



**THE REVELLE COLLEGE JUDICIAL BOARD
BY-LAWS**

(AMENDED APRIL 7 , 2018)

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BY-LAWS OF THE REVELLE COLLEGE JUDICIAL BOARD

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I. Purpose and Name

- a. The Revelle College Judicial Board serves to uphold the UC San Diego Student Conduct Code and other official Revelle College policies within the context of the Revelle College Community and its students.
- b. It is the aim of the Revelle College Judicial Board to serve Revelle College students as well as the Revelle College Administration in an unbiased manner.
- c. The Revelle College Judicial Board should actively promote the Principles of Community as well as the Student Conduct Code in the interest of educating community members on their rights and responsibilities both on and off campus.
- d. The name of this body shall be the Revelle College Judicial Board, hereinafter referred to as the Revelle J-Board.

II. Composition

- a. The Revelle J-Board shall be composed of the following members:
 - i. Chairperson
 - ii. Director of Programming
 - iii. Community Outreach Manager
 - iv. Secretary
 - v. Ex-Officio Representative to the Revelle College Council
 - vi. There shall be no less than five (5) and no more than fifteen (15) members of the Revelle J-Board.
 - vii. It is in the best interest of the Revelle J-Board to aim for a diverse membership with respect to class level and gender; however, selection of members of the Revelle J-Board should reflect the interest within the community.
- b. Membership
 - i. Members of the Revelle J-Board must be registered students of Revelle College and must maintain at least a 2.0 average GPA.
 - ii. No member of the Revelle J-Board shall simultaneously serve as a voting member of the Revelle College Council.
 - iii. Once appointed to the Revelle J-Board, members of the board must commit to a one (1) year term, beginning when they are appointed, and ending at the following 5th week of Spring Quarter.
- c. Vacancies
 - i. If a member of the Revelle J-Board is removed or resigns, the Revelle J-Board may choose to appoint a student to fill the vacancy, if deemed necessary by the Chairperson.

- ii. If the Revelle J-Board no longer has at least five (5) members, the remaining members of the board must appoint enough members so that at least five (5) active members sit on the Revelle J-Board before any official Revelle J-Board business continues.
- d. Resignations and Reinstatements
 - i. All resignations must be submitted in writing to the Chairperson.
 - ii. If any members of the board who have resigned their positions wish to be reinstated, they may, at the discretion of the Chairperson, petition to be reinstated in their position. Petitions to be reinstated must be approved by the Chairperson and must be approved by a two-thirds (2/3) vote of present board members.
- e. Suspension or Expulsion of the Revelle J-Board Member
 - i. To consider a member for expulsion or suspension from the Revelle J-Board, a written proposal must be submitted during any Revelle J-Board meetings by no less than two (2) and no more than four (4) Revelle J-Board members. A simple majority vote of members present is required to deem the proposal valid and necessitate a formal hearing process.
 - 1. Grounds for expulsion or suspension of a member include misconduct or inactivity.
 - a. Misconduct constitutes any violation of the Student Conduct Code and/or Revelle J-Board by-laws.
 - b. Inactivity constitutes repeat or serious violations of a duty to the Revelle J-Board.
 - 2. Any member accused of misconduct or inactivity shall have their status on the Revelle J-Board temporarily suspended at the discretion of the advisor until the issue is resolved.
 - ii. The Revelle College Dean of Student Affairs shall be responsible for reviewing any reports of misconduct.
 - 1. The Dean of Student Affairs shall meet with the accused within ten (10) business days of receiving the report.
 - 2. The Dean of Student Affairs shall notify the Revelle J-Board of the final decision within five (5) business days of meeting with the accused.
 - 3. If the accused is found responsible for violating the Student Code of Conduct or Revelle J-Board by-laws, the Dean of Student Affairs may issue sanctions that they deem appropriate.
 - 4. If the accused is not found responsible for the violation, they shall be reinstated to their place on the Revelle J-Board immediately.

III. Meetings

- a. The Revelle J-Board shall meet at a date and time agreed upon by the majority of the Revelle J-Board.
- b. Quorum

- i. The Revelle J-Board may not conduct business unless a quorum of its members is present.
 - ii. Quorum shall consist of one-half (1/2) of the total members, including the Chairperson.
- c. Attendance
 - i. In the event that a board member is unable to attend a meeting, or is unable to be present for the entirety of a meeting, member must notify the J-Board no less than twenty-four (24) hours prior to the meeting.
 - ii. Absences shall be excused at the discretion of the Chairperson or the advisor.
 - iii. Continued and unexplained absences will be grounds for review of membership.

IV. **Duties and Responsibilities of the Revelle J-Board**

- a. Obligations to the community
 - i. The Revelle J-Board shall make available to the community the updated Revelle J-Board by-laws either via the Dean's Office or the Revelle College website.
 - ii. The Revelle J-Board shall participate in at least one (1) event per quarter that advertises the presence of the Revelle J-Board and advises on the rights and responsibilities of students, as time allows.
 - iii. The Revelle J-Board shall conduct its meetings publicly in accordance with the policies listed in Student Conduct Code except in the case of deliberations for appointments.
 - 1. Members of the public may present their comments or concerns at the beginning of each meeting.
 - 2. Members of the public may participate in open discussions, but shall not vote on issues.
- b. Duties of the Chairperson
 - i. The Chairperson shall be chosen annually by election by the members.
 - ii. Shall be affiliated with the Revelle J-Board for three (3) years.
 - 1. Shall serve as Chairperson for no more than one (1) year.
 - 2. Will have served for one (1) year as a general body member.
 - 3. Will serve for one (1) year as an advisor to the succeeding chairperson.
 - iii. Shall coordinate the application process to fill any empty Revelle J-Board positions. If the need should arise, may also recommend for the extension of any deadlines with the approval of the advisor.
 - iv. Shall lead a review of the Revelle J-Board by-laws every year.
 - v. Shall maintain the Revelle J-Board email account.
- c. Duties of the Director of Programming
 - i. The Director of Programming is a rotating position that shall be decided through an election prior to each event.
 - ii. Shall be responsible for coordination of one Revelle J-Board event. Coordinating an event includes:

1. Developing a timeline for the event.
 2. Working with members to draft and submit a budget.
 3. Ensuring that the event is sufficiently staffed.
 - iii. As the position is on a rotating basis, it is suggested that members may be Director of Programming once per year in order to give other members the opportunity to fulfill the position.
- d. Duties of the Community Outreach Manager
 - i. The Community Outreach Manager shall be chosen annually by election.
 - ii. The Community Outreach Manager shall be responsible for publicizing events hosted by the Revelle J-Board.
 - iii. Shall maintain contact with the various advertising platforms around Revelle, including, but not limited to, the design interns, the managers of AllThingsRevelle, and the Senior RAs who operate the RA blurb submission form.
 - iv. Shall communicate during meeting the advertising platforms being used for each event and how members of the Revelle J-Board can help.
- e. Duties of the Secretary
 - i. The Secretary shall be chosen annually by election.
 - ii. Shall take minutes including attendance of every meeting.
 - iii. Shall upload the minutes no later than the following meeting.
- f. Duties of the Ex-Officio Representative to the Revelle College Council
 - i. The Ex-Officio Representative to the Revelle College Council shall be chosen annually by election.
 - ii. Shall attend attend all Revelle College Council meetings.
 - iii. Shall inform Revelle College Council of the aims of the Revelle J-Board each quarter.
- g. Duties of the Members of the Revelle J-Board
 - i. Members shall attend all Revelle J-Board meetings unless formally excused by the Chairperson or the advisor.
 - ii. Shall participate in at least one (1) event per quarter.

V. **Appointments**

- a. Appointment of Members of the Revelle J-Board
 - i. The Chairperson shall be responsible for coordinating applications for the appointment process. It is also the responsibility of the Chairperson to oversee advertisement, recruitment, and interview process for open positions.
 - ii. Applications are to be made available no later than the beginning of the 3rd week of Spring Quarter every academic year.
 - iii. The Revelle J-Board shall conduct interviews for the Revelle J-Board positions for the following academic year no later than the end of the 5th week of the Spring Quarter.

- iv. Appointments to open positions must be approved by a simple majority of those involved in the interview process.
- v. Students selected for the Revelle J-Board must be notified within a week.
- b. Appointment of the Revelle J-Board Principal Members
 - i. The Revelle J-Board Principal Members shall be composed of the Chairperson, the Director of Programming, Community Outreach Manager, Secretary, and Ex-Officio Representative to the Revelle College Council.
 - ii. Any members interested in the position of principal members must announce their interests and state their qualifications no later than week 10 of Winter Quarter.
 - iii. During the Week 5 meeting of Spring Quarter, members of the Revelle J-Board shall elect new principal members from the interested applicants. The position shall be decided by a simple majority.
 - iv. Candidates running for principal member positions may not cast votes in the election.
 - v. The new principal members shall work with the former principal members to coordinate upcoming events for the remainder of Spring Quarter

VI. **Affiliation with the Revelle College Council**

- a. The Revelle J-Board is to remain a separate governing body, which is entirely separate from the Revelle College Council.
- b. The Revelle J-Board will have an Ex-Officio representative in the Revelle College Council. Any member of the Revelle J-Board may serve as the Ex-Officio and will hold the position for an entire term.
- c. The Revelle J-Board will hear appeals from the Revelle College Council or current Revelle students including but not limited to the following:
 - i. Amendments to the Constitution
 - 1. If any current Revelle student objects to changes made by the Council, he or she may bring the objection to the Revelle Judicial Board Chair. The Chair shall review the case and, if the change is deemed unconstitutional, shall schedule a hearing. If the Judicial Board rules in favor of student who raised the objection, the amendment will be overturned.
 - ii. Reinstatement
 - 1. If a member of Revelle College Council is removed due to attendance reasons, they may submit a written appeal to the Revelle Judicial Board within five (5) academic days of the date of the notification. The Revelle Judicial Board Chairperson shall inform the RCC President upon receipt of an appeal and gather any relevant materials before arriving at a decision. The Chairperson will inform the Revelle College Council President of the J-Board's decision.
 - iii. Elections
 - 1. Procedure

- a. The Revelle J-Board shall serve as the hearing board for all appeals relating to decisions made by the Election Committee.
 - b. Appeals shall only be considered on the grounds of demonstrated partiality by a member of the Election Committee, emergence of new evidence, or sanctions issued that were disproportionate to the violation.
 - c. Appeals must be filed within two (2) academic days following the rendering of the written decision by the Board of Inquiry to the Revelle Judicial Board.
 - d. The Revelle J-Board must agree to hear an appeal by a majority vote. Parties involved in the hearing must be notified of the date of the hearing at least five (5) business days before the hearing. At least 4 voting members and the chair must be present at the hearing to have quorum, and a simple majority vote decides the case. The J-Board will inform the Election Committee within five (5) academic days.
 - e. Should any vote of the Revelle J-Board result in a tie, the decision and sanctions of the Board of Inquiry shall stand.
2. Revelle Judicial Board Authority
The Revelle Judicial Board has the authority to:
 - a. Overturn the decision of the Election Committee, or allow the decision and subsequent sanctions to stand.
 - b. Void an election only if they find that the procedures governing the election were not followed and because of this, the outcome of the election was substantially affected.

VII. **Amendment of the Revelle J-Board by-laws**

- a. Any member of the Revelle J-Board may propose amendments to these by-laws at any time. Proposed changes to the Revelle J-Board by-laws must be submitted in writing.
- b. Amendments to the Revelle J-Board by-laws require a simple majority vote.
- c. The Revelle J-Board shall conduct a review of the by-laws at every two years, to be completed by 10th week of Winter Quarter, to ensure that the by-laws remain compliant with the Student Conduct Code.

VIII. **Transition Information**

Below are various resources, including website links, that members of the Revelle J-Board may find helpful throughout their tenure.

RCC-Related Resources:

- [Funding Process and Accounts \[PDF\]](#)

- [Funding Request Instructions \[DOCX\]](#)
- [Itemized Budget Template \[XSLX\]](#)
- [Event Descriptions Template \[DOCX\]](#)
- [Event Attendee List \[PDF\]](#)
- [Prize Distribution Form \[PDF\]](#)
- [Post Event Report Form](#)

Reimbursement Forms:

- Reimbursement forms can be found in the ResLife office
- [Information on Filling out the Reimbursement Form](#)

Advertisements:

- [Infolink](#)
- [ResLife Blurb Submission](#)

Reservations:

- [Revelle Conference Rooms](#)
- [Revelle Plaza](#)
- [Stonehenge](#)
- [Equipment Reservations](#)

External Resources:

- [Imprints](#)
- [Full Potential Martial Arts](#)
- [Care at SARC](#)
- [Student Legal Services](#)
- [Office of Student Conduct](#)
- [UCPD](#)

General Resources:

- Additional resources can be found in the two Blake Storage Rooms, the RA Storage Room (in the Poster Room), and in the Revelle Leadership Conference Room. Keys for these rooms can be obtained in the Revelle College Center underneath Blake Hall.
- [Sign Up/Sign In Sheet](#)
- [Liability Group Waiver](#)
- The Revelle J-Board spinning wheel can be found in Galbraith Storage

Food:

- [EH&S - For when food is being served at an event](#)
- [HDH Food Truck Reservation](#)

Emails, Passwords and Links to J-Board Platforms:

- Revelle J-Board Email
 - [Jboard@ucsd.edu](mailto:jboard@ucsd.edu)
 - KnowYourRights64
- [Revelle J-Board Facebook Group](#)
- [Revelle J-Board Shared Google Drive](#) - You will need permission to access this Google Drive

Reusable Event Resources:

- [Sun God Trivia](#)
- [Know the Code Trivia Slides](#)
- [Your Right to Protest](#) PowerPoint Slides
- [Your Right to Protest Trivia Questions](#)