

Bylaws of the Seventh College Student Council

Seventh College
University of California, San Diego

Approved by the Seventh College Student Council on 6 April 2023

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TITLE I: General Provisions

1. Mission Statement

- a. The name of this organization shall be the Seventh College Student Body, hereinafter referred to as the “Student Body.”
- b. The primary representative body for the Student Body shall be the Seventh College Student Council, hereinafter referred to as “7CSC.”
- c. The purpose of this organization shall be as follows:
 - i. To exercise the rights and responsibilities of students to participate in the shared governance of the college as it relates to student life issues;
 - ii. To create and execute programs which serve the collective interests of the undergraduate population.
 - iii. To advocate for students within the College, the University, and the community.
- d. Any person enrolled as an undergraduate student of Seventh College at the University of California, San Diego shall be a member of the Student Body.

2. Authority and Purpose

- a. Authority for “The Bylaws of the Seventh College Student Council,” hereinafter referred to as “the Bylaws,” is vested in the “Constitution of the Seventh College Student Body”, hereinafter referred to as “the Constitution.”
- b. The purpose of the Bylaws is to exercise through legislation the authority delegated to 7CSC by the Constitution.

3. Ratification and Dissolution

- a. The Bylaws must be ratified by a two-thirds vote of the entire membership of 7CSC.
- b. 7CSC may, by a two-thirds vote of the entire membership, dissolve the Bylaws.

4. Amendments

- a. 7CSC may, by a two-thirds vote of the entire membership, amend any part of the Bylaws, except that the requirements for ratification or dissolution of the Bylaws shall not be amendable.
- b. The requirements for amendment to any other Title shall be described therein.

5. Suspension

- a. The requirements for temporarily suspending any part of the Bylaws shall be the same as the requirements for amending them, as described in the previous Chapter.

6. Accessibility, Organization, and Formatting of the Bylaws

- a. The Constitution and the Bylaws shall be available in PDF format on the 7CSC website.
- b. The Bylaws shall be organized in the following hierarchy of descending order:
 - i. Uppercase roman numerals designate Titles.
 - ii. Numbers designate Chapters.
 - iii. Lowercase letters of the alphabet designate Sections.

- iv. Lowercase roman numerals designate Subsections.
 - v. Subsections of Subsections are designated by numbers and if more Subsections are required they are designated by lowercase letters, lowercase roman numerals, followed by numbers which are repeated in that cycle.
- c. The formatting of the Bylaws shall adhere to these standards:
- i. One inch margins.
 - ii. Page break in between Titles.
 - 1. Title shall be centered and followed by a dividing line on the next line.
 - 2. Titles are bolded.
 - iii. Line breaks in between Chapters.
 - 1. Chapters are bolded.
 - iv. No line breaks between Sections and Subsections.
 - v. All phrases are capitalized.
 - vi. The Bylaws and the Constitution are typed in Times New Roman font.

TITLE II: Membership

1. Elected Membership

- a. President
 - i. Shall chair all 7CSC meetings.
 - ii. Shall chair the Executive Committee.
 - iii. Shall serve as the speaker and official representative of 7CSC and convene with the other Council heads from all other College Councils.
 - iv. Shall periodically meet with the Provost, Dean, and Assistant Dean of Student Affairs to discuss 7CSC goals and issues brought forth by the Council and student body.
 - v. Shall, in conjunction with the VP Internal, orient new Council members, assist in strengthening relationships among Council members throughout the year, and coordinate Council retreats.
 - vi. Shall ensure that Council members fulfill the goals of 7CSC and their individual goals as Council members, by actively communicating individually with Council members throughout the year.
 - vii. May, in the event of vacant council positions, appoint an interim member for a period of no longer than twenty-five academic days. Such an appointment must be approved by 7CSC with a simple majority vote.
 - viii. Shall serve for one year unless removed prior to this duration.
- b. Vice President Internal
 - i. Shall chair Rules Committee; recruit members of Council and coordinate regular meetings to propose and discuss revisions to the 7CSC rules and Bylaws.
 - ii. Shall chair Internal Committee; facilitate quarterly meetings with Internal Council members to discuss projects, initiatives and duties of internal members; and conduct one-on-one meetings with internal members.
 - iii. Shall assist the President with their duties upon request or in their absence.
 - 1. In the absence or removal of the President shall serve as Acting President, performing the duties and exercising the powers of the President.
 - iv. Shall perform the duties of Secretary in the event of their absence.
 - v. Shall oversee activities designed to strengthen relationships among council members and other Seventh student leaders, including but not limited to:
 - 1. Coordinate 7CSC retreat, with the assistance and approval of the Executive Committee.
 - 2. Coordinate ongoing training and development activities.
 - 3. The end-of-the-year transition and recognition activities.
 - vi. Shall coordinate a minimum of one annual evaluation of Council, and one Council forum per term to benefit the Seventh College community.
 - vii. Shall serve for one year unless removed prior to this duration.
- c. Vice President External
 - i. Shall chair the Appointments Committee.

- ii. Shall chair the External Committee; facilitate quarterly meetings with External Council members to discuss projects, initiatives and duties of external members; and conduct one-on-one meetings with external members.
 - iii. In the absence of the President shall serve as Acting President, performing the duties and exercising the powers of the President and Vice President Internal.
 - iv. Shall coordinate all application and appointments processes of Council.
 - v. Shall be responsible for:
 - 1. Designing, purchasing and distributing apparel to increase 7CSC visibility.
 - 2. Providing nameplates and gavel for Council meetings.
 - 3. Publicizing vacant 7CSC positions and appointments in conjunction with the Vice President Internal.
 - vi. Shall, in conjunction with the President and the Vice President of Internal Affairs, coordinate the Council Retreats.
 - vii. Shall perform the duties of the Vice President Internal in the event of their absence.
 - viii. Shall serve for one year unless removed prior to this duration.
- d. Treasurer
- i. Shall chair of the Finance Committee.
 - ii. Shall be responsible for the 7CSC Budget, and issue a budget call to Seventh entities, maintain an accurate and up-to-date Council budget, provide a detailed financial report to the Council at the end of the term, including a record of all expenditures throughout the term of office, any requests that have not yet been voted upon by 7CSC, any outstanding Post-Event reports, and the final monetary amounts remaining in each account at that time.
 - iii. Shall have the power to require written progress reports from any of the organizations receiving funding from 7CSC.
 - iv. Shall prepare weekly budget updates to be included in the agenda at Council meetings, and prepare and present a quarterly presentation to the Council regarding 7CSC finance allocations and activity.
 - v. Shall act as a financial liaison between 7CSC, student organizations, and the College Business Office.
 - vi. Shall work with Advisors to maintain records of past budgets and past allocation requests, to be made available at the request of Council members.
 - vii. Shall forward all budget recommendations to 7CSC from the Finance Committee.
 - viii. Shall coordinate with the Executive Assistant to the Dean of Student Affairs on a quarterly basis to discuss 7CSC Financial affairs.
 - ix. Shall perform the duties of the Vice President External in the event of their absence.
 - x. Shall serve for one year unless removed prior to this duration.
- e. Secretary
- i. Shall include the following duties:
 - 1. Maintain a public record of Council members' attendance and enforce Council attendance policies.

2. Prepare the agendas for 7CSC meetings, in accordance with the 7CSC Constitution, and distribute to members of Council a minimum of 24 hours prior to meetings.
 3. Prepare meeting minutes and distribute to members of Council a minimum of 24 hours prior to the subsequent meeting, for review and approval by Council.
 4. Keep records of all new legislation passed and other important documents reviewed by the current Council.
 5. Record accurate accounts of all open sessions of Council.
 6. Distribute all letters, notes, and memos summarizing the Council's opinion, when appropriate.
- ii. Shall work with the Dean and Assistant Dean Student Affairs to ensure that the 7CSC website is current, including but not limited to current:
 1. Profiles and contact information of all members of Council.
 2. Information regarding vacancies, appointments, and elections.
 3. Current versions of the governing documents of 7CSC.
 4. Public record of agendas and official minutes on a weekly basis.
 - iii. Shall perform the duties of the Parliamentarian in the event of their absence.
 - iv. Shall serve for one year unless removed prior to this duration.
- f. Director of Events
- i. Shall chair weekly meetings of the Events Board; and serve as a liaison between its membership and 7CSC.
 - ii. Shall train and support Events Board members in developing programs that meet the needs of Seventh College students and ensure compliance with all University policies.
 - iii. Shall coordinate a minimum of one substantial program or event per quarter to build community in Seventh each quarter.
 - iv. Shall ensure that Events Board programs are being advertised to the Seventh College community.
 - v. Shall perform the duties of the Treasurer in the event of their absence.
 - vi. Shall serve for one year unless removed prior to this duration.
- g. Student at Large
- i. Shall actively represent constituents to Seventh College and campus-wide; including to Seventh College administration and 7CSC.
 - ii. Shall actively communicate Seventh College and campus-wide interests and issues to administrators and council.
 - iii. Works directly with Transfer Representative, First/Second/Third/Fourth Year Representatives, Out of State Representative, International Representative, and other related positions to ensure their voices are represented on voting matters.
 - iv. Shall coordinate at least one substantial project or program to benefit the academic growth of the Seventh College community during each full quarter served.
 - v. Shall serve for one year unless removed prior to this duration.
- h. Associated Student Senators
- i. There shall be two Associated Students Senator positions representing the interests of Seventh College students on the ASUCSD.
 - ii. Shall attend all 7CSC and ASUCSD meetings.

- iii. Shall serve as a liaison between 7CSC and ASUCSD.
- iv. Shall actively represent constituents to Seventh College and campus-wide; including to Seventh College administration, ASUCSD, and 7CSC.
- v. Shall be responsible for presenting weekly reports at 7CSC meetings and updating on campus-wide issues.
- vi. Shall coordinate a minimum of one substantial program or event that supports and/or represents the Seventh College student body annually.
- vii. Shall serve for one year unless removed prior to this duration.

2. Appointed Membership

- a. Academic Affairs Representative
 - i. Shall serve as the Seventh College representative on the Library Student Advisory Council (LSAC); serve as a liaison between 7CSC and the committee providing updates within one week of the committee meeting.
 - ii. Shall actively represent constituents to Seventh College and campus-wide; including to Seventh College administration and 7CSC.
 - iii. Shall serve as a liaison between 7CSC and the Dean of Academic Advising and any organizations/committees designated by the Dean as needed.
 - iv. Shall be responsible for an ongoing project for the duration of their term, or have a project during each full quarter served.
 - v. Shall be appointed by 7CSC by Week 8 of the Spring Quarter.
- b. Basic Needs Representative
 - i. Shall serve as the Seventh College representative on the Basic Needs Committee; serve as a liaison between 7CSC and the committee providing updates within one week of the committee meeting.
 - ii. Shall actively represent constituents to Seventh College and campus-wide; including to Seventh College administration and 7CSC.
 - iii. Shall be responsible for an ongoing project for the duration of their term, or have a project during each full quarter served.
 - iv. Shall be appointed by 7CSC by Week 3 of the Fall Quarter.
- c. Civic Engagement Office Representative
 - i. Shall serve as the Seventh College representative to the Civic Engagement Office; serve as a liaison between 7CSC and the committee providing updates within one week of the meetings.
 - ii. Shall present a biweekly report on engagement opportunities and initiatives during primary or general elections.
 - iii. Shall actively represent constituents to Seventh College and campus-wide; including to Seventh College administration and 7CSC.
 - iv. Shall be responsible for an ongoing project for the duration of their term, or have a project during each full quarter served.
 - 1. Shall host a voting registration workshop during a primary or general election year specifically for Seventh college; working with the DEI Advocate to encourage people from low voting turnout groups to register and vote.
 - 2. Shall create a project during a primary or general election year providing nonpartisan information about initiatives on the state

and local ballot, as well as candidates on the state and local ballot.

- v. Shall be appointed by 7CSC by Week 8 of the Spring Quarter.
- d. Commuter Representative
 - i. Shall serve as the Seventh College representative to the All Campus Commuter Board (ACCB) and serve as the second non-voting representative to the Student Transportation Advisory Committee; serve as a liaison between 7CSC and the committee providing updates within one week of the committee meeting.
 - ii. Shall actively represent constituents to Seventh College and campus-wide; including to Seventh College administration and 7CSC.
 - iii. Shall be responsible for an ongoing project for the duration of their term, or have a project during each full quarter served.
 - iv. Shall be appointed by 7CSC by Week 3 of the Fall Quarter.
- e. Director of Spirit
 - i. Shall serve as the Seventh College representative to the Spirit Week Committee, Triton Tide, and any organizations designated by the Dean as spirit organizations/committees or delegate responsibility to a member of the Spirit Board.
 - ii. Shall chair weekly meetings of the Spirit Board; and serve as a liaison between its membership and 7CSC.
 - iii. Shall train and support Spirit Board members in developing programs that meet the needs of Seventh College students and ensure compliance with all University policies.
 - iv. Shall coordinate Seventh College participation in:
 - 1. 7CSC Welcome Week activities
 - 2. Spirit Week
 - 3. A minimum of one Spirit Board program per quarter
 - v. Shall ensure that Spirit Board programs are being advertised to the Seventh College community.
 - vi. Shall be appointed by 7CSC by Week 8 of the Spring Quarter.
- f. Diversity, Equity and Inclusion Advocate
 - i. Shall actively represent constituents to Seventh College and campus-wide; including to Seventh College administration and 7CSC.
 - ii. Shall advocate for historically underrepresented groups, improve cross-cultural relations, and contribute to a campus climate that is safe and welcoming to all.
 - iii. Shall ensure that 7CSC conducts its business in a manner which is respectful and supportive of DEI matters of Seventh College.
 - iv. Shall serve as a liaison between 7CSC and any organizations designated by the Dean.
 - v. Shall be responsible for an ongoing project for the duration of their term, or have a project during each full quarter served.
 - vi. Shall be appointed by 7CSC by Week 3 of the Fall Quarter.
- g. Environmental Justice Advocate
 - i. Shall serve as the Seventh College representative on environmental justice initiatives within the 7CSC, throughout campus, and the surrounding community; serve as a liaison between 7CSC and groups providing updates within one week of meetings.

1. These initiatives may include, but are not limited to upholding relationships with environmental justice organizations, serving as liaison with campus resource centers, and representing victims disproportionately affected by natural disasters.
- ii. Shall actively represent constituents to Seventh College and campus-wide; including to Seventh College administration and 7CSC.
- iii. Shall be responsible for an ongoing project for the duration of their term, or have a project during each full quarter served.
 1. Projects may include, but are not limited to environmental racism, climate injustice, and/or addressing the impact of environmentally harmful organizations.
- iv. Shall be appointed by 7CSC by Week 3 of the Fall Quarter.
- h. External Committee Representatives
 - i. Shall serve as the Seventh College representative to their assigned committee(s); serve as a liaison between 7CSC and the committee providing updates within one week of the committee meeting.
 - ii. Shall actively represent constituents to Seventh College and campus-wide; including to Seventh College administration and 7CSC.
 - iii. Shall be responsible for a project during each full quarter served.
 - iv. Shall be appointed by 7CSC by Week 3 of the Fall Quarter.
- i. First Year Representative
 - i. Shall serve as the Seventh College representative to the campus wide First Year Council; serve as a liaison between 7CSC and the committee providing updates within one week of the committee meeting.
 - ii. Shall actively represent first year student constituents to Seventh College and campus-wide; including to Seventh College administration and 7CSC.
 - iii. Shall be responsible for an ongoing project for the duration of their term, or have a project during each full quarter served.
 - iv. Shall be appointed by 7CSC by Week 3 of the Fall Quarter.
- j. Fourth Year Representative
 - i. Shall actively represent fourth year student constituents to Seventh College and campus-wide; including to Seventh College administration and 7CSC.
 - ii. Shall be responsible for an ongoing project for the duration of their term, or have a project during each full quarter served.
 - iii. Shall be appointed by 7CSC by Week 3 of the Fall Quarter.
- k. Housing, Dining, and Hospitality Representative
 - i. Shall serve as the Seventh College representative to the Housing, Dining, and Hospitality (HDH) Committee; serve as a liaison between 7CSC and the committee providing updates within one week of the committee meeting.
 - ii. Shall actively represent constituents to Seventh College and campus-wide; including to Seventh College administration and 7CSC.
 - iii. Shall be responsible for an ongoing project for the duration of their term, or have a project during each full quarter served.
 - iv. Shall be appointed by 7CSC by Week 8 of the Spring Quarter.
- l. International Student Representative
 - i. Shall serve as the Seventh College representative to the International Students and Programs Office (ISPO) Student Advisory Committee;

- serve as a liaison between 7CSC and the committee providing updates within one week of the committee meeting.
- ii. Shall actively represent constituents to Seventh College and campus-wide; including to Seventh College administration and 7CSC.
- iii. Shall be responsible for an ongoing project for the duration of their term, or have a project during each full quarter served.
 - 1. Shall work collaboratively with the Outreach Coordinator, Outreach Intern, or International Center on a minimum of one project or initiative.
- iv. Shall be appointed by 7CSC by Week 3 of the Fall Quarter.
- m. Judicial Board Chair
 - i. Shall serve as the Seventh College representative for the Student Conduct Standards Group (SCSG) as required, or delegate responsibility to a member of the Judicial Board.
 - ii. Shall chair quarterly meetings of the Judicial Board, and serve as a liaison between its membership and 7CSC.
 - iii. Shall train and support Judicial Board members in understanding 7CSC Bylaws, Elections Code, and relevant University policies.
 - iv. Shall be appointed by 7CSC by Week 5 of the Spring Quarter.
- n. Out-of-State Representative
 - i. Shall actively represent constituents to Seventh College and campus-wide; including to Seventh College administration and 7CSC.
 - ii. Shall be responsible for an ongoing project for the duration of their term, or have a project during each full quarter served.
 - 1. Shall work collaboratively with the Outreach Coordinator or Outreach Intern on a minimum of one project or initiative.
 - iii. Shall be appointed by 7CSC by Week 3 of the Fall Quarter.
- o. Parliamentarian
 - i. Shall serve as Vice-Chair of the Rules Committee.
 - ii. Shall assist the President in the operation of 7CSC meetings and serve as an advisor on matters of parliamentary procedure and 7CSC rules and procedures.
 - iii. Shall initiate the impeachment process against a member if it is determined that impeachment is necessary or at the request of the Executive Committee.
 - iv. Shall perform the duties of the Secretary in the event of their absence.
 - v. Shall be appointed by 7CSC by Week 5 of the Spring Quarter.
- p. Recreation Facilities Representative
 - i. Shall serve as the Seventh College representative on the Recreation Facilities Advisory Board (RFAB); serve as a liaison between 7CSC and the board providing updates within one week of the board meeting.
 - ii. Shall actively represent constituents to Seventh College and campus-wide; including to Seventh College administration and 7CSC.
 - iii. Shall be responsible for an ongoing project for the duration of their term, or have a project during each full quarter served.
 - iv. Shall be appointed by 7CSC by Week 3 of the Fall Quarter.
- q. Resident Assistant Liaison
 - i. Shall be a Resident Assistant employed by Seventh College for the duration of their appointment; serve as a liaison between the Seventh College Residential Staff, including RAs, and the 7CSC.

- ii. Shall actively represent constituents to Seventh College and campus-wide; including to Seventh College administration and 7CSC.
- iii. Shall share information about new Residential Life policies and Residential Life events
- iv. Nominations for this position shall be made by the Seventh College Residential Life/RA Supervisors no later than week 3 of the Fall Quarter.
 - 1. The Seventh College Council must confirm a single nomination.
 - 2. If no representative is nominated by week 3 of the Fall Quarter then the power to nominate and appoint will fall under the power of the Seventh College Council.
- r. Second Year Representative
 - i. Shall actively represent second year student constituents to Seventh College and campus-wide; including to Seventh College administration and 7CSC.
 - ii. Shall be responsible for an ongoing project for the duration of their term, or have a project during each full quarter served.
 - iii. Shall be appointed by 7CSC by Week 3 of the Fall Quarter.
- s. Student Fee Advisory Committee Representative
 - i. Shall serve as the Seventh College representative to the Student Fee Advisory Committee (SFAC); attend weekly meetings and serve as a liaison between 7CSC and the committee providing updates within one week of the committee meeting.
 - ii. Shall actively represent constituents to Seventh College and campus-wide; including to Seventh College administration and 7CSC.
 - iii. Advocate for the Seventh College Student Body's interests in the allocation of the Student Services Fee.
 - iv. The Student Fee Advisory Committee Representative shall provide guidance to the shadow.
 - 1. At the end of the term, it is recommended that the representative provides in writing three pieces of advice for doing the role successfully.
 - v. Shall be appointed by 7CSC by Week 3 of the Fall Quarter.
- t. Student Fee Advisory Committee Shadow
 - i. Shall shadow as the Seventh College representative to the Student Fee Advisory Committee (SFAC); attend weekly meetings and serve as a liaison between 7CSC and the committee providing updates within one week of the committee meeting.
 - ii. Shall represent Seventh College and 7CSC in the absence of the SFAC representative as allowed or requested by the SFAC Committee and 7CSC.
 - iii. Shall actively represent constituents to Seventh College and campus-wide; including to Seventh College administration and 7CSC.
 - iv. Advocate for the Seventh College Student Body's interests in the allocation of the Student Services Fee.
 - v. The Student Fee Advisory Committee Representative shall provide guidance to the shadow.

1. At the end of the term, it is recommended that the representative provides in writing three pieces of advice for doing the role successfully.
- vi. Shall be appointed by 7CSC by Week 3 of the Fall Quarter.
 1. Serve one term as the shadow, in which the Student Fee Advisory Committee Representative shall prepare them to become the SFAC Representative.
 - u. Student Health and Well-Being Representative
 - i. Shall serve as the Seventh College representative on the Student Health and Well-Being Advisory Board; serve as a liaison between 7CSC and the board providing updates within one week of the board meeting.
 - ii. Shall actively represent constituents to Seventh College and campus-wide; including to Seventh College administration and 7CSC.
 - iii. Shall be responsible for an ongoing project for the duration of their term, or have a project during each full quarter served.
 - iv. Shall be appointed by 7CSC by Week 3 of the Fall Quarter.
 - v. Student Organization Representative
 - i. Shall actively represent constituents to Seventh College and campus-wide; including to Seventh College administration and 7CSC.
 - ii. Shall serve as a liaison between 7CSC and the Student Affairs Office in the recognition process for Seventh College Registered Student Organizations.
 - iii. Shall coordinate and chair Seventh Organization Head meetings monthly and/or no less than 3 times per quarter;
 1. Advise organizations on 7CSC resources and procedures
 2. Advocate for organization collaboration and responsible use of funds
 - iv. Shall be responsible for an ongoing project for the duration of their term, or have a project during each full quarter served.
 - v. Shall be appointed by 7CSC by Week 8 of the Spring Quarter.
 - w. Student Transportation Representative
 - i. Shall serve as the Seventh College representative on the Student Transportation Advisory Committee; serve as a liaison between 7CSC and the committee providing updates within one week of the committee meeting.
 - ii. Shall actively represent constituents to Seventh College and campus-wide; including to Seventh College administration and 7CSC.
 - iii. Shall be responsible for an ongoing project for the duration of their term, or have a project during each full quarter served.
 - iv. Shall be appointed by 7CSC by Week 8 of the Spring Quarter.
 - x. Sustainability Advocate
 - i. Shall serve as the Seventh College representative on sustainability initiatives within the 7CSC, throughout campus, and the surrounding community; serve as a liaison between 7CSC and groups providing updates within one week of meetings.
 - ii. Shall actively represent constituents to Seventh College and campus-wide; including to Seventh College administration and 7CSC.
 - iii. Shall be responsible for an ongoing project for the duration of their term, or have a project during each full quarter served.

1. Projects shall be related to advocacy for the environmental sustainability of the Seventh community.
- iv. Shall ensure that 7CSC conducts its business in a manner which is respectful and supportive of environmental sustainability.
- v. Shall be appointed by 7CSC by Week 3 of the Fall Quarter.
- y. Synthesis Program Representative
 - i. Shall actively represent constituents to Seventh College and campus-wide; including to Seventh College administration and 7CSC.
 - ii. Shall serve as liaison between 7CSC, Seventh College students, and the Synthesis Program Coordinators.
 - iii. Shall meet with Synthesis Program Coordinators a minimum of two times per academic quarter.
 - iv. Shall be responsible for an ongoing project for the duration of their term, or have a project during each full quarter served.
 1. Projects should be focused on student outreach, assessment of the Synthesis Program, or highlighting the efforts of students.
 - v. Shall have completed Synthesis 1 prior to the beginning of their term served.
 - vi. Shall be appointed by 7CSC by Week 5 of the Spring Quarter.
- z. Third Year Representative
 - i. Shall actively represent third year student constituents to Seventh College and campus-wide; including to Seventh College administration and 7CSC.
 - ii. Shall be responsible for an ongoing project for the duration of their term, or have a project during each full quarter served.
 - iii. Shall be appointed by 7CSC by Week 3 of the Fall Quarter.
- aa. Transfer Representative
 - i. Shall serve as the Seventh College representative to the All Campus Transfer Association (ACTA); serve as a liaison between 7CSC and the committee providing updates within one week of the committee meeting.
 - ii. Shall actively represent constituents to Seventh College and campus-wide; including to Seventh College administration and 7CSC.
 - iii. Shall be responsible for an ongoing project for the duration of their term, or have a project during each full quarter served.
 - iv. Shall be appointed by 7CSC by Week 3 of the Fall Quarter.
- bb. University Centers Advisory Board Representative
 - i. Shall serve as the Seventh College representative on the University Centers Advisory Board; serve as a liaison between 7CSC and the board providing updates within one week of the board meeting.
 - ii. Shall actively represent constituents to Seventh College and campus-wide; including to Seventh College administration and 7CSC.
 - iii. Shall be responsible for an ongoing project for the duration of their term, or have a project during each full quarter served.
 - iv. Shall be appointed by 7CSC by Week 8 of the Spring Quarter.

TITLE III: Committees

1. Standing Committees

a. Executive Committee

i. Membership

1. The 7CSC President shall chair the Executive Committee. The President may vote only in the case of a tie.
2. The members of the Executive Committee shall consist of:
 - a. President
 - b. Vice President Internal
 - c. Vice President External
 - d. Treasurer
 - e. Secretary
 - f. Parliamentarian
 - g. Director of Events
 - h. Director of Spirit
 - i. Judicial Board Chair
3. The committee membership shall expire at the end of each council position term, upon removal from office, or upon resignation.

ii. Authority and Purpose

1. Discuss issues pertaining to the functioning of 7CSC and provide counsel to the 7CSC President.
2. Address interpersonal conflict and misconduct by 7CSC members.
3. Approve allocations from the Internal account in support of 7CSC as outlined in the Bylaws (Title VII.3.a.i.).
4. Prepare discussion items, reports, and resources for the next 7CSC General Body Meeting.
5. The meetings will also serve as a medium of communication between the committee members to openly share their ideas, plans, questions, and anything more that the members wish to formally discuss.

iii. Meetings

1. The Executive Committee shall meet weekly or at the discretion of the Chair.
 - a. Any member of the Executive Committee may call a meeting of the committee, so long as notice is given at least twenty-four (24) hours in advance.
2. A majority of the committee membership shall constitute a quorum.
3. All members shall be voting members.
 - a. The Chair may vote only in the case of a tie.
4. Minutes shall not be required for meetings, however, any vote taken by the committee shall be reported by the Chair and entered into the minutes of the following 7CSC meeting.

5. The outgoing and incoming Executive Boards shall hold joint meetings between the time the incoming Executive Board is elected and the time the outgoing Executive Board terms out.
- b. Internal Committee
 - i. Membership
 1. The 7CSC Vice President Internal shall serve as chair.
 2. The members of the Internal Committee shall consist of:
 - a. Vice President Internal
 - b. Diversity, Equity, and Inclusion (DEI) Advocate
 - c. Sustainability Advocate
 - d. Environmental Justice Advocate
 - e. Out-of-State Advocate
 - f. International Student Advocate
 - g. Commuter Representative
 - h. Student at Large
 - i. Transfer Representative
 - j. Academic Affairs Representative
 - k. Synthesis Program Representative
 - l. First Year Representative
 - m. Second Year Representative
 - n. Third Year Representative
 - o. Fourth Year Representative
 - p. Student Organization Representative
 - q. Resident Assistant Liaison
 3. The committee membership shall expire at the end of each council position term, upon removal from office, or upon resignation.
 - ii. Authority and Purpose
 1. Discuss committee member projects and identify opportunities for collaboration.
 2. Discuss issues pertaining to the roles of the committee members.
 3. The meetings will also serve as a medium of communication between the committee members to openly share their ideas, plans, questions, and anything more that the members wish to formally discuss.
 - iii. Meetings
 1. The Internal Committee shall meet monthly on a day and time determined by the Chair.
 - c. External Committee
 - i. Membership
 1. The 7CSC Vice President External shall serve as chair.
 2. The members of the External Committee shall consist of:
 - a. Vice President External
 - b. AS Senators
 - c. Civic Engagement Office (CEO) Representative
 - d. Student Fee Advisory Committee Representative
 - e. Student Fee Advisory Committee Shadow
 - f. Student Health and Well-Being Representative
 - g. Student Transportation Representative

- h. Housing, Dining, and Hospitality (HDH) Representative
 - i. Basic Needs Representative
 - j. Recreation Facilities Representative
 - k. All External Committee Representatives appointed on a regular or interim basis that are not listed.
 - 3. The committee membership shall expire at the end of each council position term, upon removal from office, or upon resignation.
 - ii. Authority and Purpose
 - 1. Discuss committee member projects and identify opportunities for collaboration.
 - 2. Discuss issues pertaining to the roles of the committee members.
 - 3. The meetings will also serve as a medium of communication between the committee members to openly share their ideas, plans, questions, and anything more that the members wish to formally discuss.
 - iii. Meetings
 - 1. The External Committee shall meet monthly on a day and time determined by the Chair.
- d. Appointments Committee
- i. Membership
 - 1. The members of the Appointments Committee shall consist of:
 - a. Vice President External
 - b. Director of Events
 - c. Director of Spirit
 - d. Judicial Board Chair
 - e. Two additional members of 7CSC
 - 2. The committee membership shall expire at the end of each council position term, upon removal from office, or upon resignation.
 - ii. Authority and Purpose
 - 1. The 7CSC Appointments Committee shall be responsible for nominating members of the Seventh College Student body to fill open positions whenever called upon to do so, as described in the Bylaws (Title VI.1.).
 - 2. To provide appointment application information at least two (2) weeks before Fall Quarter Appointments and at least one (1) week before Spring Quarter Appointments, and on all other necessary occasions.
 - 3. To answer questions regarding positions.
 - 4. The Appointments Committee shall conduct application screening and develop assessment rubrics.
 - 5. The Appointments Committee shall conduct interviews.
 - a. The chair is responsible for scheduling interview dates and times and keeping the committee informed of the interviews.
 - b. Only the members of the Appointments Committee, the 7CSC Advisor, and the interviewee may be present for the interviews.

- i. If a candidate lists a preference for a position as an Events Board member on the application, the Director of Events must be present for the interview; in the absence of a Director of Events, a member of the Executive Committee shall be asked to participate on the Appointments Committee to represent the interests of the Director of Events.
 - ii. If a candidate lists a preference for the position as a Spirit Board member on the application, the current Spirit Board Chair must be present for the interview; in the absence of a Spirit board Chair, a member of the Executive Committee shall be asked to participate on the Appointments Committee to represent the interests of the Spirit Board Chair.
 - iii. If a candidate lists a preference for the position as a Judicial Board member on the application, the current Judicial Board Chair must be present for the interview; in the absence of a Judicial board Chair, a member of the Executive Committee shall be asked to participate on the Appointments Committee to represent the interests of the Judicial Board Chair.
 - c. If feedback is requested by a non-appointed candidate, it is the responsibility of the Appointment Committee to write up a short explanation for the non-appointed candidate.
- 6. Deliberations
 - a. Only the members of the Appointments Committee and the 7CSC Advisor may be present for the deliberations.
 - b. The Appointments Committee shall deliberate and nominate to the 7CSC one person for every available position as outlined in the Bylaws (Title VI).
- 7. Voting
 - a. The Chair shall only vote in case of a tie.
 - b. All other members of the committee shall have a vote.
 - c. Only members of the committee and the 7CSC advisor may be present during the voting.
 - i. All proceedings during the deliberations shall be confidential. If any member of the committee should violate this confidentiality, it shall be considered a “failure to perform duties” on the part of the member and grounds for removal from office.
- iii. Meetings
 - 1. Appointments committee shall convene a minimum of three weeks prior to Spring Quarter appointments and a minimum of two weeks prior to Fall Quarter Appointments to outline the

appointments process, available positions, applications, and interview availability.

e. Rules Committee

i. Membership

1. The members of the Rules Committee shall consist of:
 - a. Vice President Internal
 - b. Parliamentarian
 - c. At least one voting member of 7CSC
 - d. At least two non-voting members of 7CSC
 - e. President, non-voting ex-officio
 - f. The Seventh College Dean of Student Affairs or their designee(s), non-voting ex-officio.
2. The Judicial Board Chair may not serve on the Rules Committee.
 - a. The committee membership shall expire at the end of each council position term, upon removal from office, or upon resignation.

ii. Authority and Purpose

1. To review and amend all legislation pertaining to amending the Constitution, Bylaws, and other governing documents of the 7CSC.
2. To review all legislation pertaining to the amendment of the Associated Students Constitution.
 - a. Any changes to the Constitution or the Bylaws submitted without prior review by the Rules Committee shall be accompanied by the name of the sponsoring party on the agenda.
3. To bring these Bylaws into alignment with the formatting requirements outlined under Title I.
 - a. All formatting corrections implemented shall be introduced at the next 7CSC meeting.
 - b. All formatting corrections implemented may be overturned by majority vote of the 7CSC of the entire membership of 7CSC.
4. All decisions made by the Rules Committee will be recommended to the 7CSC during the subsequent regular meeting.
5. Shall not have the power to interpret the meaning of the Constitution, the Special Rules of Order or the Standing Orders of the Council.

iii. Meetings

1. Meeting times, dates, and the agenda will be set by the Chair and Vice-Chair.
 - a. Meetings will be advertised to 7CSC and the Seventh College Student Body a minimum of 24 hours prior to the scheduled meeting.
 - b. The Vice-Chair shall call roll and prepare and keep minutes of all Rules Committee meetings.
 - i. Minutes must be submitted to the Secretary for distribution to all 7CSC members no less than

- forty-eight (48) hours before the next regular 7CSC meeting.
 - ii. Roll shall be recorded in the meeting minutes
- 2. Meetings shall not be conducted unless quorum is met.
 - a. The members of the Rules Committee designated as ex-officio non-voting members shall not contribute to the quorum of the committee.
- 3. All meetings shall allocate ten minutes for all public input during the beginning of each meeting.
 - a. Public input shall be open to
 - i. All members of the Council; and
 - ii. All members of the Seventh College Student Body
 - iii. Guests shall contact the Chair to be added to public input.
- iv. Procedure
 - 1. Legislation pertaining to amending the Constitution, Bylaws, and other governing documents of the 7CSC must be submitted to Rules Committee before ratification by 7CSC.
 - 2. Reviewed legislation to be presented to 7CSC shall be approved by a majority vote of members present.
 - a. The Chair shall only vote when it will change the outcome.
 - 3. All legislation decisions shall be submitted no less than forty-eight (48) hours before the meeting.
 - 4. All legislation decisions rejected by 7CSC may be revisited and reviewed by the Rules Committee.
- f. Finance Committee
 - i. Membership
 - 1. The members of the Finance Committee shall consist of:
 - a. Treasurer
 - b. Secretary
 - c. Director of Events
 - d. Sustainability Advocate
 - e. At least two non-voting member of 7CSC
 - 2. The committee membership shall expire at the end of each council position term, upon removal from office, or upon resignation.
 - ii. Authority and Purpose
 - 1. Review funding requests from Seventh College student organizations and entities.
 - a. Inform requesting parties of 7CSC financial procedures and Bylaws.
 - b. Ensure the requesting party complies with 7CSC financial procedure and Bylaws.
 - c. Inform the requesting party of the funding decisions of 7CSC related to their request.
 - 2. Reserves the right to audit or investigate the University's financial records pertaining to organizations funded by 7CSC.
 - iii. Meetings

1. The Finance Committee shall meet weekly on a day and time determined by the Chair.
 - a. Meetings shall take place a minimum of forty-eight (48) hours in advance of the scheduled 7CSC meeting.
- iv. Procedure
 1. Funding requests are approved by a simple majority vote in the Finance Committee.
 - a. The Treasurer may vote only in the case of a tie.
 2. All funding request decisions shall be presented at the following council meeting.
 - a. The Chair, or their designee, shall request space on the agenda and present the details of the funding request and inform 7CSC of the recommendation of the Finance Committee.
 - i. May ask those requesting funds to give presentations to 7CSC, at the majority vote of the Finance Committee.
 3. All decisions shall be presented at the following 7CSC meeting.
 - a. The decision of the committee may be overturned by a two-thirds vote of the entire membership of 7CSC.

2. Special Committees

- a. 7CSC may create a Special Committee for a specific purpose by approving a charter for the committee.
- b. This charter must include the membership of the committee and the authority and purpose of the committee.
- c. The charter must specify a date that the charter and the Special Committee dissolve.

3. Attendance

- a. Committee members may be excused from committee meetings under the discretion of the Chair.
- b. Members are allowed one unexcused absence per quarter.
- c. If a committee member fails to comply with the attendance policy, their additional unexcused absences will be equivalent to unexcused absences from a Council meeting.

TITLE IV: Seventh College Student Council Meetings

1. Parliamentary Authority

- a. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern 7CSC in all cases to which they are applicable and in which they are not inconsistent with the Bylaws or the Constitution.

2. Session

- a. The Council's session shall begin the fifth week of the Spring Quarter and shall adjourn no later than the fifth week of the succeeding spring quarter.
- b. The Council's session shall act during fall, winter and spring quarters.
- c. The Council's session shall recess during the summer session, unless a special meeting is called.

3. Regular Meetings

- a. Meetings will be held in accordance with policies outlined in the Constitution, Article V.I.
- b. The regular Council meeting shall be held Thursdays from 5:00-6:30 pm (PST/PDT) and shall be publicized to the Student Body.
- c. The Council meeting time may change upon approval by a majority of all Council Members present and shall be publicized to the Student Body.
- d. The Student Body shall be notified of the change in meeting time at least forty-eight (48) hours prior to the next Council meeting following the approved change of Council meeting time.

4. Special Meetings

- a. Special Meetings may be called in accordance with policies outlined in the Constitution Article V.II.
- b. It shall be the responsibility of the Secretary to notify the Council members as to the date, time and location of the meeting no less than twenty-four (24) hours prior to the Special Meeting.
- c. All reasonable effort shall be made to notify the Student Body as to the aforesaid specifics of the Special Meeting.
- d. Attendance at the Special Meeting shall be in accordance with the Constitution Article V.II.

5. Closed Meetings

- a. A Council meeting may be closed by a simple majority vote.
- b. The agenda for the closed Council meeting shall be approved in the open meeting and no further items shall be considered.
- c. Attendance during closed meetings shall be restricted to members of the Council as described in the Constitution and those individuals invited by a simple majority of the Council.

6. Agenda

- a. The agenda for regular Council meetings shall consist of at least the following classes of business:
 - i. Call to Order

1. The Chair shall call the meeting to order at a time no earlier than approved by the Council.
 2. The start time of the meeting shall be recorded in the minutes.
 3. All meetings may be called to order without the presence of quorum as outlined in the Bylaws (Article V.1.).
- ii. Beginning Roll Call
1. A beginning roll call shall be conducted by the Secretary through the reading of attendance at every general meeting and special meeting.
 2. Roll call shall be conducted within five (5) minutes after the Call to Order and prior to adjournment.
 3. (c) Roll Call shall be recorded in the Minutes.
- iii. Moment of Silence
1. The Moment of Silence is for the purpose of reflecting or making aware of issues, whether they are personal, internal, external, communal, national or global.
 2. To be done when considered necessary or beneficial by the President or the Chair.
- iv. Land Acknowledgement
1. The following will be read aloud for the council “The UC San Diego community holds great respect for the land and the original people of the area where our campus is located. The university is built on the unceded territory of the Kumeyaay Nation. Today, the Kumeyaay people continue to maintain their political sovereignty and cultural traditions as vital members of the San Diego community. We acknowledge their tremendous contributions to our region and thank them for their stewardship.”
 2. To be done during the first Council meeting of each quarter.
- v. Approval of Agenda
1. Agenda shall be approved by a majority vote.
 - a. Call for objections; if any opposition, put to vote.
 2. The Agenda should be distributed to the Council at least one academic day prior to the meeting.
 3. Addition of items must be approved by a two-thirds vote.
- vi. Approval of Minutes
1. Minutes of the previous Council meeting shall be approved by a majority vote.
 2. The Minutes should be distributed to the Council at least one academic day prior to the meeting.
- vii. Public Input
1. Public input shall not exceed five (5) minutes per presentation, unless time is extended by a two-thirds vote.
 2. No single presentation shall exceed ten (10) minutes maximum.
 3. After being recognized by the Chair, individuals who are not Council members may address the Council.
- viii. Special Presentations
1. Each special presentation shall not exceed fifteen (15) minutes, unless time is extended by a two-thirds vote.

2. Each presentation may not exceed thirty (30) minutes maximum.
 3. After being recognized by the Chair, individuals who are not Council members may address the Council.
- ix. Unfinished Business
1. Business from a prior meeting that has been tabled shall be discussed during unfinished business.
- x. New Business
1. Any member of 7CSC who wishes to submit an item for the agenda to the Chair must do so no less than forty eight (48) hours before the meeting.
 2. Item(s) submitted by a member shall be on the agenda at the discretion of the Chair.
 3. Once the agenda has been distributed, no changes shall be made except by a two-thirds vote. Items added to New Business after the agenda has been distributed must be urgent and require immediate action, as deemed by 7CSC.
- xi. Open Forum
1. Each presentation in an open forum shall not exceed ten (10) minutes, unless time is extended by a two-thirds vote.
 2. Each open forum may not exceed twenty (25) minutes maximum.
- xii. Reports
1. Oral reports may not exceed five (5) minutes, unless extended by a two-thirds vote of the Council.
 2. Order of reports shall be:
 - a. President
 - b. Advisor
 - c. Senators
 - d. Boards
 - e. Committees
 - f. Members of Council
- xiii. Announcements
1. The Chair may recognize, for the purpose of making an announcement, any individual present at the meeting.
 2. Announcements as a class shall not exceed five (5) minutes.
- xiv. Final Roll Call
1. A final roll call shall be completed prior to meeting adjournment.
 2. Final roll call shall be recorded in the Minutes.
- xv. Adjournment
1. Meetings shall be terminated by the Chair when there is no more business to be considered, or upon a vote of the Council.
 2. Time of adjournment shall be recorded in the minutes.
- b. The 7CSC budget accounts shall be listed on the agenda with estimated current amounts.
- c. The Secretary shall distribute the agenda to all members via email no less than twenty four (24) hours before the start of the meeting.
- d. The Council shall not entertain any business that is not placed on the Agenda.

- e. If a regular meeting adjourns and there are items on the Agenda that were not considered, those items shall be the first order of business at the next regular Council meeting, within their respective business classes.

7. Reports

- a. Written reports should be submitted to the Chair and Secretary, and should be added to the minutes no later than twenty four (24) hours after the meeting.
- b. Oral Reports shall each not exceed five (5) minutes unless time is extended by a two-thirds vote.
- c. Each report may not exceed a total of ten minutes maximum.

8. Minutes

- a. All minutes approved by 7CSC shall be available on the Seventh College website.
- b. The formatting of the minutes should follow the recommendations prescribed in the current edition of Robert's Rules of Order Newly Revised.

TITLE V: Rules and Procedures

1. Quorum

- a. A majority of voting members & a majority of non-voting members shall constitute quorum.
- b. A majority shall be defined as fifty percent plus one person (round up to the nearest whole number).
- c. Business may not be transacted at any Council meeting without the presence of quorum.
- d. It is the responsibility of the Secretary to determine whether quorum is present and to notify the Chair if quorum is not present.
- e. In the absence of quorum, the Chair shall either recess the meeting in an effort to obtain quorum or end the meeting through a motion to Adjourn.

2. Motions

- a. Only Council Members, as defined in the Constitution, may propose and second motions.

3. Debate

- a. The Chair, or presiding officer, may form a speaker list on any item of debate or discussion. The speaker list shall be divided into those who have not spoken on the question and those who have, with the former having priority to speak.
- b. Members may ask questions during any agenda item. No member shall speak for more than three minutes unless extended for a specific amount of time by a two-thirds vote.
- c. A speaker may yield the floor to a guest who is to be listed on the 7CSC agenda, or another member who may yield back to the original speaker, so long as the time limit for the original speaker is not exceeded.
 - i. The floor may be yielded only once to one other member or guest per original speaker. A speaker may yield the remainder of their time for questioning, in which case members and guests may ask questions to the speaker but shall not otherwise debate during that speaker's time.
- d. Immediately following a member's opportunity to speak, up to three members may make short comments limited to thirty seconds directly relating to the member's speech. No member may make more than one thirty second comment on the original statement.
- e. During debate and discussion, guests may speak at the recognition of the Chair if there are no members desiring to speak.

4. Voting

- a. During any vote of the Council, any voting member, as defined by the Constitution, recorded on the roll as being present and not explicitly expressing their vote as aye, nay, or abstain shall be counted and recorded as an abstention.
- b. Voting by proxy is prohibited.

- c. Officers shall not vote on any matter that involves a student organization of which gueststhey are a member or in which they have a direct personal gain or financial interest.
- d. Voting shall normally take place by a hand vote, however, at the discretion of the Chair a voice vote or a roll call vote may take place. Any member of the Council may move for a different type of vote. Such a motion shall be decided by a hand vote.
 - i. A hand vote is a vote where all voting members raise their hand as an aye, nay or abstention. Each hand is counted and recorded as a total.
 - ii. A voice vote is a vote where all voting members verbally say aye or nay. There are not abstentions or recorded numbers in voice votes, only the prevailing side is recorded.
 - iii. A roll call vote is a vote where all voting members' names are called and they shall express their votes as an aye, nay or abstention. Roll call votes shall be recorded with the member's name and how the individual vote
 - iv. Open roll call votes may also be called. Voting members shall have until 4:00 pm on the following academic day to vote via the Dean of Student Affairs' Office or at the current meeting prior to adjournment.
- e. Any member of the Council may request a straw-poll vote at any time, provided they have been recognized by the Chair as being next on the speakers list.
- f. Any member of the Council and the Student Body may vote in a straw-poll as many times as they wish, but it shall not be used to officially decide Council business.
- g. A vote may be skipped at the discretion of the Chair if there is no objection, in which case the voting will proceed as outlined in the special and/or standing rules.
 - i. Exceptions include the following:
 - 1. Any amendments to the Constitution, Standing Rules, or Elections Code.
 - 2. Freezing of funds.
 - 3. Allocation of reserve funds.
 - 4. Rule suspensions.

5. Guests

- a. A guest is any person who is not defined as an Officer, Member, or Ex-Officio Member of the Council.
- b. Guests may be removed from Council meetings for being disruptive by a majority vote of the Council.

6. Attendance

- a. Required Meetings
 - i. The Executive Committee and all voting members must attend all 7CSC meetings.
 - ii. Non-executive, non-voting members are allowed a maximum of three unexcused absences per quarter unrelated to council responsibilities.

- iii. If a meeting should fall on a holiday, the meeting of said week shall be cancelled or reassigned at the discretion of the Chair at least seven days in advance.
- iv. Roll call is taken twice during a meeting. Full attendance at a meeting is defined as being present for both roll calls of the same meeting. Missing a roll call is counted as half an absence. Missing both roll calls is counted as one absence.
- v. If a member is unable to attend a meeting, they must inform the President in writing or via email at least twenty-four hours before the meeting unless an extraordinary circumstance makes such notification difficult.
- vi. Absences shall be excused at the discretion of the President. 7CSC may, by a majority vote, override the decision of the President.
 - 1. Excused Absences shall be defined as any academic related commitment (not including class), work, family obligation or emergency, medical/mental health reasons, or any event that causes one personal trauma.
 - 2. Absences including class or missing two or more Council Meetings due to illness, shall be considered a special circumstance at the discretion of the President, subject to appeal by a majority vote of the Council.
 - 3. Two unexcused absences or five excused absences in any one quarter shall result in a written reminder of the attendance policies, to be sent by the Secretary. If the Secretary is absent twice in any one quarter, the President shall send a written reminder of the attendance policies.
 - 4. Three unexcused absences in any one quarter shall result in a mandatory meeting with the President and the 7CSC Advisor to discuss the circumstances surrounding the absences.
- vii. Additional absences beyond the three unexcused absences may be granted at the discretion of the President. 7CSC may, by a majority vote, override the decision of the President.
- viii. If a council member fails to comply with the attendance policy, a meeting shall be arranged by the Secretary between said council member, the President, and the 7CSC Advisor within one week of the last unexcused absence.
 - ix. After the meeting, the President shall decide the final resolution.
- b. Program Attendance
 - i. All members are required to attend a minimum of two programs and volunteer for one program hosted by the members of 7CSC per academic quarter.
 - 1. Attendance and volunteering may not apply to the same event.
 - 2. Members should submit program attendance or volunteer shifts to the Secretary for documentation.
 - 3. Attendance over the required amount does not need to be submitted.
 - ii. Failure to comply will result in one absence per program and per academic quarter.
 - 1. Absences will be equivalent to unexcused absences from council meetings.

TITLE VI: Appointments

1. Types of Appointments

- a. Regular
 - i. Any appointment that is part of the regular, yearly process is defined as a regular appointment.
 - ii. All positions filled by 7CSC shall be classified under the regular appointments process, except:
 - 1. Where the position is classified as an incidental appointment;
 - 2. Where the position to be filled is classified as a vacancy;
 - 3. Where a position has an appointment process expressly provide
 - iii. Process
 - 1. There shall be publicized applications for all regularly appointed positions.
 - 2. Applications must be available for a minimum of five (5) academic days.
 - 3. Applications shall be reviewed and eligible candidates interviewed at the discretion of the Appointments Committee.
 - 4. The Appointments Committee shall nominate to the 7CSC one person for every available position;
 - a. This shall be dependent upon valid application, eligibility, and qualifications.
 - b. Should a position not be nominated on stated requirements, the position shall be filled in a manner described in the Bylaws (Title VI.1.c.).
 - 5. 7CSC shall, by a majority vote, approve all appointments.
- b. Incidental
 - i. In the occurrence that 7CSC is asked by a campus-wide or college-wide authority to fill positions, these appointments shall be classified as incidental appointments.
 - ii. If 7CSC knows about an available position and it would not be impractical, it should be included in a Regular Appointment process.
 - iii. Incidental Appointment Special Process
 - 1. Information should be disseminated to the extent practical regarding the availability of the position.
 - 2. Interested applicants should email the Appointments Committee Chair with their interest and availability.
 - a. The Appointments Committee Chair may develop standard questions to ask all interested candidates to assess qualifications for the position.
 - iv. The Appointments Committee Chair shall request to add Incidental Appointments to the Agenda of a 7CSC meeting to present candidates.
 - 1. 7CSC shall, by a majority vote, approve the appointment.
- c. Vacancy
 - i. If there is a resignation, a removal from office, or a position isn't filled and the term of office has begun without a person to fill the position, the position shall be considered vacant.

- ii. If the position is ordinarily filled by the Regular or Incidental Appointment process, the position may be filled for the remainder of the term by either the Regular Appointment process or the Incidental Appointment process whichever is more appropriate in the opinion of the Appointments Committee Chair.
 - iii. If the position is not ordinarily filled by the Regular or Incidental Appointment process, it shall be filled for the remainder of the term in the same manner as it would be if it were not a vacancy, except that 7CSC may vote to have the vacant position be filled for the remainder of the term through the Incidental Appointment process.
 - iv. If there is no more than one-third of the original term left in the term for a vacant position, 7CSC may vote to leave the position vacant for the remainder of the term.
- d. Interim
- i. Only an individual who is elected to office while abroad and will not be present to execute the duties of their office for a portion of the term of office may petition 7CSC to make an interim appointment to the position.
 - ii. 7CSC may, through the incidental appointments process, make an interim appointment to the position when petitioned to do so by the holder of the position.
 - iii. The term of all interim appointments shall not exceed ten academic weeks.

TITLE VII: Financial Policies

1. Procedures

- a. The Treasurer shall submit a budget to 7CSC by the fifth week of the Fall Quarter. This budget shall account for all monies allocated by the Associated Students and the Seventh College Activity Fee.
 - i. In special circumstances, this may also include any funding allocated by Seventh College or other sources.
 - ii. The treasurer should have a preliminary budget completed by Week 2 of the Fall Quarter.
- b. The budget may be amended by 7CSC and shall be passed by vote the sixth week of the Fall Quarter. This budget shall serve as a guideline for all allocations and is subject to 7CSC Financial Policies.
- c. A simple majority vote by the Council is needed to approve allocation of funds.
- d. At the end of each Spring Quarter, all remaining funds in all accounts will be rolled over into the “Total Income” of the following Fall Quarter’s budget to be reallocated with that year’s income.
 - i. This clause shall not include reserve funds where the funds shall remain in the account.
 - ii. Exceptions made to this clause must be agreed upon in a Memorandum of Understanding (MOU) by the Dean of Student Affairs or their designee and the two-thirds vote of Council.

2. Seventh College Activity Fee

- a. 7CSC will assess a Seventh College Activity Fee as prescribed in the most up to date activity fee referendum. This fee shall be collected in conjunction with the registration fees in accordance with UC policies and procedures.
- b. Modification or Disestablishment
 - i. To propose a modification to the Seventh College activity fee or to propose a disestablishment of the fee, a petition of at least fifteen (15) percent of the Seventh College Student Body or a two-thirds vote of the entire membership of 7CSC is needed.
- c. The Seventh College Election Code shall govern the referendum necessary to modify or disestablish the Seventh College Activity Fee.

3. Allocations

- a. All Seventh College Activity Fee revenue, Associated Students income, and any other revenue funds will be allocated into the following accounts:
 - i. Internal
 1. This account may be used for 7CSC spending. Such spending may include, but is not limited to: administrative expenses such as printing and copying costs, council retreats, council binders, recognition programs, council shirts, and purchasing goods for fundraising.
 2. This account may be used to fund events and initiatives prior to approval of the 7CSC budget.

3. This account may be drawn from after a simple majority vote by the Executive Committee. This vote may be via email or during an Executive Committee meeting and is not necessarily formal. Funding from this account to Internal aspects of 7CSC does not need to be requested from the entire 7CSC. The 7CSC President and Treasurer must approve of the allocation.
 4. Income from any 7CSC fundraiser may be allocated into this account.
- ii. Seventh
 1. This account is used to fund Seventh College-affiliated organizations, projects, and events.
 2. This account is used to fund projects or programs organized by members or committees of 7CSC.
 - iii. Events Board
 1. This account is used at the discretion of the 7CSC Events Board.
 - iv. Spirit Board
 1. This account is used at the discretion of the 7CSC Spirit Board.
 - v. Mandated Reserves
 1. This account shall be used for the long term benefit of the majority of Seventh College students or 7CSC including, but not limited to capital investments, improvements, and initiatives.
 2. 7CSC shall allocate at least 3% of the Seventh College Activity Fee revenue into this account every year.
 - a. The annual allocation shall be reserved as emergency funds.
 - b. Council may, by a two-thirds vote, allocate funding from this annual allocation for special projects or capital investments.
 - c. Shall not roll over into an unallocated budget at the end of the year.
- b. A two-thirds vote is required to freeze any allocated funds for misuse, lack of leadership, lack of general student support and/or failure to follow the financial policies.
 - c. Reallocation between 7CSC accounts shall require a two-thirds vote.

4. Funding Guidelines

- a. 7CSC shall not fund the following types of events:
 - i. Those that do not benefit Seventh College students or the Seventh Community.
 - ii. Those not open to Seventh College students.
- b. 7CSC shall not allocate funds for the purpose of:
 - i. Personal financial gain.
 - ii. Support or opposition of a public proposition or candidate for public office.
 - iii. Support or opposition of a candidate for ASUCSD or Seventh College office.

- c. All allocations must be consistent with the policies and laws of Seventh College, the University of California, the State of California, and the Federal Government.
- d. 7CSC will not fund retroactively.

5. Funding Procedures/Funding Requests

- a. General Guidelines:
 - i. Pre-event:
 - 1. Organizations must submit the 7CSC funding request form at least three (3) business days before the Finance Committee meeting, including the submission of an itemized budget.
 - a. The funding request form shall be housed on the 7CSC website.
 - ii. Funding requests are approved by a simple majority vote in the Finance Committee.
 - 1. The decision of the committee may be overturned by a two-thirds vote of the entire membership of 7CSC.
 - iii. Eligibility for funding is based on:
 - 1. Availability of funds to the Council.
 - 2. Demonstration by each organization of a viable organization structure, established leadership, and general student interest.
 - 3. The following criteria must be met:
 - a. Event must be effectively advertised to Seventh students.
 - b. Organization and event must be open to all Seventh students.
 - c. Organizations may not use funds for personal financial gain.

TITLE VIII: Events Board

1. Authority and Purpose

- a. The 7CSC Events Board, hereinafter called the Events Board, is the programming entity of 7CSC.
- b. The Events Board receives funding exclusively through 7CSC as described in the Bylaws (Title VII.3.iii.).
- c. The Events Board may, by a majority vote, allocate any of their funds.
- d. The Events Board shall program events every quarter that benefit the entirety of the Seventh College community.
- e. The Events Board shall work in consultation and collaboration with 7CSC members, boards, and committees.

2. Membership

- a. Director of Events
 - i. Refer to the position description as outlined in the Elected Members Bylaws (Title II.1.f.).
 - ii. Shall represent the members and interests of Events board on 7CSC and the Executive Committee.
 - iii. Shall only vote during Events Board meetings if it will change the outcome.
- b. Programmers
 - i. There shall be five (5) programmers.
 - ii. Each programmer shall be appointed through the Regular Appointments process.
 - iii. Each programmer that is appointed in the Spring Appointments cycle shall term out Week 8 of the Spring Quarter.
 - iv. Each programmer that is appointed in the Fall Appointments cycle shall term out Week 8 of the Spring Quarter.
 - v. Shall have the power of vote during Events Board meetings.
 - vi. Shall be an enrolled Seventh College student for the entire term of office.
 - vii. Shall not be required to attend 7CSC meetings.
- c. Non-voting
 - i. All members of 7CSC shall be non-voting, ex-officio members of the Events Board.
 - ii. The Seventh College Coordinator of Student Activities shall serve as the Events Board Advisor.
 1. In the Absence of a Coordinator of Student Activities position, an advisor will be designated from the Dean of Student Affairs Office.

3. Meetings

- a. The Events Board shall meet weekly on a day and time determined by the Director of Events.
- b. The Director of Events may call special meetings.
- c. Order at the meetings is at the discretion of the Director of Events.

d. All meetings are open to the public.

TITLE IX: Spirit Board

1. Authority and Purpose

- a. The 7CSC Spirit Board, hereinafter called the Spirit Board, shall promote school spirit in Seventh College for all university athletics and events through college-wide programming.
 - i. Shall be responsible for promoting any athletic and spirit-related events to the Seventh College Student Body.
 - ii. The Spirit Board shall program events every quarter that benefit the entirety of the Seventh College community.
- b. The Spirit Board receives funding exclusively through 7CSC as described in the Bylaws (Title VII.3.iv.).
 - i. The Spirit Board may, by a majority vote, allocate any of their funds.
- c. The Spirit Board shall work in consultation and collaboration with 7CSC members, boards, and committees.

2. Membership

- a. Director of Spirit
 - i. Refer to the position description as outlined in the Appointed Members Bylaws (Title II.2.b.)
 - ii. Shall represent the members and interests of Spirit board on 7CSC and the Executive Committee.
 - iii. Shall only vote during Spirit Board meetings if it will change the outcome.
- b. Programmers
 - i. There shall be five (5) programmers.
 - ii. Each programmer shall be appointed through the Regular Appointments process.
 - iii. Each programmer that is appointed in the Spring Appointments cycle shall term out Week 8 of the Spring Quarter.
 - iv. Each programmer that is appointed in the Fall Appointments cycle shall term out Week 8 of the Spring Quarter.
 - v. Shall have the power of vote during Spirit Board meetings.
 - vi. Shall be an enrolled Seventh College student for the entire term of office.
 - vii. Shall not be required to attend 7CSC meetings.
- c. Non-voting
 - i. All members of 7CSC shall be non-voting, ex-officio members of the Spirit Board.
 - ii. The Seventh College Coordinator of Student Activities shall serve as the Spirit Board Advisor.
 1. In the Absence of a Coordinator of Student Activities position, an advisor will be designated from the Dean of Student Affairs Office.

3. Meetings

- a. The Spirit Board shall meet weekly on a day and time determined by the Director of Spirit.
- b. The Director of Spirit may call special meetings.

- c. Order at the meetings is at the discretion of the Director of Spirit.
- d. All meetings are open to the public.

TITLE X: Elections Code

1. Purpose

- a. The authority to preside over Seventh College elections is vested in the 7CSC Constitution.
- b. The Seventh College Election Code aims to:
 - i. Detail the procedures and regulations regarding the annual Seventh College elections.
 - ii. Ensure a fair, legitimate election and prevent disorderly conduct intending to alter the election results unfairly.
- c. The Seventh College Election Code may not be modified while elections are taking place. When the elections' results have been finalized, the Election Code may be amended as outlined in the Bylaws (Title 1.4.).

2. Positions (elected/appointed)

- a. General Elections in Spring Quarter will be held to fill all elected positions outlined in the Constitution.
- b. Special Elections may be held at the discretion of the 7CSC at any point during the academic year.
 - i. The 7CSC must have a $\frac{2}{3}$ majority vote to allow a Special Election and determine a date for the election to be held.
 - ii. Eligible voters are all Seventh College students enrolled at the time of the election.
 - iii. The 7CSC must appoint a Special Elections Manager and Committee with a $\frac{2}{3}$ vote at least three (3) weeks prior to the election.
 1. The Special Elections Manager and Committee will have the duties listed for Elections Manager and Committee in the Seventh College Elections Code as outlined in Title X of the 7CSC Bylaws.
 - iv. Candidates in the Special Election are subject to all regulations and procedures outlined in the Seventh College Elections Code as outlined in Title X of the 7CSC Bylaws.
- c. Appointed positions will be chosen at the discretion of the Appointments Committee as outlined in Title VI of the 7CSC Bylaws.

3. Eligibility

- a. Each candidate running for office must:
 - i. Be a registered Seventh College student.
 - ii. Maintain a 2.0 GPA and be in good academic standing with the college and university.
 - iii. Have no disciplinary action prohibiting them from activities and residential areas.
 - iv. Must satisfy requirements for eligibility for that office as set by the 7CSC Constitution and Bylaws.
- b. If any of these requirements are not met, the Elections Manager will let candidates know within twenty four (24) hours of determining them ineligible.

- i. The candidate may appeal this decision to the 7CSC Judicial Board within forty eight (48) hours, following the same procedure as the grievances hearing process detailed in the 7CSC Election Code.
- c. To participate in the election process, candidates must also complete the following:
 - i. All documents required in the online AS elections packet (provided each year with the announcement of the timeline and elections process).
 - ii. A signed statement in which the candidate agrees to adhere to the 7CSC Constitution, Bylaws, and Elections Code.
 - iii. A slate registration sheet, if running as a slate, submitted through AS elections packet online.
 - 1. No candidate may run for more than one position, including slates.
 - iv. All paperwork besides AS election packet must be turned in to the Dean of Student Affairs Office as outlined in the packet before the filing period ends.
- d. Any referendum being filed must follow all guidelines listed in 18.00 UCSD-Based Voluntary Student Contributions and Compulsory Student Fees document.

4. Filing

- a. To be an eligible candidate, you must complete the following steps:
 - i. Submit a Seventh College Statement of Candidate Intention as prepared by the Seventh College Elections Manager.
 - ii. Complete the online Candidate Filing as an individual or slate as per the filing procedures outlined in the ASUCSD Elections Code.

5. Campaigning

- a. Campaigning is the act of deliberate actions intending to gain favor for one's campaign, including but not limited to social media, posters, speeches, etc.
 - i. Campaign materials include all materials created to publicize any aspect of one's campaign.
- b. Campaigning may not begin until the campaign period starts, designated by A.S.
- c. Candidates may spend no more than \$75 on campaign materials.
 - i. Candidates running as a slate may spend no more than a total of \$75 per person running as part of the slate.
- d. Campaign materials must be sustainable and align with Seventh College values.
 - i. The Elections Committee will release annual guidelines on sustainable campaign practices, but students are always encouraged to search for reusable, compostable, or reclaimed materials and plan their campaign in a way that minimizes waste.
 - ii. Campaign materials must be verified by the Election Committee to ensure the materials are all in compliance with the Seventh College Election Code.
- e. Under no circumstances will stickers be allowed.

- f. It shall be a violation of the Election Code and grounds for ineligibility to perform any of the following during the campaign period.
 - i. Deface, remove, damage, or relocate any other candidate's materials in any form.
 - ii. Post materials within 50 feet of an official polling place.
 - iii. Post materials that do not align with Seventh College posting policies.
 - iv. Post materials that do not follow UCSD Posting Policies.
 - 1. Cannot violate safety posting guidelines.
 - v. Defame, or slander other candidates or UCSD, ASUCSD, and Seventh College.
 - 1. Any type of slander towards another candidate, slate, or group of people will not be tolerated. This includes, but is not limited to topics of race, sex, religion or creed, ethnic or national background, and sexual orientation.
 - vi. Tamper with election results or election materials in any way.
 - vii. Post materials without the approval of Election Manager or designee from the Seventh College Elections Committee.
 - viii. Post materials or campaign before the designated time.

6. Elections Manager and Committee

- a. Elections Committee members and Managers may not:
 - i. Run in General Seventh and ASUCSD elections.
 - ii. Publicly support or oppose any candidate, slate or referendum.
 - 1. Failure to follow this requirement may result in dismissal from the Elections Committee or Representative position.
- b. There are two positions relating to Election Management
 - i. The Representative to the AS Elections Committee (also called "College Rep")
 - 1. The Seventh College Representative to the AS Elections Committee shall be responsible for the duties outlined in the AS Elections Code.
 - ii. The Seventh College Elections Manager
 - 1. The Seventh College Elections Manager shall:
 - a. Serve as an unbiased party to ensure election security and validity.
 - b. Work to provide adequate information to the Seventh Student Body regarding elections.
 - c. Chair the Elections Committee and schedule all committee meetings and hearings as necessary.
 - i. Convene the Seventh College Elections Committee in the event a grievance is filed.
 - ii. Convene a hearing of the Seventh College Elections Committee to hear grievances that are deemed to have merit.
 - d. Ensure all candidates are educated and aware of the Seventh College Elections Code policies and procedures as outlined in the Bylaws (Title X.5.)
 - e. Set campaign materials guidelines and distribute guidelines to candidates during the application process.
 - f. Regulate, verify, and share election results.

- c. The same individual may hold the AS Representative and the Elections Manager Position.
- d. The Elections Committee shall:
 - i. Be formed of 3 members of the 7CSC who are not running for any elected position.
 - 1. If there are not enough candidates for the Elections Committee, members of the general student body may also serve on the committee.
 - ii. Assist the elections manager with their duties.
 - iii. Participate in committee meetings and hearings.
- e. Members of the Elections Committee may not:
 - i. Run for any elected position in the Seventh College General elections.
 - ii. Use their position on the committee to endorse other candidates, slates, or referenda.
 - iii. Attempt to use their position to give a candidate an advantage or disadvantage.

7. Violations and grievances

- a. Complaints of Campaigning Rules
 - i. Grievances must be filed via the online AS grievance system, which will be forwarded to the Seventh College Dean of Student Affairs and Elections Manager for review.
 - ii. All violation grievances must be completed and filed with the Seventh College Dean of Student Affairs Office within two academic days of when proof of the suspected violation emerges.
 - iii. The Seventh College Elections Manager will convene the Seventh College Elections Committee within three academic days after the grievance is filed for a hearing to determine whether the alleged violation violates the Seventh College Elections Code.
 - 1. The hearing will be heard by Seventh College Elections Committee members, the Seventh College Elections Manager, the student who filed the complaint form, and the student accused of the alleged violation.
 - a. If the Elections Manager is unable to attend, the hearing will still be held.
 - i. A member of the Elections Committee shall be appointed to chair the hearing.
 - b. If the student alleged to be in violation of the Elections Code is unable to attend, the hearing will still be held.
 - iv. The Seventh College Elections Committee must keep a record of all hearing proceedings:
 - 1. A tape or video recording may be used.
 - 2. Records of all meetings such as minutes, relevant documents, relevant items of evidence must be available to all parties involved in the proceedings to prepare for any appeals. However, all disclosures of information from any files, records, or recordings of any kind shall comply with all UCSD policies relating to University and/or student records, such as but not limited to UCSD PPM 160-2.
 - v. The agenda of the proceedings shall be outlined as follows:

1. Reading of the violation grievance by the Elections Manager.
 2. Statement of the complainant(s), including any witnesses.
 3. Witness questioning by the respondent(s).
 4. Statement of the respondent(s) including any witnesses.
 5. Witness questioning by the complainant(s).
 6. Witness questioning by the Seventh College Elections Committee.
 7. Closing statement of the complainant(s).
 8. Closing statement of the defendant(s).
 9. Deliberation
 - a. The Elections Manager, complainant(s), and the defendant(s) will be excused to allow the Elections Committee to deliberate.
 - b. The Elections Committee Chairperson must notify all parties of the hearing's outcome in writing within 24 hours of the conclusion of deliberations.
- vi. During the hearing process all parties shall have access to evidence and the ability to question witnesses
1. The complainant(s) shall be entitled to:
 - a. Access to the evidence submitted by the respondent at least twelve (12) hours before the start of the hearing to prepare their case.
 - b. Question all witnesses during the hearing.
 2. The respondent shall be entitled to:
 - a. A copy of the violation grievance form at least twenty four (24) hours prior to the hearing.
 - b. Access to the evidence submitted by the complainant(s) at least twenty four (24) hours prior to the hearing to prepare their case.
 - c. Question all witnesses during the hearing.
 - d. The right to refuse to answer any questions that may incriminate them.
- vii. If a candidate, slate, or sponsor is found to be in violation of the Election Code during the election period, they may be subjected to penalties, including and up to disqualification.
1. For disqualification to be considered as a penalty, the complainant must prove that the accused had malicious intent for their actions which thus changed the outcome of the election.
 2. The maximum penalty shall be disqualification from running in the current election, but less severe penalties such as public notices may be imposed at the discretion of the Elections Committee.
 3. Severe violations may be subject to a permanent ban from running in Seventh College General Elections, at the discretion of the Elections Committee.
- viii. The Elections Committee Chairperson must notify all parties of the hearing's outcome in writing within 24 hours of the conclusion of deliberations.

- ix. A copy of all decisions presented at the hearing must be distributed to the following parties:
 - 1. The respondent(s)
 - 2. The complainant(s)
 - 3. Seventh College Dean of Student Affairs
 - 4. Seventh College Elections Manager
- x. Candidates may appeal the decision or any penalties of the hearing to the Seventh College Judicial Board, excluding disqualification.
 - 1. Appealing candidates must submit their reason for appeal to the Seventh College Judicial Board for consideration within forty eight (48) hours.
 - 2. Candidates must provide valid reasons for their appeal, beyond not being satisfied with the result. This can include, but is not limited to:
 - a. Evidence of incorrect/false statements made regarding the grievance or the accused.
 - b. Evidence of conflict of interest with those in the Elections Committee or Judicial Board.
 - c. Other proof that the grievance was false or otherwise misinterpreted.
 - 3. The appeal hearing shall be conducted in accordance with the standards of the grievance hearing process.
 - 4. A candidate may only appeal once per grievance decision, and the decision made on that hearing is final.
 - a. A candidate may not appeal a disqualification.

8. Voting procedure

- a. General Elections for the 7CSC shall be held in conjunction with the ASUCSD elections for all elected positions.
 - i. General Elections will be held in Spring Quarter, unless ASUCSD has shown just cause for moving, cancelling, postponing, or modifying the election timeline.
- b. Election results will be certified and released by the Elections Manager.
 - i. In the event that there are active grievances when election results are ready to be released, the Elections Manager has the right to withhold the final results until all grievance hearings and decisions have been concluded.
- c. Voting processes and timeline shall be the same as the AS Elections Code for the same year as the current election.

TITLE XI: Judicial Board

1. Authority and Purpose

- a. The 7CSC Judicial Board, hereinafter called the Judicial Board or 7CJB shall as outlined in the Constitution (Article VI):
 - i. Conduct formal hearings regarding violations or questions of interpretation of the Constitution and supporting documents of the 7CSC.
 - ii. Conduct formal hearings regarding appeals to Elections Committee decisions on violations of the Seventh College Election Code.
 - iii. Conduct formal hearings regarding appeals of impeachment for members of 7CSC.
 - iv. Perform other duties applicable to the office as prescribed by 7CSC.

2. Membership

- a. There shall be 4 members on the Judicial Board besides the Chair, appointed through the Regular Appointments process and with the consent of the 7CSC.
 - i. Chair
 1. Refer to the Bylaws (Title II.2.1.)
 2. Shall only vote during Judicial Board meetings if it will change the outcome.
 3. Shall receive all complaints against the 7CSC and its officers and members.
 4. Shall lead all Judicial Board Meetings.
 5. Shall assemble an agenda for all Judicial Board meetings.
 6. Shall appoint a Vice-Chair from among the current Judicial Board Members, to be confirmed by a majority vote of all Judicial Board Members with ties broken by the 7CJB Chair.
 - ii. Vice-Chair
 1. Appointed by Chair from among the appointed Judicial Board Members, to be confirmed by a majority vote of all Judicial Board Members.
 2. Shall act as Chair in the absence of the 7CJB Chair.
 3. Shall receive complaints and serve as acting Chair should the 7CJB Chair be named as a respondent or complainant in a Judicial Review or Inquiry.
 4. Shall record minutes during 7CJB Regular Meetings.
 - iii. Members
 1. Appointed by the Appointments Committee through the Regular Appointments process.
 2. Shall attend all Judicial Board meetings and hearings.
 3. Shall not be required to attend 7CSC Meetings.
 - iv. Advisor
 1. At the beginning of each academic year, the Dean of Student Affairs will select a Judicial Board advisor.
 - v. Judicial Board may establish other unofficial internal positions at their discretion.

3. Duties

- a. Constitutional Oversight
 - i. Shall hear questions of parliamentary procedure and constitutionality of Bylaws and legislation.
 - ii. Shall have original jurisdiction over such cases.
- b. Removal from Office
 - i. Shall hear such cases when an officer or member has been impeached by 7CSC in accordance with the Constitution (Article VI.II).
 - ii. Shall determine
 - 1. If the disputed actions took place.
 - 2. If actions meet the standards for grounds for removal set in the Constitution (Article VI.II).
- c. Elections Violations
 - i. Shall hear appeals of the Seventh College Elections Committee decisions concerning violations of Election Code.
 - ii. Shall determine:
 - 1. If the disputed actions took place.
 - 2. If the disputed actions violate the Seventh College Elections Code.
 - 3. The appropriate sanction, up to disqualification from the elections process.

4. Meetings

- a. Judicial Board shall meet quarterly or by the discretion of the Chair.
- b. A quorum of the majority of Judicial Board members must be present to conduct official business.
- c. Minutes shall be taken by the Vice-Chair.

5. Judicial Review

- a. Request for Judicial Review
 - i. Any member of the Seventh College Student Body may request official judicial review of a rule or action of the 7CSC.
 - ii. Requests must be submitted in writing to the 7CJB Chair.
 - 1. Requests may be deemed invalid by the 7CJB Chair in consultation with the Advisor.
 - iii. Upon acceptance of the request for judicial review, the 7CJB Chair shall call a hearing within five (5) business days.
- b. Resolution
 - i. The findings of the 7CJB shall be determined by a preponderance of the evidence and agreed by consensus. In the event that consensus cannot be reached, the board with the exception of the Chair, shall vote.
 - ii. Any 7CJB member may call for a vote.
 - iii. All 7CJB members, excluding the Chair, are required to vote. The majority vote will determine the finding.
 - 1. The SCJB Chair shall only vote in the case of a tie.
 - 2. The SCJB Chair shall tally votes and provide a full report of findings, rationale, and recommended sanctions to the 7CSC Advisor(s) and President.

- iv. Upon judicial review, the 7CJB may reverse an action of the 7CSC if it is determined that the action is in conflict with the 7CSC governing documents.

6. Judicial Inquiry

- a. Request for Judicial Inquiry
 - i. Any registered UCSD student may request a judicial inquiry for misconduct of a 7CSC member according to the Constitution (Article IV.III.).
 - ii. Requests must be submitted in writing to the 7CJB Chair.
 - 1. Requests may be deemed invalid by the 7CJB Chair in consultation with the Advisor.
 - iii. Upon acceptance of the request for judicial review, the 7CJB Chair shall call a hearing within five (5) business days.
- b. If the request names the 7CJB Chair as respondent or complainant, the request shall be submitted to the 7CJB Vice-Chair.
 - i. The 7CJB Chair shall be relieved of their responsibilities for the duration of the hearing.
 - ii. The Vice-Chair shall serve as 7CJB Chair for the duration of the hearing.
- c. Judicial inquiry will be conducted in accordance with the Constitution (Article VI).
- d. Minutes shall be taken at all Judicial Inquiry meetings.
- e. Resolution of the inquiry will be determined in accordance with the Judicial Review Bylaws (Article XI.5.b.).

7. Cases

- a. Filing the Complaint
 - i. The complainant is required to complete the appropriate paperwork to file a complaint.
 - 1. Rules Cases
 - a. The complainant must submit a formal complaint as outlined in the Judicial Review Bylaws (Title XI.5.).
 - 2. Elections Cases
 - a. The complainant must submit a formal complaint as outlined in the Election Code (Title X.7.).
 - b. All violation grievances must be completed in accordance with the Bylaws Title IX.7.
 - 3. Impeachment Cases
 - a. Refer to the Constitution Article VI.II.
 - ii. Each party is allowed one spokesperson to present its case.
 - 1. Spokesperson may be the complainant or the respondent student, or another student selected by represented parties.
- b. Processing the Complaint
 - i. If the complainant is seeking a preliminary injunction, an order preserving or restraining the status quo, until a full hearing can be held:
 - 1. The Judicial Board Chair shall schedule a preliminary hearing with a preliminary hearing officer and the spokespersons from each party within the time needed for the preliminary injunction to have effect.

- a. A minimum of twenty four (24) hours notice is required.
 2. The preliminary hearing officer selected by the Chair may be any member of the Judicial Board.
 3. Only the spokespersons from each party shall be allowed to speak at this preliminary hearing.
 4. For a preliminary injunction to be granted, the complainant must show that:
 - a. There is probable cause the complaint is true, and
 - b. The harm to be incurred by the complainant if the preliminary injunction is not issued is greater than the harm to be suffered by the respondent student if the preliminary injunction is issued.
 5. The preliminary hearing officer shall have the authority to grant or deny the complainant's request for a preliminary injunction based on the information presented at the hearing only.
- ii. After submission of the formal complaint, the Judicial Board shall have five (5) business days to determine if they have jurisdiction over the dispute.
 - iii. Should the board determine that a hearing is in order, the following steps shall be taken:
 1. Notification of the respondent student party of the charges filed against them within three (3) academic days.
 2. Judicial Board shall request within three (3) academic days a schedule of available times for the subsequent fourteen (14) day period of the official spokesperson of the respondent student(s).
 3. A hearing date will be announced. This date must be within seventeen (17) academic days from the original formal complaint.
 - a. Both parties shall be notified in writing or via email at least four (4) business days before the scheduled hearing.
 - b. Any request for postponement must be submitted to the 7CJB Chair in writing or via email at least forty eight (48) hours before the scheduled hearing.
 4. The complainant must provide the Judicial Board Chair with a comprehensive list of all the evidence and witnesses to be presented at the hearing at least two (2) business days before the scheduled hearing.
 5. During the hearing all parties shall have access to evidence and the ability to question witnesses
 - a. The complainant(s) shall be entitled to:
 - i. Access to the evidence submitted by the respondent at least twelve (12) hours before the start of the hearing to prepare their case.
 - ii. Question all witnesses during the hearing.
 - iii. The complainant may waive any and all rights.
 - b. The respondent shall be entitled to:

- i. A copy of the violation grievance form at least twenty four (24) hours prior to the hearing.
 - ii. Access to the evidence submitted by the complainant(s) at least twenty four (24) hours prior to the hearing to prepare their case.
 - iii. Question all witnesses during the hearing.
 - iv. The right to refuse to answer any questions that may incriminate them.
 - v. The respondent may waive any and all rights.
- iv. The Hearing
 1. Any objections raised on a failure to follow the 7CSC Bylaws related to Judicial Board or Elections Code procedures must be made before the start of the hearing.
 - a. The Judicial Board will determine the merits of any such objections in consultation with the Advisor.
 2. Quorum for any hearing will be a majority of the board.
 3. The hearing will be open to the public, unless requested otherwise.
 - a. The 7CJB Chair, subject to the approval of the Board, shall have final judgment on any such requests.
 4. The 7CJB Chair, with the Board's approval, shall have the authority to take any appropriate action necessary for the proper conduct of the proceedings.
 5. If the respondent student party fails to appear, then the case will be decided based upon the evidence presented at the hearing. If the complainant fails to appear, then the case will be dismissed.
 6. If the complainant or respondent student is not their official spokesperson, then they may only speak as a witness.
- v. The Decision
 1. The 7CJB decision will be based on the preponderance of the evidence that was presented at the hearing only.
 2. All deliberations shall be open only to voting members of 7CJB, the 7CJB Chair, and the 7CJB Advisor.
 3. The Board will make its decision by majority vote with the Chair voting only in case of a tie.
 4. The presiding member, or designee, shall write the Opinion of the Board.
 - a. The Opinion must be approved by a majority vote of the members present.
 - b. In delivering a decision and opinion, 7CJB members must adhere to 7CJB precedent unless they explicitly reverse themselves or the circumstances are significantly different.
 - i. 7CJB may use AS Judicial Board decisions as an aid in their decision making.
 - c. The Opinion of the Board serves as binding precedent for future cases and controversies.
 - d. Any member on the prevailing side who disagrees with the Opinion of the Board or wishes to add to it may

- issue a concurring opinion. This concurring opinion shall not serve as binding precedent.
- e. Any member not on the prevailing side may issue a dissenting opinion. This dissenting opinion shall not serve as binding precedent.
5. The Board may issue an injunction or any other judicial remedy deemed appropriate to enforce its judgment in consultation with the Advisor.
 6. The Opinion of the Board along with any concurring and dissenting opinions shall be published within five (5) business days of the hearing. All parties to the dispute shall receive a copy of the Opinion of the Board along with any concurring and dissenting opinions.
 7. The official copy of the Opinion of the Board shall bear the signature of the presiding member.
- vi. Rehearing a Case
1. All decisions of the Judicial Board are final.
 2. If extraordinary circumstances arise, either party may submit a formal written request for a rehearing or reconsideration to the Board.
 3. The Board in consultation with the 7CJB Advisor, will determine the validity of any such requests within ten (10) business days of submission.
 4. Extraordinary circumstances include, but are not limited to:
 - a. Newly discovered important evidence not known at the time of the hearing.
 - b. The decision is not supported by the findings.
 - c. Misapplication or misinterpretation of the Constitution or rules made pursuant to it.
 - d. Violation of University policy.
 - e. Unfairness in the proceedings such as but not limited to the denial of due process that prejudiced the result.

8. Amendments

- a. 7CSC may, by a majority vote, propose amendments to any part of the Judicial Board Bylaws.
- b. Proposed amendments must be ratified by a majority vote of the Judicial Board.

TITLE XII: Glossary

This glossary provides references to the current edition of Robert's Rules of Order Newly Revised to the definitions of various terms used in the Constitution and the Bylaws. Nothing in this appendix substantively creates any rule or definition.

1. *ex-officio members*: as a result of one's status or position. Ex-officio members of boards and committees, therefore, are persons who are members by virtue of some other office or position that they hold.
2. *quorum*: A majority of members; defined as fifty percent plus one person (rounded up to the nearest whole number).
3. *preponderance of the evidence*: more likely than not to have happened.
4. *majority vote*: A condition where the total number of "yes" votes from the voting members cast exceeds the total number of "no" votes cast.
5. *majority of the entire membership*: A condition where there are at a greater number of "yes" votes cast than "no" votes cast by all members of Council by at least 1.
6. *two-thirds vote*: A condition where at least two-thirds of all full voting members of Council present at a meeting, excluding the President, cast "yes" votes.
7. *two-thirds vote of the entire membership*: A condition where there are at least two "yes" votes cast for every "no" vote cast by all members of Council.
8. *Closed session*: A session of Council open only to voting members, including the President, and Ex-Officio Members.
9. *Seventh College Student Body*: The body of Seventh College students who have registered for classes and paid their enrollment fees for the current academic quarter, as determined by the UC San Diego Registrar.
10. *Academic Day*: any day within the academic quarter on which scheduled lectures or testing takes place, except for weekends, university holidays, and finals week.
11. *Day*: One academic day.
12. *Week*: Five academic days.
13. *Term length*: One year, or until the next regular appointment period mandated in the Bylaws.
14. *Robert's Rules of Order Newly Revised*: a manual of parliamentary procedure in the United States