

The Constitution of Students' Association

Article I. Table of Contents

Article I. Table of Contents

Article II. Preamble

- Section 2.01 Name
- Section 2.02 Membership
- Section 2.03 Powers
- Section 2.04 Rights of Self-Government

Article III. The Honor Code

- Section 3.01 Preamble
- Section 3.02 Introduction
- Section 3.03 Jurisdiction
- Section 3.04 Responsibilities
 - (a) Academic
 - (b) Social
- Section 3.05 Community Standards
- Section 3.06 Confrontation
- Section 3.07 Upholding the Honor Code
 - (a) The Pledge
 - (b) Honor Council
 - (c) Consensus
 - (d) Confidentiality

Section 3.08 Ratifying the Honor Code

Article IV. Legislative Powers

Section 4.01 Regulations and Council Rules

Section 4.02 Meetings of the Association

- (a) Meeting Dates
- (b) Honor Code Resolutions
- (c) Plenary Agenda
- (d) Previous Plenary Resolution Presentation
- (e) Students' Council Agenda
- (f) Date Change
- (g) Resolution Signatures
- (h) Voting Procedures/Rules of Order
- (i) Resolution Presentation
- (j) Resolution Meeting
- (k) Resolution Review
- (l) Resolution Presentation
- (m) Copies of the Constitution and Honor Code

Article V. Executive Powers

Section 5.01 Students' Council

Section 5.02 The Mandate of Students' Council

- (a) Broad Duties of Students' Council

Section 5.03 Membership of Students' Council

Section 5.04 Meeting of Students' Council

Section 5.05 Co-Presidents of Students' Council

Section 5.06 Duties of Students' Council

- (a) Presiding and Agenda
- (b) Co-Vice-Presidents
- (c) Co-Secretaries
- (d) Co-Treasurers
- (e) Officer of Academics
- (f) Officer of the Arts
- (g) Officer of Athletics
- (h) Officer of Campus Life
- (i) International Student Representative
- (j) Officer of Multiculturalism
- (k) Honor Council (Co)-Chair(s)
- (l) Class Representatives
- (m) Students' Council Librarian

Section 5.07 Appointments

- (a) Appointments Meetings
- (b) Student Representative Responsibilities
- (c) Confidentiality
- (d) Grounds for Impeachment
- (e) Appointments Committee Review

Section 5.08 Special Events Committee for Students

Section 5.09 Budgetary Guidelines

- (a) Responsibility and Powers of the Office of the Treasurer
- (b) Fund Utilization

- (c) Required Financial Information
- (d) Eligibility Requirements
- (e) Governing Rules
- (f) The Transfer of Allotted Funds
- (g) The Speakers' Committee

Section 5.10 Duties of Students' Council Members

Section 5.11 Duties of the Honor Council of the Students' Association

Section 5.12 Committees

Article VI. Judicial Powers

Section 6.01 Composition of Honor Council

Section 6.02 Responsibilities of Honor Council

- (a) Responsibilities to the Community
- (b) Responsibilities to the Individual
- (c) Responsibilities Within Honor Council
- (d) Responsibilities of the Honor Council Co-Chairs
- (e) Responsibilities of the Honor Council Co-Secretaries
- (f) Responsibilities of the Librarian
- (g) Delegation
- (h) Responsibilities of the Community Outreach Multicultural (COMLS)

Liaisons

Article VII. Trial Procedure

Section 7.01 Types of Trials

- (a) Academic Trial
- (b) Social Trial
- (c) Joint Student/Administrative Panel

- (d) Deans' Panel
- (e) Summer Trial
- (f) Student Panel

Section 7.02 Universal Trial Procedure

- (a) Pre-Trial
- (b) Role of the Honor Council Co-Chair in a Trial
- (c) Role of the Jury in a Trial
- (d) Role of the Support Person
- (e) Role of Bi-Co Liaison
- (f) The Actual Trial

Section 7.03 Special Concerns

- (a) Administrative Concerns
- (b) Discrimination and Harassment
- (c) Confidentiality and Sexual Misconduct
- (d) Violence or Threat of Violence
- (e) Mediation by Deans
- (f) Timeliness
- (g) Extenuating Circumstances
- (h) Other Institutions

Article VIII. Elections

Section 8.01 Elections Coordinators

- (a) Duties of the Elections Coordinators
- (b) Term of the Elections Coordinators
- (c) Senior and Junior Coordinators

- (d) Grounds for Removal

Section 8.02 General Election Procedures

- (a) Definition of a Candidate
- (b) The Ballot
- (c) Quorum
- (d) Appointments
- (e) Victory
- (f) Victory of Dissatisfaction
- (g) Reruns

Section 8.03 General Election Timeline

- (a) Notification
- (b) Nominations
- (c) Accepting Nominations and Candidacy
- (d) Voting
- (e) Constituency
- (f) Publication

Section 8.04 Elections Calendar

- (a) September Elections
- (b) November Elections
- (c) April Elections
- (d) Creation of a Yearly Calendar

Section 8.05 Students' Council Elections

- (a) International Student Representative

- Section 8.06 Honor Council Elections
 - (a) Description of the Terms of Honor Council Members
 - (b) Executive Board Terms and Representative Elections
 - (c) Voting Procedure for Elections Involving Multiple Seats
- Section 8.07 Special Elections
 - (a) Vacancies
 - (b) Resignation
 - (c) Removal
- Section 8.08 Challenging Elections
 - (a) Procedure for Calling an Election Plenary
- Section 8.09 Unusual Circumstances

Article IX. Clearness Committee

- Section 9.01 Subjects of Evaluation
 - (a) Evaluation
 - (b) Consensus
 - (c) Queries
- Section 9.02 Criteria of Evaluation
 - (a) Responsiveness
 - (b) Sustainability
 - (c) Adherence to the Honor Code
- Section 9.03 Timeline
 - (a) Census
 - (b) Interviews

Section 9.04 The Report

(a) December Report

(b) Archival

Article X. Amendments

Section 10.01 Proposal Amendments

Section 10.02 Ratification

Section 10.03 Availability

Article XI. Previous Constitution Invalid

Article II. Preamble

Section 2.01 Name

The name of this association will be the Students' Association of Haverford College.

Section 2.02 Membership

All students enrolled at Haverford College and all Bryn Mawr College undergraduates residing in Haverford dormitories are ipso facto members of the Students' Association.

Section 2.03 Powers

All powers herein defined derive from the Students' Association and are delegated by it to such bodies of its own creation as are needed to carry out the functions of student self-government.

Section 2.04 Rights of Self-Government

The Administration of Haverford College grants the right of student self-government to the Students' Association provided that the Students' Association maintains the standards of the College to the satisfaction of the Administration.

Article III. The Honor Code

Section 3.01 Preamble

As Haverford students, we seek an environment in which members of a diverse community can live together, interact, and learn from one another in ways that protect both personal freedom and community standards. For our diverse community to prosper, we must embrace our differences and be mindful of our varied perspectives and backgrounds; this goal is only possible if students seek mutual understanding by means of respectful communication. The Honor Code holds us accountable for our words and actions, and guides us in resolving conflicts by engaging each other in dialogue.

Section 3.02 Introduction

Our adherence to this written expression of our shared values establishes an open environment of learning and growing through personal and community responsibility. Because we subscribe to these values, we commit as members of the Haverford community to follow the Honor Code.

We uphold the Code by engaging with the values upon which our community depends: mutual trust, concern, and respect for oneself, one another and the community. These values form the basis of the Honor Code, yet improve our community only if we incorporate them into our daily lives.

Section 3.03 Jurisdiction

The Honor Code applies to every aspect of student life at Haverford College, academic or social. All students at Haverford, including Bryn Mawr, Swarthmore and University of Pennsylvania students enrolled in Haverford courses, are obligated to adhere to the Code, and are under its jurisdiction while on this campus and while doing work for Haverford courses. Haverford students studying at other institutions are similarly compelled to conduct themselves in accordance with the Code.

Our community also includes the faculty, staff, and administration. For this reason, the student body asks that these members of the community work with us in the spirit of the Code.

Section 3.04 Responsibilities

(a) Academic

1a)

As students, we are responsible for our own education and the integrity of our academic community. Our Academic Code fosters spaces of learning and curiosity. Exams are not

proctored and may be take-home. Academic competition or comparing grades is generally discouraged. The upholding of these freedoms is a responsibility of the Haverford community.

In addition, we recognize the role faculty play in working to create learning environments and classroom settings which are inclusive and equitable to all students. We encourage all faculty and students to embrace a culture of empathy across their interactions at Haverford. Recognizing academic spaces as social spaces as well, Social Code expectations extend to classroom settings. Professors should be understanding and mindful of students in difficult situations, including those resulting from systems that marginalize individuals based on identities including but not limited to race, gender, sexual orientation, class, disability, citizenship status, religion, national origin, accent, or dialect.

1b)

As students, we are responsible for proper conduct and integrity in all of our scholastic work in order to maintain the freedoms laid out in section 1(a). We must follow a professor's instructions as to the completion of all academic work, and must ask for clarification if the instructions are not clear in order to avoid academic dishonesty.

Academic dishonesty includes acts of plagiarism, improper collaboration, and using more time and/or resources than allotted. A student commits an act of plagiarism as defined by the Faculty Handbook and the Academic Code Glossary by representing "another person's ideas or scholarship" as that student's own work. Students should not inappropriately give or receive aid when taking exams.

We expect that students take extreme care when they approach their academic coursework. In moments where they struggle with their academics due to extenuating circumstances, students should be in as much communication as possible with professors in order to avoid academic dishonesty. Faculty should also be open to dialogue with students in cases of suspected academic dishonesty. If, as a result of this dialogue, a consensus regarding Honor Council's goals of education, restoration, and accountability can be met, reporting to Council is not necessary.

To avoid plagiarism, students are expected to properly cite all sources, including memorized and reproduced material, used in the preparation of written work, including examinations, unless otherwise instructed by the professor who assigned the work. These should be properly cited according to the standards of the discipline. Moreover, each student is responsible for learning and upholding exactly what each professor expects in terms of acknowledging sources of information on papers, exams, and assignments.

While we understand that historically students have been separated from the community as punishment for plagiarism, we discourage juries from considering separation from the

community except in the most egregious, deliberate cases. Juries should primarily focus on the restoration of trust in their resolutions. Temporary separation removes students from academic resources that are available on campus. Therefore, separation should only be considered when it meets this goal of restoration, while taking into account both the severity of the violation and the student's circumstances.

I(c)

A Haverford College education depends upon academic freedom (as defined in Section III of the Faculty Handbook), and therefore encourages both respectful, open dialogue and free inquiry. We, as a Haverford community, strive to foster academic spaces that are inclusive for all students. We also recognize that the academic environment benefits from a willingness on the part of the community to lean into discomfort.

At the same time, we aim to create academic spaces that foster equity and are equally accessible to students across all aspects of identity as listed in section *I(a)*. In moments when acts on the part of students or faculty inhibit this goal, students and faculty should be open to dialogue in order to repair the classroom climate. We expect that this dialogue should take the form of a meaningful discussion aimed at mutual understanding.

A student who feels that a professor has not upheld the values expressed here is encouraged to share the concern with that professor and see if a mutual understanding can be achieved. If the student is not inclined to raise the issue with the professor, or if mutual understanding is not achieved, the student may bring the concern directly to the faculty member's department chair, to the Provost, or to the Title IX Coordinator. They could also discuss the issue with an Honor Council mediator or a Community Outreach Multicultural Liaison (COML). Mediators and COMLs are required to uphold the confidentiality that is expected of them in all other cases. The purpose of meeting with the Honor Council mediator or COML would be to direct students to the appropriate resources to address the problems that have arisen, which could include talking to the faculty member, the relevant department or program chair, their Dean, the Provost, or the Title IX Coordinator.

If a student feels that there has been serious misconduct by a faculty member, the student should bring a complaint directly to the department chair, the Provost, and/or the Title IX Coordinator.

The foregoing guidelines regarding students' pursuit of concerns with faculty should not be interpreted as a substitute for the College's Sexual Misconduct, Stalking, and Relationship Violence policies or the related policies and procedures explained in the Faculty Handbook. All community members have rights and responsibilities under those policies and Title IX, and the principles described here are collateral to, but do not replace, those rights and responsibilities.

In the event of amendments to either the Academic or the Social Code, students, faculty, and staff should be made aware of the changes.

I(d)

Glossary:

- I. **Plagiarism:** A student commits an act of plagiarism as defined by the Faculty Handbook when they represent “another person’s ideas or scholarship” as that student’s own work.

- II. **Restoration:** The process of repairing relationships between all parties (beyond the confronted and confronting parties) involved in an Honor Code related process.

- III. **Intentional vs Accidental Plagiarism:** Intentional acts of plagiarism may include copying sections or whole works and taking credit for that work. Accidental plagiarism involves confusion over what plagiarism is, as well as lack of knowledge on proper citation. Extenuating and difficult circumstances can alter how these definitions are implemented in Code deliberations.

- IV. **Academic Dishonesty:** Academic dishonesty includes acts of plagiarism, improper collaboration, and using more time and/or resources than allotted.

- V. **Academic Freedom:** According to Section III of the Faculty Handbook, academic freedom is “the right [of students] to engage in discussion, to exchange thought and opinion, and to speak or write freely on any subject.” At the same time, students are still bound by the Social Code in all of their interactions at Haverford.

- VI. **Rights of the Confronted Party:** Confronted parties in academic trials are entitled to the rights laid out in Section 7.02 - f - vii (Universal Trial Procedures):

(b) Social

As a community, we understand that the Social Honor Code is a guide to conduct between ourselves and the rest of the Haverford community, both in academic and social spaces. We must consider how our words and actions, regardless of the medium, whether they be online or in person, may affect the sense of acceptance essential to an individual’s or group’s participation in the community. We recognize this is exceptionally pertinent when it comes to protecting students from marginalized backgrounds including, but not limited to, students of color, students with

disabilities, queer and trans students, first-generation students, low-income students, survivors of sexual assault, and international students. With this in mind, we strive for equity among all Haverford Students.

Our community's social relationships are based on mutual trust, concern and respect.

Trust must be earned; once earned, it must be actively maintained. If broken, trust must be actively restored. For trust to be restored, a mutual understanding must be reached between the party whose trust was broken and the party who broke the trust on what steps must be taken to facilitate restoration. In order to maintain a community based in mutual trust, it is important that we act with our own and believe in others' sincerity and good faith.

Concern as a lived community value centers compassion. Embodying concern in our interactions with one another involves taking others' well-being into account when we act, offering help or support and intervening in their time of need, and acknowledging and recognizing their personal boundaries. Concern requires recognizing and reflecting on one's own privileges as well as a practice of listening to others in order to understand them.

Respect entails a mutual regard for others, one that includes not only understanding but also welcoming their differences. It necessitates openly accepting others for who they are and affirming their place in the community. We should always engage in respect as far as recognizing our common humanity and inherent human dignity. Words or actions devoid of respect or concern do not merit the same respect that we otherwise bring to our interactions with one another. This respect can be restored to the community members in such instances as when they separate themselves from the community.

We associate the above aspects with the values of trust, concern, and respect, but these values' applications to our roles as community members may go beyond these descriptions.

We recognize that trust, concern, and respect are active practices-and require mindful, consistent commitment within individual and collective interaction for the betterment of our community.

Furthermore, we recognize that the values in this Code apply not only to how we act towards other students, but also to our relationships with staff, faculty, and guests of the college.

We strive to foster an environment that genuinely encourages expression of differing values in honest and open discussion. Understanding this, we must be cognizant and mindful of the particular privileges each of us holds when we act. We must consider how the social dynamics outside our community influence our open dialogue and actions towards others while recognizing the greater importance of impact over intent. Therefore, as a community, we recognize that this open dialogue is not always possible, and that the safety of marginalized

students should be paramount. Thus, the Code requires discussion that is active, inclusive, responsible, and safe for all students given the omnipresent variables of power and privilege and the imbalances they create. We understand conduct that is not in line with these values inherently damages the community and thus violates the Code. Confronted students using the idea of ‘respect’ as grounds to silence and/or invalidate the experiences of harmed parties, including invalidating experiences of harm by claiming discrimination against a privileged identity (e.g., claims of reverse-racism), or refusing to reflect on their actions also violates the Code. We recognize that for parties harmed by acts of discrimination, microaggression, and harassment as defined below, their experiences of harm should not be silenced on the basis of the confronted party's discomfort. Reckoning with privilege is a difficult process, and discomfort is a necessary element that cannot and should not be avoided. Using one’s political beliefs to justify disrespectful or discriminatory words or actions is also a violation of the Code.

In particular, we recognize that acts of discrimination, microaggression, and harassment, including, but not limited to, acts of racism, sexism, homophobia, transphobia, classism, ableism, tokenism, cultural insensitivity, discrimination based on citizenship status, discrimination based on religion, and discrimination based on national origin, accent, dialect, or usage of the English language are devoid of respect and therefore, by definition, violate this Code. Further, we commit to being actively anti-racist, not just passively “not racist.” As such, we commit to continually educating ourselves, holding others accountable, and practicing anti-racism in our daily lives. This includes, but is not limited to: rejecting anti-Blackness, recognizing white privilege, challenging structures of whiteness and white comfort, and crediting the work of BIPOC and especially women of color. This commitment should not be treated passively, as passivity condones white supremacy and the multitude of systems it creates.

We also recognize that a person’s political opinions are necessarily intertwined with their values and outlook, and thus influence their practices, which may violate the Honor Code. As such, students must be respectful of community standards when expressing political opinions. As the Social Honor Code applies to all of our interactions at Haverford, engagement in political discourse falls within its jurisdiction, and political beliefs may not be used to excuse behavior that violates the Code. If we find that our political beliefs perpetuate discrimination, we are obligated to re-evaluate them as we would any of our beliefs that perpetuate discrimination.

It is important, too, that we maintain respect for our shared spaces. It is our responsibility to clean up after ourselves in areas like the Dining Center and The Coop; to uphold respect by cleaning our own spaces and making the jobs of people working in Maintenance easier; and to respect others’ property and, in the event of damage to it, be honest with them. Post-move out rooms should be held to the same standard. This includes the total removal of non-College issued items from dormitories when moving out. It is also expected that students will comply with College regulations and resources¹ a surrounding move out. Acts of disrespect against staff

members and student workers are in violation of the Honor Code. Failure to comply with any of these move-out procedures is a disrespect to staff and therefore a violation of the Honor Code.

Upon encountering actions, values, or words that we find to be lacking trust, concern, and/or respect and that are thus degrading to ourselves and to others, we may initiate dialogue with the goal of repairing the damage that these actions, values, or words may have caused while also encouraging the restoration of our community values.

In these dialogues, confronted students weaponizing the Code's expectation of respect in order to silence and/or invalidate the experiences of harmed parties—including invalidating experiences of harm by claiming discrimination against a privileged identity (e.g., claims of reverse-racism) or refusing to reflect on their actions—is a violation of the Code. Using one's political beliefs to justify disrespectful or discriminatory words or actions is also a violation of the Code. We recognize that parties harmed by acts of discrimination, microaggressions, and harassment, as outlined above, should not be silenced on the basis of the confronted party's discomfort. Reckoning with privilege is a difficult but necessary process. We should lean into discomfort rather than avoid it.

Section 3.05 Community Standards

As part of the Haverford community, we are obligated to reflect on our own actions as well as the actions of those around us in light of their effect on the community and confront others when their conduct disturbs us. We must also report our own breaches to Honor Council if it becomes clear through self-reflection or through expressions of concern by others that our academic or social conduct represents a violation of community standards. We are obligated to report ourselves even if doing so may result in a trial and the possibility of separation from the college.

Section 3.06 Confrontation

Confrontation, in the Haverford sense, refers to initiating a dialogue with a community member about a potential violation of the Honor Code with the goal of reaching a common understanding. It should be understood that achieving a common understanding does not necessarily mean reaching agreement.

Though face-to-face confrontation is beneficial and preferable in most circumstances, there may be times when it is infeasible and/or unsafe for a harmed party to directly interact with a party in need of confrontation. In these cases, the harmed party—which can include anyone present for a potential violation—may initiate dialogue through *private, direct* electronic media. Harmed parties are not required to confront their peers. If the best plan for their healing would not be to confront their peers, they should not do so. The systems below are exclusively intended for moments where harmed parties feel a need or desire for themselves or others to intervene. This

only applies to social cases. In academic cases, parties *must* confront those in violation of the Code.

This process is a dialogue, in which the confronted party leans into discomfort and actively listens to acknowledge and understand the harm experienced by the confronting party in order to facilitate the restorative process. This process aims to restore any part of the confronting party's trust in, respect for, and inclusion in the community that was lost due to the harm they experienced, as well as restore the confronted party to the community. The Code and confrontation with the intent for a trial are not to be used as a threatening device. To do so would go against the spirit of the Code and the goal of achieving mutual understanding.

Should a student feel safe enough to confront their peers, they are encouraged to do so.

However, the Code recognizes that for various reasons, students may not feel safe approaching their peers and confronting them. These include, but are not limited to, power imbalances, mental health concerns, privilege dynamics, and discomfort resulting from proximity. All such concerns are valid and should never be interpreted as being apathetic towards the situation or be grounds for confronted parties to refuse engaging in dialogue. Insofar as confrontation should be understood as a healing process that seeks to repair the breach in the harmed party's experience of our community and its values and to restore the confronted party to the community, active bystanders ought to intervene in instances of breaches of the Code, barring cases where they feel unsafe doing so. Whether or not bystanders are present at the moment when the Code is breached, harmed parties also have the opportunity to solicit external assistance from their peers to serve as trusted advocates in the confrontation process. That is to say, the harmed party may turn to any other student, be they a trained student facilitator or not, and request that they serve as the confronting party in their place. If no active bystander is present and/or the harmed party does not choose to turn to a trusted advocate, a member of Honor Council, a Community Outreach Multicultural Liaison, or other trained student facilitator may also act on behalf of another student in an initial confrontation.

Active bystanders should not speak for others without their consent, but they may act on their own accord to initiate a confrontation on behalf of themselves rather than on behalf of harmed parties. They should not overpower the voices of harmed parties or speak on behalf of the harmed party.

In contrast to active bystanders, trusted advocates are peers informed of a breach in order for them to initiate a confrontation on behalf of a harmed party. Any student can serve as a trusted advocate, and in doing so, are expected to convey the harmed party's intentions for the confrontation, but ultimately can likewise speak only for themselves. The harmed party and their

trusted advocate should communicate to establish the trusted advocate's type and level of involvement in the confrontation and subsequent processes.

Should a harmed party who turned to a trusted advocate feel comfortable (re)approaching the confronted party, they are encouraged to do so. However, in recognizing that harmed parties may feel uncomfortable and unsafe in situations with the confronted party, no interaction between the two is required. Instead, trusted advocates should first discuss with the harmed party what they feel would be an appropriate resolution. The trusted advocate should then initiate a dialogue with the confronted party in order to reach some form of mutual understanding and communal restoration. Dialogue need not end with a single exposure, nor should there be explicit time constraints on reaching mutual understanding. Rather, confrontation should take place in a timely fashion and should encourage the sustained conversation between all parties in order to ensure that, when possible, each feels that the results are truly satisfactory. The confronted party has an obligation to mindfully engage in confrontation.

As members of the Haverford Community, we are obligated to act as active bystanders when we witness a breach of the Social Code. As active bystanders, we cannot always expect to feel at ease when confronting another student. However, it is our responsibility as Haverford students to confront those who have violated the Code. It is therefore crucial that active bystanders step in and assist their peers.

Should an active bystander themselves not feel safe confronting another student, however, they are by no means *required* to do so. Instead, they are encouraged to acknowledge and validate the feelings of the harmed party. They should also assist the harmed party in finding a trusted advocate to confront on their behalf. Because violations of the Social Code often constitute a breach of trust with the community, it is crucial that students who feel safe and comfortable doing so lean into discomfort and become involved in the process of confrontation.

The goal of active bystanders is not to create a system of surveillance, but to create systems of support for students who have felt harmed by their peers. When we say that violations of the Honor Code are breaches of the *community's* trust, we translate individual experiences into communal harm. In turn, we should expect the community to play an active role in the process of education and restoration, for the confronted party has been disrespectful, acted without concern, and broken trust. By fostering spaces for balancing the emotional labor that goes into confrontation with the emotional needs of harmed parties, the Code affirms its promotion of healing, education, and mutual reciprocity.

In the case of social concerns, conflicts can ideally be resolved through this initial stage of communication and dialogue. Honor Council should convene a trial only in situations where the trust of the community as a whole may have been violated or where confrontation has failed the confronting party in reaching trial goals, and only if the confronting party agrees to participate in

a trial. However, we recognize that Honor Council, Customs team members, and the COMLs can serve instrumental roles as mediators in conversations surrounding the Honor Code. We therefore encourage students to seek outside help as they look to establish safe spaces and maintain dialogue.

An initial confrontation should also occur in the case of academic concerns. Academic violations of the Code cannot be resolved between two students alone because such violations also constitute a breach of trust with the community. Therefore, unless it is indisputable that an academic violation did not occur, the confronted student must report the situation to Honor Council or the appropriate faculty member.

Members of the faculty follow a similar procedure in cases of suspected academic violations. They first discuss the problem with the student. If, as a result of this dialogue, a consensus regarding Honor Council's goals of education, restoration, and accountability can be met, reporting to Council is not necessary. However, if no consensus can be met the student should report themselves to Honor Council. If the student does not do so within one week, the faculty member reports the matter to Honor Council.

As confrontation is often a matter between two individuals or parties, it is important to exercise discretion and respect privacy accordingly when initiating a dialogue. In cases where a trusted advocate or other confronting party is solicited, or when an active bystander initiates a confrontation, students should still remain conscious of and respect as much of the privacy of the confronted party as possible. If a member of Honor Council, a COML, or another *trained* student facilitator is acting on behalf of another student in an initial confrontation, privacy of the confronted party should likewise be maintained.

Section 3.07 Upholding the Honor Code

(a) The Pledge

We realize that as part of the Haverford College community, our actions affect those around us. We understand that membership in the Haverford community is dependent on our commitment to the Honor Code, and we proclaim this by signing the Honor Pledge, which states:

“I hereby accept the Haverford Honor Code, realizing that it is my duty to uphold the Honor Code and the concepts of personal and collective responsibility upon which it is based.”

We all must sign the Honor Pledge prior to our admission or readmission to the college, and our withdrawal from this commitment will result in separation from the community.

(b) Honor Council

While the success of the Honor Code is dependent upon each of us actively engaging with the Code's ideals, some administrative responsibilities must be carried out by a community body. In addition, we may sometimes be unable to resolve conflicts with others, or actions may occur which breach the trust of the community in a particularly serious way.

Honor Council's task is to manage the administrative aspects of the Honor Code and to help resolve difficult situations and apparent violations of the community's trust. Honor Council is charged with interpreting the sections of the Code that leave room for flexibility. It is, for example, Honor Council's responsibility to decide if a situation warrants the convening of a trial or if it can be resolved through other means of dialogue and restoration.

Although Honor Council trials are not intended as punitive proceedings, there are repercussions for violating the Code. The goals of Honor Council proceedings are threefold: to hold any individual who violated the Code accountable, to educate the individuals involved, and to restore individuals who violated the Code to the Haverford community. Such proceedings should also take into account the needs of the community.

Honor Council is a self-regulating body; therefore, members are obligated to confront each other and the administration regarding errors and points of dissent with proper procedure in relation to the Honor Code and Council's internal affairs, especially if they feel they are not fulfilling their community responsibilities or fully abiding by the Code. Honor Council members are responsible to the entire Haverford community to do so.

(c) Consensus

The Haverford community recognizes consensus as a valuable decision-making tool. For this reason, all decisions made by Honor Council, including those approving Council publications, are made by consensus. This method depends on reaching unity, requiring patience and open-mindedness.

It should be noted, however, that unity does not necessarily require unanimity. When discussion has reached a point when a proposed decision clearly has the support of the "weight of the group," remaining dissenters may stand outside consensus in order to achieve unity. In Honor Council proceedings, there may be no more than two such dissenters. If the disagreement is fundamental and a matter of conscience, a dissenter may block consensus and discussion must continue with the object of finding a solution that is satisfactory to all.

(d) Confidentiality

As confrontation is often not a public matter, Honor Council cases will be kept in the strictest confidence. This allows individuals in the community to bring issues to Honor Council without fear of attaching a public stigma to parties involved. However, Honor Council must balance this

need for confidentiality with the community's right to be informed. One way of maintaining this balance is through pseudonymized abstracts of trial proceedings.

Section 3.08 Ratifying the Honor Code

At Spring Plenary, there must be a vote by two-thirds of those present in favor of opening ratification of the Code. If this occurs, the electronic ratification system will be open the fourth and fifth days following Spring Plenary.

If two-thirds of those assembled at Plenary do not vote to open ratification of the Honor Code, the Code fails the first round of ratification. To subsequently ratify the Code, students must create and circulate a petition requesting the convening of a Special Plenary to enable ratification to open. Forty percent of students must sign this petition conveying their desire for such a Special Plenary and pledging to attend.

During the ratification period, Honor Council will schedule eight hours each day of tabling to answer any questions and receive any criticism of the Honor Code which might arise. This council member will have a computer with network access which students may use to ratify the code. All students are strongly encouraged under the Honor Code to vote or to communicate to Honor Council reasons why they did not or could not.

Ratification ballots will have three options and a space for comments, suggestions, or criticisms. Filling in this space for comments will be required by the electronic ballot. The ballot will read as follows:

A) I have thoughtfully considered my position on the Code and I vote for its ratification for the following reason(s):

B) I have thoughtfully considered my position on the Code and I vote for its ratification, but I have the following objection(s):

C) I have thoughtfully considered my position on the Code, and I do not vote for its ratification for the following reason(s):

If more than two-thirds of the student body chooses option "A" or "B", the Honor Code is ratified. If less than two-thirds of the student body chooses option "A" or "B" but more than two-thirds of the student body votes, the Honor Code fails, and a Special Plenary will be scheduled to modify the Code in such a way as to enable a two-thirds majority to vote for ratification.

If less than two-thirds of the student body votes, the Honor Code fails. Students should strongly consider the wisdom of convening a Special Plenary. Such a Plenary would be convened only if

forty percent of the student body signs a petition not only asking for the Plenary, but pledging to attend. At a Special Plenary, three-quarters of the student body would constitute quorum, and votes in favor of ratification by two-thirds of the student body would be required for ratification to occur.

Should the Honor Code fail ratification, the Haverford Community will continue to observe the Honor Code's rules and guidelines for a transition period of 6 academic weeks after the vote. A Special Plenary can be organized at any time within that period to ratify an Honor Code. If no Honor Code is ratified within that transition period, the Code will cease to be in effect. Further Plenaries may still be convened to ratify an Honor Code.

Upon its ratification, we renew our commitment to the Honor Code and we pledge to uphold these ideals through the conduct of our daily lives.

Article IV. Legislative Powers

Section 4.01 Regulations and Council Rules

The Students' Association will make regulations governing the conduct of the students on campus consistent with the Honor Code. The Students' Association delegates such legislative authority to Students' Council as is necessary to carry out its functions herein provided for. Such legislation will be well publicized. The Students' Association reserves to itself the ultimate legislative authority, to be exercised only in Plenary session.

Section 4.02 Meetings of the Association

The number of students required for quorum will be 66% of the Students' Association. When computing quorum, students studying away will not be counted when determining the total number of the Students' Association.

(a) Meeting Dates

The Students' Association will meet in Plenary session twice yearly. In the fall and spring the Association will meet on a Sunday within the first five weeks of the semester, unless that means Plenary will be held during a religious or cultural event. During the first week of each semester, Students' Council will choose and announce the date for Plenary, after checking with as many religious, cultural, and affinity groups as possible. From the time of announcement, students have 72 hours to notify the Co-Presidents of any conflicts with the proposed date and time of

Plenary. In case of a conflict that impacts a significant number of students, the Co-Presidents can extend the five week period for up to two additional weeks.

(b) Plenary Day Activities

All Haverford computer clusters will be closed Plenary Sundays. The Co-Presidents of Students' Council and members of the community including faculty are responsible for asking all pertinent College offices to refrain from scheduling events (guest speakers, athletics, etc.) on the semi-annually scheduled Plenary Sundays. The Co-Presidents are strongly encouraged to take any additional steps in regards to communication with all pertinent College offices and faculty to make Plenary as accessible as possible. It is the responsibility of the Students' Council Co-Presidents and Class Representatives to establish methods that ensure that accessible participation in Plenary is possible for those with mental health concerns, claustrophobia, or other concerns surrounding accessibility brought to the attention of Students' Council. People for whom Plenary would otherwise be inaccessible should count towards quorum. These methods may include but are not limited to: introducing a livestream, the creation of a smaller overflow room, and digital question-and-answer systems.

(c) Resolution Meeting

Before Plenary, Students' Council will sponsor a publicized meeting on the issues to discuss and further shape the proposals. This meeting must occur before signatures are collected if changes to the proposals are to be made.

(d) Resolution Signatures

In order to bring a resolution to Plenary, the person(s) submitting the resolution must collect two hundred (200) signatures of the members of the Students' Association. Students' signatures will represent their support of the value of discussion of issues contained in the resolution, but may not necessarily represent a vote for the resolution. Resolution presenters are responsible for collecting signatures before a deadline specified in advance by the Students' Council Co-Presidents.

(e) Resolution Presentation

Proposals must be submitted to a Students' Council-appointed Committee by a deadline specified in advance by the Students' Council Co-Presidents. This committee will review all resolutions and assure that proper research and preparation has been executed, including discussion with the administration on pertinent matters. This review completed, Students' Council will distribute the resolutions to the Students' Association in time for discussion.

(f) Resolution Review

If a meeting at which an issue is discussed is perceived by any member of the student community to be misrepresentative, this student can apply to the Students' Council Co-Presidents for a formal hearing before the full Plenary at the time of the relevant proposal. The Co-Presidents have vested in themselves the responsibility to assure that the prepared speakers at Plenary fairly, and completely, represent all views, including minority views.

(g) Plenary Agenda

The Plenary agenda and rules of order will be determined by the Students' Council committee in charge of Plenary.

(i) Previous Plenary Resolution Presentation

Directly following the presentation of the Plenary agenda, the Co-Presidents of the Students' Council will report on the current state of resolutions that were passed at the previous semester's Plenary.

(ii) Students' Council Agenda

The Co-Presidents of Students' Council will present the Students' Council agenda for the current semester to the Students' Association. This shall take place prior to the presentation of resolutions. There shall be a fifteen minute pro-con discussion of the agenda which may be extended based on the accepted rules of Plenary. Students' Council shall provide a forum for further discussion of the agenda at the Students' Council meeting directly following Plenary.

(h) Voting Procedures/Rules of Order

(i) Quorum

In order for quorum to be reached, at least 66% of the students living at Haverford must be present at Plenary. When computing quorum, students studying away will not be counted when determining the total number of the Students' Association. If quorum is lost at any point during Plenary, the meeting will be suspended until quorum is again reached. After 30 minutes without quorum, the Chairs may evaluate the situation going forward.

(ii) Voting Options

When voting, students may choose one of three options: "Yes," indicating approval of the matter at hand; "No," indicating disapproval and "no Vote," indicating a conscious decision to not vote.

(iii) Majority Rules

The outcome of all votes is determined by the proportion of students present at Plenary voting in the affirmative. Ratification of or amendments to the Alcohol Policy, the Plenary Rules of Order,

and the Students' Constitution will require a two-thirds (2/3) supermajority. Ratification of all other resolutions and amendments will require a simple one-half (1/2) majority.

(iv) Voting Procedures

Votes at Plenary shall be conducted electronically and overseen by the Elections Coordinators. Each ballot will be required to reach a 66% quorum of the students living at Haverford, and Students' Council shall ensure that only those physically present and counting for quorum at Plenary may cast ballots for that vote. When electronic voting is impossible, the Students' Council Co-Presidents may permit a vote to be conducted using an informal method (e.g. raising of packets). If the outcome of the vote is abundantly clear in the eyes of the Elections Coordinators, they may proceed as if that outcome were decided by a formal vote. After any such determination, the Co-Presidents will call for any dissent as to the adjudication of the vote. If eight (8) or more members of the Students' Association come forward, or if the Elections Coordinators determine that the result of the informal vote is unclear, then a paper ballot must be conducted.

(v) Amendments to the Plenary Rules of Order

These may be presented and voted on prior to the presentation of the first resolution. Any portion of the agenda may be changed.

(vi) Pro-Con Debate

During any given pro-con debate a person will not speak for longer than 90 seconds at any given interval, nor shall they be recognized by the chair more than two times. Upon each extension of a pro-con debate, a person may be recognized by the chair one (1) additional time.

(vii) Amendments

Plenary may add "Friendly Amendments" or "Unfriendly Amendments" to a resolution by a vote of the majority. All friendly and unfriendly amendments must pertain to the current resolution as seen in the eyes of the chair. Once an amendment has been approved it may not be reversed, nor the resolution be withdrawn.

(xiii) Recusal

To speak to the content of a resolution, a chair must step down until the proposal is resolved. The Co-Vice President(s) shall then preside for the remainder of that resolution.

(ix) Time Limit

The time limit for Plenary shall be four hours. If this time limit expires, the assembled Plenary shall vote to extend the time limit for half an hour no more than two times. If the assembled

Plenary fails to extend the time limit by majority vote, the pending resolution (if any) will be voted on immediately, without further discussion.

(i) Administrative Review

Within seven (7) days of the close of the Plenary session, the Co-Presidents of Students' Council will present all passed Plenary resolutions to the President of the College and all senior administrative staff for review. Within thirty (30) days, it is the responsibility of the Co-Presidents to gather a formal written response from the President of the College regarding the state of each resolution and to distribute the statement to the Students' Association. If the President of the College approves a resolution it will take effect as soon as possible unless otherwise stated in the resolution. Should the President of the College not approve a resolution, the Co-Presidents will hold a discussion session about the resolution. In cases where a resolution explicitly impacts faculty, staff, or the institution as a whole, the President will have the following options: (a) accept completely; (b) accept, with a stipulation for changes; and (c) reject altogether. The President will also be asked to articulate more fully the reasons for their decision. In case (b), the resolution proposers have the ability to either make the changes proposed by the President or they can choose not to make the changes. If the proposers do make a change, the resolution will go back to the community during the next Plenary. Assuming the Students' Association re-approves the amendment, it will once more turn to the President for feedback. If the proposers choose not to make the changes requested, however, the President will only have the option to accept or reject the resolution as proposed. A new Plenary may be called by petition of twenty percent (20%) of the members of the Students' Association, or by the Co-Presidents of Students' Council where a revised resolution may be presented.

(j) Failure of Quorum

Should quorum not be reached at the scheduled Plenary session of a given semester, everything to be ratified at that Plenary session fails. When this occurs in the spring semester, the Honor Code fails. If quorum is lost at any point, no more resolutions may be passed until quorum is regained.

(k) Further Plenary Sessions

Further Plenary sessions may only be called when the Co-Presidents of the Students' Association receive a petition signed by forty percent (40%) of the members of the Students' Association calling for such a Plenary. Quorum for this Plenary must be seventy-five percent (75%) of the Students' Association. Such Plenary sessions will be held at the soonest available opportunity.

(l) Honor Code Resolutions

Resolutions passed in the fall that require changes in the Honor Code will be withheld from use until Spring ratification.

(m) Copies of the Constitution and Honor Code

It is the responsibility of the Co-Presidents of Students' Council to ensure that all students have access to an unabridged copy of the Constitution and Honor Code. If the version of the Constitution and Honor Code published for all students is incomplete or abridged in any way, specifically including the omission of changes made at Plenary, then a new, corrected and unabridged version must be available to all students within one month of the distribution of the abridged version at the expense of the Students' Council operating budget. If this new version is still abridged, new versions will be published and distributed until a complete version is available.

Article V. Executive Powers

Section 5.01 Students' Council

The executive power of the Students' Association is vested in Students' Council.

Section 5.02 The Mandate of Students' Council

(a) Broad Duties of Students' Council

- 1) Complete the business of student government
- 2) Serve as a bridge between the Students' Association, the administration, and the Board of Managers
- 3) Work closely and communicate with administration and faculty
- 4) Empower and support student leaders and initiatives
- 5) Take a proactive and forward-looking approach to identifying student issues and developing effective policy
- 6) Ensure that its actions abide by the Constitution

Section 5.03 Membership of Students' Council

The members of Students' Council will be the Students' Council Co-Presidents, and the elected officials of Students' Council, namely the Co-Vice-Presidents, Co-Secretaries, Co-Treasurers,

Officer of Academics, Officer of the Arts, Officer of Athletics, Officer of Campus Life and the Officer of Multiculturalism. In order to ensure that each class year sees representation on Students' Council, each class will have one (1) Class Representative serve on Students' Council for a total of four (4) Class Representatives. There will also be a Representative of International Students elected by the body of international students on campus.

Section 5.04 Meeting of Students' Council

The Presidents of Students' Council will call a meeting at least once every two weeks. A quorum of the Council will consist of two-thirds (2/3) of the membership. If any members are unable to attend an upcoming meeting, they must notify the Co-Presidents in a timely manner. If any members accumulate two (2) unexcused absences over the course of one (1) semester, they will be asked to step down by the Co-Presidents. Upon written request of at least five (5) members of Students' Council, an official meeting of the body will be called immediately. Special Meetings of Students' Council shall serve as an open forum for community discussion and discussion of their business should be limited. All meetings of Students' Council, except those concerned exclusively with appointments and awards, will be public.

Section 5.05 Co-Presidents of Students' Council

The Co-Presidents of Students' Council will serve as the chief officers of Students' Council. They will preside at all Plenary sessions of the Association. They will set the agenda and preside over meetings of Students' Council and oversee the business of its members. It is their responsibility to ensure that the actions of Students' Council abide by the Constitution. The Co-Presidents shall serve as the primary bridge between the Students' Association, the administration, and the Board of Managers. The Co-Presidents are strongly encouraged to meet regularly with the President of the College, the Dean of the College, the Dean of Student Life, and the Provost. The Co-Presidents should attend all of the Board of Managers meetings to which they have been invited. The Co-Presidents are strongly encouraged to deliver a statement regarding Students' Council activities at the Student Affairs Committee meeting. The Co-Presidents are responsible for planning events and implementing projects to identify what campus-wide issues Students' Council should address. The Co-Presidents oversee the Elections Coordinators and it is their responsibility to hold the Coordinators accountable for the completion of their tasks, including removing them if they fail to complete them in a timely manner (see Section 8.01 - d). Each year the Co-Presidents will supervise the presentation of the system of student self-government to the first-year class. In the absence of any one of the Co-Vice Presidents, the Co-Secretaries, or the Co-Treasurers from any Plenary session, the Co-Presidents can appoint from other members of the Council a Co-Vice-President, Co-Secretary, or Co-Treasurer pro tempore. The Co-Presidents shall release monthly reports of Students' Council's activities to the student body.

Section 5.06 Duties of Students' Council

(a) Presiding and Agenda

The Co-Presidents shall set the agenda and preside over meetings of Students' Council.

(i) Plenary Resolution Follow-Up

The Co-Presidents shall gather a formal written response from the President of the College regarding the state of each passed resolution and distribute it to the Students' Association within thirty (30) days of the close of the Plenary session. The Co-Presidents are then responsible for following-up on the implementation of passed Plenary resolutions and will release a report at the end of the semester on the state of the resolutions. The report will be presented at the subsequent Plenary session.

(ii) Updating the Constitution

The Co-Presidents will be responsible for updating the constitution with approved resolutions and for ensuring that there are no inconsistencies in language or formatting (e.g. the language of the Constitution shall be kept gender-neutral).

(b) Co-Vice-Presidents

The Co-Vice-Presidents of Students' Council shall serve as the Chairs of the Appointments Committee. The Co-Vice-Presidents shall communicate and work with student representatives to faculty-student committees.

(c) Co-Secretaries

The Co-Secretaries of Students' Council shall record the business of Students' Council. The Co-Secretaries shall be responsible for the distribution of minutes, the Weekly Consensus, and the Weekly Work. The Co-Secretaries shall be responsible for updating the Students' Council website and maintaining the Haverpedia page. The Co-Secretaries must distribute the Mass Email Policy to the Association and faculty and approve mass emails adhering to it. The Co-Secretaries must preside over the Students' Council Awards Nominations and Deliberations at the end of the academic year. The Co-Secretaries shall assist the Co-Presidents in preparing for Plenary. The Co-Secretaries will serve as Co-Chairs of the Facilities Fund Allocation Committee and are strongly encouraged to meet regularly with the Director of Facilities Management.

(d) Co-Treasurers

The Co-Treasurers of Students' Council shall disburse the funds of the Students' Association and shall keep a permanent record of all transactions. Prior to budgeting each semester, the Co-Treasurers must hold a Student Club Meeting with the Officer of Campus Life. The

Co-Treasurers must abide by the rules set out in the Budgetary Guidelines (Section 5.10). When retiring from office, the Co-Treasurers shall post or publish for the inspection of the members of the Students' Association a summary of their Co-Treasurer accounts. The Co-Treasurers must keep regular office hours (at least once per month) to disburse funds and field requests and questions from the student body.

(e) Officer of Academics

The Officer of Academics shall be responsible for voicing student concerns pertaining to academics. This officer shall serve as the primary bridge between departmental majors and Students' Council. The Officer of Academics shall serve as Students' Council's representative to all faculty meetings and shall serve as one (1) student representative to the Educational Policy Committee (EPC).

(f) Officer of the Arts

The Officer of the Arts shall be responsible for voicing student concerns pertaining to the arts. This officer shall serve as the primary bridge between Students' Council and the Hurford Center for the Arts and Humanities, the James House Board, the Fine Arts Department, and student groups with a focus on the fine and performing arts. The Officer of the Arts shall encourage collaboration among various art groups and be responsible for planning and implementing projects that will support the arts community on campus.

(g) Officer of Athletics

The Officer of Athletics shall be responsible for voicing concerns pertaining to athletics. This officer shall serve as the primary bridge between varsity and club athletic teams Athletics and Students' Council, and shall work closely with athletic teams and administrators of athletics when invited to do so. The Officer of Athletics shall attend Advisory Committee meetings and is encouraged to meet regularly with the Director of Athletics. The Officer of Athletics is responsible for planning events and implementing projects that will support the athletics community on campus.

(h) Officer of Campus Life

The Officer of Campus Life shall be responsible for voicing concerns pertaining to student life on campus. This officer shall serve as the primary bridge between Students' Council and activities, and shall work closely with the Students' Council Special Events Committee, the Director of Student Activities, and the Dean of Student Life. Prior to budgeting each semester, the Officer of Campus Life must hold a Student Club Meeting with the Co-Treasurers, and shall work closely with student clubs. The Officer of Campus Life shall serve as the point person for dorm concerns from students, and shall work with the Director of Facilities Management, the

Director of Residential Life, the Coordinator of Residential Life, the Graduate Assistants, and the Dorm Resource People on pressing dorm issues and major facilities projects. This officer is responsible for planning events and implementing projects to improve the quality of campus life.

(i) Representative of International Students

The Representative of International Students shall be an international student responsible for voicing perspectives and concerns pertaining specifically to the needs and desires of other visa students on campus. They shall serve as the primary bridge between Students' Council and international students, and will be responsible for keeping their classes informed about and involved with Students' Council. The Representative of International Students shall meet at least once a month with the International Students' Services Office (ISSO) and continue to work with all offices and administrative bodies on campus to ensure the inclusion, representation, and equality of international students in relevant policy and decision-making. The representative of international students shall be elected by the body of international students.

(j) Officer of Multiculturalism

The Officer of Multiculturalism shall be responsible for voicing student concerns pertaining to multiculturalism. This officer shall serve as the primary bridge between Students' Council and the Office of Multicultural Affairs, and work closely with affinity groups on campus. The Officer of Multiculturalism is encouraged to meet once a week with the Office of Multicultural Affairs staff, and the Dean of Multicultural Affairs. The Officer of Multiculturalism shall meet at least once a month with the heads of affinity groups and encourage collaboration among them. The Officer of Multiculturalism is responsible for planning events and implementing projects that promote multiculturalism and diversity in the Association.

(k) Honor Council (Co-)Chair(s)

The Honor Council (Co-)Chair(s) will serve as coordinator(s) of Honor Council and will carry out Honor Council's responsibility in working with the Dean of the College and other administration and faculty.

(l) Class Representatives

Class Representatives shall be responsible for voicing perspectives and concerns pertaining specifically to the needs and desires of students in their respective class years to Students' Council. They shall serve as the primary bridge between Students' Council and their classes, and will be responsible for keeping their classes informed about and involved with Students' Council. Class Representatives shall serve as Students' Council's representatives to JSAAPP, the

Campus Safety Committee and other offices and committees not directly represented by other Students' Council members.

(m) Students' Council Librarian

(i) Status

The Students' Council Librarian is not a full member of Students' Council and will be appointed by the Students' Council Appointment Committee from among the student body for a three-semester position. The librarian will not be a current serving member of Students' Council. The Students' Council Librarian is required to have one (1) year of previous Students' Council experience.

(ii) Responsibilities

The Librarian of Students' Council is responsible for assisting the Co-Secretaries of Students' Council with the upkeep of the Council website as well as maintaining an updated and documented record of the Council's structure, meeting procedures, projects, and plenaries. This record should consist of all meeting minutes and publications referencing Students' Council. This record will remain accessible to all community members. The Librarian is also responsible for going through archives and having a thorough understanding of Students' Council history. This can include but it is not limited to reaching out to Haverford College alumni who served on Student Council and looking through past work by on-campus news organizations.

(iii) Additional Responsibilities

The Librarian may be given additional responsibilities that Students' Council agrees are within the scope of the Students' Council Librarian position.

Section 5.07 Appointments

(a) Appointments Meetings

(i) Composition

Appointments Meetings shall be chaired by the Co-Vice Presidents and be composed of the Officer of Academics, the Officer of the Arts, the Officer of Athletics, the Officer of Campus Life, the Officer of Multiculturalism, and the four Class Representatives. The Co-Vice Presidents must contact all current committee administrative advisors to determine the necessary appointments for the upcoming year. After contacting standing committees, the Co-Vice Presidents should plan a tentative calendar of appointments within the first five weeks of each semester. The Co-Vice Presidents shall make applications for committee positions available to the Association. The Co-Vice Presidents shall make applications for open committee positions

available no less than one week before appointing representatives to fulfill those respective positions.

(ii) Consensus

All appointments shall be conducted by consensus. If consensus cannot be reached, the appointment, at the discretion of the Co-Vice Presidents, may be re-opened for applications immediately or at a future date.

(iii) Attendance

At least five members of the Appointments Committee shall be present at all interviews.

(b) Student Representative Responsibilities

(i) Contact

All appointed student committee representatives must maintain contact with Students' Council, specifically the office of Co-Vice Presidents, throughout the year.

(ii) Release of Reports

When the Co-Vice Presidents release the annual Appointments Report, all student representatives must submit committee reports to the Co-Vice Presidents in a timely matter.

(iii) Attendance

All appointed students shall be required to attend as many meetings of their committees as possible.

(iv) Attendance Description

Members of the four standing committees – the Long Range Planning Committee, the Educational Policy Committee, the Administrative Advisory Committee and the Faculty Committee on Admission, will be required to attend meetings of Students' Council upon request.

(v) Communication

All student committee representatives must continually involve the Haverford Students' Association in all discussions being held in respective committees. Forums and other pre-arranged opportunities to speak with student representatives are highly encouraged.

(c) Confidentiality

(i) Discussion

All student committee representatives should discuss confidentiality guidelines with committee Chairs at the beginning of each academic year.

(ii) Disclosure

All discussions, information, statistics, minutes, and reports not deemed confidential within committee shall be made available to Haverford Students' Association.

(iii) Requests

Haverford Students' Association shall be given an opportunity to request specific, non-confidential information from student representatives.

(d) Grounds for Impeachment

(i) Review

Appointed students are selectively chosen to serve as the Haverford Students' Association's liaison and voice on specific college committees. If a representative repeatedly fails to attend meetings without valid reason for absence, an Appointments Committee may be convened to review the status of appointed student.

(ii) Involvement in Discussion

Appointed students must involve the Haverford Students' Association in all relevant discussions. Repeated failure to do so sufficiently may result in an Appointments Committee Review.

(iii) Failure Review

Repeated failure to follow given guidelines regarding confidentiality and releasing public information may result in an Appointments Committee Review.

(e) Appointments Committee Review

(i) Appointments Committee Discussion

Appointments Committee may hold a meeting to discuss impeachment and termination of a student committee representative's appointment to a certain committee.

(ii) Due Process

Appointments Committee should speak with a representative before any discussion of impeachment occurs.

(iii) Last Resort

Impeachment shall be a last resort in all matters of ineffective student representation. Appointments Committee is encouraged to speak to and work with representatives in question, to attempt to improve their qualities of representation.

(iv) Impeachment

If Appointment Committee deems that the student representative is not effectively serving the Haverford Students' Association, the Committee has the power to impeach the representative, using consensus.

(v) Impeachment Voting Procedure

When a representative is impeached, the matter shall be brought to Students' Council to be discussed and voted upon by the entire body.

(vi) Impeachment Voting

A two-thirds majority of Students' Council present is required for removal of the representative. Appointments Committee shall fill the open appointment as soon as possible, at a date and time selected by the Co-Vice Presidents.

Section 5.08 Special Events Committee for Students

Students' Council Special Events Committee for Students shall consist of two co-heads appointed by Appointments Committee for a one-year term, as well as 4 to 6 recruited members who shall serve a year-long term. The co-heads shall recruit members who represent a range of classes for the committee. The Special Events Committee is responsible for the planning of special events and shall work closely with the Director of Student Activities to plan and advertise special events for Students' Council. The delegation of responsibilities is left to the discretion of the co-heads; however, a structure that assigns committee members specific tasks is recommended.

Section 5.09 Budgetary Guidelines

(a) Responsibility and Powers of the Office of the Treasurer

(i) Treasurer Responsibilities

The Students' Council Office of the Treasurer is responsible for the fair and impartial distribution of Students' Council funds to the organizations and clubs of the Haverford Student Body and Bi-Co community through the Budgeting Committee. The Budgeting Committee shall be chaired by the Co-Treasurers and shall consist of the Officer of Academics, the Officer of the

Arts, the Officer of Athletics, the Officer of Campus Life, the Officer of Multiculturalism, Representative of International Students, and the class representatives.

1) The Budgeting Committee will take into account the following when considering requests for funding: the degree to which funding will benefit all students of the college, the number of participants in or contributors to the activity, the degree to which the funding will fill an unrepresented niche, past financial practices (i.e. unreasonable overspending or under- spending), attendance at the Student Club Meeting, and the student demand for such an activity, product, or service.

2) The Office of Treasurer is empowered to issue loans, upon its discretion, providing it does not compromise Students' Council's ability to fund the student organizations of the Haverford and the Bi-Co community.

3) The Office of the Treasurer is empowered to enter into contracts with student organizations concerning the employment of student labor, i.e. HITT, BLAST, etc.

(ii) Additional Treasurer Responsibilities

The Office of the Treasurer is responsible for keeping an accurate account of the Students' Council treasury and ensuring its financial stability.

(iii) Coordinator of Student Activities

To ensure the fiscal responsibility of the Office of the Treasurer, the Director of Student Activities will also be included on the Students' Council account in a purely advisory capacity.

(iv) Development of Surplus Monies

The Office of the Treasurer is empowered to develop a separate fund or investment policy for surplus monies provided that it operates within the rules governing the budgeting process and the Office of the Treasurer and does not undermine the stability of the treasury.

1) Any policy regarding the use of surplus monies is contingent upon the achievement of consensus within Students' Council and approval of the administration.

(b) Fund Utilization

Student organizations should utilize all sources of financial support available, i.e. the Deans' Office, President's Office, academic departments, Office of Multicultural Affairs, the Hurford Center for the Arts and Humanities, the Center for Peace and Global Citizenship, Students' Council, etc.

(c) Required Financial Information

(i) Disclosure

Any group that requests funding from Students' Council must fully disclose all sources of financial support including total balance of assets existing in external accounts.

(d) Eligibility Requirements

(i) Membership Publicizing Requirements

Organizations must appropriately publicize opportunities to become a member of the organization.

(ii) Funding Publicizing Requirements

Organizations must appropriately publicize events held on campus that are funded by Students' Council.

(iii) Official Contact

All organizations that wish to receive Students' Council funding must designate one (1) individual member as the official contact. The Budgeting committee will consider this contact financially responsible for any of their organization's overdrafts. This member will be responsible for keeping accurate records of their organization's spending. Due to this responsibility, only this member may submit check requests for the organization.

(iv) Reimbursement of Funds

No individual of any organization will be reimbursed by funds allotted by the Budgeting Committee without the presentation of a receipt or proof of purchase.

(v) Student Club Meeting Attendance

At least one member from each organization applying for Students' Council funding must attend the Student Club Meeting to be held at the beginning of each semester. This meeting shall be led by the Co-Treasurers and Officer of Campus Life and attended by the Co-Secretaries. The purpose of the meeting is to inform clubs about the budgeting process, and facilitate communication between clubs and Students' Council.

(e) Governing Rules

(i) Submission of Budgets

1) Any group requesting Students' Council funds must submit a detailed itemized budget to the Budgeting Committee by the designated time.

2) Any budget delivered after the designated time will not be considered during the normal budgetary process. Late budgets will be reviewed after the initial budgetary process.

3) Any budget not completed in an acceptable fashion will be discarded, and the organization will be informed of the necessity of submitting a new budget.

(ii) Travel Expenses

Travel expenses may be subsidized by the Budgeting Committee according to the following criteria:

1) The Budgeting Committee shall consider both the number of participants and the distance traveled, and evaluate the necessity of both in the travel expense allocations.

2) That traveling is essential to the stated goals and purposes of the organization.

3) That a skill, information, or other benefit received by the participants in an off-campus activity will make a valid contribution to the community.

(iii) Inappropriate Use of Funds

Students' Council funds may not be used for food and drink at parties or events funded or funded in part by Students' Council unless the food or drink is essential to the event and goals of the organizing group. The purchase of alcohol or drugs using Students' Council allotted money is strictly prohibited.

1) Organizations such as JSAAPP, where the purchase of food and drink is essential to the goals and functioning of such an organization, are not restricted by (iii).

(iv) Personal Investment

Any use of Students' Council funds for personal investment or profit is prohibited.

(v) Political Campaigns and Religious Organizations

Students' Council funds may not be used to directly contribute to political campaigns, external political organizations (not limited to political parties), external religious organizations, or any other external organization such as charities.

Budgeting Committee allocations may only fund group meetings of campus religious or political organizations that are open to all and well publicized to the campus community.

(vi) Allocation Responsibilities

The Office of Treasurer is responsible for illuminating where the Students' Council funds have been allocated with regard to each individual group.

An organization may not use Students' Council funds for any other activity outside of those budgeted by the Budgeting Committee without prior notification of the Treasurers.

(vii) The Approval of the Budgets by Students' Council

After the Budgeting Committee has completed the budgetary process, the Office of the Treasurer is to present Students' Council with the finalized budget. The budget must then be ratified by consensus.

(f) The Transfer of Allotted Funds

(i) Check Pickup

The specified individual according to (d)(iii) may pick up requested checks during a time specified by the Office of the Treasurer or another time mutually agreed upon by the Co-Treasurers and the club contact.

Reimbursements will be distributed a maximum of 30 days after the original purchase. Club leaders with receipts over 30 days old will not be guaranteed payment for these costs.

For extenuating circumstances, funding will be allotted past the 30 day deadline only after formal written approval from the Co-Treasurers.

(ii) Check Refusal

The Office of the Treasurer reserves the right to refuse to honor a check request from an organization that does not adhere to the spirit and letter of the standing rules of Students' Council allocations. The refusal may be appealed to the Students' Council. This appeal will be directed to the Co-Secretaries of Students' Council, and a simple majority of Students' Council is necessary to overturn the Co-Treasurer's action.

(iii) Non-roll over

Budgeted money that is not used by student organizations during the semester will not roll over to the following semester's budget for the student organization. Instead, all remaining funds will remain in the Students' Council general budget to be redistributed through the budgeting process the following semester.

- 1) Funds may not be requested after the semester has ended.

2) The Office of the Treasurer withholds the right to cancel requested checks that are not picked up by the end of the semester.

(iv) Transference

In the unique circumstances where Students' Council funds are transferred to independent checking accounts, the organization that the account exists under must still provide a detailed description of how those funds are spent throughout the semester.

(g) The Speakers' Committee

The Speakers Committee will be budgeted a minimum of fifteen thousand dollars each semester.

The Office of the Treasurer is empowered to budget additional funds to the Speakers' Committee, upon its discretion, provided it does not jeopardize the stability of the treasury or act contrary to the obligations of the office.

Section 5.10 Duties of Students' Council Members

The Officer of Academics, Officer of the Arts, the Officer of Athletics, the Officer of Campus Life, the Officer of Multiculturalism, and the Class Representatives will serve on the Budgeting Committee until the semesterly budget is passed and on the Appointments Committee until the end of their term. They will be responsible for communicating the views of the members of their respective area of expertise to Students' Council or any of its committees. They will participate in Students' Council to make all policy decisions, to appoint all committee members, to allocate the budget, and to represent the Students' Association in every way shape and form, thereby making sure that every member of the community has representation. This representation may be academic, social, political, or any other manner in which the community feels it should be represented.

Section 5.11 Duties of the Honor Council of the Students' Association

The Honor Council of the Students' Association will administer all aspects of the Honor Code and be responsible for interpretation of specific matters pertaining to the Honor Code. Each year, the Honor Council will work in conjunction with the Honor Code Orienteer (HCO) Committee as both groups see fit to present the Honor Code to the First-year Class.

Section 5.12 Committees

Each Students' Council will have the power to establish such committees as it deems necessary to aid in the execution of its duties.

Article VI. Judicial Powers

Section 6.01 Composition of Honor Council

Honor Council is an elected group of 16 students (four from each class) that manages the administrative aspects of the Honor Code on behalf of the community. Council may be required to resolve difficult situations and apparent violations of the community's trust. Honor Council is charged with interpreting the sections of the Code that leave room for flexibility, are vague, or have contradictory readings. Among the administrative responsibilities of Honor Council are the following: producing literature about the Code for prospective students; introducing first-year students, transfers, new faculty members, administration and staff to the Code; publishing abstracts about past cases; advising faculty about specific situations they may discover; and informing the community of campus issues related to the Code.

Section 6.02 Responsibilities of Honor Council

(a) Responsibilities to the Community

(i) Abstracts

1) Abstract Release: In the interest of keeping the community informed, Honor Council will release abstracts with pertinent information about completed trials, Joint Student/Administrative Panels, SFPs, and potentially mediations. Abstracts are detailed enough to outline the issues, but vague enough to protect the confidentiality of the people involved. No names or revealing information such as specific dates, classes, instructors, or, in social cases, any detailed information which would identify any individual, are included.

2) Abstract Writing Timeline under Normal Circumstances: Trial chairs are responsible for taking notes during the trial process, or appointing a juror on Council to do so. These notes will be given to two or more jurors to aid them in writing an abstract. Abstracts will be completed by two or more jurors no more than two weeks after the notes are given to them. During this time, the abstract writers may consult other jurors and reference notes that other jurors take during the trial process. Once completed, the pseudonymized abstract must be sent to the Honor Council Co-Secretaries and the Chair of the Abstract Release Committee.

The Abstract Release Committee will be composed of five members of Honor Council. After receiving an abstract, the committee has two weeks to finalize the abstract, during which time they may ask any member of Council or the jury to provide feedback. The

committee will then submit the revised abstract to Council in order for all of Honor Council to come to consensus towards releasing the abstract. Council may consent to delay the publication of the abstract if doing so will protect the confidentiality of trial parties, or if any party has requested a specific timeframe. This entire process should take no longer than 9 weeks in which classes are in session. Honor Council will acknowledge whether each abstract has been released within this timeline.

3) Abstract Delay: Abstracts must be released immediately upon Honor Council reaching consensus in approving an abstract for publication, unless one (1) or more of the individual(s) involved in a trial or panel requests that the abstract be delayed. If an individual(s) involved in a trial requests that the abstract be delayed, Honor Council will weigh the importance of keeping the community informed with the effects of immediate release on the confidentiality of the involved individual(s). Honor Council will then reach consensus on whether or not to withhold the abstract. Abstracts will typically be withheld for no longer than one (1) year. Alternate procedures are followed for Dean's Panel abstracts. In cases where essential trial details threaten the confidentiality of the participants, the jury or the parties may request an additional delay from Honor Council. The delay will typically not exceed one (1) semester beyond the participants' graduation or permanent departure. A decision to delay an abstract may not be altered by subsequent Honor Councils.

4) Additional Abstract Procedure: Abstracts may be published for mediations and discussions as well if Honor Council feels that the community could benefit from their distribution. All abstracts are accessible to the entire community. Following the publication of the abstract, a community wide abstract discussion will be held by Honor Council so that community members can voice their questions and thoughts on the trial. Additionally, any member of the community who would like to speak to the Council about the trial can attend the next Honor Council meeting to discuss the trial.

(ii) Literature

Honor Council is responsible for making sure that an up-to-date and complete copy of the Honor Code and its guidelines are available to the community. It is also the responsibility of Honor Council to provide up-to-date and informative literature about the Honor Code for prospective students. The Council should keep the Admission Office informed of any changes or new developments that would be of interest to prospective students.

(iii) Outreach

Honor Council should be involved in the education of the community about social concerns such as alcohol abuse, sexual harassment, emotional stress and drug abuse. While Council members

are not trained to be crisis counselors, Council can serve as a source of information where students can go for help. In addition, Council can serve as a consciousness-raising body, by holding discussions, sponsoring collections and lectures, and distributing queries about these sensitive issues.

(iv) Signage

Honor Council should post signs and otherwise remind students that the form, content, and degree of difficulty of any examinations are not to be discussed during finals week. While this rule applies for all exams, it is especially crucial to remind students of the importance of exercising discretion and of not discussing examinations during finals week.

(v) Customs Program

During Customs Week, Honor Council Co-Chairs and Honor Code Orienteers should spend a substantial amount of time discussing the Honor Code with first-year students and transfers. There should be an introduction about the Honor Code made to the entire group of incoming students, including an introduction by Honor Council Co-Chairs, and a historical perspective of the Code given by an appropriate community figure. Each Customs group should have at least one (1) discussion with its Honor Code Orienteer(s). Honor Code Orienteers will be members of the community who have undergone at least one (1) training session with Honor Council Co-Chairs.

(vi) Honor Council Member Participation

As student leaders and representatives of the community, Honor Council members are urged to participate in community-oriented activities such as Collection, special lectures, Plenary, and community celebrations.

(vii) Transparency of Honor Council

Honor Council must balance the confidentiality of some of its operations with the need to inform the community about pertinent matters. Thus, Honor Council will take comprehensive minutes of all public portions of its meetings detailing everything discussed not explicitly confidential. The minutes of these meetings will be appended to a weekly email sent out by Honor Council following every meeting concerning abstract release, announcing abstract and community discussions for the week, and addressing other appropriate matters. These minutes will also be posted on the Honor Council website.

Honor Council will maintain and keep its website updated with trends of all Honor Council cases dating back at least three (3) years. Honor Council also has an obligation to keep the website user

friendly and updated with resources and guides helpful to understanding the operations of Honor Council, the Honor Code and any and all things related.

In addition to these measures, at the conclusion of every semester the Co-Chairs of Honor Council will send out a campus wide email detailing these trends, the goals and operations of Honor Council over the previous semester and future endeavors Honor Council will be taking on.

(b) Responsibilities to the Individual

(i) Confidentiality

All matters involving individual students which are brought to Honor Council's attention must remain in strict confidence. No Council member shall discuss cases in progress with other students who are not members of Council. After an abstract has been released, Council members may discuss the case, but should be extremely careful not to reveal the identity of anyone involved.

All persons involved in a trial, including confronting and confronted parties, support persons, and jurors, must maintain confidentiality insofar as it affects all others involved in the trial.

(ii) Consideration of Precedent

While precedent may be used as a guide in handling concerns, each case is still to be considered on its own merits.

(iii) Objectivity

If a case must be resolved in a trial, Council members who feel that they cannot be objective should remove themselves from the jury.

(iv) Procedure

Honor Council must follow the stated procedures for handling concerns. A breach of procedure will be grounds by which the confronted student, in the hope of altering the Council's decision, may appeal to the President of the College. Honor Council as a body is responsible for preventing inconsistencies between written procedure and those physically enacted.

(c) Responsibilities Within Honor Council

(i) Interpretation

Honor Council is charged with interpreting the sections of the Code, as well as Article VI and Article VII, that leave room for flexibility. It is, for example, Honor Council's responsibility to decide if a situation warrants the convening of a trial or if it can be resolved on a less formal

basis. It is Honor Council's responsibility to handle each case as a unique situation, yet keep in mind that it is also one of a number of similar occurrences. In interpreting its mandate, it is Honor Council's responsibility to consider both the community and the individual involved, and to try to find the balance between what is best for both.

(ii) Meetings

Honor Council meets on a weekly basis, to discuss current issues involving the Code and any individual concerns which members of the larger community have brought to the Council's attention. These meetings will be private (i.e. closed to the community) as confidentiality must be observed. Honor Council Co-Chairs can call special meetings in addition to these weekly meetings if it is necessary to do so. In addition, Honor Council will regularly host public meetings that are open to the whole community in order to discuss the Code, abstracts, and questions or concerns that members of the community may have. Anyone may attend these public meetings. Also, minutes of public meetings will be published and posted on a regular basis, to keep the community at large informed of Honor Council's actions. Individuals with specific concerns are encouraged to contact the Honor Council Co-Chairs directly.

(iii) Discussion

After trials, Council members who were on the jury will discuss the trial in detail with the rest of the Council, sharing their impressions, reactions, and reasons for reaching the decisions they did. This discussion is an important educational experience for both the jury members and the rest of Council. It is important that there be constructive criticism of the process and the performance of the jury so that improvements can be made. Notes shall be recorded of these discussions and made available to future Council members for educational purposes. Confidentiality will be honored when creating entries for this record.

(iv) New Council Members

New Council members are given a thorough introduction to the functioning of Honor Council. They should read abstracts of past cases and be informed of policies and interpretations Council uses. This introduction should include, but is not limited to trainings regarding diversity, mediation and trial procedure.

(v) End of Semester Contingency

At the end of the second semester, Honor Council members may need to remain on campus for a few extra days to finish cases and hold trials, if they cannot wait until the next year.

(d) Responsibilities of Honor Council Co-Chairs

(i) Students' Council

The Co-Chairs are also a member of Students' Council and are welcome, but not required, to attend Students' Council meetings and take part in its activities as well as those of Honor Council.

(ii) Procedures

The Co-Chairs are responsible for seeing that all procedures are followed and that Honor Council's responsibilities are carried out.

(iii) Participation

It is the Co-Chairs' responsibility to see that all Honor Council members participate and share in doing the Council's work. If some members of the Council are not doing an adequate job, the Co-Chairs should voice their concerns to those members. If improvement is not noted, then the entire Council should discuss the problem. A continued deficiency can result in the Council's forbidding (by consensus) a student to run for re-election to Honor Council.

(iv) End of Term Reports

At the end of their term, the Co-Chairs will submit a report to the next Co-Chairs which describes the Council's activities (in brief) over the past year, and which gives hints about what to expect and how to deal with specific problems, which may arise. A collection of these reports is to be compiled to aid in the training of the Co-Chairs. The Co-Chairs should read and contribute to this record.

At the end of their term, Honor Council Co-Chairs will submit a written report to the President of the College, reviewing the past year's cases and Honor Council activities. The President of the College will refer to this report before deciding to renew the policy of student administration of the Honor Code for the coming year.

(v) Chairs' Reports

Honor Council Co-Chairs will keep the Dean of the College informed of cases that come to the Council's attention. After every trial, the Co-Chairs will notify the Dean of the College of the recommendation of the jury within 24 hours of the trial's completion. The Co-Chairs will subsequently have three weeks to submit a report to the Dean giving a reasonably detailed account of the trial and the resolution agreed upon by the jury. A cleansed copy of this report will also be submitted to the community member and Honor Council member in charge of writing the

abstract for the trial. A file of these reports will be kept by the Dean of the College for only the Co-Chairs to review in cases of separation or the delay of releasing an abstract.

(vi) Faculty Meeting

At the first faculty meeting of every semester, Honor Council Co-Chairs will report to the faculty a summary of the past semester's Honor Council academic concerns, and social concerns if they so choose.

(vii) New Employee Orientation

At the beginning of every year, an orientation for new faculty members will be held. All new faculty, and those who have been away for a year or more, will be expected to attend. In addition to an orientation for new faculty members, an orientation for the new staff and administration of the college will be held each year.

(e) Responsibilities of Honor Council Co-Secretaries

(i) Role

Honor Council Co-Secretaries are full members of Honor Council and participate in all discussions and mediations which occur in the Council as a whole. It is the specific duty of the Co-Secretaries to take notes and publish minutes of Honor Council meetings, and to take care of the typing and copying of Honor Council publications. Since these tasks can be time-consuming, the Co-Secretaries can be relieved of some other Honor Council duties, at their own discretion.

(ii) Election

Since the Co-Secretaries and the Co-Chairs are elected on a staggered basis, it is also the responsibility of the Co-Secretaries to aid the new Co-Chairs in adjusting to their office and to inform them of cases which have been carried over from the previous Co-Chairs.

(iii) Jury Selection

The Co-Secretaries are also responsible for the selection of juries in cases of trial. The Co-Secretaries will also work towards the goal of achieving a more diverse jury or panel by ensuring that several of the members of the panel or jury will be representative of Haverford's multicultural population as jury selection procedure stipulates. Keeping in mind a balance of gender and class, the Co-Secretaries will request people primarily in the order they are presented. By no means are the Co-Secretaries to prioritize calling people they know to serve on a jury. In choosing jury members, there should be a healthy mixture of experienced and inexperienced Council members, so that new members can gain experience while there is still continuity and overlap in jury membership.

If Honor Council decides that an academic or social trial must be held to resolve a problem, 5 of its 16 members, along with 5 randomly chosen members of the community, will be the jury. The random jurors will be chosen from a random jury list maintained by Honor Council Co-Secretaries.

(iv) Diversity

Honor Council will pursue the goal of achieving a more diverse jury by ensuring that members of the jury will be representative of Haverford's multicultural population. When the Co-Secretaries email potential jurors, randomly selected from the Haverford student population, they will ask students to fill out a self-identification survey. It will ask whether or not the student in question "identifies as a student of color" and "identifies as a given gender". There will be the option to not answer these questions as well as the option to identify outside of the gender binary. This information will not be used again in any form by Honor Council or anyone else. There will be no permanent list maintained of student's responses.

When selecting a jury of ten students, the Co-Secretaries will make sure that there are at least 3 self-identified students of color on a jury and at least 3 students who do not identify as a student of color. In addition, there will be no more than six students who identify as the same gender. Proportional adjustments will be made for juries and panels of other sizes. The same proportions will be maintained for juries and panels that are not selected randomly.

(v) Alternate Jurors

The Co-Secretaries should also reserve three community members beyond the number required by the proceeding as alternate jurors who can replace a community juror should the need arise. If the number of jurors required by the proceeding has been reached, the proceeding should begin while the Co-Secretaries continue to find alternate jurors until the fact-finding portion has taken place. At least one (1) of these alternate jurors should self-identify as a student of color. At least one (1) alternate juror should self-identify as male and at least one (1) should self-identify as female. The Co-Secretaries should try to preserve the multicultural composition of the jury to a reasonable extent, while keeping in mind the need to begin a proceeding. An alternate juror may only replace a community juror before the fact-finding portion of a proceeding has been held. Upon replacing a community juror, an alternate juror will serve for the remainder of a proceeding.

(f) Responsibilities of the Librarian

(i) Librarian Status

The Librarian of Honor Council is not a full member of Honor Council, but appointed by Students' Council from among the student body in December for a one-year term that will begin

at the start of the second semester of each academic year. The librarian will not be a current-serving member of Honor Council.

(ii) Responsibilities

The Librarian of Honor Council is responsible for maintaining an updated, documented record of all changes made to the Honor Code over the course of their term. This record should also include all major publications (i.e., committee findings, letters of concern to/from the administration and faculty, Spring Plenary Packets, etc.) regarding the Honor Code. This record will remain accessible to all community members so that they can view the history and changes of the Honor Code.

The Librarian is also responsible for analyzing and interpreting previous Honor Codes, trial abstracts and all other relevant documentation to distinguish and report trends and precedents to the Co-Chairs.

(iii) Additional Responsibilities

The Librarian may be given additional responsibilities by Honor Council.

(g) Delegation

In consultation with the other Honor Council Officers, the Honor Council Co-Chairs, Co-Secretaries, and Librarian may delegate their non-critical responsibilities (e.g. printing for meetings, room reservations) to class representatives and/or a staff support person paid by the College. A staff support person may be a previous member of Honor Council, one of Haverford's graduate assistants, or any other person deemed fit for the task by the Honor Council Co-Chairs. The name and duties of the staff person will be made public on the Honor Council website. This position will have no predetermined term.

(h) Responsibilities of the Community Outreach Multicultural (COM) Liaisons

(i) Status of the Multicultural Liaisons

The Community Outreach Multicultural Liaisons are mediators between the student body and Honor Council, but function as an independent advisory group. The liaisons consist of two pairs of students who work in conjunction with Honor Council on issues related to identity. Within each pair, both students must come from underrepresented backgrounds, with a minimum of one student identifying as BIPOC (Black, Indigenous, and/or people of color). The pairs will be elected in staggered school-wide elections and each serves a year-long term. While the liaisons are available to assist with confrontation and mediation (see article ii), they cannot mandate any

resolutions. In order for any mandated resolutions to occur, one of the involved parties would have to bring the case to Honor Council.

(ii) Community responsibilities

The COMLs have the responsibility to advocate for underrepresented students, provide social resources, and mediate social confrontations within the Haverford community. The COMLs may be involved in any issues related to identity and may provide assistance to any party who expresses a willingness to work with them, as resources allow. The pairs will serve as liaisons between community members and Honor Council for dealing with Social Code issues related to identity (see Section 3.04 - b “We recognize that acts . . . violate this code”).

The COMLs have the responsibility to advocate for any student that is socially underrepresented due to, but not limited to, their racial/ethnic background, first-generation, immigration, low-income status, sexuality, gender, disability, or religion. As part of this responsibility, COMLs should engage with the community through mediums such as office hours, all-student emails, feedback forms, newsletters, and working with affinity groups. This feedback should be stripped of identifying details and articulated to the Honor Council if necessary.

As part of their community outreach role, the COMLs will also provide students with resources related to identity, social issues, and community engagement. The COMLs should actively communicate with the community and connect students with the various social centers and groups that provide additional assistance. In order to do so, the COMLs should maintain close contact with the administration, various centers, and other groups. In regards to social confrontations, the COMLs may serve as a confronting party for an initial confrontation at the request of the confronting individual. If confrontation does not resolve the issue, the individual has the option to proceed with a mediated talk or social trial through Honor Council (See section 6.02 (4)). COMLs should always maintain confidentiality when dealing with confrontation.

(iii) Guidelines for Mediated Conversations

If the confronting individual opts for a mediated conversation, the COMLs will inform all parties involved about the guidelines and expectations for the mediation immediately. Taking into consideration the well-being of both parties, COMLs should prioritize the mediated conversations and initiate them as urgently as possible. Mediated conversations will start with separate sessions with the confronting and confronted parties. The COMLs will work with each party to determine their needs, interests, and potential resolutions to the issue. If both parties agree to a group discussion, the facilitator will work to acknowledge all views on the issue and come to a resolution that works for all parties. Resolutions cannot be mandated by COMLs but must come directly from the parties. Each party will speak without interruption, but other parties

will be able to ask for clarification or other questions after each has finished speaking. The goal of this conversation is to understand the issue from all perspectives, find tangible solutions, and move forward as a community. If one party refuses to have a combined conversation, mediation will be conducted separately, with the goal of finding a common understanding and possible voluntary solutions. If the mediated conversation results in a resolution, this could be in the form of, but not limited to, an apology statement, voluntary separation, or a mutual understanding of the issue. The COMLs will follow up with both parties with restorative resources and support. If no resolution is achieved, then the confronting party will have the option to initiate an Honor Council social trial. Should they choose to not proceed with an Honor Council Trial, COMLs will provide resources related to conflict resolution.

(iv) Honor Council Responsibilities

The liaisons do not attend weekly Honor Council meetings and do not serve on trials as Honor Council jurors. Liaisons will meet with the Honor Council Executive Board at least three times a semester, and have the opportunity to work with Honor Council committees and representatives. Liaisons will brief the Executive Board about ongoing issues, while keeping the parties' identities confidential. Additionally, the liaisons will report community feedback to Honor Council in relation to social issues. Should parties elect to send statements to trial, liaisons will share confidential details with the Executive Board. COMLs may act as confronting parties in social trials, on behalf of a student, or as a support person if necessary.

Liaisons will also serve as a check on Honor Council to ensure that the Executive Board and Council representatives are considering how identity affects Council and Council decisions. Trial chairs should circulate the liaisons' contact information to trial parties and jury members as a resource available to discuss the trial process, excluding any identifying information of others on the trial. Liaisons should have the opportunity to attend Honor Council representative training at the start of each semester. The liaisons should only act on the above options at the request of the community member reaching out to them. The liaisons will keep parties' identities confidential (See section 3.07 (4)).

(v) Additional Responsibilities

Within the first two months of their term, each liaison pair must go through mediation and diversity training. Liaisons will meet with OMA staff, or another party designated by the Dean of the College, at least three times a semester to debrief and envision educational and restorative resources for confronted parties, either at the level of a confrontation or at the level of a trial. One of these meetings will occur in conjunction with the Honor Council Executive Board. In addition, liaisons are encouraged to meet with various affinity groups and organize community

forums throughout the course of each semester in order to supply community feedback to Council.

(vi) Extenuating Circumstances

In the event that the liaisons find themselves unable to meet all requests for confrontation or mediation assistance (Article ii) due to the bulk of cases received, they may delegate to Honor Council Representatives.

Article VII. Trial Procedure

Section 7.01 Types of Trials

(a) Academic Trial

Honor Council may decide that an academic situation needs to be resolved in a trial. A trial is usually necessary if a student is suspected of having violated our community academic standards and must, therefore, answer to the community for any suspected academic violations. Almost all cases of suspected academic dishonesty are resolved in a trial. Cases of suspected academic dishonesty can only be resolved outside of a trial if Honor Council believes that the trial goals of education, accountability, and restoration have already been addressed; in all instances in which Honor Council suspects that an academic violation of the Honor Code occurred but does not send the case to a trial, Honor Council will release an abstract outlining the situation. Honor Council will designate a Council member to explain to the confronted individual the alleged charges, to explicitly inform the person of the rights of a confronted party, to familiarize the individual with the trial procedure, and to describe the implications and purpose of each step of the trial process.

In cases when dealing with highly sensitive or potentially legal issues the jury may consent to involve a dean in such matters. The choice of dean will be determined by the chair of the trial and Dean of the College based on objectivity and pertinence to the issues involved. The dean will have access to all the facts of the case, and may attend meetings in order to gain a better understanding, if the jury consents to the dean's presence. The dean's role is to provide an administrative perspective as well as to inform the jury of College policies and resources. The dean will not be a consenting member of the jury, and will not be part of deliberations unless consented to by the jury.

(b) Social Trial

If a resolution cannot be reached through confrontation, the confronting individual may choose between a mediated conversation with the Community Outreach Multicultural Liaisons or an

Honor Council trial. Both options aim for restoration, though Honor Council trials may mandate resolutions for confronted parties while mediated conversations may not. If the confronting party elects to proceed with a trial and there is reason to believe that a student has acted in a way that violated our community social standards, Honor Council should convene a trial in order to hold the confronted party accountable to the community and facilitate restoration for both parties. Honor Council should inform the confronting party of their recommendation regarding moving to trial and provide their reasoning, but it is ultimately the confronting party's decision as to whether or not they proceed with a trial. If the confronting party opts for a trial, Honor Council will designate a Council member to explain to the confronted party the concerns of the confronting party, to explicitly inform the confronted party of their rights-to familiarize the party with the trial procedure, and to describe the implications and purpose of each step of the trial process.

If the confronting party chooses a mediated conversation with the COMLs, more information can be found in Section 6.02 - h.

A social trial will follow an altered version of the Universal Trial Procedures. The fact-finding and circumstantial portions outlined in the description of the academic trial shall be combined into one meeting in a social trial, with the jury deciding whether a violation has occurred following this combined meeting. Confronting parties may have the option to request fact finding and circumstantial meetings separate from the confronted party. During any fact finding and circumstantial meeting, the parties should engage in whatever dialogue is helpful for them, including but not limited to describing their experiences of the situation and expressing their personal concerns, how they feel this issue has affected themselves and the community, and what circumstances they feel led up to this situation. Throughout this process, confronting parties should not feel obligated to share more than they feel comfortable sharing or more than is necessary to share, nor should they be burdened with reliving their trauma or educating others. To this extent, juries must consider the fact that the confronting party's decision not to share the details of their harm and/or trauma does not invalidate their experience, and their experience should not be dismissed or taken any less seriously. Both parties will be given an opportunity to share with the jury whether they feel a violation of the Honor Code has occurred, and if so, what that violation was. If the confronting party has opted for separate meetings, the jury may request an additional meeting with both parties present, while also considering the confronting party's circumstances. It is ultimately the confronting party's decision whether or not to attend this joint meeting. The confronting party's decision should not be considered by the jury when deliberating statements of violation or resolutions.

Following such a meeting or meetings, the jury will consider the circumstances at hand, how this issue has impacted the community, including potentially compromising the community's trust, and how this issue has caused a potential breach of trust between the parties, in order to determine whether a violation of the Honor Code has occurred, and if so, what violation that was. If during deliberations, the jury feels that either party has violated the Honor Code, either in addition to or independently from the original suspected violation, they will convene a second meeting with both parties present to discuss their initial thoughts on the situation before coming to statement(s) of violation regarding the original suspected violation. If new violations of the Code happen within the trial process, jurors may serve as active bystanders and initiate a confrontation, potentially beginning the process of a mediated conversation or a separate trial. In doing so, such active bystanders should aim to maintain the level of confidentiality expected from all parties from the original trial, recognizing that this might not be possible due to circumstances in the previous trial that any new jury or mediator should take into consideration to understand the facts and circumstances of the suspected violation.

If the jury determines that a violation of the Honor Code has occurred, both parties will be invited back for a later meeting to discuss tentative resolutions as a group. During this meeting, both parties should express their thoughts on the statement of violation and what they have considered while reflecting on it. At any point, the confronting party may request that the confronted party leave the room so that they may be alone with the jury. In the spirit of mindful engagement with the restoration process, both parties will have the opportunity to suggest resolutions they feel would be appropriate in this matter. These suggested resolutions will be submitted privately to the jury and held in anonymity for the rest of the process. The jury will then deliberate on tentative resolutions, with all parties still in the room serving as participating members in this deliberation, offering feedback on all ideas. Recognizing that restoration will look different in each circumstance, the confronting party may understand this combined deliberation to be harmful. In this case, they may opt for this deliberation to include only the jury and themselves. Given this circumstance, the jury will deliberate with both parties individually. Once the jury has discussed resolutions, addressing the trial goals of education, restoration, and accountability, any parties present will be asked to leave. The jury will then continue deliberations and come to consensus on tentative resolutions, ideally not implementing resolutions not already discussed with the parties.

Following this meeting, the jury will invite both parties back to discuss the tentative resolutions the jury has come to, and to hear feedback from the parties following their reflection on the resolutions. The confronting party may opt for individual meetings, in which case this request will be fulfilled. The jury and present party/parties will then have a discussion, on their thoughts on the structure of the trial process as a whole and potential changes or additions to the resolutions. These discussions will ideally continue until all parties and the jury are both satisfied with the proceeding and the resolutions, although this may not occur in all cases. Following their

meetings with the parties, the jury will consent to final resolutions for the trial before concluding the proceeding. All other aspects of the Universal Trial Procedures not addressed here shall be followed during a social trial. In any instance throughout the trial process where separate meetings are held for confronting and confronted parties, confronted parties will be informed by the trial chair of points made in their absence just as they would during circumstantial under the Universal Trial Procedures (Section 7.02 - f - iii).

If at any point during the process of a social trial both parties request the trial become a mediation, the jury can consent to turn the trial into a mediated conversation. Should the jury and the parties elect to conduct a mediated conversation, the COMLs will be contacted as stipulated in Section 6.02 - h.

(c) Joint Student/Administrative Panel

Joint Panels are to be used for situations that do not require immediate action, but which are, legally, administrative concerns and at the same time concern students socially. Such cases will be dealt with by a joint student-administration committee, consisting of two Honor Council members (to be chosen by Council and the Dean of the College), two Deans selected by the Dean of the College, and four members randomly selected from the community.

Examples of situations where such a committee will be used are drug dealing and cases where legal authorities are active on campus. If either the confronting or confronted parties wish to appeal a decision made by this committee, the appeal must be made to the President of the College within five business days of the completion of the Panel. The Panel will typically be co-chaired by an Honor Council Co-Chair and a dean.

This process will follow the same procedure as a Social Trial.

(d) Dean's Panel

A confrontation regarding sexual misconduct and/or physical violence will normally be brought directly to the Dean of the College. In the event that the confronting party instead chooses to first bring the case to Honor Council, Honor Council will request and review statements from the parties involved and will normally consent to send the case to a Dean's Panel. If it is unclear whether a confrontation brought to the Dean's Office merits a Dean's Panel, the Dean of the College may opt to forward to Honor Council Co-Chairs statements from the parties involved so that Honor Council may consent on an appropriate course of action. The Dean of the College may opt to submit statements which lack identifying information.

Around the time that a Dean's Panel is convened, the Dean of the College shall notify Honor Council Co-Chairs that such a proceeding is underway. The Dean of the College will also tell Honor Council Co-Chairs the general nature of the potential offense (e.g. a panel convened to

deal with a potential case of sexual assault or physical violence). Once the panel has finished, the Dean of the College shall notify Honor Council Co-Chairs of its completion.

Because of the sensitive nature of the issues discussed in Dean's Panels, special precautions will be taken to protect the confidentiality of all parties involved, and different procedures will be followed regarding abstracts. The parties involved will have a great deal of control in the abstract process. Before an abstract may be released, the confronting party must consent to the amount of information contained in the abstract and the abstract as a whole, as well as a date for release. Input from the confronted party on these matters will also be considered. Less information may be included.

The abstract will be written by the chair of the Dean's Panel or one of the other deans serving on the panel, and will be completed and presented to the Dean of the College within six weeks of the completion of the panel. The abstract will normally include an account of the general circumstances that merited confrontation, a brief account of each phase of the trial and the direction of the discussions, and a summary of the final resolutions. It will typically be released one (1) year after the confronted and confronting parties have graduated or permanently left campus. If the parties involved are concerned about this release date, a mutually agreeable release date will be found.

Upon receiving this abstract, the Dean of the College will give it to the confronting and confronted parties for them to review the final version of the abstract and final release date. The Dean of the College shall also notify Honor Council Co-Chairs that the abstract has been received, and later when it has been reviewed by the confronted and confronting parties. The Dean of the College shall also inform Honor Council Co-Chairs of the final release date. However, to protect confidentiality, the Co-Chairs will not have access to the content of the abstract until the beginning of the semester specified for its release. Honor Council Co-Chairs will make note of the release date for future Co-Chairs. When Honor Council is given the abstract, it will be reviewed by Abstract Committee and Honor Council will subsequently consent to its release, as per standard abstract guidelines.

(e) Summer Trial

By the end of the academic year, the Co-Secretaries of Honor Council will have gathered a list of students available on campus during the summer to serve on a summer trial. If a violation is reported after the beginning of summer break, the newly-elected Co-Chairs of Honor Council will contact members of the previous semester's Honor Council and invite four of them to the College where they will decide whether a trial is necessary. If such a trial is called, five additional jurors will be selected randomly from the list of available students and join those council members.

Convening a Summer Trial is optional, for the confronting and confronted parties may refuse and instead wait until the fall to resolve the issue according to the standard trial procedure. Transportation for all off-campus jurors will be funded by the College.

(f) Student Panel

If Honor Council is found to be (by a community member or member of Council) or suspects itself as a body to be in violation of the Honor Code, it is the responsibility of Council to confront itself and organize the convening of a student panel that will decide whether or not Council is in suspicion of violation. One (1) dean selected by the Dean of the College will chair this student panel. The student panel consists of 12 randomly selected members of the community, 3 from each class.

The jury is to be compiled by the Co-Secretaries of Honor Council. The first meeting convened serves to address any questions, comments or concerns regarding the Honor Code or Procedure. At this meeting the panel must decide if Council is in suspicion of violation. If they are not found in suspicion of violation, the matter is dropped and an abstract must be written and published by one of the jury members. If Council is suspected to be in violation of the Honor Code, the panel will serve as a jury to a subsequent trial. The trial will be run under the same time and procedural guidelines set forth in Section B, Universal Trial Procedure. Abstracts must be written and published within a month of the trial and must be approved by the chair of the trial prior to distribution. All decisions must be made via consensus during this process. If Council is found to be in violation of the Honor Code, it is the responsibility of the Student Panel to try to find appropriate means of dealing with this violation. If Honor Council does not agree with the resolutions set forth, they may appeal to the Dean of the College within one (1) week of the end of the trial.

Section 7.02 Universal Trial Procedure

(a) Pre-Trial

Before Honor Council reviews a new case, it will request individual statements from each of the confronted and confronting parties, describing their account of the potential Honor Code violation and the confrontation leading to the case being brought to Honor Council. Honor Council will review these statements and must consent either to send the case to any constitutional trial procedure, or to drop the case. Abstracts may be published for dropped cases.

At this point, the Honor Council will make a recommendation to the confronted and confronting parties which trial process—standard or abbreviated—would be most appropriate for the case. This will take shape in a vote count of Honor Council members who suggest the abbreviated format and the number of Honor Council members who recommend the standard format. The confronting and confronted parties will then decide on which trial process to conduct. In a case

where the parties cannot come to consensus, the standard, non-abbreviated trial process will be conducted.

Before the trial, the confronted student and the confronting party will be informed by an Honor Council member about the trial procedure and their roles in the process. The confronted student must be informed in writing of the reasons behind the referral to Honor Council, and Honor Council must explain to the student why a trial is being held to resolve the situation. Both the confronted and confronting parties must be informed of who will be on the jury. The confronted and confronting parties may remove a maximum of two jurors each if they feel they cannot be objective. If the confronted and confronting parties choose to, they are allowed to question the originally selected jury in the presence of the Chairs under the discretion of the Chairs, prior to their decision to remove any members.

(b) Role of Honor Council Co-Chair in a Trial

One of the Co-Chairs of Honor Council is automatically a member of every trial or other procedure, except in extenuating circumstances, when, with the permission of the student involved and the Dean of the College, they need not be. The Honor Council Co-Chair shall act in an appropriate capacity specific to each procedure (i.e. either as chair, jury/panel member, or support person to the chair). In cases where Honor Council Co-Chairs will not be leading the procedure, Honor Council will appoint an experienced Honor Council member best suited to chair the trial, Student Facilitation Panel or Joint Student/Administration Panel. When Honor Council Co-Chairs do not chair a trial/panel, the abstract for that trial/panel will include the role the Co-Chairs played in the trial/panel, and the specific reason(s) for this decision.

(c) Role of the Jury in a Trial

Every member selected for a jury, including Honor Council members, is expected to have thoroughly read and reviewed the current version of the Honor Code in its entirety prior to serving on a trial. It is encouraged that jury members read past abstracts to review precedence in certain cases. The jury's task is to find a resolution that balances, as fairly as possible, the interests of the community as a whole and those of the individual student involved. The goals of resolutions are to repair the breach of trust, and to achieve and address accountability and education. Although this is a community based on trust of all community members, there are times when the jury may be presented with a conflict between testimony and apparent fact, or between two testimonies. It is the duty of jury members to balance their trust of community members with their obligation to determine what has happened before they can arrive at any resolutions. If they are ultimately satisfied that their conclusion is correct beyond a reasonable doubt, then they may find the student in violation despite the student's claims to the contrary. The jury will answer three questions:

- (i) Does what happened constitute a violation of the Honor Code?
- (ii) If it does, what were the circumstances under which this occurred?
- (iii) What is an appropriate action in response to this problem?

(d) Role of the Support Person

The role of a support person is to be available (whether attending a trial or not) for emotional support. Broadly speaking, support people are not supposed to be “witnesses” or “legal counsel,” although their specific role in any particular trial is up to the chair.

(i) For the Confronted and Confronting Parties

The confronted party may bring another community member to the proceedings for support. If a student, the confronting party may bring another student to act as a support person. It is strongly recommended that a support person have no direct connection to the issue involved in the trial. At any given time during the trial, the confronted or confronting party may request time to meet with their support person. However, this opportunity is under the discretion of the chair.

(ii) For Faculty

If a member of the faculty, the confronting party may consult with another member of the community for advice and support (as outlined in the Faculty Handbook) although they should not reveal the identity of the confronted party. Faculty members will not attend the trial proceedings as support people.

If a visiting or first-year professor, the confronting professor will be given the option of having a permanent faculty member also present during all or part of the proceeding, as permanent faculty members are more familiar with the way the Honor Code functions at Haverford and the practice of handling potential violations through Honor Council. The permanent faculty member may clarify points made by the first-year or visiting professor. It will be the role of the jury to determine and consent to appropriate times for the faculty member to speak directly to the jury.

(e) Role of the Bi-College Liaison

In the event that a Bryn Mawr student is suspected of violating Haverford’s Honor Code, or a Haverford student is suspected of violating Bryn Mawr’s Honor Code, a liaison from the student’s home institution’s judicial body will, whenever possible, attend the meeting(s) of the judicial proceeding at the host institution. The Bi-Co Liaison will be a non-consenting participant. The purpose of the Liaison is to keep the home institution informed and serve as a source of knowledge about the home institution. The Liaison will be responsible for attending

any necessary meetings, transporting any necessary documents back to the home institution, and bringing up relevant points that the jury may have thus far neglected to consider.

The Liaison at both institutions will be governed by the same set of procedures that were consented to by both the Haverford Honor Council and the Bryn Mawr Honor Board and will be made readily available to the community on Honor Council website. Changes to these guidelines that do not conflict with what has already been stated can be made with the consent of both the Haverford Honor Council and the Bryn Mawr Honor Board.

(f) The Actual Trial

(i) Preliminary Video:

Ahead of the trial, the chair will send a video by email to the jury, outlining the trial's purpose, standard procedure, and expectations for jurors. Expectations include juror objectivity and confidentiality. Additionally, there will be a Google Form for jurors to submit any questions they may have about the trial process or the particular case being brought to trial.

(ii) Option 1 - Standard

(1) Fact Finding:

The jury is required to have fully read and reviewed the most current version of the Honor Code in its entirety prior to the trial. Understanding that informative media regarding trial processes has been provided, there will be opportunity for jury members' questions and concerns to be addressed. The first part of the trial will focus on the facts. The confronting party will tell the jury what that confronting party believes the problem is, and why that problem should be brought to Honor Council. The confronted party will then give the jury their own view of the situation.

The jury will be free to ask fact-seeking questions of all parties. Sometimes a jury receives additional statements from parties who have had some involvement in a case but are not formally acting as confronting parties. If the jury thinks that it would be useful to talk with these people in person, or the case involves discrepancies between the different parties' accounts of the incident(s), the jury may request to speak with the writers of the additional statements.

In cases requiring particular expertise, the Co-Chairs of Honor Council, the EEOC officer, and the Dean of the College may recommend that a member of the community (faculty, staff, administrator, or friend of the College) make their expertise available by serving as a consultant to the jury or panel. Additionally, if a jury thinks it requires greater expertise in order to evaluate a case brought before it, the jury may consent to contact an individual with such expertise who has been thus far uninvolved in the case and who can help the jury more fully understand the

situation. This may include professors in the relevant departments at Haverford, Bryn Mawr, and/or Swarthmore.

After the jury feels that it has no more fact-seeking questions, the two parties will leave the room. All persons involved in the trial, including confronting and confronted parties, support persons, and jurors, must maintain confidentiality insofar as it affects all others involved in the trial.

(ii) Jury Deliberation

During the next part of the trial, the jury will decide whether or not it feels that the event described transgresses the values and standards of the community, as expressed in the Honor Code. This decision must be reached through consensus. If there are significant discrepancies between the claims of the confronted and confronting parties and the facts of the case are unclear, the jury should consider not making a decision regarding whether or not a violation occurred in a single night. Instead, the jury should continue to reflect on the situation and attempt to come to a clearer understanding of the incident. During the course of a trial, the jury may request that the confronted party return to answer more factual questions. When this occurs, the confronting party will be given the option of either returning to the proceedings or waiving their right to be there. If there is more than one confronted or confronting party in a trial, the jury has the right to request that an individual person be questioned out of the other's presence. For this action to take place, the confronted and confronting parties must give their consent. If the jury feels it needs to recess until the following business day, it may do so. During a recess, jury members may not discuss cases in progress with anyone, except other jurors and for support purposes. Additionally, the chair of the trial may discuss the cases in progress with Honor Council Co-Chairs and the Dean of the College at their discretion. All individual discussions will be brought to the entire jury's attention at the next jury meeting. If it is decided that the student's actions were not in violation of the Code, the matter is dropped, and both parties are so informed. However, the jury still has the option of recommending resolutions to the parties.

In the extreme and rare event that a jury is unable to come to consensus because the opinions of the jury and their beliefs mean that consensus will be blocked for both a Statement of Violation and a Statement of Non-violation, the jury has the option to consent to send the case to a second jury. Honor Council, other than those members who are jurors on the trial, must consent to approve this decision under the advisement of the Librarian. All parties must be notified that this is taking place and have the option to write statements for Honor Council and the jury to consider before moving towards consensus. The second jury will be formed of no jurors who were on the first trial, and they will not discuss that the first jury could not come to consensus unless they also find this impossible. If a second jury similarly cannot come to consensus on a statement, the case will be dropped and be treated as a non-violation. The second-jury procedure

is only to be used in cases when the jury has deliberated extensively and truly believes that they are unequipped to come to consensus due to the composition of the jury, and that another jury could be better able to do so. It is not to be used merely for confusing or unclear cases, and should be treated as an absolute last resort. The jury should consider what implications their decision will have on the parties before consenting to move forward with this course.

(iii) Circumstantial

If it is decided that the actions were in violation of the Code, then the confronted party will return. It is normally an option for the confronting party to be present. All points made in the confronted party's absence will be repeated to the confronted party by the chair. The jury will ask the confronted party about the circumstances surrounding the event in question. After this discussion, the jury will ask the student what that student feels are fair resolutions and why. The jury will then discuss various resolutions with the confronted party. The confronting party is also given the opportunity to propose resolutions and to discuss them with the jury if the confronting party wishes to do so.

(iv) Continuation of Jury Deliberation

When the chair feels it appropriate, the parties will leave the room, and the jury will continue discussing resolutions and will reach consensus on the resolutions that it feels are just. Resolution(s) should address such goals as educating the confronted party and the community, repairing the breach of trust between them and the community and holding the person accountable for their actions. Any resolution requiring action by a trial party must have a deadline or time frame for completion. After this initial consensus, the jury will adjourn for at least 20 and no more than 96 hours to think privately about the issues involved in the trial, and to rest. In the event that this timeline poses scheduling difficulties, the jury may consent to only count business days toward the timeline. A juror will inform the confronted and confronting parties, as well as any parties not directly involved in the trial to whom recommendations are made, of the jury's tentative resolution.

At this point, jury members will not discuss cases in progress with anyone, including other jurors. However, jurors may talk with the trial chair and the trial chair may talk with Honor Council Co-Chairs and the Dean of the College regarding procedural concerns.

(iii) Option 2 - Abbreviated

This option is only for when both the confronting and confronted parties both agree that the same violation of the code has occurred.

(1) Combined Fact Finding & Circumstantial

The confronting party will tell the jury what that confronting party believes the problem is, and why that problem should be brought to Honor Council. The confronted party will then give the jury their own view of the situation, including circumstances surrounding the event in question. After this discussion, the jury will ask the confronted party what they feel are fair resolutions and why. The jury will then discuss various resolutions with the confronting party. The confronting party is also given the opportunity to propose resolutions and to discuss them with the jury if the confronting party wishes to do so.

The jury will be free to ask questions of all parties. Sometimes a jury receives additional statements from parties who have had some involvement in a case but are not formally acting as confronting parties. If the jury thinks that it would be useful to talk with these people in person, or the case involves discrepancies between the different parties' accounts of the incident(s), the jury may request to speak with the writers of the additional statements.

In cases requiring particular expertise, the Co-Chairs of Honor Council and the Dean of the College may recommend that a member of the community (faculty, staff, administrator, or friend of the College) make their expertise available by serving as a consultant to the jury or panel. Additionally, if a jury thinks it requires greater expertise in order to evaluate a case brought before it, the jury may consent to contact an individual with such expertise who has been thus far uninvolved in the case and who can help the jury more fully understand the situation. This may include professors in the relevant departments at Haverford, Bryn Mawr, and/or Swarthmore.

After the jury feels that it has no more questions, the two parties will leave the room. All persons involved in the trial, including confronting and confronted parties, support persons, and jurors, must maintain confidentiality insofar as it affects all others involved in the trial.

(2) Jury Deliberation

After the parties leave the room, the jury will decide whether or not it feels that the event described transgresses the values and standards of the community, as expressed in the Honor Code. This decision must be reached through consensus.

During the course of a trial, the jury may request that the confronted party return to answer more questions. When this occurs, the confronting party will be given the option of either returning to the proceedings or waiving their right to be there. If there is more than one confronted or confronting party in a trial, the jury has the right to request that an individual person be questioned out of the other's presence. For this action to take place, the confronted and confronting parties must give their consent.

If it is decided that the confronted party's actions were not in violation of the Code, the matter is dropped, and both parties are so informed. However, the jury still has the option of recommending resolutions to the parties.

If the jury agrees that a violation of the Code has occurred, then it will continue discussing resolutions and will reach consensus on the tentative resolutions that it feels are just. Resolution(s) should address such goals as educating the confronted party and the community, repairing the breach of trust between them and the community and holding the person accountable for their actions. Any resolution requiring action by a trial party must have a deadline or time frame for completion. After this initial consensus, the jury will adjourn for at least 20 and no more than 96 hours to think privately about the issues involved in the trial, and to rest. In the event that this timeline poses scheduling difficulties, the jury may consent to only count business days toward the timeline. A juror will inform the confronted and confronting parties, as well as any parties not directly involved in the trial to whom recommendations are made, of the jury's tentative resolution by email.

At this point, jury members will not discuss cases in progress with anyone, including other jurors. However, jurors may talk with the trial chair and the trial chair may talk with Honor Council Co-Chairs and the Dean of the College regarding procedural concerns.

In the extreme and rare event that a jury is unable to come to consensus because the opinions of the jury and their beliefs mean that consensus will be blocked for both a Statement of Violation and a Statement of Non-Violation, the jury has the option to consent to send the case to a second jury. Honor Council, other than those members who are jurors on the trial, must consent to approve this decision under the advisement of the Librarian. All parties must be notified that this is taking place and have the option to write statements for Honor Council and the jury to consider before moving towards consensus. The second jury will be formed of no jurors who were on the first trial, and they will not discuss that the first jury could not come to consensus unless they also find this impossible. If a second jury similarly cannot come to consensus on a statement, the case will be dropped and be treated as a non-violation. The second-jury procedure is only to be used in cases when the jury has deliberated extensively and truly believes that they are unequipped to come to consensus due to the composition of the jury, and that another jury could be better able to do so. It is not to be used merely for confusing or unclear cases, and should be treated as an absolute last resort. The jury should consider what implications their decision will have on the parties before consenting to move forward with this course.

(iv) Presentation of the Resolutions

Upon receiving the tentative resolution via email, the confronting and confronted parties will be asked to reply within three business days. If they agree, the tentative resolution will be taken as the final resolution.

If they disagree, they may appeal and propose changes to the jury via email or request a meeting with the other party and the jury. During the meeting, the party appealing will discuss their reasons for appealing and how they would like the resolution to be modified. The confronting and the confronted party will leave; the jury will decide if it wants to change its recommendation. Taking into consideration the changes proposed by the party appealing, the jury will then reach a final consensus on a recommendation which the Chair will present in writing to the parties involved and the Dean of the College. In addition the jury will be responsible for drafting and consenting to a recommendation to the Dean of the College concerning reporting the violation on Graduate School's or Transfer School's application based on the guidelines consented to by Honor Council.

After the jury reaches consensus on the final resolution, it will choose one of its members to act as a liaison between the jury and the President in the event of an appeal or administrative offering of alternative resolutions. The liaison's function will be to speak with the President to explain the jury's position and answer any questions. At that point members of the jury will also be chosen to write the abstract.

(v) Post-Trial

In an academic case, if the Dean of the College feels that the jury's resolution(s) is unsatisfactory, the dean may make a different recommendation to the professor, after discussing the recommendation with the jury. A student's final grade in a course is the professor's decision, as neither the jury nor the Dean can do more than recommend to a professor that a certain grade be given in a course. However, in cases where the jury and/or Dean recommend that a student be separated from the College, or any other sanction, which does not involve a grade alteration, the professor has no jurisdictional power to change that resolution. In such cases, and in social cases, if the Dean strongly disagrees with the jury's recommendation, then the Dean may offer alternative resolution(s) to the President. The Dean's recommendation will be presented only after discussion with the jury about the resolution(s), and not longer than one week after receiving the chair's report detailing the trial. Before making a decision, the President will speak with the jury or its liaison. Following their discussion, the President will have one week (while present at the College) to make a final decision on what will be done. The involved parties have a period of five business days from the time of the trial's completion in which to appeal to the President to change the resolution(s). The appeal must be presented orally and in writing, and may be made on either substantive or procedural grounds. Abstracts will be written for all academic trials, social trials, and summer trials, and Student Panel, Student Facilitated Panel, and

Joint Panel hearings. These will be distributed to the community in accordance with current constitutional guidelines.

(vi) Rights of the Confronted Party

1. A support person, who is a community member, to provide aid throughout the trial process. At any given time during the trial, the confronted or confronting party may request time to meet with their support person. However, this opportunity is under the discretion of the chair. (Section 7.02 - d)
2. Privacy during the trial process, except in certain circumstances. All Honor Council members and jurors will maintain confidentiality except when it is necessary to act otherwise. ((Updated) Section 7.01 - b)
3. Knowledge about what points are made about them in their absence during the circumstantial portion of the trial and any portion of a social trial in which separate meetings are held for confronting and confronted parties. (Sections 7.01 - b and 7.02 - f - iii)
4. The opportunity to provide feedback on and propose resolutions. (Section 7.01 - b, Types of Trials)
5. A prompt start to the trial after statements have been provided to Honor Council.

Section 7.03 Special Concerns

(a) Administrative Concerns

Matters which would tend to overburden the Code (i.e. parking violations) are not handled by Honor Council, but by the appropriate offices of the College. Violent and life-threatening situations which require immediate action are handled by the administration of the College.

(b) Discrimination and Harassment

Cases involving issues related to sex, sexual orientation, gender identity or expression, class, race, color, age, religion, national origin, physical disability or handicap will normally be heard by a Joint Panel. It is the obligation of the College and of Honor Council to see that Honor Council members receive diversity training to aid them in hearing such cases.

All cases of alleged harassment (including those motivated by religion, sexual orientation, or race) brought before Honor Council should also be brought before the Dean of the College. After the Dean of the College and the Co-Chairs of Honor Council have discussed the matter, the case should be brought before an EEOC (Equal Employment Opportunity Commission) Officer.

Should the EEOC Officer decide that EEOC grievance procedures need to be instituted, Honor Council and the deans are asked to remove themselves from any judicial capacity in the case. Should the EEOC Officer decide that EEOC grievance procedures would not be appropriate, then the Co-Chairs of Honor Council, the Dean of the College, and the EEOC Officer will decide on an appropriate course of action. Honor Council will serve as the coordinating body for this decision making process. When a student confronts a Staff or Faculty member for such an incident and the case comes forward for adjudication, it is heard by an EEOC Panel.

(c) Confidentiality and Sexual Misconduct

In the event that a party separated for sexual misconduct returns to campus, thus violating the resolutions of their separation, the confronting party may permanently break the separated party's confidentiality without penalty, or ask someone else to do so in order to maintain their own confidentiality.

(d) Violence or Threat of Violence

In the case of violence or threat of violence, where there is a concern for the safety of the community, the Dean of the College may separate a student immediately. After such action, the Co-Chairs of Honor Council, an EEOC officer, and the Dean of the College will meet to review the case and determine if further action through internal judicial processes is indicated. This may be a Dean's Panel.

(e) Mediation by Deans

In situations where formal adjudication does not appear necessary, the Dean's Office may be asked to mediate conflicts of an unusual nature. These mediations will be separate from the judicial processes. Participation in a mediation does not preclude a later decision to pursue a case through formal judicial avenues.

(f) Timeliness

In the interests of fairness to the confronted party and with respect for the needs of the community, the confronting party/ies must make a decision to take a complaint through judicial avenues in a timely fashion once the complaint is raised. Once a decision has been made to take a case through judicial avenues, this must also proceed in a timely manner.

(g) Extenuating Circumstances

Under extraordinary circumstances that make normal jury selection or standard trial procedures impossible, in the interest of timely resolution to a case and fairness to the parties involved, Honor Council shall make the minimum necessary modifications to move the proceedings forward. Such modifications must preserve the substance of universal trial procedures and

uphold the spirit of the Honor Code. Both Honor Council and the involved parties must consent to the modifications in order for them to occur. During College breaks, the greatest practical number of Honor Council members, five at a minimum, must consent to the modifications.

(h) Other Institutions

If a Haverford student is in violation of the honor system of another institution, including those with which Haverford has cooperative agreements (except Bryn Mawr, with whom there is a special agreement), that violation will be adjudicated at that institution. The student should report the case to the Haverford Honor Council, but ordinarily no action will be taken at Haverford.

(i) Special agreement with Bryn Mawr College

1) When Bryn Mawr concludes a hearing of a case involving a student from Haverford with a recommendation for action which requires enforcement by Haverford, the student will have five days to appeal to the President of Bryn Mawr, using Bryn Mawr's appeal procedures. If, after the appeal period, there remain some results which must be enforced by Haverford, that recommendation is forwarded by the appropriate person at Bryn Mawr to the Honor Council Executive Board.

2) At Haverford, an inquiry will be made by Honor Council. It is understood that this should not constitute a second hearing of the case, but all materials from the hearing should be available to the inquiry, which may also call upon anyone involved for further questioning. The inquiry will not affect the resolution of the case in those areas where enforcement is within the authority of Bryn Mawr, but will only decide whether the recommendation for action referred to Haverford will be accepted, modified, or rejected. The student has five days to appeal the results of the inquiry to the President of Haverford, whose decision is final. Honor Council will keep the Deans informed throughout this process.

3) Students should be familiar with both the Haverford and Bryn Mawr Honor Codes, as one is expected to adhere to the Code of the campus one is on. There are several significant differences between the Colleges' Honor Codes of which each student should be aware.

Article VIII. Elections

Section 8.01 Elections Coordinators

The following is a description of the position of Elections Coordinator.

a) Duties of the Elections Coordinators

Elections Coordinators are responsible for administering and publishing the results of every election for every elected office within the Students' Association. Elections Coordinators are also responsible for running the annual ratification of the Honor Code as outlined in Section 3.08. Elections Coordinators must make vote tallies of any election available upon request.

b) Term of the Elections Coordinators

In the first two weeks of each semester, Students' Council's Appointments Committee shall appoint a member from among the Students' Association to the position of Elections Coordinator for a term lasting the following one year (2 semesters). This appointment is a priority for the well-being of student government, and the position should be filled as soon as possible. These terms shall be staggered such that at all times there is one Elections Coordinator serving their second semester of their term and one Elections Coordinator serving their first semester of their term. An incumbent Elections Coordinator may be reappointed once after the end of their first term, for a maximum of two full terms, but all students shall at all times have the opportunity to seek appointment to the position.

c) Senior and Junior Coordinators

An Elections Coordinator who has been in office for more than one semester shall be considered a Senior Elections Coordinator, and an Elections Coordinator who has been in office for less than one semester shall be considered a Junior Elections Coordinator. It is the responsibility of the Senior Elections Coordinator to lead the completion of the tasks of the Coordinators and teach the Junior Coordinator the intricacies of the role in preparation for them to take over as Senior Coordinator the following semester. It is the responsibility of the Senior Elections Coordinator to ensure that all tasks are clearly assigned to their junior counterpart or to themselves and that all are completed on time. This relationship is meant to be a mentorship and partnership led by the Senior Coordinator.

d) Grounds for Removal

Students' Council may feel a Coordinator must be removed if elections are not run on time, if results are not published, if election administration errors are too frequent, or for other reasons at their discretion. As this position is salaried out of student-contributed funding, it is important it be accountable to the student body. After one significant error the Co-Presidents of Students' Council will issue the coordinator a warning and meet with them with the goal of providing any additional information or support they may need and which the Co-Presidents feel able to give. If errors continue, Students' Council may decide to remove one or both of the Coordinators by consensus and appoint replacements, who will serve out the remainder of the term.

Section 8.02 General Election Procedures

The following are general election procedures which shall be used in all elections unless otherwise specified in this Constitution.

a) Definition of a Candidate

A candidate is defined as one or more people who are seeking to fill a single elected position within the government of the Students' Association.

b) The Ballot

Members of the Students' Association will vote by secret ballot. The ballot for each election shall consist of the following elements.

(i) Page 1: The statements provided by each candidate

(ii) Page 2: Voters shall make selections from among the following options:

1. The name of each nominated candidate
2. A space for write-in vote (if a write-in option is selected but no candidate is written in, or if a student listed is not a member of the Students' Association, the vote shall be counted as an "abstain")
3. An "abstain (does not count toward quorum)" option. Voting for this option shall not count toward quorum
4. A "no vote (counts toward quorum)" option. Voting for this option shall count toward quorum

In order to avoid confusion, options 3 and 4 shall always note which counts toward quorum and which does not each time they appear on a ballot.

*Page 1 and Page 2 may be repeated in order to permit separate ballots for multiple distinct positions.

(iii) Page 3: A mandatory box asking voters to confirm that they have reviewed their decisions and would like to submit this ballot.

c) Quorum

If fewer than 40% of the constituency of the position being elected casts valid ballots in any election by the time it has fully expired, that election shall be considered invalid and will be rerun. This does not apply in uncontested elections. Uncontested elections are defined as those in which the number of candidates is less than or equal to the number of available seats.

d) Appointments

When appointing a student or students to a position which is usually elected, appointees shall be chosen from within the Students' Association by the body seeking to fill the seat. The appointed student must meet all the necessary criteria for the position as if they were elected. Appointments to unfilled positions may only take place when specifically permitted by situations described in this Constitution. Pro tempore replacements are not considered official appointments and shall not generally take place if a seat is vacant.

e) Victory

The candidate or candidates (in the case of positions seeking more than one candidate) with the most votes shall assume office. In the event of a tie-vote for any office, a run-off between the tie-vote receivers shall take place. If no one candidate for an office receives forty percent (40%) or more of the votes cast, excepting elections in which one ballot elects candidates to multiple open seats, a run-off election will be held with the names of the two candidates receiving the highest number of votes appearing on the ballot. For all runoff elections, the Elections Coordinators shall set a 48-hour period for elections to take place. The elections shall be run with all due haste, meeting the qualifications for quorum, and shall be rerun if quorum is not reached.

f) Victory of Dissatisfaction

If the total number of students voting “abstain” and students voting for “no vote” exceeds the number of votes received by the candidate who receives the most votes (in other words, if ‘abstain’ and ‘no vote’ “win”) the election will be considered invalid as the Students' Association has indicated its dissatisfaction with the available candidates and the election shall be rerun.

g) Reruns

When an election has been deemed invalid, a rerun shall take place with a fresh ballot.

(i) For any invalid election from the first wave of the April or November elections, excepting Honor Council Co-Chairs or Co-Secretaries, the rerun shall be included as a part of the second wave of elections, with nominations and candidacy statements solicited along with those of the usual positions of the second wave. In the case of Honor Council Co-Chairs or Co-Secretaries

which require a rerun, the Elections Coordinators will follow the protocol outlined in section 8.09(b).

(ii) For any invalid election from the second wave of the April or November elections, the rerun shall take place with all due haste, with nominations being solicited not more than 48 hours following the conclusion of the invalid election.

(iii) All candidates who ran in the invalid election are eligible to run again in the rerun election.

(iv) Once nominations are received, the election shall proceed following the usual protocol in section 8.03.

(v) If any rerun election is invalid or receives no candidates, the position shall be appointed as per the protocol in section 8.02(d).

Section 8.03 General Election Timeline

The following is the general timeline which shall be used in all elections outlined in the Constitution of the Students' Association. The placement within the week is subject to the decision of the annual calendar meeting among the Librarians and Elections Coordinators.

a) Notification

Elections Coordinators will notify the student body of an election upon the opening of nominations and lay out with great and appropriate clarity when nominations will open and close, when voting will open and close, and when results will be published. This notification will clarify for students and allow them to track the election easily as well as serve to hold Elections Coordinators accountable.

b) Nominations

Nominations shall be solicited from within the Students' Association. Students may nominate others or self-nominate. Nominations shall remain open for 48 hours. All nominees should be notified as soon as possible that they have been nominated and must be notified not later than one hour after the close of nominations. Any nominations for a "Co-Position" must consist of two members of the Students' Association who will serve together. A candidate may not choose to run for multiple positions at the same time. If two calls for nominations fail to find a sufficient number of willing candidates for the position(s) on a ballot, the position(s) shall be appointed as per the protocol in section 8.02(d). Elections may still be run if two calls for nominations produce fewer candidates than the number of available seats, if the number of candidates is greater than zero, but the remaining seats must be filled by appointments.

c) Accepting Nominations and Candidacy Statements

At the close of nominations, there will commence a 48-hour period in which candidates may accept their nominations. If a student will not be attending Haverford for the entirety of the term of a position, they may not accept a nomination for that position. Candidates shall, as part of accepting a nomination for any position, provide a candidacy statement outlining their reasons for running and objectives for their term. Only students who accept their nomination and provide an appropriate candidacy statement shall appear on the ballot. At their discretion the Elections

Coordinators may recommend changes to a candidacy statement for the sole purpose of correcting inaccuracy regarding the nature and responsibilities of the position. Candidates are not required to make these changes and failure to make them shall not impede the candidate's appearance on the ballot for their desired position.

d) Voting

At the close of the candidacy statement period, voting shall commence. Voting shall remain open for 48 hours. The Elections Coordinators may issue reminders encouraging the Students' Association to vote in the case of elections they feel are in danger of not reaching quorum. If quorum has not been reached at the end of the 48-hour period, the Elections Coordinators may at their discretion implement up to two extensions of 24 hours each. A second extension may be implemented only if at the end of the first, quorum has still not been reached.

e) Constituency

Class representatives are elected only by members of their class, and officers (such as Co-Chairs of Honor Council, or Co-Presidents of Students' Council) shall be elected by members of the Students' Association, with the exception of the International Student Representative, who will be elected by international students. All members of the electorate of a particular position must be attending Haverford for some part of the term of the position(s) they are voting for.

f) Publication

Results of all elections shall be published immediately upon the closure of voting (not more than 6 hours after the conclusion of the 48-hour voting period).

Section 8.04 Elections Calendar

The following shall be the general calendar governing when elections shall take place each year.

a) September Elections

During the first three weeks following the commencement of the academic year an election shall be held, in order to place first-years in student government. That election shall elect one first-year representative to JSAAPP, one first-year representative to Students' Council, and four first-year representatives to Honor Council. All representatives elected in September will serve one year terms, except for the Honor Council representatives who will serve one semester terms.

b) November Elections

During the first three weeks of November two consecutive elections shall be held, Wave 1 and Wave 2. In Wave 1, the Students' Association shall elect Co-Secretaries of Honor Council and one pair of Community Outreach Multicultural Liaisons for one year terms. In Wave 2, first-years will again elect four representatives to Honor Council. The two who receive the greatest number of votes in this election shall each serve one year terms. The two who receive third and fourth most votes shall each serve one semester terms. Each other class year will elect two representatives to Honor Council except in the case of Co-Secretaries' classes in whose case the protocol in section 8.06(b) is followed. Terms of sophomore and junior representatives shall last two semesters, and terms for senior representatives will last one semester. Each candidate elected in the November elections shall begin their term at the start of the spring semester.

c) April Elections

During the first three weeks of April two consecutive elections shall be held, Wave 1 and Wave 2. In Wave 1, the Students' Association shall elect JSAAPP Co-Chairs, Co-Presidents of Students' Council, Co-Vice Presidents of Students' Council, Co-Chairs of Honor Council, and one pair of Community Outreach Multicultural Liaisons. In Wave 2, the Students' Association shall elect Co-Treasurers of Students' Council, Co-Secretaries of Students' Council, one class representative from each rising class year to Students' Council, an international student representative to Students' Council, the Officer of the Arts, the Officer of Academics, the Officer of Athletics, the Officer of Campus Life, the Officer of Multiculturalism, one JSAAPP class representative from each rising class year, and two class representatives to Honor Council from each rising class year except in the case of Co-Chairs' classes, in whose case the protocol in section 8.06(b) is followed. The terms of all of these positions begin the following fall and last two semesters. This election shall also elect one representative to the Board of Managers from the rising junior class, who shall serve in that position for two years.

d) Creation of a Yearly Calendar

Before the September elections each year, the two Elections Coordinators shall meet with the Librarian of Honor Council and the Librarian of Students' Council and in that meeting shall lay out a specific calendar for the year specifying the opening and closing dates of each election in line with the Constitution. This calendar shall be made public to the Students' Association.

Deviation from this calendar may take place as a result of unusual circumstances, with the consent of the Librarian and Co-Chairs of Honor Council in the case of Honor Council elections or the Librarian and Co-Presidents of Students' Council in the case of Students' Council elections.

Section 8.05 Students' Council Elections

This section deals with election rules unique to Students' Council or to positions within it.

a) International Student Representative

The Representative of International Students must be a student who falls under Haverford's definition of international students: "in addition to F-1 visa holders, students from Puerto Rico, the U.S. Virgin Islands, students with multiple citizenships, U.S. Permanent Residents residing abroad, and U.S. citizens who completed high school outside of the U.S. Mainland are considered international students and may benefit from the resources offered by the ISSO."

Section 8.06 Honor Council Elections

This section deals with election rules unique to Honor Council or to positions within it.

a) Description of the Terms of Honor Council Members

Elections for Honor Council are staggered to allow overlap in Council membership of new and experienced members. The term of an Honor Council member continues until the end of a semester, but they may be called to serve on summer trials as outlined in section 7.01(e).

b) Executive Board Terms and Representative Elections

(i) Co-Chairs and Co-Secretaries of Honor Council serve on the body's executive board and are considered to hold seats within the 16 which compose Honor Council class year representatives. (The Honor Council Librarian is also a member of the body's executive board but is not considered to hold one of the 16 representative seats in Honor Council.)

(ii) Therefore, when a pair of Co-Chairs or Co-Secretaries is elected, the number of vacant seats in the subsequent election shall be considered reduced by every member of that class in either position. If one or more first-years is elected as a Co-Secretary, the seats that will not be run in that election shall be the full year terms.

(iii) When a sitting member of Honor Council is elected to the position of Co-Chair or Co-Secretary in the middle of their term, they shall vacate their present seat on Honor Council effective the end of that semester and then commence a full year term under their new position.

The vacancy shall be filled in that semester's election for class representatives to Honor Council, in which one of the seats up for election will temporarily constitute a one-semester term. The candidate for that class year with the highest number of votes will occupy the ordinary seat and serve a one year term, and the runner-up will occupy the other seat and serve a term of one semester. The seat of the member serving the shortened term will then be up for election the following semester. If two members of the same year vacate their seats in the middle of their terms to become a Co-Chair or Co-Secretary, both incoming class representatives from the subsequent election shall serve one-semester terms.

c) Voting Procedure for Elections Involving Multiple Seats

In all elections for Honor Council Representatives in which multiple seats for the same class year must be filled at the same time, all candidates from that class shall be placed on the same ballot. Members of that class year may place votes equal to the number of seats up for election, excepting situations in which the term lengths of the representatives to be elected are not the same, in which case members of that class year may only place votes equal to the number of yearlong seats up for election. The Elections Coordinators shall ensure that for these elections, voters may have the option to vote for fewer candidates than permitted by that election, if they so choose. Voters may alternatively choose to abstain or submit a "no vote" for that election. The seats shall be occupied by the candidates that receive the greatest number of votes, unless any of these candidates receives fewer votes than "no vote" and "abstain" combined, in which case those candidates shall not be seated and a rerun for those seats shall take place.

Section 8.07 Special Elections

The following are the procedures associated with unexpected vacancies and special elections, including the resignation or impeachment of members of Students' Council and Honor Council.

a) Vacancies

In the event of the resignation or removal of an elected official of the Students' Association, the Association will immediately fill the vacancy, which is to be considered the entire office, joint or otherwise, according to the election procedure specified herein, provided that the vacancy occurred at least three weeks before the end of the position's term, to make such an election practical and necessary. Honor Council and Students' Council may not fill the vacancy with an appointment prior to the election procedure being followed, barring extreme circumstances, in which case an election should still be organized at the earliest date possible.

b) Resignation

Resigning members of Honor Council or Students' Council must notify the Students' Council Co-Presidents, the Honor Council Co-Chairs, and their constituency of their intent to resign at

least two weeks before their resignation date, and specify the exact date of their resignation. Elections to fill the position will begin upon notification of resignation (not more than 72 hours after the representative's constituency is notified). The newly elected member will complete the remainder of the resigning member's term, assuming the responsibilities of the resigning member on the date of the resignation. Additional special elections may be necessary and should proceed immediately if the election victor is vacating a different position. Members seeking to end their service at the end of an academic year after serving only one semester must abide by this procedure if they wish to resign and not complete their term through the following December.

c) Removal

Any officer or representative of Students' Council or member of Honor Council (elected officials) will be removed from office for malfeasance or neglect of duty by the following procedure:

i) Any member of the Students' Association may enact a petition for the removal of an elected official. They must collect signatures of 20% of the students in the elected official's constituency, be that a class (in the case of representatives to Honor Council, the Board of Managers, or the Class Representatives), or the entire student body (in the case of officers).

(ii) Students' signatures represent their support of the value of discussion of the elected official's conduct of office, but may not necessarily represent a vote of no confidence. These signatures shall be presented to Students' Council in a timely fashion. If any members of Students' Council are being impeached, then they shall remove themselves from the presentation and discussion of the signatures.

(iii) Students' Council shall immediately inform the impeached party and must receive a prompt response. Within twenty-four hours of receiving a response from the impeached party, Students' Council shall announce the impeachment vote to the school through the most rapid and widespread method(s) available.

(iv) As soon as the announcement is made, a 48-hour campaign period shall begin, for both the impeached party and the impeaching party. If at all feasible, a well-publicized forum or other open, in-person community meeting should be held by Students' Council or Honor Council (as appropriate with the position of the impeached party). Priority in scheduling the forum shall be given to the impeached party's schedule.

(v) At the end of the 48-hours, polls shall open to the impeached party(ies)'s constituency. The question shall be a vote of confidence or no confidence. If the vote of no confidence meets or exceeds a 2/3 (66%) majority out of a fifty-percent (50%) or more quorum, the impeached

officer shall be removed from power immediately. If the officer held a position with another (un-impeached) person, they shall both be removed from office.

(vi) If quorum is not reached or if the vote is less than a two-thirds majority to “no confidence,” the officer remains in office.

(vii) In the event of a removal from office, elections to fill the position shall be initiated not more than 72 hours following the decision to impeach. The impeached officer may not run in the subsequent special election for their previously held position, but may run in later open elections for the position. If one of the officers removed was not impeached but removed due to holding office with the impeached party, then that officer may run for the vacated position.

Section 8.08 Challenging Elections

This section addresses procedures for challenging the results of an election.

a) Procedure for Calling an Election Plenary

In the event that elections of the Students’ Association are suspected to be flawed or procedurally illegitimate, the election can be declared illegitimate and its results voided by a majority vote of a Plenary session of the Students’ Association, in an “Election Plenary.” Students’ Council will call a Plenary session for this purpose at its own discretion or on the petition of twenty percent (20%) of the election’s constituency. If the elected position in question is managed by Honor Council, then the petition must be delivered to Honor Council, which will then call for an Election Plenary. Quorum for an Election Plenary will be set at 2/3 (66%) of the constituency in question. Petitions to challenge elections by Plenary and Students’ Council decisions to call Plenary for such a purpose must be executed within ten days following the announcement of the results of the election. In the event that quorum is not reached, an additional ten days are allowed to repeat the procedure. An election in the Students’ Association can be declared flawed or procedurally illegitimate and its results voided by a majority vote of at least fifty percent (50%) of the members of the constituency who have assembled in that Election Plenary. In the event that Plenary declares an election flawed or procedurally illegitimate, elections of all offices involved must be re-run within seven (7) days of the Plenary decision. No officer whose election is in question will take office until the challenge is resolved.

Section 8.09 Unusual Circumstances

This section shall address how to approach situations that are not described in the above sections of this Article.

a) All additional elections that take place within the Students' Association fall under the purview of the Elections Coordinators, with guidance from the relevant Librarian(s), and may be subject to the election guidelines laid out in this Article.

b) In the event of an electoral situation not accounted for in this Constitution, it is the responsibility of the Elections Coordinators to work with the relevant Librarian(s) to institute the most appropriate steps to temporarily adjust the election schedule in order to come to a solution that restores the ordinary system of student elections.

Article IX. Clearness Committee

Every four years students will convene a Clearness Committee to evaluate the quality of student life. This committee will be composed of four students, a faculty member, a college administrator, the Honor Council Librarian, and the Students' Council Librarian.

Section 9.01 Subjects of Evaluation

(a) Evaluation

The Clearness Committee will evaluate the quality of student life, the Honor Code and its implementation and the Students' Association and its governance. In this regard the committee will consider the Student Constitution, the Honor Code, handbook policies, administrative practices, and the allocation of college and student funds.

(b) Consensus

By consensus of its members, the committee may expand or contract the scope of its review.

(c) Queries

Students, clubs, staff, faculty, and administrators, may submit queries for the committee's consideration.

Section 9.02 Criteria of Evaluation

The committee will consider the responsiveness, sustainability, and adherence to the Honor Code of the subjects of evaluation.

(a) Responsiveness

Does the subject respond to student concerns in a productive, timely, and inclusive way?

(b) Sustainability

Is the subject empowered through an effective institutional memory mechanism and provided with the resources necessary to execute its mission?

(c) Adherence to the Honor Code

Are the subject's policies and practices compatible with the spirit of the Honor Code?

Section 9.03 Timeline

Starting in September 2022 and every four years thereafter in September (2026, 2030, etc.), the student government appointment process will select four students to serve on the committee. The chair of the Appointments Committee, in consultation with the Provost and the Dean of the College, will select the remaining committee members. The committee will select one or two of the students to serve as chair/co-chairs.

(a) Census

The committee will spend its first semester (September through December) familiarizing itself with the work of committees past and writing new questions for its census survey during semester two. This survey will be composed of these new questions and some asked by previous committees. At the outset of its second semester (January through May), the committee will conduct a census of the student association to discover the prevailing attitudes of the association.

(b) Interviews

The committee will conduct interviews with student government officers, faculty members, administrators, and other community members as they deem necessary. In these interviews the committee will have access to confidential information necessary to fulfilling their mission. The committee should consider the records of the Honor Council Librarian and the Students' Council Librarian.

Section 9.04 The Report

(a) November Report

By November of their third semester (September of the following year through December of the following year), the committee will publish a report with the results of their inquiries. It will be published by consensus of its members. The report may contain recommendations for the following Plenary session of the students' association.

(b) Archival

All reports from Clearness Committees must be archived and available in the College Library.

Article X. Amendments

Section 10.01 Proposal Amendments

Proposal Amendments to this Constitution may be proposed by Students' Council or by action taken at a Plenary session of the Students' Association called for that purpose.

Section 10.02 Ratification

Amendments will be ratified by a two-thirds (2/3) vote of a Plenary session of the Students' Association.

Section 10.03 Availability

This Constitution will be put on permanent reserve at Lutnick Library and otherwise made readily available.

Article XI. Previous Constitution Invalid

With the enactment of this Constitution, all previous Constitutions of the Students' Association will be rendered null and void.