CONSTITUTION AND BYLAWS
OF THE REVELLE COLLEGE COUNCIL
REVISED October 27 , 2016

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CONSTITUTION OF THE REVELLE COLLEGE COUNCIL
REVISED THROUGH OCTOBER 2016

PREAMBLE

We, the undergraduates of Revelle College at UC San Diego, are the student governing body of this college, and are therefore entitled to an active role in deciding its policies and priorities. To this end, we hereby reconstitute an undergraduate government to advocate student interests, represent Revelle in the greater university community, provide programs and activities, encourage student participation, unite the Revelle community, and promote a sense of belonging at Revelle College.

ARTICLE I. General Provision

Section 1. Name
The name of the undergraduate government shall be the Revelle College Council, hereinafter referred to as RCC.

Section 2. Objects
The Council shall pursue the objects stated in the preamble. Any matter that can be decided or considered by an officer, office, or official body within Revelle College, or that directly affects the quality of undergraduate education or life, falls within the Council's jurisdiction. The Council shall be responsible for representation and advocacy on behalf of the college's undergraduate students, as well as the selection of Revelle representatives for university-wide committees and the allocation of student fees.

Article II. Membership

Section 1. Members
The Council shall be composed of the following members:

1. President
2. Vice President Internal
3. Vice President Finance
4. Vice President External
5. Vice President Administration
6. Director of Spirit and Events
7. Director of Student Services
8. Revelle College Associated Students (A.S.) Senators (2)
9. Revelle Organizations Committee Chairperson
10. Class Representatives
    a. Fourth Year Representative
    b. Third Year Representative
    c. Second Year Representative
    d. First Year Representative (2)
11. Transfer Representative (2)
12. Commuter Representative
13. International Representative
14. Ex-Officio Members
    a. Revelle Resident Assistant Representative
    b. Revelle Judicial Board Representative
    c. Revelle College Dean of Student Affairs
    d. Environmental Justice Advocate
    e. Equity Diversity and Inclusion (EDI) Advocate
    f. Campus Committee Representatives
    g. Revelle Organization Co-Chairs

Section 2. Eligibility
RCC members must be must be a registered Revelle student at the time of filing and as a candidate, must be in good academic standing at Revelle and the university regardless of pending appeals (2.0 GPA). No member may hold more than one (1) voting position on council. The class status of class representatives will be determined based upon years of attendance at UCSD. First year transfer students will be treated as third year students. Students who are in their fifth year or higher are eligible for the Fourth Year Representative position. Students who are elected or appointed to a position which sits on the Executive Committee may not hold any other position, except in the case of interim appointments.

Section 3. Election
All members (excluding non-voting and appointed members) shall be elected in the Spring A.S. and College Council Elections. First Year and transfer representatives shall be appointed by the fifth week of Fall Quarter through the Appointments Committee. The Elections Committee shall administer the election of members of RCC in accordance with the RCC Election Bylaws.

Section 4. Tenure
An elected representative shall take office during the fifth week of Spring Quarter and shall serve until the fifth week of the subsequent Spring Quarter unless he or she resigns, leaves the college, or is removed from office for nonattendance or misconduct. First Year and transfer representatives shall serve until the appointment of their successors.

Section 5. Vacancy
Following the resignation or removal of a member, the vacancy must be announced during the next Council meeting. A vacancy must be filled within four weeks of the member's removal or resignation through the Appointments process, as outlined in the Council Bylaws. Vacancies that arise from the Spring Elections shall be filled in this manner as well.

Article III. Legislative Business

Section 1. Meetings
RCC shall hold regular meetings during the academic year at a time prescribed by the Council. The time, date, and location of Council meetings shall be published on the RCC website. Any undergraduate may attend any meeting of the Council unless the meeting has been closed to the public, as outlined in the Council Bylaws.

Section 2. Quorum
Quorum shall be defined as a majority of current voting RCC members plus one, excluding the President. Council business may continue in the absence of a quorum, however no legislation can be passed. Quorum for committees shall solely consist of the voting membership and the Chair.

Section 3. Motions
All voting members of RCC possess the right to propose, second, and vote on motions during meetings. Ex-officio members possess the right to propose, second, and object to motions during meetings. The President may vote only when it will affect the result (e.g., in the event of a tie).

RCC members must abstain when voting on issues where there is a direct or personal conflict of interest. Voting by proxy is prohibited.

Section 4. Parliamentary Procedure
The Council shall be governed by simplified Parliamentary Procedure based on the latest edition of *Robert's Rules of Order Newly Revised*.

ARTICLE IV. Powers

Section 1. Revelle College Council
All legislative and administrative authorities of RCC shall be exercised according to appropriate rules and procedures. RCC shall:

- Develop, review, and approve a quarterly budget of RCC.
- Determine RCC policy.
- Appoint Revelle College Representatives to campus-wide committees and fill RCC vacancies.
- Create new boards or committees to deal with specific issues as needed.

Section 2. Revelle Student Body
Members of the Revelle Student Body may override a decision by RCC to pass or fail a specific piece of legislation through a procedure of a petition and college vote.

- Proposed override of RCC's decision on legislation regarding budgets, appropriations, and/or expenditures of funds requires a petition signed by 20% of the members of the Revelle Student Body, followed by a simple majority vote by the Revelle Student Body.
- Proposed override of RCC's decision on all other legislation shall require a petition signed by 10% of the members of the Revelle Student Body, followed by a simple majority vote by the Revelle Student Body.
- The petitions required above shall include the intent to override RCC's decision, the specific legislation that RCC considered, and the fact that a Special Election may need to be called.
- Such petitions must be presented to the President within ten (10) academic days from the time of passage or failure of the legislation.
- If such a petition is received with the required number of signatures, the Revelle Student Body must vote on the matter within fifteen (15) academic days of receipt of the petition by the RCC President.
- During the interval of the presentation of the petition and the election, all action concerning the issue (as defined in the petition) shall be suspended and all associated expenditures of funds, if any, shall cease.
- A simple majority of Revelle Student Body members shall be necessary to override RCC's decision on the specific legislation with a minimum turnout of 15% of the Revelle Student Body.

- If the Revelle student body does not override RCC's decision, the legislation may not be resubmitted to RCC sooner than one (1) year after the proposed override petition was submitted.

ARTICLE V. Amendment or Suspension of Governing Documents

Section 1. Rules Committee
The Rules Committee shall thoroughly review any proposed amendments to the Constitution and Bylaws and provide a detailed analysis of such changes to the Council prior to a vote.

Section 2. Amendment of the Constitution and Bylaws

- Section 2.1 Proposal
  If a proposed amendment to the Constitution and Bylaws, is received by the Rules Committee, the Rules Committee must discuss the amendment internally. They must then notify all Council members of the proposed amendment during the next council meeting. This communication must include the text of the proposed amendment and a brief explanation of what changes will occur if the amendment is put into effect.
- Section 2.2. Voting
  The Council may, by a three-fourths (¾) affirmative vote of the entire voting membership, ratify amendments proposed to the Constitution and Bylaws.
- Section 2.3. Appeal
  If any current Revelle student objects to changes made by the Council, he or she may forward 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 in accordance with the process outlined in the RCC Bylaws. If the Judicial Board rules in favor of student who raised the objection, the amendment will be overturned.

Section 3. Amendment and Suspension of the Bylaws
The Council may vote to suspend any of its Bylaws by a three fourths (¾) affirmative vote of the entire voting membership. The Council cannot suspend Article IV Section 12 of the Bylaws.

BYLAWS OF THE REVELLE COLLEGE COUNCIL

ARTICLE I. General Provisions

Section 1. Purpose
The Bylaws of the Revelle College Council define specific procedures for the effective operation of the Council and its committees. These Bylaws are designed to direct the Council toward fulfilling its purpose as outlined in the Constitution.

ARTICLE II. Membership

Section 1. Attendance

- Section 1.1. Record
  A. Procedure. The Vice President Administration shall call roll at the beginning and end of each regular meeting, and shall note all late arrivals and early departures of members from the meetings, and the times thereof, until the meeting is adjourned. All absence records shall be cleared at the end of each quarter.
  B. Half-Absence. Any one of the following is considered grounds for receipt of one half-absence: absence from roll call at the beginning or end of a regular meeting or absence from a substantive portion of the meeting.
  C. Full Absence. Any one of the following is considered grounds for receipt of one full absence: absence from the roll call at the beginning and end of a regular meeting, except as noted in 1.2
  D. Attendance policies will apply to all members of council unless otherwise specified. A member will be defined as any position included under Article II (Membership) of the RCC Constitution.

- Section 1.2. Absences
  In the event that a Council member is unable to attend a Council meeting, or the first or last roll call of a Council meeting (special or regular), he or she must inform the Vice President Administration, in writing, at least twenty-four (24) hours prior to the meeting. Absences shall be excused at the discretion of the Vice President Administration, subject to appeal by a majority vote of Council. Each Council member is allowed one (1) unexcused absence or three (3) total excused absences per quarter. During Spring Quarter, Council members whose terms conclude at week five are allowed zero (0) unexcused or two (2) total excused absences. Absences due to class conflicts, mandatory athletic events, or other obligations deemed excusable by the Vice President Administration are exempt from the rules specified above and are not included in the total count of excused or unexcused absences.

- Section 1.3. Warning
  The Vice President Administration shall review Council attendance records on a weekly basis and immediately notify the Vice President Internal in writing of any member who is within one absence of removal from the Council. The Vice President Administration shall

inform any member who is within one absence of removal no later than forty-eight (48) hours after their most recent absence. The Vice President Administration shall inform members of their absences when asked.

- Section 1.4. Violation of Attendance Requirement
  In the event that a member exceeds the total number of allowed excused and/or unexcused absences, he or she shall be removed from the Council. These removals occur automatically and are not subject to any deliberation or vote. The Vice President Administration shall notify members due to be removed for reasons related to the attendance policy in writing within forty-eight (48) hours of the violation. These pending removals must be announced in the Vice President Administration's report during the next Council meeting. Should the removed member be reinstated before the next full Council meeting, the Vice President Administration's remarks should reflect both the removal and reinstatement. If the Vice President Administration is unable to fulfill this task, it shall be the responsibility of the Vice President Internal to do so.

- Section 1.5. Reinstatement.
  If a member is removed due to attendance reasons, they may submit a written appeal to the Revelle Community Conduct Outreach Board within five (5) academic days of the date of the notification. The Revelle Community Conduct Outreach Board Chairperson shall inform the RCC President upon receipt of an appeal and gather any relevant materials before arriving at a decision. The process of the appeal shall be the same as outlined in Section 2.

- Section 1.6. Attendance Verification.
  Any failure on the part of the Vice President Administration to enforce the attendance policy may be regarded as substantive grounds for recall. If the Vice President Administration is not performing his or her duties in regard to attendance enforcement, then any Council member has the right to inspect the attendance rolls and move for the removal of certain members and/or the recall of the Vice President Administration.

Section 2. Removal from Office

Members of RCC may be considered for removal from Council for non-attendance related reasons by a two-thirds (2/3) vote. Grounds for removal of a member include misuse of funds, failure to perform duties; improper or unethical use of authority, actions unbecoming an officer of RCC, and ineligibility for office. Prior to the non-attendance related removal of a member, the following procedures must be implemented:

A. A subcommittee must be formed to delineate the charges. The subcommittee must consist of at least two (2) RCC members and no more than four (4) RCC members that are randomly selected by the President.
B. The subcommittee must submit a written claim to RCC under "New Business" in the agenda.
C. RCC will review the written claim and vote on consideration of the claim in an executive session. A two-thirds (2/3) vote shall be required to remove the accused

member. Once the claim is entered, the accused member shall be immediately removed.

D. Should the removed member of RCC wish to appeal the council's decision, they must submit a written request for appeal to the Revelle Community Conduct Outreach Board (RJB) Chairperson within five (5) academic days of their removal.
E. Upon receipt of the repeal request, the RJB Chairperson will select a date for the hearing within five (5) academic days. The date of the hearing may not exceed more than one (1) month from the day the appeal was submitted.
F. After the hearing, the Revelle Community Conduct Outreach Board Chairperson will have one (1) academic day to notify the RCC President of the decision. A three-fourths (3/4) majority vote is required to overturn the Revelle Community Conduct Outreach Board decision.

Section 3. Duties and Responsibilities of RCC

- Section 3.1. President
  A. Shall serve for one year unless removed prior to this duration.
  B. Shall serve as the official representative of RCC.
  C. Shall serve as the speaker of RCC.
  D. Shall be a non-voting member of the Associated Students Council.
  E. Shall have the power to require, in writing, progress reports from any of the organizations receiving funding from RCC.
  F. Shall have the power to require each Council member to submit a written report.
  G. Shall reaffirm council goals throughout the year.
  H. Shall inform all RCC members of the functions and responsibilities of RCC and of their individual positions.
  I. Shall ensure that Council members fulfill the goals of RCC and their individual goals as Council members, by actively communicating with Council members throughout the year (i.e., one-on-ones).
  J. Shall assist the Vice President Internal in strengthening relationships among Council members throughout the year.
  K. Shall attend the ROC transition meeting.
  L. Shall periodically meet with the Provost to discuss issues pertinent to students at Revelle College.
  M. Shall organize meetings with the Dean of Student Affairs at least twice a month to discuss RCC goals and issues.
  N. Shall have quarterly one-on-ones with voting members of council in conjunction with the Vice President Internal.
  O. Shall chair the Rules Committee.
  P. Shall chair the Executive Committee.
  Q. May vote only when it will affect the result (i.e., when there's a tie).

R. May, in the event of vacant council positions, appoint an interim member for a period of no longer than twenty-five (25) academic days. Such an appointment must be approved by RCC with a simple majority vote.
S. Shall determine the time and place of RCC meetings with the approval of council.

- Section 3.2. Vice President Internal
  A. Shall preside over meetings in absence or removal of the President.
  B. Shall assist the President with his or her duties upon request.
  C. Shall oversee activities designed to strengthen relationships among council members and other Revelle student leaders, including but not limited to:
     - The RCC retreat, with the assistance and approval of the Executive Committee
     - The end-of-the-year dinner
     - Two (2) RCC social gatherings
  D. Shall ensure that all members of the Council have an up-to-date list of contact information.
  E. Shall chair the Appointments Committee and sit on the Executive Committee.
  F. Shall be responsible for preparing all RCC member materials including, but not limited to, binders and nameplates.
  G. Shall assume the duties of Vice President Administration in the event of their absence or removal.

- Section 3.3. Vice President Finance
  A. Shall chair the Finance Committee and be a member of the Rules Committee, the Executive Committee, and the Student Services Committee.
  B. Shall forward all recommendations to RCC from the Finance Committee.
  C. Shall be responsible for the RCC Budget.
  D. Shall meet with the College Business Office staff member responsible for RCC Finance on at least a quarterly basis.
  E. Shall inform the chairs of Revelle Standing Committees about the funding process.
  F. Shall collect funding request forms from Revelle Standing Committees.
  G. Shall hold a quarterly budget meeting with all Revelle Standing Committee chairs during the eighth week of the preceding academic quarter.
  H. Shall update the "Finance & Budget" page of the RCC website.
  I. Shall prepare and present a presentation to the Council regarding RCC finance allocations and activity on week 3, 7 and 10 of each quarter.
  J. Shall provide a detailed financial report to the Council at the end of the term, including a record of all expenditures throughout the term of office, any requests that have not yet been voted upon by RCC, any outstanding Post-Event reports, and the final monetary amounts remaining in each account at that time.
  K. Shall be an appointed member of RCC.

- <u>Section 3.4. Vice President External</u>
  A. Shall be responsible for:
     a. Designing and purchasing apparel to increase RCC visibility.
     b. Coordinating quarterly meetings to increase RCC visibility.
     c. Designing and distributing materials to promote Revelle College (e.g., HUM Buttons).
     d. Publicizing vacant RCC positions and appointments in conjunction with the Vice President Internal.
  B. Shall aid Council members in publicizing their events.
  C. Shall carry out a minimum of one (1) project per quarter with the aim of increasing awareness of and accessibility to RCC.
  D. Shall have quarterly one-on-ones with Campus-wide representatives.
  E. Shall serve on The Executive Committee.

- <u>Section 3.5. Vice President Administration</u>
  A. Shall serve as the Clerk of the Council, which shall include, but is not limited to, the following duties:
     - Take the minutes of the Council.
     - Provide hard copies of the minutes of Council meetings on a weekly basis upon request.
     - Keep track of attendance policies as specified in Section 1. Attendance.
  B. Shall work with the Dean of Student Affairs to ensure that the RCC website is current, including but not limited to:
     - Up-to-date profiles of all members of the Council.
     - Up-to-date information about RCC Campus-Wide Representatives
     - Up-to-date information regarding vacancies, appointments, and elections.
     - Up-to-date versions of the governing documents of RCC.
     - Official minutes on a weekly basis.
  C. Shall prepare the agendas for RCC meetings in accordance with the RCC Constitution.
  D. Shall serve on The Executive committee.

- <u>Section 3.6. Director of Spirit and Events</u>
  A. Shall organize the following:
     - RCC Welcome Week activities
     - Quarterly 10th Week Barbeques
  B. Shall create new events as prescribed by the Council or Special Events Committee.
  C. Shall promote Revelle spirit.
  D. Shall act as a liaison between Revellution Committee and RCC.
  E. Shall verify and help coordinate events proposed by council members.
  F. Shall serve on a committee.

- Section 3.7. Director of Student Services
    A. Shall Chair the Student Services Committee
    B. Shall improve current RCC Services while building foundations for future services, as needed.
    C. Shall meet biweekly with the heads from each service.
    D. Shall oversee the following, but not limited to:
        - Humanities Tutoring
        - Humanities Book Rental
        - Next Step Program
    E. Shall prepare and present a quarterly presentation in regard to RCC Student Services updates.
    F. Shall organize at least one (1) event per year aimed to increase awareness and usage of current services.

- Section 3.9. Revelle Organizations Committee (ROC) Chairperson
    A. Shall chair the Revelle Organizations Committee (ROC), and conduct biweekly ROC meetings.
    B. Shall serve as a liaison between the Revelle College Standing Committees and RCC.
    C. Shall inform RCC of weekly events of the Revelle College Standing Committees.
    D. Shall work with the Revelle Student Affairs staff to maintain an up-to-date events calendar based on Revelle College Standing Committee event submissions.
    E. Shall require the chairpersons of the Revelle College Standing Committees, or an appointed representative, to attend a Council meeting at least once per quarter and provide an update regarding upcoming or current initiatives, membership, and past events.
    F. Shall serve on the annual Student Leadership Retreat Planning Committee.
    G. Shall be responsible for coordinating a recruitment event for Revelle College Standing Committees once per quarter.
    H. Shall prepare and present a quarterly presentation about each Standing Committee's membership, activity, and achievements.

- Section 3.10. Revelle College Associated Students (A.S.) Senators
    A. Shall represent the interests of the Revelle College Student Body on ASUCSD Senate.
    B. Shall act as a liaison between Revelle College and ASUCSD Senate, including but not limited to any relevant legislation presented in either council meetings.
    C. Shall attend all meetings of the ASUCSD Senate and RCC.
    D. Shall coordinate at least one project per quarter.
    E. Shall actively gather input on RCC and ASUCSD issues.
    F. Shall serve on a committee.

- Section 3.11. Fourth Year Representative
    A. Shall represent the interests of the Revelle College Student Body (especially their constituents) to RCC.

B. Shall coordinate with the help of the Director of Spirit and Events at least one project per quarter.
C. Shall be a member of the Revelle Graduation Committee.

- Section 3.12. Third Year Representative
  A. Shall represent the interests of the Revelle College Student Body (especially their constituents) to RCC.
  B. Shall coordinate with the Director of Spirit and Events at least one project per quarter.
  C. Shall serve on a committee.

- Section 3.13. Second Year Representative
  A. Shall represent the interests of the Revelle College Student Body (especially their constituents) to RCC.
  B. Shall coordinate with the Director of Spirit and Events at least one project per quarter.
  C. Shall serve on a committee.

- Section 3.14. First Year Representative
  A. Shall be appointed by the fifth week of Fall Quarter and serve until the appointment of their successor.
     - If the current First Year Representative is elected to another office of RCC or ASUCSD, an interim representative from the first year class shall be appointed by the end of Spring Quarter and shall serve for the remainder of the term
  B. Shall represent the interests of the Revelle College Student Body (especially their constituents) to RCC.
  C. Shall coordinate with the Director of Spirit and Events at least one project per quarter.
  D. Shall serve on a committee.

- Section 3.15. Transfer Representative (2)
  A. Shall be appointed by the fifth week of Fall Quarter and serve until the appointment of their successor.
     - If the current Transfer Representative is elected to another office of RCC or ASUCSD, an interim representative from the transfer class shall be appointed by the end of Spring Quarter and shall serve for the remainder of the term.
  B. Shall coordinate with the Director of Spirit and Events at least one project per quarter connecting Revelle transfer students to the rest of the Revelle community.
  C. Shall be a member of the Revelle Transfer Student Network (RTSN).
  D. Shall be the Revelle College representative to the All Campus Transfer Association (ACTA).
  E. Shall serve on a committee.

- Section 3.16. Commuter Representative
  A. Shall represent the commuter students of Revelle College.
  B. Shall coordinate with the Director of Spirit and Events at least one project per quarter connecting Revelle commuter students to the Revelle community.
  C. Shall be a member of the Revelle Commuter Activities Board (CAB).
  D. Shall be the Revelle College representative to the All Campus Commuter Board (ACCB).
  E. Shall serve on a committee.

- Section 3.17. International Representative
  A. Shall be appointed by the fifth week of Fall Quarter and serve until the appointment of their successor.
  B. Shall represent the international students of Revelle College.
  C. Shall coordinate with the Director of Spirit and Events at least one project per quarter connecting Revelle international students to the Revelle community.
  D. Shall serve on a committee.

- Section 3.18. Revelle Resident Assistant Representative
  A. Shall be selected by the Revelle Residence Life staff.
  B. Shall serve as the liaison between Revelle Residence Life and RCC.
  C. Shall inform RCC of the large-scale events of Revelle Resident Assistants.
  D. Shall assist in any RCC visibility efforts.

- Section 3.19. Revelle Dean of Student Affairs
  A. Shall serve as the advisor to RCC, acting as an informational source on all matters.

- Section 3.20. Campus-wide Committee Representatives
  A. Shall attend all meetings of their respective campus-wide committee and of RCC.
  B. Shall represent the interests of the Revelle College Student Body on campus-wide committees.
  C. Shall provide regular written and/or oral reports of their committee meetings to RCC.
  D. Shall prepare a summary of the term for their successor.
  E. Shall organize projects aimed to inform Revelle students of any issues related to their campus-wide committee.
  F. Shall be non-voting members.

- Section 3.21. Environmental Justice Advocate
  A. Shall be responsible for advocating for a multifaceted approach to sustainability—including environmental, social, political, and economic factors—and representing these interests within RCC.
  B. Shall represent the Revelle Student Body in respect to Revelle College's efforts to promote environmental and social sustainability.

C. Shall serve as a liaison between RCC and the A.S. Environmental and Social Justice Affairs Office.
D. Shall ensure that the business of RCC is conducted in a manner, which is respectful and supportive of the sustainability of Revelle College.
E. Shall carry out at least one substantial project or program per year to support the sustainability of the Revelle community.
F. Shall serve as a member of the RCC Finance Committee, with a specific focus on the elements of environmental and social sustainability inherent in council budgetary decisions.
G. Shall be a non-voting member.

Section 3.22. Equity Diversity and Inclusion Advocate

A. The Equity Diversity and Inclusion advocate shall advocate for historically underrepresented groups, improve cross-cultural relations, and contribute to a campus climate that is safe and welcoming to all.
B. Shall serve as a liaison between RCC and the Student Affirmative Action Committee (SAAC).
C. Shall ensure that the business of RCC is conducted in a manner which is respectful and supportive of EDI matters of Revelle College.
D. Shall be a non-voting member.

Section 3.23. Revelle Organization Co-Chairs

A. Shall represent Revelle Standing Committees
B. May not serve on an RCC committee
C. Shall be non-voting members
D. Shall be exempt from RCC attendance policy

ARTICLE III. Committees

Section 1. Appointments Committee

- Section 1.1. Purpose
  The Appointments Committee shall plan and oversee the appointment of Revelle Representatives to Campus-wide Committees and fill new or vacant positions on RCC in a fair and unbiased manner.

- Section 1.2. Membership
  The Appointments Committee shall be appointed through a simple majority vote of RCC and shall consist of:
  A. The Vice President Internal
  B. A minimum of three (3) members of RCC.
  All Appointments Committee members, with the exception of the Vice President Internal, are voting members. Upon presentation of the Appointments Committee recommendations to RCC, the Vice President Internal may only vote in the case of a tie.

- Section 1.3. Meetings
  Meetings shall be held only to fill new or vacant positions of Revelle Representatives to Campus Committees or Council members to RCC. Members may be removed from the committee, due to failure to fulfill their responsibilities, at the discretion of the Vice President Internal and subject to appeal by RCC.

- Section 1.4. Appointments
  The Appointments Committee shall interview and forward recommendations to RCC for the following committees and boards (list subject to change):
  A. Vice President of Finance
  B. Associated Students Concerts and Events Representative
  C. Bookstore Advisory Committee
  D. Environmental Justice Advocate
  E. Equity Diversity and Inclusion Advocate (EDI)
  F. Food Insecurity Committee
  G. On-Campus Housing, Dining, Hospitality Advisory Committee
  H. Sports Facilities Advisory Board (SFAB)
  I. Student Affirmative Action Committee (SAAC)
  J. Student Conduct Standards Group (SCSG)
  K. Student Fee Advisory Committee (SFAC)
  L. Student Organized Voter Access Committee (SOVAC) Liaison
  M. University Centers Advisory Board (UCAB)
  N. Wellness Cluster Student Advisory Board (WCSAB)

- Section 1.5. Appointments of First Year and Transfer Representatives
  The Appointments Committee shall interview and forward recommendations to RCC for the positions of First Year and Transfer Representatives.

- Section 1.6. Appointment of the Vice President of Finance

  The Appointments Committee shall interview and forward recommendations to RCC for the position of Vice President of Finance. The Appointments Committee shall include the President or President-elect in the interview process for a vacancy in the Vice President of Finance that arises from a resignation. The Appointments committee shall include the President-elect and the outgoing Vice President of Finance in the interview process for the appointment of the Vice President of Finance at the beginning of each new council's term. Applications for the Vice President of Finance shall be made available during the week preceding the A.S. and RCC Spring Elections. This application shall close at the end of the Spring Election.

- Section 1.7. Resignation
  In the event a RCC member resigns, the Appointments Committee shall make applications available and interview prospective candidates. All recommendations shall be forwarded to RCC for final approval.

- Section 1.8. Application Process
    A. The Vice President Internal shall develop the Appointments application.
    B. Descriptions of each position must be available with the application and on the RCC website.
    C. The Vice President Internal must conduct an information session for Fall and Spring Quarter appointments.
    D. The Vice President Internal shall work with the Dean of Student Affairs to notify campus-wide committees of appointed Revelle Representatives.
    E. Applications shall remain open for at least one week.

Section 2. Election Committee

- Section 2.1. Purpose
  The Election Committee shall work in conjunction with the RCC Election Manager to plan, conduct, and coordinate all elections to be held during any academic quarter.

- Section 2.2. Election Bylaws
  The RCC Election Code (Article V) shall govern the actions and policies of the Election Committee.

- Section 2.3. Membership
  The Election Committee shall be appointed through a simple majority vote of RCC voting members and shall consist of:
    A. The RCC Election Manager
    B. The A.S. Election Committee Representative
    C. A minimum of three (3) Revelle students not on the ballot.

  All members of the Election Committee are voting members. The Elections Manager may only vote in the case of a tie. The Election Committee shall be established no later than fifth week of Winter Quarter and shall serve until the end of Spring Quarter or until the end of all disputes that arise during the election. The election results will be considered invalid if no such committee is formed. The members of the Election Committee shall not be candidates for elected offices, or support or oppose any candidates, slates, or referenda in elections. Members of the Election Committee shall be removed by RCC or the Revelle Judicial Board for failure to comply with regulations. The The A.S. Election Committee representative shall serve as the Revelle Election Manager in the absence of the Revelle Election Manager.

- Section 2.4. Meetings
  The Election Committee shall convene at the discretion of the Election Manager, in accordance with the RCC Election Code (Article V).

Section 3. Finance Committee

- Section 3.1. Purpose
  The Finance Committee shall be responsible for managing the Revelle College Council budget and ensuring fiscal responsibility.

- Section 3.2. Finance Bylaws
  The RCC Finance Bylaws (Article IV) shall govern the actions and policies of the Finance Committee.

- Section 3.3. Membership
  The Finance Committee shall be appointed through simple majority vote of RCC voting members and shall consist of:
    A. The Vice President Finance
    B. The ROC Chairperson
    C. At least two (2) members of RCC
    D. The Environmental Justice Advocate

  Members of the Finance Committee shall not be principal members of a Revelle Standing Committee. All members of the Finance Committee, other than the Environmental Justice Advocate, are voting members. The Vice President of Finance may only vote in the case of a tie.

- Section 3.4. Duties
  The Finance Committee shall:
    A. Make allocation recommendations to RCC for approval.
    B. Ensure that organizations comply with the RCC Financial Bylaws.
    C. Work to inform RCC and Revelle Standing Committees about the funding process.
    D. Notify organizations about the status of their funding requests.
    E. Reserve the right to audit or investigate the University's financial records pertaining to organizations funded by RCC.

Section 4. Rules Committee

- Section 4.1. Purpose
  The Rules Committee shall be responsible for reviewing and providing recommendations or changes to any legislation relevant to RCC. All legislation must first be considered by Rules Committee before being brought onto council floor.

- Section 4.2. Membership
  The Rules Committee shall be appointed through a simple majority vote of RCC voting members and shall consist of:
    A. The President
    B. The Vice President Finance
    C. At least three (3) members of RCC, at least two (2) of whom must be voting members.

  The Rules Committee must be appointed by Week 6 of Spring Quarter. All Rules Committee members, with the exception of the President, are voting members of the committee. The President may only vote in the case of a tie.

- Section 4.3. Duties
  The Rules Committee shall:
  A. Consider any proposed changes to the RCC governing documents and report findings or desired action to the Council. Recommendations are considered unofficial until voted on by the Council.
  B. Consider any legislation requiring ratification or support by RCC.
  C. Review the existing rules and contracts of RCC.
  D. Supply Council members and all Revelle students with the most recent RCC documents.

- Section 4.4. Meetings
  Meetings shall be biweekly, or as deemed necessary by the President. Members may be removed from the committee due to failure to fulfill their responsibilities at the discretion of the President and subject to appeal by RCC.

Section 5. Executive Committee

- Section 5.1. Purpose
  The Executive Committee shall meet to discuss issues pertinent to RCC and provide counsel to the RCC President.

- Section 5.2. Membership
  The RCC President shall chair the Executive Committee. The President may vote only in the case of a tie. Members of the Executive Committee shall consist of:
  A. The President
  B. The Vice President Internal
  C. The Vice President External
  D. The Vice President Finance
  E. The Vice President Administration

- Section 5.3. Duties and Powers
  The Executive Committee shall:
  A. Plan RCC retreats and development events
  B. Discuss and address interpersonal conflict and misconduct by RCC members
  C. Have the authority to allocate funds from the RCC Fall Retreat line item with a majority vote and approval of the Dean of Student Affairs or their designee

- Section 5.4. Meetings
  The Executive Committee shall meet weekly, or at the discretion of the President. Any member of the Executive Committee may call a meeting of the committee, so long as notice is given at least 24 hours in advance.

Section 6. Student Services Committee

- Section 6.1. Purpose
  The Student Services Committee shall meet to discuss issues pertinent to services offered to Revelle students.

- Section 6.2. Membership
  The Director of Student Services shall chair the Student Services Committee. The Director of Student Services may vote only in the case of a tie. Members of the Student Services Committee shall consist of:
  1. The Director of Student Services
  2. The Vice President of Finance
  3. At least two (2) members of RCC

- Section 6.3. Duties and Powers
  The Student Services Committee shall:
  A. Manage current Student Service projects (e.g. Next Step and HUM Book Lending Program).
  B. Bring new innovative services to the Revelle community.

- Section 6.4. Meetings
  The Student Services Committee shall meet at least once a quarter or at the discretion of the Director of Student Services. Any member of the Student Service Committee may call a meeting of the committee, so long as notice is given at least 24 hours in advance.

Section 7. Revelle Student Initiative Committee

- Section 7.1. Purpose
  The Revelle Student Initiative Committee shall meet to discuss issues pertinent to supporting individual student projects that give back to the Revelle Community.

- Section 7.2. Membership
  The Revelle Student Initiative Committee shall chair the Vice President External. The Vice President External may vote only in the case of a tie. Members of the Revelle Student Initiative Committee shall consist of:
  1. The Director of Student Services
  2. The Vice President of Finance
  3. At least one (1) member of RCC

- Section 7.3. Duties and Powers
  The Revelle Student Initiative Committee shall:
  A. Shall create an application process open to Revelle Students or Revelle Residents
  B. Shall review applications
  C. Shall have the authority to recommend initiatives or projects to RCC for approval
  D. Empower individual students to give back to the Revelle community

- Section 7.4. Meetings
  The Revelle Student Initiative Committee shall meet at least once a quarter or at the discretion of the Vice President External. Any member of the Revelle Student Initiative Fund may call a meeting of the committee, so long as notice is given at least 48 hours in advance.

- Section 7.5. Limitations
  No other funding sources from RCC may be used to fund the student initiatives or projects.

Section 8. Creation of New Committees
Any member of RCC may charge a committee as needed. Each committee shall consist of the member and a minimum of two (2) Revelle College students appointed through a simple majority vote of RCC voting members. The RCC member shall chair the committee and may only vote in the case of a tie. New committees may be dissolved by the founding member or through a two-thirds (2/3) majority vote by RCC voting members. New committees not listed in the Constitution or Bylaws will be dissolved on the date listed on their charge. If no date is listed on the charge, the committee shall be dissolved at the beginning of the next council's term.

ARTICLE IV. Finance

Section 1. Statement of Finance Goals and Policies
- Revelle College Council (RCC) shall allocate its funds to Revelle College organizations and to projects that benefit the Revelle College community in a fair and unbiased manner.
- All allocations made by RCC shall comply with RCC and the University of California business and accounting procedures.
- In the event that an organization violates any RCC policy, RCC reserves the right to withdraw funding and/or affiliation in accordance with the due process principles set forth in the University of California policies and UCSD Campus Regulations.
- It is not the responsibility of RCC to ensure that the organizations receiving funding are familiar with all UC, ASUCSD, and UCSD policies and regulations regarding student organizations and activities.
- Funding requests must be used within seven (7) days of proposed event date.
- If a student organization has received funding for an event on a specific date, the student organization must obtain prior approval from the Finance Committee to change the date of the event, reallocate the funds to a different event, or use the funds for a different purpose. The Vice President Finance will report changes to Finance Committee for approval.

Section 2. The Revelle College Activity Fee
- RCC will assess a Revelle College Activity Fee of nine dollars ($9) per student per quarter. This fee shall be collected in conjunction with the regular registration fees through the Registrar's office and in accordance with UC policies and procedures.

- To propose (a) modification(s) to the Revelle College Activity Fee or to propose disestablishment of the fee, a petition of at least ten percent (10%) of the Revelle College student body or a two-thirds (2/3) vote of RCC is needed.
- To pass the proposed modifications or disestablishment, a simple majority affirmative vote by twenty percent (20%) of the Revelle College student body during either a special or regular election is required.
- Any modification of the Revelle College Activity Fee is contingent upon the approval of the Chancellor of UC San Diego (or their designee), as set forth in University of California policies.

Section 3. RCC Standing Committee Annual Allocations

The Vice President Finance shall be responsible for organizing Quarterly Budget Allocations. This shall entail: collecting quarterly budget requests and descriptions from Revelle Standing Committee chairs and/or advisors at the end of Week 7; reviewing quarterly budget requests and descriptions with Revelle Standing Committee chairs during Week 8; and approving budgets through Finance Committee during Week 9.

- Section 3.1. Limitations and Accountability
    A. Allocations may be used within the guidelines set forth by the RCC Constitution and Bylaws and staff advisor's approval. RCC has the ability to change annual allocations at the end of each academic year as they see fit based on previous organization expenditures and involvement.
    B. All organizations that receive funding for publicity must say in their publicity that their event was funded by Revelle student fees.
- Section 3.2. Post Event Report Forms
    A. Standing Committees are required to electronically submit a post event report form within seven (7) days after the event date.
- Section 3.3. Creation of New Revelle Standing Committee Annual Allocation
    A. For the first academic year (three quarters), organizations will submit quarterly allocations as outlined in Section 9 of Finance Bylaws.
    B. After the first year, the Vice President Finance will determine an annual allocation for the Standing Committee based on organization expenditures and involvement.

Section 4. Line Items

The following items shall be allocated at the beginning of each year. Detailed use of these funds, including receipts and summary, must be reported to the Vice President Finance. Use of these funds, with the exception of the President's Discretionary Fund, must be reviewed by RCC and passed by either a simple majority vote or consensus.

- Section 4.1. President's Discretionary Fund
  At the beginning of each term, $2500 will be set aside for the President's Discretionary Fund. The President may allocate funds towards RCC expenditures as they deem necessary with prior approval from the Vice President Finance and the Dean of Student Affairs. These funds may not be used for the RCC Fall Retreat.

- Section 4.2. Revelle College Council Operating Budget
  At the beginning of each term:
  A. $100 will be set aside for Election packets and promotional materials.

- Section 4.3. Revelle Welcome Week Committee
  At the beginning of each term, $2000 will be set aside for the Welcome Week Committee Operating Budget.

- Section 4.4. Emerging Leaders Program
  At the beginning of each term, $7500 will be set aside for the Emerging Leaders Program event budget.

- Section 4.5. Revelle Semi-Formal
  At the beginning of each term, $9000 will be set aside for the Revelle Semi-Formal event budget.

- Section 4.6. Revelle Festival, Revellution
  At the beginning of each term, $27,000 will be set aside for the Revelle Festival budget.

- Section 4.7. Watermelon Drop and Pageant
  At the beginning of each term, $3000 will be set aside for the Annual Watermelon Drop and Pageant event budget.

- Section 4.8. 10th Week Event
  At the beginning of each term, $400 will be set aside for each 10th Week Event that take place each quarter for a total allocation of $1200.

- Section 4.9. ROC Welcome Week Recruitment Event
  At the beginning of each term, $500 will be set aside a recruitment event for Revelle College Standing Committees.

- Section 4.10. Commuter Activities Board (CAB) CABreakfast
  At the beginning of each term, $4,650 will be set aside for the CABreakfast event budget ($300 for each event—four in Fall Quarter, five in Winter Quarter, and five in Spring Quarter—and $150 each quarter ($450 yearly) for paper goods).

- Section 4.11. Revelle College Judicial Board
  At the beginning of each term, $600 will be set aside for Revelle Judicial Board's quarterly event ($200 for each event – one Fall Quarter, one Winter Quarter, and one in Spring Quarter).

- Section 4.12. Triton Food Pantry
  At the beginning of each term, $1,000 will be set aside for the Triton Food Pantry.

- Section 4.13. Revelle Spirit Week
  At the beginning of each term, $2,000 will be set aside for Spirit Crew for Spirit Week.

- Section 4.14. Graduation Committee
  At the beginning of each term, $8,000 will be set aside for the Graduation Committee.

- Section 4.15. Commuter Activities Board
  At the beginning of each term, $3,000 will be set aside for the Commuter Activities Board.

- Section 4.16. Cultural Awareness Network
  At the beginning of each term, $2,000 will be set aside for the Cultural Awareness Network.

- Section 4.17. Revelle Community Outreach
  At the beginning of each term, $2,100 will be set aside for Revelle Community Outreach.

- Section 4.18. Revellations
  At the beginning of each term, $1,700 will be set aside for Revellations.

- Section 4.19. Revelle Programming Board
  At the beginning of each term, $9,000 will be set aside for the Revelle Programming Board.

- Section 4.20. Revelle Spirit Crew
  At the beginning of each term, $5,000 will be set aside for the Revelle Spirit Crew.

- Section 4.21. RCC Retreat
  At the beginning of each term, $1,500 will be set aside for the RCC Fall Retreat. The Executive Committee shall have authority to spend from this line item with approval of the Dean of Student Affairs or their designee.

- Section 4.22. Revelle Student Initiative Fund
  At the beginning of each term, $5,000 will be set aside for the Revelle Student Initiative Fund. These funds shall be overseen by the Revelle Student Initiative Oversight Committee. This line item will be established with the previous year's allocation from the ASUCSD Referendum.

- Section 4.23. External Organization Funding
  At the beginning of each term, $1,500 will be set aside for funding organizations that are not a part of Revelle College. One-third (⅓) of this fund will be set aside for usage each quarter. No other RCC funding sources may be used for funding external organizations. This line item shall have no funds added or removed from it during the council's term, except when the funds are initially set aside.

Section 5. Accounts

After the funds for the aforementioned budgets have been allocated, all remaining funds within RCC are to be divided into the following five accounts by the percentage specified below.

- Section 5.1. Mandated Reserves
  This account shall reserve five percent (5%) of the estimated income for that academic year. A three-fourths (3/4) affirmative vote of RCC is required to use these funds. Until the balance of Mandated Reserves exceeds $20,000, these funds may only be used for Revelle College emergencies. A Revelle College emergency shall be defined as any situation where immediate financial attention is needed (that cannot be met through the current budget) and that directly affects Revelle College students. Once the balance exceeds $20,000, funds may be used for establishing, operating, and maintaining Revelle College services and/or enterprises. Any money generated from such enterprises shall be returned to the Mandated Reserves account.

- Section 5.2. Special Projects
  This account shall reserve twenty percent (20%) of the estimated income for that academic year. These funds are intended for major programming events that will unite the Revelle College community or capital improvement projects.

- Section 5.3. Internal
  This account shall reserve fifty percent (50%) of the estimated income for that academic year. Only RCC Standing Committees may obtain funding through this account.

- Section 5.4. General Unallocated
  This account shall reserve twenty-five percent (25%) of the estimated income for that academic year. These funds may be used for RCC operations or any other miscellaneous requests.

- Section 5.5. A.S. Funding
  This account shall hold the funds that paid to RCC each year by ASUCSD. These funds will be used for programming events which may extend beyond the Revelle Community and for funding Revelle Student Initiatives. These funds will rollover and not be returned to the other accounts.

Section 6. External Funding

Any organization that is not a Revelle Standing Committee that seeks funding from RCC may request up to $75. If the Council chooses to fund a higher amount, it must be approved by a three-fourths (3/4) majority vote. Any organization that is not a Revelle Standing Committee that requests funding from RCC must submit the entirety of their event budget and other sources of funding prior to Finance Committee reviewing their funding request. Any organization that is not a part of Revelle College must submit their budget at least three (3) weeks in advance of their event.

Section 7. Transfer Between Accounts

Reallocations between RCC accounts shall require a simple majority or consensus vote of RCC. Unless otherwise specified by RCC at the end of each quarter, all remaining funds will transfer by default to the Internal account (50%) the Mandated Reserves account (35%), and the General Unallocated Account (15%). If Mandated Reserves fall below $20,000 at the end of a quarter, all remaining funds will transfer to the Internal account (25%) and the Mandated Reserves account (75%).

Section 8. Funding Procedures

- Section 8.1. Submitting a Funding Request
    A. To qualify for RCC funding, an organization must file a completed RCC funding request form with the Finance Committee at least one (1) week-prior to the event. Funding requests will not be considered without a signed approval from the organization's advisor.
    B. A representative from the organization must attend the Finance Committee meeting, to present the funding request and answer any questions that may arise. Finance Committee meeting times are published on the RCC website. Failure to attend the Finance Committee meeting may result in either a postponement or denial of funding.
    C. An organization or individual that is requesting funding from RCC must provide proof of cost in their budget proposal for each item, venue, or service that is estimated to cost more than $250.

Proviso: The addition of Article IV Section 9.1C shall take effect after Fall Allocations for the academic year 2016-17. At the beginning of the 2016-17 academic year, this proviso shall be removed.

- Section 8.2. Processing a Funding Request
    A. All funding requests must be reviewed by the Finance Committee for the purpose of making a recommendation to RCC.
    B. When voting, RCC shall review the recommendations given by the Finance Committee.
    C. All funding requests require a simple majority vote of RCC.
    D. The Vice President Finance shall notify the organization of the action taken by RCC regarding its funding request within twenty-four (24) hours of RCC's decision.
- Section 8.3. Post-Event Form
    A. The organization or individuals must submit an electronic copy of the follow up report within seven (7) days of the event to rccfinance@ucsd.edu. The follow up report can be found online and is used to evaluate the event.
    B. If the event is canceled or postponed, the organization or individuals must notify the Finance Committee and discuss the future of their allocated funds.
    C. Failure to do any of the aforementioned items may result in the suspension of any future funding to the organizations or individuals.

Section 9. Internal Funding.

- Section 9.1. Definition
  Internal Funding is allocated only to Revelle College Standing Committees.

- Section 9.2. Quarterly Allocations
  A. All quarterly internal budget requests shall go to the Finance Committee for initial recommendations and to RCC for approval.
  B. All budget requests will be due Friday of seventh (7th) week.
  C. A representative from every Standing Committee must attend the Finance Committee meeting during Week 9.

Section 10. Executive Funding

- Section 10.1. Definition
  Executive funding is allocated to any person or organization that is recognized as a part of RCC or the Revelle College Administration. Executive funding shall be allocated from the General Unallocated account.

- Section 10.2. Allocations
  A. All executive funding allocations must directly benefit the Revelle community or enable the person(s) or organization(s) requesting funding to better serve the Revelle community.
  B. Internal funding requests take precedence over executive funding requests.
  C. Executive funding allocations exceeding $300 require a two-thirds (2/3) majority vote of RCC.

Section 11. Special and Non-Allocations

- Section 11.1. Events which RCC will not fund
  A. Events that have already occurred.
  B. Events that take place during university breaks. Summer break shall be determined by the end of the previous Spring Quarter and the beginning of Welcome Week of the subsequent Fall Quarter.
- Section 11.2. RCC shall not allocate funds for the use of:
  A. Personal financial gain
  B. Scholarships
  C. Payment of Fines
  D. Purchase of food, to be used exclusively by members of Revelle Standing Committees during standard meetings, with the exception of an organization's first General Body Recruitment Meeting.
  E. Expenses that were not approved by RCC prior to the expenditure.
  F. Controlled substances or Alcoholic Beverages of any kind.
  G. Uniform or club apparel, unless by underwrite. Council funds may be used to subsidize RCC or Revelle Standing Committee polos by fifty percent. (50%)
  H. Instructors, referees, or umpire fees, unless directly related to the purpose of the event.
- Section 11.3. A 2/3 majority vote of RCC is required to approve funds for the purpose of
  A. Purchase of any type of permanent equipment

ARTICLE V. Election Code

Section 1. General Provisions

- Section 1.1. Purpose
  All elections shall be open, democratic, and fair to all candidates. The purpose of the Election Bylaws is to provide the conduct, by which all elections held under the jurisdiction of RCC, should adhere to. The Election Code shall serve to prevent foul-play in the election process.

- Section 1.2. Equal Protection
  The Election Bylaws are designed to ensure that each candidate is afforded an opportunity for election equal to that of any other candidate for that office.

- Section 1.3. Endorsements
  Neither RCC as a whole, nor, RCC members–by use of their position title–are permitted to explicitly endorse any candidate for office, whether it is for RCC, another college council, or ASUCSD, or any referendum.

- Section 1.4. Authority
  The authority to govern Revelle College elections is vested in these Bylaws in order to provide for a fair, open, and democratic election of RCC officers. These Election Bylaws (Article V) shall assume the highest authority in any dispute regarding a candidate or slate for RCC office. Any dispute between any candidate running for office in RCC or any Revelle specific referendum and any non-Revelle candidate or campus wide referendum, shall be resolved by the ASUCSD Election Code, which shall as serve as the highest authority.

- Section 1.5. Unforeseen Circumstance
  If a situation arises that is not provided for in The Election Code, The RCC Elections Committee shall have the authority to implement any new policy for the duration of the Election that is consistent with the spirit of the purpose of the Election Code with the approval of the advisor.

Section 2. Election Manager

- Section 2.1. Appointment
  The RCC Election Manager shall be appointed by a two-thirds (2/3) majority vote of RCC no later than the end of week seven of Winter Quarter and shall serve until the newly elected council officially terms in. Candidates for the RCC Election Manager shall be forwarded to RCC by the President or the Vice President Internal.

- Section 2.2. Eligibility
  The Election Manager shall not be a candidate for any elected office or publicly support or oppose any candidate, slate, or referendum in that year's RCC or ASUCSD election.

Failure to comply shall be sufficient grounds for removal from the position by RCC or the Revelle Judicial Board.

- Section 2.3. Duties
  The Election Manager shall:
  A. Publicize the upcoming Revelle College elections to solicit candidates and inform members of the Revelle College Student Body of relevant information concerning the dates, times, and location of voting on election days.
  B. Schedule, coordinate, and publicize candidates' speeches and forums as needed.
  C. Act as the formal hearing officer for complaints concerning violations of the Election Bylaws. If the dispute cannot be settled to the satisfaction of the parties involved, a formal violation report may be filed and heard before the Revelle Election Committee.
  D. Receive verified election results, which include the total number of votes cast for each candidate and/or referenda, and ensure the deliverance of said results to RCC and the Revelle Dean of Student Affairs.
  E. Secure Elections Committee appointments from RCC and hold two (2) election committee meetings no later than ninth week of Winter Quarter.

Section 3. Election Committee

- Section 3.1. Membership
  The membership of the Election Committee is outlined in Article III, Section 2.3.

- Section 3.2. Duties
  The Election Committee shall plan, conduct, and coordinate any or all elections to be held during any academic quarter, in conjunction with the Election Manager.

Section 4. Revelle A.S. Election Committee Representative

- Section 4.1. Eligibility
  The Revelle A.S. Elections Committee Representative shall not be a candidate for elected office, or publicly support or oppose any candidate, slate, or referendum in that year's RCC or ASUCSD election. Failure to comply will be sufficient grounds for removal from the position by the A.S. Judicial Board.

- Section 4.2. Appointment and Removal
  The Revelle A.S. Election Committee Representative shall be appointed by RCC by a two-thirds (2/3) majority vote no later than the end of the seventh week of Winter Quarter and nominations shall be forwarded to RCC by the President or the Vice President Internal and shall serve until the newly elected council officially terms in. At ~~which~~ this time, the selection must be sent to the A.S. Elections Manager and ~~the~~ Clerk. Once appointed, only the A.S. Judicial Board shall have the authority to remove members of the A.S. Election Committee. The A.S. Judicial Board shall remove the Revelle A.S. Election Committee Representative if they cannot or have not performed their duties.

- Section 4.3. Duties
  The Revelle A.S. Election Committee Representative shall:
  A. Assist the A.S. Elections Manager with the planning and execution of the election.
  B. Work at the main polling location as determined by the A.S. Elections Manager.
  C. Distribute promotional materials throughout the campus.
  D. Perform any other duties as directed by the A.S. Elections Manager.

Section 5. Candidates

- Section 5.1. Eligibility
  Each candidate must meet the following requirements of eligibility for the office for which he or she is running:
  A. Candidates must be a registered Revelle student at the time of filing and in good academic standing at Revelle and the university regardless of pending appeals (2.0 GPA).
  B. Each candidate for Revelle A.S. Senator must meet the requirements of eligibility for that office as established by RCC and as set forth in the ASUCSD Constitution.
  C. Candidates for class representatives will determine their class status based upon years of attendance at UCSD. First year transfer students will be treated as third year students. Students who are in their fifth year or higher are eligible for the Fourth Year Representative position.
  D. Candidates shall be responsible for providing proof of eligibility.

- Section 5.2. Filing, Eligibility, and Restrictions
  A. The filing period for RCC candidacy shall follow the election timeline dictated by the Associated Students.
  B. They must submit their online candidate statement before the end of the filing period. Failure to do so will result in immediate disqualification.
  C. When filing, all candidates must sign a statement agreeing to adhere to the Election Bylaws, Revelle College posting policies, and UCSD posting policies, and must acknowledge receipt of the Bylaws and those posting policies.
  D. For any given election, an undergraduate student may file for only one (1) RCC position, including the Revelle A.S. Senator position.
  E. Incomplete or fraudulent filing can result in the ineligibility of candidate(s) and or referenda. The Election Manager can declare ineligibility at any time during the Election Period. This includes violations discovered prior to the official seating of the newly elected RCC or A.S. Council members.
  F. If more than six (6) positions on RCC have no candidates at the close of the filing period, the Election Committee shall hold a Special Election, as set forth in Article V, Section 13.
  G. All candidates who fail to meet the necessary candidate requirements including academic standing as stated in Section 2.2: Eligibility shall be declared ineligible to run and shall be notified by the Election Manager within twenty-four hours from the determination of ineligibility.

H. Any candidate found ineligible may appeal the decision of the RCC Election Committee to the Revelle Judicial Board within two academic days of notification by the RCC Election Manager.
I. Candidate and referendum order shall not be changed after the close of the ASUCSD Mandatory Candidate's Meeting.

- Section 5.3. ASUCSD and Revelle College Mandatory Candidate's Meeting
  All RCC candidates are required to attend the ASUCSD and Revelle College Mandatory Candidate's Meetings. If unable to attend, the candidate must notify the A.S. Elections manager or the RCC Elections manager respectively, and provide a proxy.

- Section 5.4. Withdrawal Procedures
  A. A candidate may withdraw from the election at any time by submitting a signed and dated letter of withdrawal to the RCC Election Manager.
  B. In the event that a candidate withdraws after their name has been printed on the ballot, none of the votes that they received will be counted toward them.
  C. After a candidate has withdrawn from the election, they may not rescind that withdrawal unless the filing period has not yet ended.
  D. If a candidate withdraws, resigns, or becomes ineligible after the election results have been announced but before the new council terms in, the candidate with the second highest amount of votes shall be elected to the vacated position.

Section 6. Slates

- Section 6.1. Definition
  A slate is any group of two or more candidates who mutually agree to use the same slate/group name and conduct a joint campaign.

- Section 6.2. Slate Formation and Affiliation
  A. All candidates who wish to run on a slate must be included on the Slate Authorization Form and must indicate slate affiliation on all filing documents.
  B. A representative of the slate must file the Slate Authorization Form that includes candidate positions and signatures of members by the end of the Candidate Filing Period.
  C. All slates may register online starting Monday of the fifth week of Winter Quarter, and may continue to form until the filing period for candidates ends. Online registration shall include the slate platform, governing structure, and primary representative.
  D. The slate name shall not be changed and no candidate shall be added to any slate after the close of the ASUCSD Mandatory Candidate's Meeting.
  E. No candidate running for a RCC position, including A.S. Senator, may run on an A.S. Campus-Wide or Cross-College slate.
  F. A candidate may only join one slate, and the slate name must appear identically for all candidates on the same slate.

- Section 6.3. Slate Regulations
    A. Slates may not receive funding from ASUCSD, RCC, or any other party besides the registered members of that slate.
    B. A slate may not use the same name and likeness as a registered student organization.
    C. Slates may not use the student organization's listserv.
    D. Slates shall not be listed with other student organizations in the Center for Student Involvement (CSI) registry.
    E. The Election Committee may determine if a slate's name is too similar to the name of an existing slate. Acquisition of slate names is done on a first-come-first-serve basis, unless a continuing slate from a previous year exists with a given name and plan of succession, in which case the slate shall have priority over the name.
    F. If the governing structure is contrary to university policy, the Election Committee shall request that it be changed. If the slate disagrees with this, they may appeal the decision to the AS Judicial Board.
    G. This Election Code and the processes and procedures outlined in it shall supersede any processes and procedures outlined in the slate's governing structure.

Section 7. Referenda

- Section 7.1. Filing
  Any registered Revelle student may author a referendum, which must be approved by either a two-thirds affirmative vote by RCC or a petition by ten percent (10%) of registered Revelle students. If approved, the referendum must be submitted to the Revelle Administration building by the end of the filing period.

- Section 7.2. Finances
  RCC shall only fund materials used to publicize the referenda and provide information in an unbiased manner.

Section 8. Campaign Procedures

- Section 8.1. Campaign Period
  The campaign period shall correlate with the ASUCSD campaign period or, in the case of a special election, conclude at a time designated by the Election Manager.

- Section 8.2. Campaign Finance
    A. No university, ASUCSD, or Revelle College allocated funds may be used in support of or against a candidate or slate.
    B. Campaign contributions may not be accepted from any source not affiliated with UCSD, with the exception of the personal funds of the immediate family members of a candidate. An immediate family member is defined as a parent, sibling, child by blood, adoption, or marriage, spouse, and grandparent or grandchild.
    C. Spending Limits
        - RCC independent candidates may not spend more than $300.

- RCC candidates on slates: Total slate expenditures shall not exceed $600.
- Failure to adhere to these spending limits will result in the immediate disqualification of the slate or candidate.

- Section 8.3. Conduct of Campaign

  It shall be a violation of the Election Code for any RCC Candidate to:

  A. Fail to include a clearly discernible phrase which shall be composed of "vote", followed by either "on" or "at" or "using" or "via" or "through" or "thru", followed by either "TritonLink" or "tritonlink.ucsd.edu" and finally the election period on all campaign materials.
  B. Willfully destroy, deface, move, remove, or completely cover posters, signs, flyers, banners, or campaign literature of any other candidate, slate, or issue.
  C. Violate University and Revelle College posting policies in the distribution and/or placement of campaign literature. If any material is posted that violates either of these policies, the Election Manager has the power to remove the offending material without convening a Board of Inquiry.
  D. Post campaign material in support of or against any candidate or slate in Residence Hall windows.
  E. Post or distribute any campaign material without prior approval of the RCC Election Manager.
  F. Distribute campaign literature door to door in the Residence Halls ("dorm storming").
  G. Falsify information on Election Candidacy forms.
  H. Commit libel or slander against a candidate or slate.
  I. Refuse to appear before the Elections Committee when so requested by the Committee.
  J. Tamper with or improperly influence the distribution, collection, tabulation, and/or storage of the election ballots.
  K. Use alcoholic beverages, firearms, or any other controlled substances as campaign materials on or off campus.
  L. Actively campaign in any classroom or lab with the exception of student organization meetings.
  M. Campaign within 50 feet of the officially established polling sites on election days, as measured and designated by the Elections Manager.
  N. Use RCC and/or Associated Students offices, services, enterprises, or equipment including computers, paints, stationery, paper and/or logo for advocating a candidate, slate, or issue at any time. University department phone numbers shall not appear on any campaign literature produced by the candidates.
  O. Use any Residential Life Poster Room facilities and/or supplies.
  P. Use any form of electronic communication to send unsolicited or unwelcome messages with the intention of soliciting votes including listservs.
  Q. Use any position of authority to campaign for any election.

Section 9. Mechanics of the Election

- Section 9.1. Qualification of Voters
  All Revelle College students enrolled for the quarter of the election shall be eligible to vote.

- Section 9.2. Officially Established Polling Sites
  A. The location of the sites shall be well publicized before and during the Election. Polling sites must not be moved after they are announced. Sites shall be located to avoid congestion and provide easy access for voters. The opening and closing time of the polls shall be decided before the elections and no changes can be made except by the authorization of the Revelle Judicial Board.
  B. In the event of inclement weather or unforeseeable circumstances, polls may be moved to an alternate location. In this case, signs that indicate the new locations shall be clearly posted.
  C. At the designated poll closing time, any person in the process of voting or in line may cast a ballot. No person may join the line once the polls have closed.

- Section 9.3. Poll Workers
  A. The Election Manager shall be responsible for generating a sufficient number of poll workers necessary for the various polling places.
  B. All poll workers, including members of the Election Committee, must participate in non-partisan training organized by the Revelle Dean of Student Affairs.
  C. No person shall work at a polling place who has publicly declared their support of any candidate, slate, or issue(s), or has given, in any manner whatsoever, either personal opinion or choice in any election contest.
  D. No person(s) sitting at a polling place shall solicit votes for any candidate(s) slate, or issue(s), nor disclose any personal opinion or choice in regard to the Election.
  E. Polling places must be attended by at least two poll workers during the time the polls are open.

- Section 9.4. Ballot
  The ballot shall be accessed through TritonLink, as indicated in the A.S. Election Code. If any issues arise regarding candidates or referendums listed on the ballot, the vote shall be invalidated. If the invalidated vote was for a position, then vacancy will be filled through the appointments process.

Section 10. Certification

- Section 10.1. Candidates
  The candidates with the most votes win the election. The election results shall become official following certification by the Election Manager. For an election for a position with no candidate, the candidate shall not win the election if the number of abstentions are greater than the number of ballots cast for that candidate.

- Section 10.2. Referenda and Ballot Propositions
  All referenda and/or ballot proposition(s) shall require a simple majority vote. All student fee referenda shall meet the requirements as set forth in the Guidelines for Student Fee Referenda, University of California, San Diego, as outlined in the ASUCSD Policies & Procedures Applying to Student Activities.

- Section 10.3. Voter Turnout
  For a RCC Election to be considered valid, no less than 13 % of the general Revelle population must cast a ballot, unless there is a higher threshold listed elsewhere in the RCC Election Code.

Section 11. Violations, Resolution of Grievances, and Sanctions

- Section 11.1. Board of Inquiry Meetings
  To conduct any business, the Board of Inquiry must establish quorum, which shall be defined as the Election Manager and two members of the Election Committee. All proceedings of the Board of Inquiry shall be open unless the Election Manager mandates, for reasons of maintaining order and/or compliance with right to privacy regulations, a closed meeting. In the event of a closed meeting, only the following people may be present:
  A. The Election Manager
  B. Voting members of the Election Committee
  C. Defendant(s) and their counsel. The number of counsel is not to exceed three (3).
  D. One (1) witness at any given time
  E. One (1) Ex-Officio representative of the Revelle Judicial Board.

  The Election Manager shall have the authority to exclude any and all disorderly person(s) from the hearing.

- Section 11.2. Board of Inquiry Agenda
  The meeting shall consist of the following:
  A. Reading of the Violation Report by the Elections Manager.
  B. Statement of person filing allegation, including witnesses, not to exceed ten minutes.
  C. Cross-examination of witnesses by the defendant and/or their counsel, not to exceed five minutes.
  D. Statement of defendant(s), including witnesses, not to exceed ten minutes.
  E. Cross-examination of by the person filing the allegation and/or their counsel, not to exceed five minutes.
  F. Questioning of the witnesses by the Election Committee, not to exceed fifteen minutes.
  G. Closing statements of the person filing the allegations and/or their counsel and those of the defendant and/or their counsel, not to exceed five minutes each.

- Section 11.3. Board of Inquiry Decision
  The Board of shall, after consideration of all testimony and evidence, render its decision by a simple majority vote of those voting members present throughout the entire Board of Inquiry meeting within two (2) academic days after completion of the Board of Inquiry.
  A. The Election Manager shall vote only in the case of a tie.
  B. The decision shall be prepared in writing.
  C. The minority opinion, if any, shall be prepared in writing and attached to the case decision.
  D. A copy of the case decision and minority opinion shall be distributed to the defendant(s), person(s) filing the allegation, the RCC President, and the Revelle Dean of Student Affairs.
  E. If the Board of Inquiry finds a candidate or slate responsible for violating Bylaws during the Election period, they may be disqualified. This will be the maximum penalty, and may be imposed at the discretion of the Election Committee.

- Section 11.4. Filing Procedure
  A. Any currently enrolled student may file a Violation Report, available through the Revelle Dean of Student's Office.
  B. The Violation Report must be completed in full, detailing as much information about the alleged violation as possible, including the date, time, location, and specific information regarding the alleged violation(s). The Election Manager may refuse to accept the Violation Report as originally submitted if it does not contain adequate detail.
  C. All Election Violation Reports must be completed and filed with the Election Manager within two (2) academic days of the alleged violation and no later than the close of polls on the final day of the elections.
  D. The Election Committee shall conduct a Board of Inquiry meeting within two (2) academic days of the filing of a Violation Report form.
  E. The Elections Manager, with assistance from the Revelle Dean of Student's Office shall notify all involved parties, in writing, of the time, date, and place of the Board of Inquiry meeting. A copy of the Violation Report Form should be provided to all involved parties.
  F. The Elections Committee, with the Election Manager presiding, shall conduct all Boards of Inquiry.
  G. If a voting member of the Elections Committee is the person filing an allegation or a witness named in the Violation Report, they shall be required to waive all rights and responsibilities as a Committee member at the Board of Inquiry meeting.

- Section 11.5. Record
  A. Minutes shall be taken at all Board of Inquiry meetings.
  B. Records of all proceedings including the minutes and copies of all relevant documents and other items submitted as evidence, shall be available to all involved parties upon request.
  C. A tape recorder shall be used for recording all Board of Inquiry proceedings.

- Section 11.6. Rights of the Complainant(s)
  The complainant shall be entitled to:
  A. Request and receive all evidence submitted by the defendant(s) from the Election Manager at least one (1) academic day prior to the Board of Inquiry meeting.
  B. Be assisted in the case by a representative of their choice. The A.S. Office of Student Advocacy shall not represent either party.
  C. Question all witnesses at the Board of Inquiry meeting.

- Section 11.7. Rights of the Defendant(s)
  The defendant(s) shall be entitled to:
  A. Receive a copy of the completed violation report from the Election Manager at least one (1) academic day prior to the scheduled Board of Inquiry meeting.
  B. Request and receive all of the evidence against them at least one (1) academic day prior to the Board of Inquiry meeting. If the complainant refuses to comply with this request, the Election Manager may dismiss the case.
  C. Be assisted in the case by a representative of their choice. The A.S. Office of Student Advocacy shall not represent either party.
  D. Question all witnesses at the Board of Inquiry meeting.
  E. Refuse to answer any question(s).

- Section 11.8. Determination of Violation
  In determining whether a violation occurred and in determining a penalty, the voting members of the Election Committee may choose to consider these points:
  A. Type of violation
  B. Degree of severity
  C. Knowledge of involvement of the person(s) accused
  D. Intent of the person(s)
  E. Prior violation(s) of election bylaws
  F. Acknowledgement of the violation by the person(s) accused
  G. Number of counts
  H. Precedent

Section 12. Appeals

- Section 12.1. Procedure
  A. The Revelle Judicial 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 Judicial Board must agree to hear an appeal by a majority vote. If approved, the Judicial Board must hold a hearing within two (2) academic days.
  E. Should any vote of the Revelle Judicial Board result in a tie, the decision and sanctions of the Board of Inquiry shall stand.

- Section 12.2. Revelle Judicial Board Authority
  The Revelle Judicial Board has the authority to:
  A. Issue new sanctions, 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.

Section 13. Special Election

- Section 13.1. Definition
  A Special Election shall be defined as any Election occurring outside the Spring General Election period.

- Section 13.2. Special Election Manager
  The Special Election Manager shall be appointed by RCC through a two-thirds (2/3) vote at least four (4) weeks before the date of the Special Election. The Special Election Manager shall have all the duties and responsibilities of an Election Manager as outlined in Article V, Section 2.

- Section 13.3. Special Election Committee
  The Special Election Committee shall be appointed by RCC through a simple majority vote at least three (3) weeks before the Special Election and shall consist of at least three (3) Revelle College students. The committee shall work with the Special Election Manager to plan, conduct, and coordinate any or all elections to be held during any academic quarter.

- Section 13.4. Voting Period
  The voting period for any Special Election shall be at least five (5) consecutive academic days.

- Section 13.5. Procedure
  The mechanics of the Special Election shall reflect those of a regular Election as outlined in Article V, Sections 5 through 11.

Section 14. Definitions

- Section 14.1. Academic Day
  Academic days shall refer to days on which University academic classes are held.

- Section 14.2. Campaign Literature
  Campaign Literature shall refer to any flyer, pamphlet, handout, A-frame, poster, button, clothing, sticker, advertisement in campus or social media, websites, or other physical material, which displays the name of a candidate(s). Campaign literature may not include reports of the constituency unless such reports shall include advocacy of a candidate.

- Section 14.3. Campus-wide Slate
  A campus-wide slate is any slate consisting of two or more candidates running for ASUCSD and RCC.

- Section 14.4. Cross-college Slate
  A cross-college slate is any slate consisting of two or more candidates running for office in both Revelle and any additional college(s).

ARTICLE VI. Standing Committees

Section 1. Revelle Organizations Committee (ROC)

- Section 1.1. Purpose
  The purpose of the Revelle Organizations Committee is to foster collaboration between the Revelle Standing Committees and to provide resources to assist each organization in achieving its mission statements.

- Section 1.2. Meetings
  ROC shall meet twice a month at the discretion of the ROC chair.

- Section 1.3. Membership
  ROC shall be composed of:
  A. The ROC Chairperson
  B. At least one chairperson from each Revelle Standing Committee:
     - Commuter Activities Board (CAB)
     - Cultural Awareness Network (CAN)
     - Revellations
     - Revelle Community Outreach (RCO)
     - ~~Revelle Graduation Committee~~
     - Revelle Programming Board (RPB)
     - Revelle Transfer Student Network (RTSN)
     - Welcome Week Committee
     - Revelle Spirit Crew (RSC)
     - Revellution Committee

Section 2. Rules of Order
Each Standing Committee shall determine its own rules of order and meeting times.

Section 3. Creation of a Revelle Standing Committee
To create a new student organization at Revelle College, a Revelle Standing Committee Application must be submitted. The approval process shall consist of:

- A review of the application by the Revelle Organization Committee, followed by a recommendation from the ROC chair to RCC regarding whether the application should be approved.
- The approval of the application by RCC through a simple majority vote.

- A probationary period of two (2) full quarters, as set forth in the Revelle College Standing Committee Application Guidelines.
- A review by the ROC Chairperson at the end of the probationary period, including a recommendation to RCC regarding whether or not to officially adopt the organization. RCC will officially adopt the organization by two-thirds (2/3) majority vote.

Section 4. Probationary Organizations

A student organization whose application has been approved by RCC, but has not yet completed its probationary period, may request funding from RCC as an Internal Committee.

Section 5. Inactive Organizations

A Revelle Standing Committee is inactive if it satisfies any of the following criteria:

- There are no principal members
- There is no advisor
- There have been no regular meetings, open to the Revelle Student Body, for one full year.
- The organization has not been officially adopted by RCC at the end of its two (2) quarter probationary period.

An inactive organization may not be funded by the RCC, nor shall it have any other privilege of an active and/or probationary organizations. An inactive organization may be reactivated through the same application process as a new organization. An inactive organization may be dissolved by a two-thirds (2/3) majority vote by RCC after a review and presentation by the ROC Chair.

Section 6. Duties of Revelle Standing Committees

All Revelle Standing Committees:

- Shall submit funding requests for quarterly budget allocations as specified in Article IV.
- Shall have at least one Chair or appointed representative present at each ROC meeting.
- Shall advertise events to members of the Revelle Student Body via Infolink and any other means they deem appropriate.
- Shall make events open to all members of the Revelle Student Body.
- Shall update the Revelle Coordinator of Student Activities about any and all events.
- Shall keep events updated on the Revelle Events Calendar.
- Shall assess the organization's mission statement yearly and revise if necessary.
- Shall have a Chair or an appointed representative attend at least one RCC meeting per quarter to provide a committee update.

Failure to adhere to any of the above duties may result in suspension of the organization or accounts by a two-thirds (2/3) majority vote of RCC.