

SUMMARY OF CHANGES

- 1) Eliminate HPC Liaison acting as committee resource
- 2) Chair to be selected from Contact Senators elected in the Spring
- 3) Addition of articles VI – IX outlining what we do!
 - a. Enforcing CG policy—introduction of fining
 - i. CG suggestion/ complaint form
 - ii. Senator Board maintenance
 - iii. CG Poster Policy
 - iv. Organizations’ Officer Training
 - b. Acting as an Appeals Board—formalization of existing SPEC policy
 - c. Ad Hoc Management---formalization of existing SPEC policy
 - d. Consulting board for new policies—formalization of existing SPEC policy

Policy and Ethics Committee

I. Name

The name of this organization shall be the Policy and Ethics Committee.

II. Purpose

The Policy and Ethics Committee shall:

1. Work to preserve the autonomy and integrity of the Wellesley College Government Association;
2. Hear appeals of Senate Committee decisions **referred by SOAC SOFC or Communications Committees appeals’ processes;**
3. Publicize and enforce College Government Policies;
4. Manage a system of accountability for Senate Ad-Hoc Committees;
5. Serve in a brainstorming and troubleshooting capacity as advisors during the development of new College and College Government policies when needed.

III. Membership

- A. Membership shall be open to all Student Activity Fee paying students;
- B. Membership shall not discriminate on the basis of race, gender, creed, ethnicity, religion, sexual orientation, age, disability, or financial status;
- C. Members may not be absent from more than two Policy and Ethics Committee

meetings during a semester, excepting extenuating circumstances;

- D. The College Government Cabinet shall assign senators to the Policy and Ethics Committee at the beginning of the academic year.

IV. Organization

A. This organization shall adhere to the Honor Code.

B. This organization shall not discriminate on the basis of race, gender, creed, ethnicity, religion, sexual orientation, age, disability, or financial status.

C. Officers

1. **Chair**

2. **Committee Resource (Chief Justice)**

D. Committee Members

1. **Senators, whose number shall be set by the College Government Cabinet**

2. **Students at Large**

V. Powers and Duties

A. Of the Chair

1. **Shall be selected from the spring elected Contact Senators through an application process by the incoming College Government Cabinet.**

2. **Shall meet with the Committee Resource the Spring she is selected and a minimum of once per semester during the subsequent year.**

3. Shall preside over all meetings of the Policy and Ethics Committee

4. Shall record attendance at all meetings;

5. Shall coordinate all activities with members of the committee;

6. Shall be required to adhere to rules of confidentiality.

B. Of the Committee Resources

1. Shall serve as advisors and resources to the Policy and Ethics Committee and to the Policy and Ethics Committee Chair. **They shall meet with the Committee Chair the Spring she is selected and a minimum of once per the subsequent fall and spring semesters.**

2. Shall aid College Government Cabinet in the selection of the Policy and Ethics Committee members;

3. Shall not be expected to attend Policy and Ethics Committee meetings;

4. Shall be non-voting members of the Committee;

5. Shall be required to adhere to rules of confidentiality.

D. Of Individual Members

1. Shall attend Policy and Ethics Committee meetings in accordance with the attendance policy;
2. Shall fully participate in Policy and Ethics Committee activities;
3. Shall be required to adhere to rules of confidentiality.

VI. Enforcing College Government Policy

A. CG Autonomy and Integrity

1. **SPEC will publicize and distribute CG suggestion/complaint forms to all Residence Halls and special interest senators. All complaints shall remain confidential, but the person filling the complaint must include their name and contact information. The SPEC chair will review the complaints and direct feedback to the appropriate parties.**
2. **SPEC senators will, at random, evaluate the maintenance of Senate boards. If a board is not up to date, the SPEC Senator will report to the SPEC chair, and a warning will be sent to the organization's Senators and Organization President. After the warning, if the board is found to be out of date, SPEC will report to SOFC and the Senator's organization will be fined \$25.**

B. College Government Poster Policy

1. **Will enforce policy as written in Appendix I: CG Poster Policy of the SPEC Constitution**
3. **The SPEC chair will handle concerns about posters that fail to meet the requirements of the poster policy. The SPEC Chair will consult with the Chief Justice in all other cases.**

C. Organization Officer training

1. **There will be a SPEC representative present at each Treasurers' and Presidents' training session. The chair will attend the spring training sessions and may have Senators attend the fall training sessions.**
2. **If an organization's President and/or Treasurer are not present for the appropriate training session, SPEC will report that absence to SOFC and the organization will be fined \$25.**

VII. Acting as an Appeals Board for Senate Committees' Decisions

- A. **SPEC shall serve as the Appeals board for decisions of Senate committees (SOAC, SOFC and Communications Committee) only after the committee has reviewed the decision internally, as outlined in the committee's constitution.**

- B. Students or Organizations may appeal the decision of a Senate Committee**
- C. A decision can only be appealed on the grounds that the Senate committee did not follow procedure as outlined in its constitution or in its legislative documents.**
- D. If the decision of the Senate Committee stands after the internal appeals process, the SPEC chair must be contacted within two weeks of the Senate Committee's upheld decision, with a written complaint followed later by an in person appearance at a SPEC hearing.**
- E. The SPEC Chair will then ask for a written statement from the chair of the Senate Committee in question to be followed later by an in person appearance at a SPEC hearing.**
- F. The Committee will hear appeal cases during its normal meeting time. When extenuating circumstances arise to prevent that, another time may be scheduled.**
 - 1. Two Committee members can serve as advocates; one for the appellant and one for the organization or person(s) that made the decision(s) in which she is appealing . The other Committee members shall vote on the appeal. However, either party has the right to represent themselves.**
 - 2. Members of the Committee shall take turns on being an advocate and a voting member on appeal cases.**
 - 3. Decisions shall be made by the majority vote.**
 - 4. Each voting member shall write a statement on why she voted the way she did, which will be kept for future references. These statements will be anonymous.**
 - 5. The Committee chair shall notify both parties of the Committee's decision and reasoning without disclosing how members voted.**
 - 6. All cases shall remain confidential within the people involved.**

VIII. Ad Hoc Management

- A. A Senate ad hoc committee is a temporary group formed within the College Government Association in order to address matters of interest or concern to the College Government Association that do not fall under the jurisdiction of the Senate's standing Committees [CPLA, Communications Committee, General Judiciary, HPC, SBOG, SOAC, SOFC, SPEC] (Article 1V Section 4 of the College Government Association Constitution). As a temporary committee addressing a specific issue, the group needs to be able to accomplish**

their goals by the end of the school year during which the ad hoc is formed.

- B. Forming a Senate ad hoc committee**
 - 1. Individuals interested in forming a Senate ad hoc committee must contact the SPEC chair.**
 - 2. The leadership of the ad hoc must include at least one Senator. To make a proposal to become an official ad hoc, the potential ad hoc must have at least 3 students in addition to one senator committed to the ad hoc.**
 - 3. The potential ad hoc must complete the ‘*Ad Hoc Proposal Form*’ and demonstrate organization and clearly defined goals.**
 - 4. With the help of SPEC, the leadership of the prospective ad hoc will develop a specific timeline by which the progress of the ad hoc will be tracked.**
 - 5. Every week, SPEC shall ask each ad hoc for an update on its progress. A phone conversation/email correspondence with the SPEC liaison is all that is necessary. The SPEC liaison will then report to the Committee at the weekly SPEC meeting.**
 - 6. Ad hocs and/or SPEC will report to the Senate as a body when they form and when they disband. Additional presentations to Senate will be set when the ad hoc’s timeline is established and at the discretion of SPEC. SPEC Senators may present updates on the behalf of the ad hoc.**
 - 7. If the ad hoc is not active or making progress along its timeline, SPEC should notify Senate, and Senate as a body may disband the ad hoc by a two-thirds vote.**
 - 8. All ad hocs looking to form during an academic year, must contact the SPEC chair by April 1st and will only be formed at the discretion of SPEC.**

IX. Consulting Board for new Policies

- A. Committee members shall familiarize themselves with the constitutions of College Government, Senate Committees (SOAC, SOFC and Communications Committee), General Judiciary.**
- B. New policies shall be reviewed as time allows, by the Committee for their constitutionality.**
- C. The Committee shall inform the Senate if any part of a new policy is unconstitutional.**

X. Policy and Ethics Committee Policy

A. Attendance

1. Any Policy and Ethics Committee member who misses more than two Policy and Ethics Committee meetings shall be removed from the Policy and Ethics Committee by the Policy and Ethics Committee Chair;
2. In the case of extenuating circumstances, the Policy and Ethics Committee Chair may waive this requirement;
3. The decision to remove a member of the Policy and Ethics Committee may be overturned by a majority vote during an executive session of Senate.

B. Meetings

The organization shall have one open advertised meeting per semester.

XI. Quorum

A. Transaction of Business

1. A two-thirds majority of members of the organization is required for transaction of business.

B. Constitutional Business

1. A three-quarters majority of members of the organization is required for constitutional business.

XII. Finance

A. The organization will be financed through Student Organizations Finance Committee (SOFC) funds, through the College Government Association.

B. In the event that SOFC funds are used, the organization shall have one fundraiser a semester.

C. The organization shall adhere to all SOFC regulations.

XIII. Election

A. Schedule of Officer Appointments

1. The Policy and Ethics Committee Resource (Chief Justice) shall be appointed in adherence to the College Government Constitution.

MUST BE INCLUDED IN DUTIES OF CJ in CG Constitution

2. The Policy and Ethics Committee Chair shall be appointed by the **College Government Cabinet following turnover and the Spring election of Contact Senators.**

B. Officer Eligibility

1. The Committee Chair shall be a spring elect Contact Senator.

C. Adoption

This Constitution shall be valid when:

1. Adopted by a two-thirds vote of the Senate;
2. a copy has been signed by the President and Vice-President of the College Government Association and is filed in the College Government Office;
3. a copy has been filed in the Office of the President of the College

D. Amendment

1. The Policy and Ethics Committee Constitution may be amended as described in Section XI of the College Government Association Constitution

Appendix I: CG Poster Policy

Policy

All on-campus posters must include contact information, a name, and an expiration date. Posters may only be placed inside buildings and in places designated for such posters. One poster per designated area (e.g. bulletin board, door) is allowed.

poster	material with information on it (posters in the traditional sense, table tents and fliers)
contact info	a telephone number or college-issued e-mail address (must be for an individual; an organization email address is not sufficient)
name	need only be a first name, but must be the name of the person for whom the contact information is
expiration date	the date of event or another date before commencement of the year posted

Posters publicizing a gathering must include one of the following two statements:

If you will need accommodations due to a disability or health related need to participate in this event, please contact Jim Wice, Director of Disability Services, (781) 283-2434, jwice@wellesley.edu.

OR



Accommodations: contact Jim Wice, Director of Disability Services (781) 283-2434, jwice@wellesley.edu (include symbol)

It is not always reasonable to expect that contact information will be written along with some chalkings or banners. However, the day when chalking does occur on campus or a banner is hung, the individual(s) or organization(s) responsible need to post on

Community explaining what the chalkings are for and who can be contacted with questions about the chalkings or banner(s). Chalkings should only be placed in areas where they will be washed away by rain (no vertical surfaces).

If a poster is in violation of the poster policy or is past its expiration date, *students are encouraged to remove it*. If an individual or organization believes its poster was damaged or removed without just cause, contact a General Judiciary student Ombudsperson.

Sign and Date:

SPEC Chair

CG President

CG Vice-President