

Scripps Associated Students Constitution

I. Membership

1. **The name of the Corporation under this Constitution shall be Scripps Associated Students, hereafter referred to as SAS;**
2. The Membership of SAS shall be all students enrolled at Scripps College. All actions that under California Nonprofit Public Benefit Corporation Law require the consent of the Members will be brought to the student body by the Elections Committee for a vote;
3. Each Member holds one vote in all matters open to the entire membership;
4. Membership shall terminate upon a Member's withdrawal or graduation;

II. Mission and Function

SAS is committed to strengthening the Scripps Community by empowering students to live confidently, courageously, and hopefully in a community of which we can all be proud.

The function of Scripps Associated Students is to liaise between the student body and the administration, faculty, and the Board of Trustees of Scripps College. SAS plans a variety of programs and activities, funds clubs and organizations, and serves as an advocate for student needs and concerns in an effort to improve student life on and off campus.

III. Composition and Responsibilities

The Board of Directors shall convene once weekly, chaired by the President. 2/3s of the Board of Directors shall be present to have quorum. The composition of the Board is as follows:

President

The purpose of the President is to chair SAS and to represent the student body and student opinions to faculty, administration, alumnae, and trustees of Scripps College.

Executive Vice President

The purpose of the Vice President is to assist the President as needed and to facilitate communication between SAS and the student body, via the various committees of the SAS Senate.

Vice President for Student Activities

The purpose of the SAC is to establish a healthy and social environment on the Scripps and 5C campuses, to update the student body about social events, and to keep morale high on campus, and is advisor to all programming positions.

Secretary

The purpose of the Secretary is to relay information from SAS to the Scripps student body, facilitate internal communication among the Board, as well as archive SAS and notable student history (electronically and hard-copy). The Secretary also shall promote the transparency of SAS by keeping the student body updated on SAS activities and initiatives through different outlets of online and print communication.

Co-Treasurers

The purpose of the Co-Treasurers is to oversee the finances of SAS, to promote transparency and ethical use of student fees, and to familiarize the student body with means of securing funds for activities.

Student Organizations Commissioner

The purpose of the Students Organizations Commissioner is to provide SAS services to the student body; they maintain the supplies available to students in the Student Union, host snack in partnership with CLORGs, make available physical SAS resources to the student organizations, and organize budget hearings in collaboration with the treasurers.

Diversity & Inclusivity Chair

The purpose of the Diversity & Inclusivity Chair is to represent the interests and concerns of underrepresented students to SAS and administration, and facilitate community dialogue about issues related to diversity. Additionally, the Diversity & Inclusivity Chair should work to raise awareness and respect for diversity in the Scripps community, and to encourage community solidarity within Scripps and beyond.

Judicial and Academic Review Chair

The purpose of the Judicial and Academic Review chair is to educate students about judicial and academic processes and oversee the student judicial process in conjunction with the Dean of Students staff. The JARC also represents the interests of students by serving as the student representative on the Committee for Academic Review (CAR).

Faculty Staff Relations Chair

The purpose of the Faculty-Staff Relations Chair is to build community at Scripps by bringing together students, faculty, and staff and to advocate for student-driven academic policy development in collaboration with the Dean of Faculty and faculty committees.

Sustainability Chair

The purpose of the Sustainability Chair is to make Scripps a more sustainable institution by facilitating conscious resources consumption and representing students' ecological interests on campus to administration, staff, faculty, and student groups.

5C Events Chair

The 5C Events Chair is responsible for planning and executing 5C events at Scripps in order to build community within the colleges.

Senior Class Co-Presidents

The purpose of the Senior Class Co-Presidents is to unify the senior class by planning and promoting events for seniors and representing class specific concerns to SAS.

Junior, Sophomore, and First-Year Class Presidents

The purpose of the Class Presidents is to unify their respective classes and to plan appropriate class-specific events as well as help put on campus-wide events. Additionally, they are charged with bringing and class specific concerns to SAS.

Members of the Board responsible for programming may cohost events with Reslife, NSP, and CLORGs.

IV. Officers

The officers of SAS may represent the corporation independently. The positions granted this status are as follows:

- President
- Executive Vice President
- Vice President for Student Activities
- Secretary
- Co-Treasurers

V. Elections

Elections Committee

Chaired by the VP and comprised of at most 2 other members of SAS and at least 2 students-at-large, the Elections Committee coordinates and supervises SAS elections and the elections calendar. The Elections Committee must convene at least one month before the election date. If a standing member of the committee is running for a position, then another member-at-large is nominated to replace them. Any member on the Elections Committee intending to run must resign by notifying the Executive Council and the Elections Committee.

The Elections Committee is responsible for the following:

- i. Determining the appropriate date for candidate sign-ups, which should be no later than two weeks prior to the election.
- ii. Making sure that all election materials are compiled and available to candidates in SARLO at the time of election sign-ups.
- iii. Begin publicizing the election and election speeches by the time of sign-ups.
- iv. Posting their contact information in the Student Union when the committee first convenes.
- v. Holding an information session for candidates prior to the election.

Double Candidates

Students may not run as a “team” with another candidate for any SAS position with the exception of the Co-Treasurers, Senior Class Co-Presidents, the Junior Class President (one for Fall and one for Spring), the Faculty-Staff Relations Chair and the Judicial and Academic Review Chair. Candidates run individually and are elected separately.

Running from Abroad

Co-treasurers cannot run from abroad so they may begin the execution of their duties. All other positions can run from abroad.

Eligibility

- i. All candidates for SAS positions must be Scripps College Bachelor of Art degree candidates, taking classes and engaged in the Scripps Community.
- ii. Candidates for SAS positions may not be on academic probation.
- iii. Students living on and off-campus may be elected for any position.

Procedures for Announcing Candidacy

- i. Sign-up extensions for offices that have no candidates will be determined by the Election committee.
- ii. The candidate participates in election week activities that include:
 - Submitting a Statement of Intent to beheard@scrippscollege.edu by stated deadline that is to be posted by the VP in each residence hall, Seal Court, the Student Union, and the SAS website for students to view.
 - Candidates for President, SAC, and Co-Treasurers must meet with current SAS members of that position.
 - Giving an election speech.

Note: The Election Committee reserves the right to make exceptions to these requirements in emergency situations. Candidates who fail to turn in a Statement of Intent on time can run as a write-in candidate. Write-in candidates cannot participate in SAS speeches and their names will not appear on the ballot.

VI. Board of Trustees Representatives and Alternatives Selection

Student Representatives to the Board of Trustees will be chosen by the Board of Trustees Selection Committee to represent student interests on those committees.

VII. Grievances, Appeals & Impeachment

Official grievances

1. Any Scripps community member may bring forward a formal, written complaint against a SAS officer. All complaints are directed to the VP. If the complaint is against the VP, the same procedures are to be followed, but the JARC will replace the VP in the process. If the complaint is against the President, the VP will assume the President’s duties until the matter has been resolved.
2. After the complaint has been made, the VP will then conduct a review process as follows:

- a. Notify the accused within 48 hours of receiving complaint.
- b. Within five days of notifying the accused, the VP will form the SAS Personnel Committee, consisting of the VP as chair, the JARC, the Peer Advocates, and the Secretary, as an ex officio member. If the complaint is found to be valid, they will decide the appropriate next step. The committee may elect to take one of the following courses of action:
 - i. Issue a verbal and written warning to the accused.
 - ii. Issue a written warning and a probationary period for the accused. The VP shall meet weekly with the accused and monitor the student's performance until the end of the probationary period. If the conditions of the probation are not satisfied, the matter will be reprimanded to a meeting of SAS.
 - iii. Bring the issue before a meeting of SAS. At this point, SAS may call for the resignation of the accused.
- c. Within 24 hours of the Personnel Committee decision, the VP will provide the accused with a letter reviewing the complaint and the subsequent decision. The VP will then distribute the letter to all involved parties.
- d. If option (iii) is chosen, an impeachment meeting will be held within 7 days of decision notification. The meeting will be open to the public for discussion, but will be closed for the decision-making process. A 2/3 vote of SAS officers attending the impeachment meeting is necessary to enforce the resignation of any member of SAS. The accused has a 48 hour period to resign before the termination is enforced.

Appeals process

All appeals shall be directed in writing to the Judicial Board of Appeals, chaired by the JARC. The Judicial Board of Appeals will review the matter pursuant to all policies governing it.

Procedure for Impeachment by the Student Body

When a petition signed by one fifth of all Scripps College students requests a recall of an officer, the President, or the VP if the issue is with the President, must call an open meeting to which all students are invited for the purpose of discussing an impeachment. An email to the student body calling an open meeting for the purpose of discussing impeachment must be sent within 24 hours of receiving and verifying the petition and the accused must be notified at least 15 minutes before the school-wide email is sent. The open meeting must be held no earlier than 24 hours and no later than 7 days after the email was sent out. After the meeting, SAS and the Scripps students who attended the meeting shall discuss the matter and vote. At least 2/3 of SAS officers and Scripps students attending the meeting are required to vote or enforce a call for resignation.

VIII. Terms of Office, Succession & Resignation

Terms of Office

SAS officers are elected for a one year term according to the election procedures outlined by the Bylaws. The faculty and RA liaisons serve from September to May. The terms for all positions except the Class Presidents begin with the Spring Inaugural Ceremony within a month of Spring Elections

and end with the next year's Spring Inaugural Ceremony. Class Presidents take office after the end of the academic year.

Resignation

Any SAS member intending to resign must make a written statement to the Board. is required to notify SAS and the Scripps community of the resignation in the next released minutes.

Student Referendum Policy

Any matter over which SAS has jurisdiction may be brought to referendum by a petition of ten percent of the student body.

Scripps College is not financially bound to any proposal brought forth under the student referendum policy. Votes regarding campus policy are advisory only and are subject to final approval by Scripps College administration.

IX. Funding Requests Guidelines

5C Clubs and Organizations (CLORGs)

Any 5C CLORG that wishes to lay claim to funds from more than one of the 5C's should participate in the 5C budget hearings as organized by the Associated Students of Pomona College (ASPC).

Applications are available at the end of March and mandatory 5c presentations will be heard at an all day funding conference in April. CLORGs applying for this type of funding will be considered for an allotment to serve them throughout the next academic year. 100% of the allocations will be given to ASPC in the fall of the following academic year. At least two current SAS members must be at the 5C budget hearings at all times, one of which should be from the following: Treasurers, CLORGs Chair, or President.

Scripps CLORGs

It is strongly suggested that turnover of CLORGs leadership occur in the spring prior to budget hearings. No Scripps CLORG may apply for funding from both the 5C budget hearings and the Scripps budget hearings. Any Scripps CLORG that may lay claim to funds should participate in the Scripps budget hearings as organized by the NAME OF POSITION. Applications will be available during april and mandatory presentations will be heard at a funding conference at the end of April. CLORGs applying for this type of funding will be considered for an allotment to serve them throughout the next academic year. 100% of the funds will be available on a reimbursement and debit card system. SAS members required to be present for the entire budget hearings: Treasurers and NAME OF POSITION. At least one of the following must also be present: former Treasurers, former NAME OF POSITION. The attendance of the SAS President is also recommended.

FAC Funding Guidelines:

- i. Each Scripps senior can receive up to \$100 per thesis for the entire year. A two-semester thesis can only receive \$100 total, not \$100 per semester.

- ii. The FAC Student at Large must be a student who does not sit on SAS. This student must be found within the first four weeks of the year. If the student is not present during the spring semester, a new member-at-large should be found within the first four weeks of spring semester.
- iii. Each Scripps student can receive up to \$400 in conference funding each school year.
- iv. Each Scripps student can receive up to \$300 in exams, academic testing, and job interviews.
- v. FAC does not fund individual internship expenses.
- vi. The FAC will seek to fund only events and projects that in some way benefit the Scripps community.
- vii. FAC cannot fund events that charge students for participation.
- viii. FAC does not fund an individual's internship expenses, job application expenses, or certification expenses.
- ix. Funding cannot be provided to events that will channel our funds into another non-profit organization.
- x. Requests for any amount over \$1000 must be approved by the Board.

X. Committees

SAS reserves the right to form committees as needed. The committees that must convene each year, hereafter referred to as Senate, are as follows:

Student Affairs - handles policy change concerning residential life or the dean of students; holds beheard forums so long as those are useful and meets with the appropriate admin to determine action.

Academic Affairs - handles policy change concerning faculty committees, academic practices, the registrar, and the dean/associate dean of faculty. Potentially a secondary academic affairs committee that augments programming

Programming - current responsibilities maintained

Funding Advisory - current responsibilities and makeup maintained

SCORE Leadership Council - current responsibilities and makeup maintained

Sustainability - handles policy change concerning sustainability/environmental responsibility and ensures programming committee/students who program have access to resources

Board of Trustee Student Representatives - meets to strategize regarding the communication of pertinent student needs prior to BOT meetings; hosts open forums with students and report backs around BOT meetings

Judicial Board - convenes upon a student's request during official judicial procedures through the Dean of Student's office; chaired by the JARC

Committees can be created at will by a vote of the board. CLORGs opting in to stipends through SAS budgets must have at least one representative on some senate committee.

XI. Self-Spending

No more than 2.5% of SAS' annual budget may be spent on SAS officers (i.e. sweatshirts, planners, dinners, retreats, snacks, bonding activities, etc).

SAS CLORGs may opt in to using a percentage of their annual budget to stipend any number of members of their leadership. This percentage is determined by the co-treasurers and approved by a simple majority of the full Board at the time of the development of the operating budget for the next year and is to be published on the SAS website. Any CLORG choosing to stipend leadership must have a faculty/staff advisor and submit a written report of contribution to the Scripps Community to SAS at the time of Budget Hearings.

TODO: Include sanctions for folks who don't follow through on the accountability
STIPENDS DON'T IMPACT AID

XII. Amendments

Amendments or modifications to the constitution may be proposed by any Scripps student at any time. The proposed amendments or modifications must be voted upon by the student body. In order for them to take effect they must be approved by $\frac{2}{3}$ of voters in an election where $\frac{1}{3}$ of the student body voted.

The student body must vote on any amendments or modifications to change the number of SAS Officers.