THE REVELLE COLLEGE JUDICIAL BOARD
BY-LAWS
(AMENDED APRIL 14 2014)
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BY-LAWS OF THE REVELLE COLLEGE JUDICIAL BOARD

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I. Purpose and Name

a. The purpose of the Revelle College Judicial Board is to formally hear all non-academic misconduct cases involving Revelle College students.
b. The Revelle College Judicial Board is a resource available to all Revelle College students. Any Revelle student accused of an infraction of the Student Conduct Code or of any other UC San Diego or Revelle College policy has the right to request a hearing with the Revelle College Judicial Board.
c. 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.
d. 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.
e. 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.
f. 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. Secretary
   iv. No less than ten (10) and no more than fifteen (15) members of the Revelle J-Board.
   v. 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.
   iv. Members whose terms have ended may stay on for the remainder of the academic year and will be excluded from current membership count.
   v. Members may serve on the Revelle J-Board for up to four (4) years, unless they voluntarily resign or are impeached.
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 ten (10) members, the remaining members of the board must appoint enough members so that at least ten (10) 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 a Member of the Board cannot fulfill their duty to the Revelle J-Board for one (1) quarter or more, they must resign their position.
   iii. If any members of the board who has resigned their position wishes 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 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 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. Attendance to all meetings is required.
   ii. 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, they must notify the Chairperson or the advisor no less than twenty-four (24) hours prior to the meeting.
   iii. Absences shall be excused at the discretion of the Chairperson or the advisor.
   iv. In the event that any member of the Board has more than two (2) unexcused absences in a quarter, it will be grounds for review of membership.

IV. Duties and Responsibilities of the Reveille J-Board

a. Obligations to the community
   i. The Reveille J-Board shall make available to the community the updated Reveille J-Board by-laws either via the Dean’s Office or the Reveille College website.
   ii. The Reveille J-Board shall participate in at least one (1) event per quarter that advertises the presence of the Reveille J-Board and advises on the rights and responsibilities of students, as time allows.
   iii. The Reveille 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.
   ii. Shall serve as Chairperson for no more than two (2) years.
   iii. Shall preside over hearings and shall vote only in the event of a tie in the final voting decision.
   iv. Shall schedule and conduct all hearings and meetings.
   v. Shall provide training and orientation for the Reveille J-Board during the last 5 weeks of Spring Quarter.
   vi. Shall coordinate the application process to fill any empty Reveille J-Board positions. If the need should arise, may also recommend for the extension of any deadlines with the approval of the advisor.
   vii. Shall lead a review of the Reveille J-Board by-laws at least every two years.
   viii. Shall make the Reveille J-Board by-laws available to the community either via the Dean’s Office or the Reveille College Website.

c. Duties of the Director of Educational Programming
   i. The Director shall be chosen annually by election.
   ii. Shall participate in a mandatory training session during the last 5 weeks of Spring Quarter.
   iii. Shall attend all Reveille J-Board meetings unless formally excused by the Chairperson or the advisor.
   iv. Shall be responsible for coordination of all Reveille J-Board events.

d. Duties of the Secretary
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 Revelle J-Board Chairperson to coordinate advertisement, recruitment, and interview process for open positions.
   ii. Applications are to be made available no later than the beginning of the 1st week of Spring Quarter every academic year.
   iii. The Revelle J-Board shall conduct interviews for open Revelle J-Board positions for the following academic year no later than the end of the 3rd 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 new Revelle J-Board must be notified within a week of determination.
   vi. The Revelle J-Board meeting during 5th Week of Spring Quarter shall be a transition meeting in which the Board for the following year shall be instated.

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 Educational Programming, and the Secretary.
   ii. Any members interested in the position of principal members must announce their interests no later than the end of Winter Quarter.
   iii. During the Week 1 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. All candidates shall present a synopsis of their qualifications to members of the Revelle J-Board.

VI. Hearing Procedures
a. Pre-Hearing
   i. Any Revelle College Student accused of misconduct may request a hearing.
   ii. Hearings shall be scheduled through the Office of Student Conduct.
   iii. Parties involved in a hearing shall be notified by the Office of Student Conduct of a scheduled date no later than five (5) business days before the hearing.
   iv. It is the responsibility of the Chairperson to provide a locale for a scheduled hearing, which is sufficient to accommodate the number of people who will be present.
   v. It is expected that all parties present in the hearing shall abide by the policies listed in the Student Conduct Code in addition to any procedures pertaining to the hearing.

b. Hearing
   i. The Revelle J-Board shall present a full board of four (4) members of the Revelle J-Board and the Chairperson at all hearings.
      1. There must be a minimum of four (4) voting members and the Chairperson present to conduct any hearing. If this quorum is not met, the hearing may only proceed with the consent of the respondent.
      2. No Revelle J-Board members shall hear any cases without training and knowledge of the of the Revelle J-Board and of the UC San Diego Student Conduct Code.
      3. If the Chairperson of the Revelle J-Board is unable to preside over any hearings, the Chairperson may appoint a member of the Revelle J-Board to preside instead. The appointment must be approved by a simple majority of present Revelle J-Board members.
   ii. The Revelle J-Board, after hearing all evidence presented by all parties involved, shall enter deliberation. The Revelle J-Board shall decide a case with a simple majority of the Revelle J-Board members.
   iii. Within five (5) business days of a particular hearing, the Revelle J-Board is responsible for making a decision regarding the outcome. The Chairperson is responsible for writing and submitting a formal hearing report to the Office of Student Conduct.

VII. Conflicts of Interest

   a. As defined by the Office of Student Conduct.
   b. A personal conflict of interest is defined as prior involvement in or knowledge of the circumstances surrounding a potential case to be heard by the Revelle J-Board that may impact a Member of the Board’s ability to adjudicate the case objectively and based only on evidence presented in the hearing.
   c. It is expected that any member of the Revelle J-Board with any potential conflict of interest shall remove themselves from the hearing board before the formal hearing begins.

VIII. 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.

IX. 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 Revelle J-Board 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.