student Life, after consultation with the Chief Justice of the Student Judiciary Board, may determine that the matter is best handled by a*

Dean's Hearing. This procedure involves a hearing before a three member panel, selected by the Vice President and Dean. During the academic year, the Chief Justice, if otherwise available, will be one of the three panel members. The procedures in Clause 5, available for a hearing before the Student Judiciary Board, will apply in a Dean's Hearing, except that recommendations of the panel will become final unless appealed to the Vice President and Dean within the time limits set forth for appeals in Clause 5. Appeal to the Board of Appeals is not available in these cases and the determination of the Vice President and Dean is final.

Section 2: *When a violation of the St. Lawrence Student Code of Responsibility may also violate federal, state or local law, the Associate Dean of Student Life may decide to either proceed with the case or stay University proceedings pending resolution of any potential or actual external charges (a decision to stay proceedings can be reconsidered at any time).*

Section 3: *The Vice President and Dean of Student Life or the Vice President's designee may suspend a student from the University or take other appropriate action whenever the student's alleged actions constitute a danger or hazard to members of the University community or to the University. Such actions may include a threat of danger or injury to others, a threat of disruption of the educational or living environment. Before a suspension can exceed seven (7) calendar days, the student (to be) suspended shall be given the opportunity to speak directly to the Vice President and Dean.*

Section 4: *The Vice President and Dean of Student Life reviews appeals when the Board of Appeals is not in session. Section 5: The Vice President and Dean's designee, the Associate Dean of Student Life, shall have jurisdiction for student judicial problems when the Student Judiciary Board is not in operation. When practicable, the Associate Dean of Student Life shall act in consultation with the Chief Justice of the Student Judiciary Board.*

Clause II: Jurisdiction of the Student Judiciary Board

Section 1: *The Student Judiciary Board hears charges involving students, groups of students, or student organizations (including but not limited to recognized organizations, theme houses and floors, etc.) charged with violations of the Student Code of Responsibility, except for those charges which fall under the jurisdiction of the Special Hearing Board (Clause IX-XI).*

Section 2: *The Student Judiciary Board operates from the first day of fall semester First-Year orientation to the last day of classes of the spring semester. The Associate Dean of Student Life conducts hearings when the student Judiciary Board is not in session.*

Section 3: *The student judicial system supersedes any internal supervision by student organizations or residence halls when violations of the Student Code of Responsibility occur.*

Section 4: *Any person or group from the University community may present allegations to the student judicial system through the Associate Dean of Student Life who determines whether to permit charges to proceed.*

Clause III: Responsibilities of the Student Judiciary Board

Section 1: *The Student Judiciary Board conducts hearings and determines appropriate sanctions. Determinations are based on the weight of evidence presented; that is, is it more likely than not that a charge against a student or group is correct.*

Section 2: *The Student Judiciary Board conducts hearings within a reasonable length of time after receipt of charges, normally within ten days.*

Section 3: *When a student suspended for disciplinary reasons requests re-enrollment at the University, the Vice President and Dean of Student Life and the Associate Dean of Student Life,*

in consultation with the Chief Justice of the Student Judiciary Board, determines whether or not the student is to be readmitted and, if so, under what conditions.

Section 4: *Students and staff of a residence hall may establish internal procedures for minor community infractions so long as they do not conflict with University policies. The residence life staff maintains a written record of infractions and the sanctions involved. A student who repeatedly violates community standards is referred to the Student Judiciary Board, which will consider the written record in determining appropriate sanctions. If a student feels that sanctions imposed by residential staff are inappropriate that student may bring the matter before the Student Judiciary Board for adjudication.*

Clause IV: Qualifications and Appointments

Section 1: *The Student Judiciary Board consists of eight justices and student advocates (number determined by Chief Justice) appointed by the Committee of Selection, which consists of the outgoing senior class justices of the Student Judiciary Board, the president of the Thelomathesian Senate or his/her designee, and two graduating members of Omicron Delta Kappa, each having one vote.*

Section 2: *The Committee of Selection chooses the Chief Justice of the Student Judiciary Board.*

Section 3: *The Student Judiciary Board is composed of three seniors, three juniors and two sophomores.*

Section 4: *If a vacancy occurs on the Student Judiciary Board, the new justice is appointed by the Committee of Selection.*

Section 5: *All members of the Student Judiciary Board must be in good academic and disciplinary standing and are selected and ratified on the basis of suitable character and maturity.*

Section 6: *The Associate Dean of Student Life acts as an advisor to the Student Judiciary Board.*

Section 7: *Student advocates will advise students how to best engage with the University's judicial process.*

Clause V: Procedures

Section 1: *A student or an organization notified to appear before the Student Judiciary Board is made aware of his/her/their rights at the time he/she/they receives notice of charges. These rights include:*

- a. the right to receive notice of charges in writing, to include the time and place of the alleged violation (to the extent available) and time and place of the Student Judiciary Board hearing.*
- b. the right to a fair and impartial hearing.*
- c. the right to offer witnesses and testimony, and to challenge evidence and testimony presented against him/her/them (such challenges do not include the right to direct cross examination of any witness). However, the Student Judiciary Board may establish a reasonable limit on the number of witnesses and the relevancy of any proffered evidence.*
- d. the right to be accompanied by another individual from the St. Lawrence community whose role will be advisory only. Students/organizations may not be represented by attorneys at disciplinary hearings or meetings relevant to the complaint.*
- e. the right to make the meeting public through prior consultation with the Chief Justice.*
- f. the right to remain silent without sanction.*

- g. *The right to five days written notice in advance of the hearing that can be waived by agreement between the student/organization and the Chief Justice. This written notice is placed in the student's or organization leader's campus mailbox a minimum of five calendar days before the scheduled meeting.*
- h. *The right to appeal within seven (7) calendar days after receipt of sanction.*

Section 2: *The Student Judiciary Board may call witnesses and make recommendations based upon all evidence presented. The Student Judiciary Board is also empowered to resolve any procedural issues which might arise in the course of a proceeding, provided that resolution is not inconsistent with the express provisions contained herein.*

Section 3: *If a student/organization fails to appear for a hearing as required by the Student Judiciary Board, that case will be heard in absentia unless the chief justice determines that extenuating circumstances warrant an exception.*

Section 4: *The Student Judiciary Board recommendations are sent to the Associate Dean of Student Life for consideration. Within seven days the Associate Dean of Student Life either confirms the recommendation(s) or returns the recommendation(s) with comment to the Board for reconsideration. If the Associate Dean of Student Life confirms the recommendation(s) of the Board, the decision is sent to the student charged. If the Associate Dean of Student Life returns the recommendation(s) with comment to the Board and the Board reaffirms its original recommendation, the recommendations are sent to the Vice President and Dean of Student Life who will determine the issue. Students who violate sanctions imposed by the Board or by the Vice President and Dean of Student Life are subject to further disciplinary action up to and including termination from the University, which discipline can be imposed directly by the Vice President and Dean of Student Life, provided the student is first given the opportunity to meet with the Vice President.*

Clause VI: Responsibilities of the Board of Appeals

Section 1: *The Board of Appeals does not re-hear Student Judiciary Board proceedings but rather ensures that student rights have not been violated, that appropriate procedures are followed, and sanctions are reasonable.*

Clause VII: Qualifications and Appointments—Board of Appeals

Section 1: *The Board of Appeals is composed of two faculty members, two members of the University administration, and four students. If student vacancies occur, the Committee of Selection makes re-appointments. Faculty vacancies are filled by Faculty Council. The President fills administrative vacancies.*

Clause VIII: Procedures of the Board of Appeals

Section 1: *Appeals may be filed by the accused student by submitting a letter of appeal to the Convener of the Judicial Appeals Board, relying on the following grounds:*
a. that the sanctions imposed by the Student Judiciary Board were unreasonable. b. that the student's procedural rights were violated. c. that new evidence which could have substantially affected the decision first became known after the initial hearing.

Section 2: *The Board of Appeals meets promptly to consider an appeal, normally within ten days.*

Section 3: *The Chief Justice of the Student Judiciary Board is invited to attend meetings of the Board of Appeals.*

Section 4: *Recommendations from the Board of Appeals are sent to the Vice President and Dean of Student Life, who then makes the final decision and notifies the student charged and the Chief Justice of the Student Judiciary Board.*

Section 5: *The President of the University is informed in cases of suspension or expulsion.*

Clause IX: Responsibilities of the Special Hearing Board

Section 1: *The Special Hearing Board conducts hearings in formal complaints of alleged student on student sexual misconduct (including sexual assault, relationship violence, sexual harassment and stalking), involving matriculated students, forwarded to it by the Associate Dean of Student Life.*

The Special Hearing Board will make appropriate recommendations based upon a preponderance of information presented in complaints of alleged sexual misconduct: sexual assault, relationship violence, sexual harassment, and stalking.

Section 2: *The Special Hearing Board conducts hearings as soon as possible after referral of the complaint from the Associate Dean of Student Life. A victim or any member of the University community may file a complaint within six months of the alleged incident. In extraordinary circumstances, the Associate Dean of Student Life or Special Hearing Board may decide to proceed with a complaint filed after six months of the alleged incident. Hearings are scheduled as determined by the reasonable availability of the parties involved, witnesses, members of the Special Hearing Board, and the Associate Dean of Student Life (or a designee appointed by the Associate Dean of Student Life), but are held normally within 14 calendar days of referral to the Special Hearing Board.*

Clause XI: Procedures—Special Hearing Board

Section 1: *When infractions of the St. Lawrence Student Code of Social Responsibility/Sexual Misconduct may also violate federal, state or local law, the Associate Dean of Student Life may decide to either proceed with the case or temporarily stay University proceedings. A decision to stay proceedings can be reconsidered at any time and the University need not stay proceedings at all based on external charges or investigations.*

Section 2: *The Special Hearing Board calls witnesses and make recommendations based upon a preponderance of information presented.*

Section 3: *The complainant is made aware of his or her rights before the hearing. These rights are:*

- a. *The right to have a St. Lawrence University student, staff, or faculty member accompany him/her throughout the hearing process. The complainant is not entitled to have an attorney-at-law or a non-community member present at the hearings or meetings with the Associate Dean of Student Life in preparation for the hearings*
- b. *The right to make his/her statement without directly confronting the party charged in the hearing*
- c. *The right to provide a personal statement of events.*
- d. *The right not to have his or her past sexual history discussed during the hearing (although information concerning a student's involvement in prior formal complaints may be considered by the Special Hearing Board if considered by it to be relevant).*
- e. *The right to ask that witnesses relevant to the case be called to testify at the hearing. However, the special Hearing Board may establish a reasonable limit on the number of witnesses and to also place reasonable restrictions on the introduction of any proffered evidence.*
- f. *The right to appeal.*
- g. *The right to identify one member of the board who is asked to recuse himself/herself and is replaced by another member.*

- h. The right to decline to answer a question. However, the Board proceeds based on the information provided. Failure to cooperate with the Special Hearing Board may be considered by the board in its hearing of the complaint.*

Section 4: *The party charged is made aware of his or her rights before the hearings. These rights are:*

- a. The right to be informed of the charges in writing, the time and place of the offense and his or her accuser.*
- b. The right to have a St. Lawrence University student, staff, or faculty member accompany him or her throughout the hearing process. The party charged is not entitled to have an attorney-at-law or a non-community member present at the hearings or meetings with the Associate Dean of Student Life in preparation for the hearings.*
- c. The right to ask that witnesses relevant to the case be called to testify at the hearing. However, the Special Hearing Board may establish a reasonable limit on the number of witnesses and to also place reasonable restrictions on the introduction of any proffered evidence.*
- d. The right to have his or her past sexual history discussed during the hearing.*
- e. The right to appeal.*
- f. The right to provide personal statement of events.*
- g. The right to ask one member of the Board to recuse himself/herself who is replaced by another member.*
- h. The right to decline to answer a question. However, the Board proceeds based on the information provided. Failure to cooperate with the Special Hearing Board may be considered by the board in its hearing of the complaint.*

Section 5: *The Special Hearing Board may subpoena witnesses to appear and testify before the Board. Failure to appear or cooperate with the Board is a punishable offense.* **Section 6:** *After having heard from each party and relevant witnesses as determined by the Board, and prior to rendering its final decision, a summary of relevant, conflicting information received by the Board will be provided each party, who will then have one final opportunity to respond, either in writing or in person, as determined by the Board. In the course of this process, the identification of witnesses will normally remain confidential unless such identification is reasonably necessary to a party's ability to respond.*

Section 6: *After having heard from each party and relevant witnesses as determined by the Board, and prior to rendering its final decision, a summary of relevant, conflicting information received by the Board will be provided each party, who will then have one final opportunity to respond, either in writing or in person, as determined by the Board. In the course of this process, the identification of witnesses will normally remain confidential unless such identification is reasonably necessary to a party's ability to respond.*

Section 7: *The Special Hearing Board with the assistance of the Associate Dean of Student Life will issue a written report to the Vice President and Dean of Student Life within a reasonable time, normally within seven (7) working days of the conclusion of its proceedings. The Special Hearing Board report will detail the complaint, identify the parties involved, and present the Special Hearing Board's recommendations with rationale. The Vice President and Dean is free to discuss the hearing with the hearing panel and the Associate Dean of Student Life. Within a reasonable time, normally within seven (7) working days, the Vice President and Dean will either confirm the recommendation(s) or return the complaint with commentary to the Special Hearing Board for reconsideration or further proceedings. The Special Hearing Board will thereafter forward its final report after reconsideration to the Vice President and Dean of Student*

Life.

Section 8: *The Vice President and Dean of Student Life will convey the final decision in writing to the complainant and the party charged within a reasonable time, normally within seven (7) calendar days after receiving the final report from the Special Hearing Board.*

Section 9: *An appeal of the decision must be made in writing to the Vice President and Dean of Student Life within seven (7) calendar days.*

Section 10: *Grounds for an appeal are limited to: improper procedures, new evidence or unreasonable penalties.*

Section 11: *The Vice President and Dean of Student Life issues a decision responding to the written appeal within a reasonable time, normally ten (10) calendar days after receipt of the appeal (or a response by the other party, if solicited). The Vice President and Dean of Student Life does not rehear Special Hearing Board complaints but ensures that students' rights are protected, appropriate procedures are followed, and penalties are reasonable.*

Section 12: *Students who violate sanctions imposed by the Vice President and Dean of Student Life shall be subject to further disciplinary action up to and including expulsion from the University which discipline can be imposed directly by the Vice President and Dean of Student Life, provided the student is first given the opportunity to meet with the Vice President and Dean.*

Section 13: *In those cases where, in the opinion of the Vice President and Dean or his/her designee, the continued presence of an individual on campus constitutes a threat of danger or injury to others or a threat of disruption of the educational or living environment, the Vice President and Dean of Student Life or his/her designee may immediately suspend the individual from the University or take other appropriate action as provided in Clause I, Section 3.*

Section 14: *No meeting of the Special Hearing Board shall be recorded in any way other than the individual notes taken by those present and the report detailed in Section 6.*

Section 15: *Failure to cooperate with requests of the Special Hearing Board or directives of the Associate Dean of Student Life by either party or persons acting on a party's behalf may be dealt with by appropriate disciplinary action and may be considered by the Board in its hearing of the complaint.*

Section 16: *Issues and questions that are not specifically addressed in the above are resolved by a majority vote of the available members of the Special Hearing Board assigned to a case following a recommendation by the Associate Dean of Student Life.*

Clause XII: Responsibilities of the President of the University

Section 1: *The President of the University is informed by the Vice President and Dean of Student Life of all cases resulting in suspension or expulsion. The President is also informed of all decisions to restrict membership or remove recognition from a group or organization.*

Clause XIII: Removal of Members—Student Judiciary Board and Board of Appeals

Section 1: *Grounds for removal of a Student Judiciary Board member are violation of confidentiality, lack of good behavior, failure to complete duties, and/or failure to remain in good academic standing. Any member of the St. Lawrence University community may initiate a petition for removal of a board member.*

The petition, bearing at least 20 signatures from full-time students, is submitted to the Vice President and Dean of Student Life. The petition is forwarded to a review committee

consisting of the Executive Committee of the Thelomathesian Senate and three members of Omicron Delta Kappa selected by the president of Omicron Delta Kappa. Acceptance of a recommendation for a removal must be verified by a 2/3 vote of this review committee.

Section 2: Grounds for removal of a Board of Appeals member are betrayal of trust or lack of good behavior. Any member of the St. Lawrence University community may initiate a petition for removal of a Board of Appeals member. The petition, bearing at least 20 constituent signatures, shall be filed with the electing or appointing body. That body shall institute appropriate hearings and render a decision.

Clause XIV: Sanctions

The following sanctions may be imposed by any appropriate body when the evidence establishes a violation of any University policies whether it is the one specifically charged or not, provided the accused had adequate notice of and opportunity to respond to the underlying allegations. The following list of sanctions is not exhaustive. Sanctions may apply to groups as well as students. The Student Judiciary Board, administrative hearing officer, or other body may impose a single sanction or a combination of sanctions. When determining sanctions, the Student Judiciary Board, hearing officer, or other body may consider a student's or group's past disciplinary record.

Should a student take a leave of absence or withdraw from the University with disciplinary sanctions pending, he/she is expected to complete the sanctions upon his/her return.

Failure to comply with imposed sanctions will result in additional discipline.

- *Dismissal of charges—All charges are dropped.*
- *Disciplinary Warning—Formal notice that a student's or group's behavior is inappropriate and that the student or group is on notice for a specified length of time. This sanction may include disciplinary service and/or a fine. Further violations of the Student Code of Responsibility while on disciplinary warning will result in more serious sanctions.*
- *Fine—A fine may range from \$25 to \$500 depending on the violation.*
- *Social Probation—Probation for a specified period of time during which a student cannot receive a leave of absence, cannot apply or participate in any off-campus program, and may not apply for off-campus housing. Social probation may include disciplinary service hours and/or fine. This probation also may include specific restrictions on social privileges. Sanctions will apply to groups including theme living organizations, athletic teams, and Greek organizations as well as individual students in regard to violations of the student code of responsibility. Further violations of the Student Code of Responsibility while on social probation will result in more serious sanctions. It should be noted that the University may inform parents or guardians of a student's social probation status.*
- *Disciplinary Probation—Probation for a specified length of time during which a student cannot receive a leave of absence, cannot apply or participate in any off-campus program, and may not apply for off-campus housing. Disciplinary probation may include disciplinary service hours and/or a fine. This sanction further precludes the individual and/or group from representing the University in any official capacity such as intercollegiate athletics, student government office, rushing or pledging a Greek organization, residence in theme cottage, student abroad/exchange programs, and may also include specific restrictions on social privileges. Further violation of the Student Code of Responsibility while on disciplinary probation will result in more serious sanctions, including but not limited to loss of housing assignment priority, suspension or expulsion. It should be noted that the University may inform parents or guardians of a student's disciplinary probation status.*
- *Residential Hall Restriction—Loss of priority in the housing assignment process.*
- *Restitution—Compensation for damages done or payment for expenses incurred as a result of the student's behavior. In most cases, this sanction is imposed in conjunction*

- with another sanction.
- *Restricted Contact*—Directive that the sanctioned student must avoid contact with other student(s) and may not in any way communicate or interact with specified student(s).
- *Restricted Activities*—Directive restraining the sanctioned student from certain acts, activities or places.
- *Disciplinary Service/Learning/Educational Projects*—Assignment of tasks or projects to be completed in a specified period of time. Tasks may include service hours with a specific agency or group, letters of apology and explanation, and participation in educational projects and/or programs.
- *Membership Restrictions*—Prohibits a group from accepting new members for a specific period of time.
- *Removal of Recognition*—Loss of recognition by a campus group or organization. During the loss of recognition, which may be for a specific period of time or permanently, the group cannot exist on the St. Lawrence campus.
- *Suspension*—Separation from the University for a specified period of time during which a student has no access to the St. Lawrence University campus. Readmission may be gained upon the approval of the Vice President and Dean of Student Life in consultation with the Chief Justice of the Student Judiciary Board. Disciplinary suspension is noted on a student's permanent record.
- *Expulsion*—Permanent dismissal from the University. Expulsion is noted on a student's permanent record.

Clause XV: Amendment—Judicial System

Section 1: Proposed amendments to the Student Judiciary Board Constitution must be made jointly by the Student Judiciary Board and Board of Appeals and presented in writing to the president of the Thelomathesian Senate for consideration.

Section 2: Amendments are adopted upon approval by a 2/3 vote of the members of the Thelomathesian Senate present and voting, provided a quorum is present, and upon approval of the Vice President and Dean of Student Life.

Appendix 1: Community Responsibility St. Lawrence University values and has affection for the special relationship we share with the Canton community. To this end, we are committed to ensuring that St. Lawrence University students conduct themselves in an appropriate manner both on and off campus. Any acts of vandalism, harassment, public disturbances or general misconduct that disturb the quality of life for our Canton neighbors will not be tolerated. The consequences for inappropriate behavior could include suspension and permanent separation from the University.

Appendix 2: Off-Campus Arrests When a student is arrested off campus, the University may receive notification of that arrest. If the charge is deemed to be minor and the probable penalty is a fine, work detail or suspended sentence, the student may be called before the Vice President and Dean of Student Life, or the Vice President and Dean's designee, to explain his or her behavior. If further action is required, such as judicial proceedings, alcohol or personal counseling, the student will be referred.

If the charge is deemed to be major, and a jail sentence or criminal record is probable, the Vice President and Dean of Student Life, or his or her designee, will decide whether to proceed with consideration of charges or defer consideration until after a decision has been reached in the courts. The Vice President and Dean will notify the student of which course he or she will pursue and that the student may be subject to suspension or expulsion from the University when the matter is considered. In such cases, the chief justice of the Student Judiciary Board shall be fully informed.

If the student's continued presence at the University represents a clear and present danger, the Vice President and Dean of Student Life will immediately suspend the student.

APPENDIX II: The BYLAWS OF THE SLUSAF TREASURERY shall be as follows:

SLUSAF Bylaws

Last updated: 3.21.2011

Preamble: *The St. Lawrence University Student Activities Fund (SLUSAF) was established by the Thelomathesian Society to coordinate financial management of the Student Activities Fees collected from every full-time matriculated undergraduate student. With approval of the Thelomathesian Senate, SLUSAF funding generated from the Fee is allocated to support campus organizations, clubs, and students in their pursuit of programs of an educational, social, cultural, and recreational nature.*

Article I: Trustees of the Fund

Section 1 – Establishment of SLUSAF

The St. Lawrence University Student Activities Fund (SLUSAF) shall be managed by three principal officers and one committee. The officers are: a central treasurer, an assistant treasurer, and a junior assistant treasurer. The committee is: the Budget and Finance Committee.

Section 2 – The SLUSAF Central Treasurer shall:

- 1. Be primarily responsible for all SLUSAF funds.*
- 2. Be considered a member of the Thelomathesian Society Senior Executive Board.*
- 3. Serve as the Chairperson of the Budget and Finance Committee.*
- 4. Deal exclusively with the University Business Office to maintain a central banking procedure.*
- 5. Be responsible for informing student organization Presidents and/or Treasurers of SLUSAF related regulations at meetings to be held within the first two weeks of each semester. If representatives from organizations fail to attend these meetings, it may jeopardize their funding for the coming year.*
- 6. Give a short presentation to the Senate at the beginning of each semester to educate Senators about the contingency/budget process.*

7. *Be responsible for arranging the yearly budget process, including making budget applications and guidelines available to the University community and scheduling and overheard budget hearings.*
8. *With the assistance of the Budget and Finance Committee, be responsible for allocating budgets to organizations represented by the Thelomathesian Society, and be responsible for determining the dollar amount based upon the budget application and availability of SLUSAF funds.*
9. *Keep record of the SLUSAF account and ensure that the Thelomathesian Society Senior Executive Board is aware of its status as the year progresses.*
10. *Be responsible for the transfer of money from the SLUSAF account into the accounts of other organizations, and vice versa.*
11. *Be responsible for handling the payroll of employees hired by the Thelomathesian Society as approved by the Senior Executive Board.*
12. *Keep total and individual records of all financial transactions by student organizations, and inform organizational treasurers of their financial status on a monthly basis as requested.*
13. *Resign from any treasurer positions held within a SLUSAF funded organization during his/her tenure as SLUSAF Central Treasurer to avoid any conflict of interest*
14. *Formulate a report during the last quarter of her/his term to be handed to the incoming SLUSAF Central Treasurer, with the intention of assisting the incoming officer with acclimation to the position and its responsibilities.*
15. *Serve a term of typically one academic year, yet – with successful job performance – be eligible for rehire until graduation.*

Section 3 The SLUSAF Assistant Treasurer shall:

1. *Assist the SLUSAF Central Treasurer in his or her duties.*
2. *Verify the accuracy of all work performed by the Central Treasurer and Junior Assistant Treasurer.*
3. *Be considered a member of the Thelomathesian Society Junior Executive Board.*
4. *Serve as the Vice Chairperson of the Budget and Finance Committee.*
5. *With successful prior job performance, accede to the position of SLUSAF Central Treasurer upon that individual's graduation, take of leave, or impeachment.*

Section 4 – The SLUSAF Junior Assistant Treasurer shall:

1. *Assist the SLUSAF Central and Assistant Treasurers in their duties.*
2. *Verify the accuracy of all work performed by the Central and Assistant Treasurers.*
3. *Be considered a member of the Thelomathesian Society Junior Executive Board.*
4. *Serve as a member of the Budget and Finance Committee.*
5. *With successful prior job performance, accede to the position of SLUSAF Assistant Treasurer upon that individual's graduation, take of leave, or impeachment.*

Section 5 - Hiring Procedure

1. *Any member of the student body, of the sophomore class, in good academic standing is eligible to apply to the position of SLUSAF Junior Assistant Treasurer.*
2. *The position of SLUSAF Junior Assistant Treasurer shall typically be filled in the fall semester of a given academic year.*
3. *In this case, a successful applicant to the position of SLUSAF Junior Assistant Treasurer will promise a three-year commitment to SLUSAF so as to ensure the continuity of the Fund.*
 - a. *After a training period of two years, the SLUSAF Assistant Treasurer will be prepared to assume the position of SLUSAF Central Treasurer the following fall, should the latter graduate or leave the position vacant.*

4. *In the event that the position of SLUSAF Assistant Treasurer is vacated in the spring semester, hiring shall occur at that time; and a successful applicant to the position will promise a two and a half year commitment to SLUSAF so as to ensure the continuity of the Fund.*
 - a. *In this case, after a training period of three semesters, the SLUSAF Assistant Treasurer will be prepared to assume the position of SLUSAF Central Treasurer the following fall, should the latter graduate or leave the position vacant.*
5. *The SLUSAF Central Treasurer and Assistant Treasurers will make the final hiring decision for the Junior Assistant Treasurer, with consultation from the other members of the hiring committee. The SLUSAF Junior Assistant Treasurer shall preferably be hired by a committee consisting of five.*
 - a. *The SLUSAF Central Treasurer, in the event that he or she remains in office at the time of hiring; should the SLUSAF Central Treasurer be unavailable, he or she shall be replaced by a member of the Thelomathesian Society Senior Executive Board.*
 - b. *The SLUSAF Assistant Treasurer*
 - c. *The President of the Thelomathesian Society and the Vice President of Senate Affairs.*
 - d. *One at-large member of the S.L.U. student body, chosen by the SLUSAF Central Treasurer; or, in the absence of a Central Treasurer, chosen by the Thelomathesian Society Senior Executive Board.*

Section 6 – Impeachment Procedure

In the case of gross irresponsibility or wrongdoings committed by either the SLUSAF Central, Assistant Treasurer, or Junior Assistant Treasurer, impeachment proceedings shall occur as prescribed by the constitution of the Thelomathesian Society.

Section 7 – The Budget and Finance Committee shall:

1. *Be responsible for the distribution of SLUSAF monies to organizations through the budget application process in the spring of each academic year.*
2. *Be responsible for monitoring the health and management of the Fund.*
3. *The Budget and Finance Committee has the responsibility to, with a two-thirds vote, revoke as it sees fit some portion or the entirety of an organization's funds for acts of fraud, misuse of funds or other acts that it deems necessary.*
4. *Review contingency requests before they are brought before the Thelomathesian Senate. The Committee will act in an advisory role to the group or student(s) requesting funds, ensuring that the guidelines for proposals are followed. If necessary, the Committee members will make recommendations to the petitioning group or student(s) in order to strengthen the proposal. Approval of a contingency request within the Budget and Finance Committee is by majority vote and subject to the proposal's compliance with guidelines set forth in this document, rather than to Committee members' ideological viewpoints. The Committee shall consult with the Thelomathesian Society's Vice President of Senate Affairs to ensure that requests do not violate the Thelomathesian Society Constitution.*
5. *The SLUSAF Central Treasurer may prevent a contingency request from being placed on the Senate agenda. After a given item is denied three times in this manner, the person who submits the item may appeal the decision to the Executive Board as a whole.*

Article II: The Contingency Fund

Section 1 – Description

1. *A contingency fund shall be established that will consist of all St. Lawrence University Student Activities Fund (SLUSAF) monies not awarded to student organizations during the spring budget process.*

2. *The Contingency Fund has been designed as a resource to provide funding to those programs which will enrich the St. Lawrence community, and which will be sponsored by student organizations as an unforeseen expense, or by individual or groups of students not eligible for a yearly budget through the SLUSAF.*

Section 2 – Eligibility

1. *Any full-time matriculated undergraduate student, or any group thereof, may request contingency funding.*

Section 3 – Procedure

2. *To be considered for contingency funding, a student or students must submit a formal written request to the SLUSAF Central Treasurer and to the Thelomathesian Society Vice President of Senate Affairs. Submission must occur several days prior to its consideration by the Thelomathesian Senate, as described in each semester's Organization Meeting.*
3. *An acceptable contingency request shall consist of, but need not be limited to, the following:*
 - a. *The name of the student(s), club, or organization requesting funding;*
 - b. *Contact information for at least one representative of the student(s) seeking funding*
 - c. *A description of the planned usage of funding;*
 - d. *The exact or estimated cost of the program under consideration, with costs itemized to the greatest extent possible;*
 - e. *A summary of all revenues and expenditures, including fundraising undertaken or planned;*
 - f. *The exact sum requested from the Contingency Fund; and*
 - g. *Any additional comments or evidence which may support the proposal.*
4. *The student(s) requesting funding shall appear before the Thelomathesian Senate to argue the merits of his or her proposal, as directed by the Thelomathesian Society's Vice President of Senate Affairs.*
5. *After a presentation by the requesting party, a period of questions and debate by the Senate shall ensue, as prescribed by the rules of Parliamentary Procedure.*
6. *Upon completion of the debate period, the motion for funding shall be called to question and voted upon; funding is granted with a simple majority.*
7. *Should a proposal for funding fail, a requestor may – with a proposal which has been substantively altered –, reapply for funding in subsequent weeks; in such a case, the funding request procedure is recommenced.*
8. *If the motion for funding passes, the presenter(s) must reappear before the Senate the following week for second approval.*
9. *After the senate confers its second approval, contingency funding is granted.*
10. *Second approval may be waived by a simple majority vote in the Thelomathesian Senate. Incases of emergency not resulting from any irresponsibility on the part of the presenters/requestors.*

Section 4 - Disbursements

1. *After a contingency request has been approved and granted by the Thelomathesian Senate, funding shall be distributed in one of four ways:*
 - a. *By transfer from the Contingency Fund to the established subsidiary account of a Thelomathesian-approved student organization,*
 - b. *By transfer from the Fund to a temporary account established within the SLUSAF system of subsidiary accounts,*
 - c. *By direct withdrawal from the Fund via check request, through the use of a university credit card,*

- d. Or through a purchase order.
2. Means of disbursement shall be left to the discretion of the SLUSAF Central Treasurer.

Article III: The Budget Process

Section 1 – Budget Informational Meeting

1. An informational meeting shall be held in the spring of every academic year, which provides information appropriate to an organization constructing or updating their budget.
2. The treasurer or, in their absence, other officer of every organization expecting a budget in the following academic year must attend said meeting or be ineligible to receive a budget for the following year unless excused in case of emergency by the SLUSAF Central Treasurer.
3. The SLUSAF Central Treasurer shall establish a due date for all budget proposals, falling before Spring Break.
4. The Budget and Finance Committee shall meet to review and make changes to all budget proposals.
5. A budget hearing shall be held for all organizations that would like to argue for change in the budget decided upon by the committee (increase in amounts, realignment of funds, etc.) that had been sent to them prior to their hearing.
6. The Budget and Finance Committee is not obligated to accept arguments made by organizations at the Budget Hearings.
7. The Budget and Finance Committee will go before the Thelomathesian Senate to present the budget for the following academic year at the end of the previous spring semester.

Section 2 – Budget and Contingency Limitations

1. The enumeration of certain restrictions does not exclude the existence of other restrictions as determined by the Student Activities Fund Central Treasurer and the Budget and Finance Committee.
2. Student Activity Funds may not be used for the purchase of goods which are age restricted by New York State law, including, but not limited to, alcohol, lottery tickets and tobacco products (with the exception of films) or used for the purchase of goods or services which are prohibited by New York State or U.S. federal law.
3. Before the budget process each academic year the Student Activity Fund Central Treasurer and the Budget and Finance Committee shall set guidelines for commonly requested expenditures. This includes but is not limited to the amount of monies designated for the purchase of food per capita and per diem.
4. In accordance with the mission of the Student Activities Fund to benefit St. Lawrence University's student population, no funds shall be used to provide salary for an organization's advisor or coach.
5. Student Activity Funds may not be used for the purchase of residential furniture or food for the sole benefit of the occupants of said residence.
6. Any club or organization purchasing electronics must receive approval from the Budget and Finance Committee before said purchases. In addition, organizations and clubs that receive approval for the purchase of computer software and hardware must communicate with IT to find the most economical price.
7. No organization may exceed their overall budget limit as established through the budget process (organizations who received funds through the contingency process may not exceed their budget plus the contingency amount). At the end of the academic year, any organization with a negative balance in their SLUSAF account will be subject to a ten percent reduction in their budget for the following academic year. In addition, those said clubs' and organizations' negative balance will be deducted from their new budget.

8. *No club, group, or individual may use contingency funding to acquire a budget without first gaining organizational status through the procedures set forth in the Thelomathesian Society Constitution.*
9. *Student Activities Funds may not be used for the purchase of capital expenditures as defined by the St. Lawrence University Business Office unless deemed acceptable by the Budget and Finance Committee.*
10. *Clubs and Organizations wishing to use a purchase card must gain the approval of the Central Treasurer before said purchase.*
11. *Organizations and Clubs cannot use their budget after the final day of classes in a semester unless deemed acceptable by the SLUSAF Central Treasurer. Those said clubs and organizations will face consequences on an individual case basis.*
12. *Shall any of the limitations be violated by a SLUSAF funded organization or the recipients of contingency funding; those parties shall face penalties as determined by the Student Activity Fund Central Treasurer and the Budget and Finance Committee. Gross violations are open to further action as determined by the same Central Treasurer and Committee in communication with the Senior Executive Board of the Thelomathesian Society.*

9. APPENDIX

APPENDIX III: The **Constitution of the Academic Honor Council** shall be as follows in accordance with ARTICLE XI, SECTION 2:

Clause I: The Academic Honor Code – Responsibilities of the Student

Section I. *All information contained in this section shall be printed on a card for St. Lawrence University students to sign. This card shall be retained as a record of compliance with the Academic Honor Code.*

Academic Honesty: *A major commitment of the University is “to the intellectual development of the student” (St. Lawrence University Aims and Objectives) which can be achieved only by strict adherence to standards of honesty. At St. Lawrence, all members of the community have a responsibility to see that these standards are maintained. Consequently, St. Lawrence University students will not engage in acts of academic dishonesty as described below.*

Academic Dishonesty:

- a. *It is assumed that all work is done by the student unless the instructor/mentor/employer gives specific permission for collaboration.*
- b. *Cheating on examinations and tests consists of knowingly giving or using or attempting to use unauthorized assistance during examinations or tests.*
- c. *Dishonesty in work outside of examinations and tests consists of handing in or presenting as original work, which is not original, where originality is required.*

Clause II: Academic Dishonesty

Section I. *The following constitute examples of academic dishonesty:*

- a. *Plagiarism: Presenting as one’s own work the work of another person--words, ideas, data, evidence, thoughts, information, organizing principles, or style of presentation--without proper attribution. Plagiarism includes paraphrasing or summarizing without acknowledgment by quotation marks, footnotes, endnotes, or other indices of reference (cf. Joseph F. Trimmer, A Guide to MLA Documentation).*
- b. *Handing in or presenting false reports on any experiment.*

- c. *Handing in or presenting a book report on a book one has not read.*
- d. *Falsification of records.*
- e. *Supplying information to another student knowing that such information will be used in a dishonest way.*
- f. *Submission of or presentation of work (papers, journal abstracts, oral presentations, etc.) which has received credit in a previous course to satisfy the requirement(s) of a second course without the knowledge and permission of the instructor/supervisor/mentor of the second course.*
- g. *Knowingly making false statements in support of requests for special consideration or special timing in the fulfillment of course requirements.*

Section II. *Claims of ignorance and academic or personal pressure are unacceptable as excuses for academic dishonesty. Students must learn what constitutes one's own work and how the work of others must be acknowledged. Any student found guilty of academic dishonesty by the Academic Honor Council may have a letter placed in his or her permanent file.*

Section III. St. Lawrence students are required to sign and date the following statement prior to registration for classes:

I hereby acknowledge that I have read the above document and I understand my responsibility in maintaining the standards of academic honesty at St. Lawrence University.

Clause III: Faculty Involvement

Section I. All faculty share responsibility in teaching the ethics of research, scholarship, and scholarly integrity. This responsibility includes holding students to the highest ethical standards in their work and being consistently intolerant of dishonesty.

If an instructor encounters any form of academic dishonesty, s/he has an obligation to call the offending student(s) to account. Appropriate responses depend on the case, and the instructor has three options.

Section II. If a student submits an assignment in which the work of others is not properly employed or cited, and the instructor regards such a case as indicating that the student needs further instruction in the proper use and citation of sources, the instructor may return the work to the student with clear direction to revise it to conform to proper citation practices. Grading of both the original and revised versions of student work shall remain the prerogative of the faculty member. The instructor may choose to send a letter to the Dean describing the incident. This letter may become part of a student's internal file, but will not be shared externally.

Section III. If the instructor believes a student knowingly represented the work of others as her or his own, and in this way was intentionally dishonest, then the instructor must treat the case as an instance of cheating. In this and all other instances of academic dishonesty, intentional or unintentional, the instructor may choose to assess what s/he deems to be appropriate penalties and inform the student involved that s/he has the right to appeal the case to the Academic Honor Council. The instructor is required to file a report with the Dean of Academic Affairs. This letter will become part of the student's internal file, and may be shared externally at the discretion of the Dean of Academic Affairs.

Section IV. In any case of academic dishonesty, the instructor may choose to forward the case to the Academic Honor Council. The case must be forwarded with supporting evidence within one week (see Article VII, Section 1). In all cases, the disposition of the case will be placed in the student's internal file. If the student is found to have violated the Academic Honor Code, a letter may be placed in the student's permanent file and may be shared externally at the discretion of the Dean of Academic Affairs.

Section V. In all cases, if an instructor believes that the appropriate penalty for cheating or dishonesty should be failure in the course, the instructor must send the case and all supporting evidence to the Academic Honor Council. In all cases where the alleged dishonesty does not take place in a credit-bearing course, the case must be forwarded to the Academic Honor Council. Finally, if the student has a prior history of academic dishonesty, the case must be forwarded to the Academic Honor Council.

Clause IV: Jurisdiction of the Academic Honor Council

Section I. The Academic Honor Council shall be responsible for hearing cases of alleged violations of Academic Honor Code. The Dean of Academic Affairs shall be responsible for adjudicating cases in the rare instances that the Academic Honor Council is unable to hear them, following guidelines given in Clause XI, Section 3.

Clause V: Responsibilities of the Academic Honor Council

Section 1. The Academic Honor Council shall conduct hearings to adjudicate allegations of academic dishonesty and shall submit its findings to the Dean of Academic Affairs. If the Academic Honor Council finds that academic dishonesty has taken place, it shall also submit a recommendation for disciplinary action.

Section 2. Hearings shall be held by the Academic Honor Council within a reasonable length of time after receipt of charges, normally within three weeks.

Clause VI: Membership of the Academic Honor Council

Section 1. The Academic Honor Council shall consist of at least six, and normally no more than ten, student members and three faculty members. The chairperson of the Academic Honor Council shall be a student; appointed students must have served two semesters on the council except in extenuating circumstances.

Section 2. Student candidates for the Academic Honor Council must be in good standing with the University. They shall be selected at the end of each academic year to serve a one-year term. The selection committee shall consist of the graduating members of the Academic Honor Council, a member of the Senior Executive Board of the Thelomathesian Society, and chair of the Academic Affairs Committee of the Thelomathesian Senate. Students recommended by the selection committee shall be considered for final approval by the Thelomathesian Senate. At that time the Chairman of the Academic Honor Council shall be recommended by a majority of the selection committee for final approval by the Thelomathesian Senate.

Section 3. The faculty members of the Academic Honor Council shall be selected by Faculty Council and shall serve two-year terms. They may be re-appointed. In the case of a faculty vacancy on the Academic Honor Council, a new member shall be selected by Faculty Council.

Clause VII: Removal of Members of the Academic Honor Council

Section 1. Student members of the Academic Honor Council may be removed before their one-year term is complete for betrayal of trust in matters pertaining to the Academic Honor Council and/or failure to maintain good academic and social standing and/or for failing to meet the responsibilities of serving on the Council. Requests for removal may be initiated by any member of the St. Lawrence University community at any time during the academic year.

Section 2.

Student members of the Academic Honor Council may be removed by a majority vote of the Senior Executive Board of the Thelomathesian Society.

Section 3.

Faculty members of the Academic Honor Council may be removed by Faculty Council.

Clause VIII: Responsibilities of the Chairman of the Academic Honor Council

Section 1. The chairman shall be responsible for informing the members of the Academic Honor Council of meetings, providing them with the pertinent information, and facilitating these meetings.

Section 2. The chairman shall be responsible for delivering the written recommendation to the Dean of Academic Affairs.

Clause IX: Procedures

Section 1. All charges of academic dishonesty with respect to the Academic Honor Code that are sent to the Academic Honor Council must be presented in writing through the office of the Dean of Academic Affairs. The office of the Dean of Academic Affairs will work with the chairperson of the Academic Honor Council to contact the faculty person and student involved and the members of the Honor Council to schedule a hearing.

Section 2. The Academic Honor Council will invite all parties involved to bring forward pertinent materials for consideration. In addition, parties may request that witnesses and other testimony be considered by the Academic Honor Council (or the Council may make its own requests for witnesses or testimony). The decision to hear witnesses and/or consider testimony rests with the Academic Honor Council. No one is permitted to attend an Academic Honor Council hearing unless invited to do so by the Council, and, except in extraordinary circumstances, no one other than a charged party and testifying witnesses will be so invited. If discrepancies emerge between faculty and student testimony, either or both parties may be recalled for further testimony. The faculty and staff involved may make recommendations to the Academic Honor Council about the adjudication of the case. However, they shall not be involved in the final decision-making process.

Section 3. The students involved shall be made aware of their rights before the case is heard by the Academic Honor Council. These rights are:

- a. *The right to be informed of the charges in writing and to examine evidence pertinent to the case.*
- b. *The right of a one-week notice in advance of their hearing before the Academic Honor Council. This time period may be waived by agreement between the student charged and the Academic Honor Council.*
- c. *The right to consult the office of the Dean of Academic Affairs about Academic Honor Council procedures. The staff member consulted is understood not to be an advocate for the student but simply a neutral provider of procedural information.*
- d. *The right to remain silent.*
- e. *The right to request that witnesses and/or faculty advisors be permitted to testify at a hearing. However, the Academic Honor Council ultimately determines whether particular witnesses will be permitted to testify and can place reasonable limits on the number of witnesses who will be permitted and the matters about which they will be permitted to testify.*
- f. *The right to appeal the decision of the Dean of Academic Affairs.*

The Academic Honor Council recommends that all students seek counsel from a faculty member or academic advisor before their hearing.

Section 4. *Cases involving students who have left the University or are participating in an academic program abroad shall normally remain pending until the student returns.*

Section 5. *Cases shall normally be heard by five members of the Academic Honor Council. A quorum shall consist of four members, with at least three students and at least one faculty member present.*

Section 6. *Decisions and recommendations on cases of academic dishonesty shall be made by a majority of the vote of the Academic Honor Council. If the minority is strongly opposed to the decision or recommendation, they have the option of sending a letter of dissent to the Dean of Academic Affairs stating their opinion(s). In the case of a tie vote, the opinions of both sides shall be communicated to the Dean of Academic Affairs.*

Section 7. *The Academic Honor Council shall determine if a student is guilty of the charge(s) and shall forward a recommendation regarding its findings to the Dean of Academic Affairs. All intentional and unintentional acts of academic dishonesty may result in disciplinary action. Recommendations of disciplinary action may include a failing grade on the work in question, a failing grade in the course, disciplinary probation, suspension from the University, denial of future research support, return of fellowship support in cases where the dishonesty occurs while the student is receiving fellowship support, return of wages in cases where the student is paid for the work, or expulsion from the University. When appropriate, the Academic Honor Council may recommend to the Dean that the guilty student be required to participate in educational programs or counseling sessions. In cases where a student is found guilty of academic dishonesty, intentional or unintentional, a letter noting the verdict shall be placed in the student's permanent file (in which case it may be reported to employers, graduate schools, licensing agencies, etc. inquiring about a student's educational experience at St. Lawrence). In all cases, a report describing the disposition of the case will be added to the student's internal file. Decisions will be shared with all parties to the case and decisions may be shared with a student's academic advisor.*

Section 8. *At the end of each semester, the Academic Dean's Office shall provide to the campus community a summary report of the cases heard and recommendations forwarded to the Dean of Academic Affairs. The names of individuals involved shall not be included in the summary report. This report shall be submitted to Faculty Council and to Thelmo, and will be published in the following semester's first edition of the Hill News. It may also be publicized in other venues.*

Section 9. *In cases involving re-admission of students who have been suspended for academic dishonesty, the Dean of Academic Affairs shall determine if the student will be readmitted, and if so, the conditions of re-admission.*

Clause X: Appeals

Section 1. *Students shall have the right to appeal within seven (7) days of the final decision. Written appeals should be addressed to the Dean of Academic Affairs. A copy of this letter should also be sent to the chairman of the Academic Honor Council.*

Section 2. *The responsibility of the Dean of Academic Affairs shall not be to rehear cases of academic dishonesty, but rather to ensure that rights were not violated and appropriate procedures were followed. A copy of the Dean's decision on the appeal should also be sent to the chairman of the Academic Honor Council.*

Clause XI: Responsibilities of the Dean of Academic Affairs

Section 1. *The Dean of Academic Affairs shall make a final decision based on the recommendation of the Academic Honor Council, all evidence pertaining to the case, and any record of previous academic dishonesty involving the student. The Dean of Academic Affairs may return a case to the Council for reconsideration.*

Section 2. *The Dean of Academic Affairs shall handle all appeals involving procedural infractions in the hearing process.*

Section 3. *For cases that emerge when classes are not in session and there are pressing reasons to consider them before the semester resumes, the Dean of Academic Affairs shall consult with available members of the Academic Honor Council and design an appropriate modified procedure.*

Section 4. *The Office of the Dean of Academic Affairs shall be responsible for informing students, in writing, of alleged violations of the Academic Honor Code.*

Section 5. *The Academic Dean's Office shall be responsible for assuring that a report of cases brought to the Academic Honor Council is submitted to the Hill News at the beginning of each semester.*

Clause XII: Responsibilities of the President of the University

Section 1. *The President of the University shall make the final decision on expulsion of students from the University.*

Clause XII: Amendments

Section 1. *Any member of the University can propose an amendment to the Constitution of the Academic Honor Council.*

Section 2. *In order to be approved, a proposal requires a two-thirds vote of the Thelomathesian Society and the approval of the Faculty.*

REVIEWED AND REVISED: December 7TH, 2016

RATIFIED BY THE THELOMATHESIAN SOCIETY SENATE: December 7th, 2016