Kalamazoo College Council of Student Representatives Bylaws
Ratified May 27, 2019

ARTICLE I. EXPECTATIONS OF KCCSR MEMBERS

Section 1. All KCCSR are expected to:
A. Represent KCCSR on campus in a way that reflects KCCSR and Kalamazoo College’s values
B. Behave with civility, professionalism, and class during at-large and committee meetings
C. Fulfill mandatory non-discrimination training every academic year and adhere to Article XIII of the KCCSR Constitution
   a. The non-discrimination training requirement can be fulfilled by the following:
      i. Attending the fall retreat and participating in the anti-racism training
      ii. Working expeditiously with the CIA and the director of the Intercultural Center to find a suitable training to attend
D. Respect the time of other members and therefore be timely in completing tasks, or informing others if they are unable to complete their tasks
E. Adhere to attendance policy

ARTICLE II. DUTIES OF OFFICERS

The duties of the Board include external conferences, presentations, and access to the KCCSR email. The Board shall meet once a week before the at-large meetings. To be on the Board, a Representative must be in good academic standing in accordance with Kalamazoo College policies, free of legal and institutional controversy, and uphold the mission and values of KCCSR. The Board will also ensure there is constant communication with internal committees. The aforementioned communication between the internal committees and the Board is at the discretion of the Board. The Board shall be responsible for ensuring that there is a clear plan for elections in the following year as well as serve as point people for KCCSR over the summer. The Board shall ensure the best avenue and process by which to facilitate the transition of information from year to year.

Section 1. President
The President shall:
A. Call and facilitate meetings in accordance with Article IV of these Bylaws.
B. Assist in the delegation of tasks pertinent to KCCSR business
C. Serve as the principal representative of KCCSR to the faculty, staff, administration, and Board of Trustees
D. Serve as the principal representative of KCCSR to the off-campus community
E. Serve as an *ex officio* member of all subsidiary bodies of KCCSR and act as a liaison between them
F. Ensure effective and efficient communication between administration and the KCCSR assembly, as well as between all the committees of KCCSR
G. Vote only in order to break ties in the KCCSR Assembly
H. Make appointments on external and internal committees in accordance with Article VIII, Section 2Aa of the Constitution
I. Create ad-hoc committees in accordance with Article X, Section 3 of the Constitution

Section 2. Vice President
The Vice President shall:
A. Assist the President in the administration of KCCSR
B. Serve as an *ex officio* member of all subsidiary bodies of KCCSR and act as a liaison between them
C. Assume the duties of the President of KCCSR in their absence, either permanently or temporarily. In the event of a loss of the President, the Vice President will take their place until another formal vote can take place
E. Create the agenda each week for the KCCSR Assembly
F. Collect committee reports from Committee Chairs
G. Be responsible for development and engagement programs that maintain positive relations and ensure accountability within KCCSR and reflect the mission, vision, and values of KCCSR

Section 3. Secretary
The Secretary shall:
A. Be responsible for taking minutes during each at-large KCCSR meeting and KCCSR Board meetings
B. Record attendance at KCCSR at-large meetings
C. Communicate with the Council of Internal Affairs (CIA) about all attendance issues
D. Serve as an *ex officio* member of the CIA
E. Maintain and update the archives of KCCSR

Section 4. Treasurer
The Treasurer shall:
A. Be responsible for creating and executing the KCCSR budget
B. Be responsible for collecting receipts and reimbursing members
C. Operate the Innovation Fund

ARTICLE III. INTERNAL COMMITTEES

Members of the internal committees are selected via a simple majority after a one minute speech to display their interest and qualifications for the desired committee. Each internal committee shall have a chair as outlined in Article VII Section 3 of the KCCSR Constitution. Any member with at least one quarter of KCCSR experience shall be eligible for a chair position. Chairs shall be responsible for organizing internal committee meetings, and ensuring the productivity of the committee. They are responsible for monitoring attendance at internal committee meetings, and have the ability to remove a member from their respective committee with the approval of the CIA. Lastly, they will serve as a point person for their respective internal committee. These academic year-long positions are responsible for maintaining communication within their committees as well as with the Board.

Section 1. Communications Committee
The Communications Committee shall:
A. Consist of four KCCSR members, with one of the four member servings as the sub-committee chair
B. Update and inform the student body on the operations and actions of KCCSR and KCCSR Committees through official outlets deemed most efficient
C. Raise awareness for KCCSR among the campus community, including students, faculty, and staff

Section 2. Student Affairs
The Student Affairs Committee shall:
A. Consist of one KCCSR member from each class, with one of the four member servings as the committee chair
B. Act as a further resource for student organizations to address their concerns
C. Finding the best avenues in which to gather student input and concerns on issues relating to student life, including but not limited to:
   a. Residential Living
   b. Student Involvement
c. Multiculturalism, diversity, and inclusion
d. Student Activities
e. Counseling and Chapel Programs
f. Information services
g. Academic Affairs
h. Safety and Security
i. Present solutions and/or distribute feedback to the respective external committees

Section 3. Committee of Internal Affairs
The Committee of Internal Affairs shall:
A. Consist of two KCCSR Members in addition to the chair
B. Ensure that the KCCSR Assembly strictly adheres to the KCCSR Constitution, Bylaws, and other governing documents while acting as a judiciary body
C. Settle disputes on matters of constitutional interpretation, only to be overruled by two-thirds affirmative vote of the KCCSR Assembly
D. Have the ability to remove council members due to violations of the Constitution and Bylaws, and shall inform the KCCSR Assembly when doing so
   a. This includes disciplinary action against general body members
E. Administer the Recognition Program along with the Vice President to reward hard work within KCCSR
F. Settle disputes between KCCSR members using the Accountability Form
G. Have one member of the committee serve as the KCCSR Parliamentarian.
   a. The KCCSR Parliamentarian shall be elected by a vote of the KCCSR Assembly in the case that more than one member of the CIA is interested.
   b. The KCCSR Parliamentarian shall ensure the governing documents are adhered to, and shall be well versed in Robert’s Rules of Order.

Section 4. Day of Gracious Living Committee
A. Consists of 7 members by interest, with preference ultimately based on seniority
B. This Committee shall begin meeting no later than 5th week of Winter Quarter
C. The Committee is responsible for the determination and organization of the Day of Gracious Living and any other associated events
   a. The day itself shall be determined by a random senior on the committee with previous KCCSR experience
   b. If there are no seniors present, then the President shall determine the date
ARTICLE IV. EXTERNAL COMMITTEES

Each external committee shall determine a chair internally. Chairs shall be responsible for ensuring members attend external committee meetings, emailing the Vice-President the committee report, and serving as a point person for their respective external committee. External committee descriptions can be found in the Faculty Handbook Section 6. Committee seats shall be determined by the Faculty Committees and can be found in the Faculty Handbook.

The External Committees are as follows:

Section 1. The Board of Trustees
A. There is one seat reserved for a KCCSR Representative on each Committee
   a. These seats are reserved for members with a Sophomore standing or above, with priority given to those Representatives with at least one year of KCCSR experience

B. The Board of Trustee Committees are as follows:
   a. Academic Affairs
   b. Advancement
   c. Finance
   d. Investment
   e. Buildings and Grounds

Section 2. Health Advisory Committee
Section 3. Campus Safety Committee
Section 4. Community Council
   A. One member from each academic/graduating class shall serve on this committee.
Section 5. Educational Policies Committee
Section 6. Experiential Education Committee
Section 7. Dining Services Committee
Section 8. Student Life Advisory Committee
   A. One member from each academic/graduating class shall serve on this committee.
Section 9. Information Services Advisory Committee
Section 10. Diversity and Inclusion Advisory Committee
Section 11. Athletic Committee
   A. At least half of the committee membership shall be athletes with at least one of them being a female athlete
Section 12. Counseling Committee
Section 13. Coordinated Community Response Team
Section 14. Socially Response Investment Advisory Committee
ARTICLE V: MEETINGS

Section 1: General Body Meetings

A. Regular Meetings
   a. Regular meetings shall typically be held at 9 PM on Mondays and shall
      begin the week following the fall retreat during the academic year. The
      Vice-President shall prepare an agenda for all meetings of KCCSR, which
      shall be available to the entire student body twenty-four (24) hours before
      the meeting will be called to order.
   b. The President shall call the meetings and must inform the KCCSR
      members and K student body at least twenty-four (24) hours prior to a
      KCCSR general body meeting in case of cancellation.
   c. Any Kalamazoo College student may attend any meeting of KCCSR. Only
      KCCSR members may make motions from the floor and vote on motions
      considered.
   d. Committee Chairs shall submit committee reports to the Vice-President at
      least forty-eight (48) hours before the general meeting.

B. Special Meetings
   a. Special meetings may be called by the President with the simple majority
      approval of the Board. Forty-eight (48) hours notice must be given to all
      KCCSR members of the special meeting time and location.

Section 2: Board Meetings

A. Board meetings shall be called by the KCCSR President.
B. Board members shall be given a twenty-four (24) hour notice before any meeting.
C. Internal committee chairs shall be invited to the Board meetings at least once per
   quarter.

Section 3: Quorum

A. The quorum required for KCCSR to conduct business shall be a two-thirds (⅔)
   majority of voting members.

Section 4: KCCSR Authority

A. Robert’s Rules of Order shall guide KCCSR in all cases to which they are
   applicable and in which they are not inconsistent with these bylaws. KCCSR shall
   loosely follow Robert’s Rules of Order unless a two-thirds (⅔) majority vote of
   present, voting members determines that Robert’s Rules of Order should be
   strictly observed.

Section 5: Attendance
Upon running for a position on KCCSR, one accepts the time commitment which is necessary to fulfill the duties of a successful and active student government organization. In keeping with this expectation of commitment to duties, the following attendance policy will be adopted and enforced by the CIA. The intent of the attendance policy is to promote accountability and responsibility within the group and within the greater campus community, rather than to act punitively. Given the intensity of the environment at Kalamazoo College, it is expected that absences will be unavoidable. Therefore, KCCSR strives to work through the CIA to cooperate with and provide assistance to any member who is unable to adhere fully to the attendance policy as it is written. *(The CIA retains discretionary power and the ultimate say in any points assigned or actions taken).*

A. Points for missing the following events should be as follows:
   a. General Body Meeting- 5 points
   b. Board of Trustee Meetings- 8 points
   c. Internal Committee Meeting- Determined by the committee chair, somewhere between 2-5 points, with the approval of CIA (Internal committee chairs may declare individual meetings as either mandatory, in which attendance is taken, or optional, in which attendance is not taken)
   d. External Committee Meetings- Determined by the committee chair, somewhere between 2-5 points, with the approval of CIA
   e. Retreat- 5 points
   f. Required Trainings- 5 points
   g. Misc. Events- Points awarded based on the discretion of the CIA
   h. Arriving more than 15 minutes late to any event- 1 point

B. **Consequences based on points acquired:**
   a. 15 Points- The representative must have a meeting with the CIA in order to determine strategies to avoid a collection of further points
   b. 20 Points- The CIA shall issue a statement of caution to the representative, and ask the representative to consider resignation. The representative may schedule a meeting to appeal any points they believe were mistakenly assigned
   c. 25 Points- The CIA shall require a letter of resignation from the representative, and begin the removal process if a resignation is not received within a week

**ARTICLE VI. RESIGNATION**

Section 1. Internal and External Committees
A. Shall provide a written explanation for the reasoning behind resigning to the respective committee chair. They shall then meet with the Board to determine the best course of action in respect to their responsibilities expected of KCCSR members.

Section 2. KCCSR Body
A. If a representative wishes to resign from KCCSR then it is strongly advised that they submit a written statement of resignation to the Board.

ARTICLE VII. DISCIPLINARY ACTION

Section 1. KCCSR expects all members to adhere to the Kalamazoo College Student Code of Conduct. If a KCCSR Representative misrepresents the Council in any way, whether at KCCSR Assembly meetings, internal/external committees or around Kalamazoo metropolitan area, then disciplinary action will be accordingly administered by the CIA in all cases except those involving CIA members. KCCSR reserves the right to make the ultimate decision following a collection of information related to the alleged misrepresentation. In cases involving CIA members the Board shall administer disciplinary action. The Board shall oversee the disciplinary process and assist the CIA in the information gathering process.

ARTICLE VIII. REMOVAL AND RECALL

The processes for removal and recall shall be equally valid, neither superseding the other. In the event of simultaneous contradictory decisions, the Representative in question shall be dismissed. All removal is dealt with by the CIA. Any member that is removed or recalled has the ability to re-run in future academic years with the permission of the Advisor of KCCSR.

Section 1. Removal and Appeal from General Body
Member(s) of KCCSR shall be removed if:
A. In general, prior to the removal process, the CIA, has issued a written warning to the Representative(s) in question
B. The member in question is removed based on the discretion of the CIA
C. The removed member may then appeal the CIA’s decision and come to the following meeting to address the KCCSR body.
D. Following the statement, questioning, discussion, and debate, if the motion of appeal receives a two-thirds (⅔) affirmative vote of the KCCSR Assembly, the appellant may be permitted to rejoin.

Section 2. Recall from General Body

Member(s) of KCCSR shall be recalled if:

A. A written petition for removal of a specific member, citing grievances and containing the signatures of no less than ten percent of the Student Body, is presented to the KCCSR Assembly.

B. Upon the confirmation of the validity of the petition, a member without a conflict of interest facilitated a recall election.

C. Polls are open to the Student Body for twelve hours and follow the KCCSR Election Codes.

D. A simple majority of votes cast in the election are in favor of the aforementioned recall.

Section 3. Removal or Reassignment

A. A two-thirds (⅔) vote of KCCSR may remove any member from a committee.

B. A two-thirds (⅔) vote of a committee may remove its chair.

C. A KCCSR member can appeal their removal from a committee, or as the chair of a committee by notifying the Board in writing of their intent to appeal. A majority vote of KCCSR can overturn a committee’s removal of its chair or its removal of a member.

D. If a vacancy in an external committee should occur, the President, in consultation with KCCSR, must appoint a new member.

E. If a vacancy in an internal committee should occur a new member shall be elected by the KCCSR Body.

F. If a chair should be removed or otherwise be unable to fulfill their duties, KCCSR shall elect a new chair.

ARTICLE IX. ADVISOR

Section 1: Selection

A. The advisor to KCCSR shall be assigned by Student Development.

B. The voting members of KCCSR may call for a vote of no confidence of the advisor, as deemed necessary. The voting threshold shall be a simple majority.

Section 2: Powers and Duties

A. The KCCSR advisor shall:

a. Attend any meetings of KCCSR.
b. Support the work of KCCSR and assist in the education of officer duties and responsibilities.

c. Verify eligibility for officers during candidacy as well as to maintain position.

Include ratification date & when amended