

Brown University
Undergraduate Council of Students



Last Updated September 2024

Undergraduate Council of Students

Revised: April 2022

SECTION I: Introduction

Introduction

1.1 In accordance with Article IX of the Constitution of the Undergraduate Council of Students (UCS), the Council functions under the guidelines and rules of this Code of Operations.

1.2 The purpose of the Code is to provide a workable expansion of the UCS Constitution, up-to-date with the current activities of Council, and amendable by Council itself without consent of the entire student body.

1.3 The Code is to reflect UCS's main purpose of representing student concerns, policy recommendations, and encouraging student involvement with University decision making as outlined in the Constitution.

1.4 The contents of this document supersede any previous Code of Operations of the Undergraduate Council of Students. Any previous decision by the Council regarding its Code of Operations shall be nullified through the ratification of this document.

1.5 All regulations listed herein shall be considered subordinate to any provisions of the UCS Constitution, which takes precedence over any other UCS document.

1.6 A two-thirds (2/3) majority vote of the Council shall determine whether a provision of the Code is in conflict with the Constitution. If such a majority finds conflict to exist, it shall direct the Council to eliminate the specific section of the Code.

1.7 The Undergraduate Council of Students is committed to fostering an inclusive, anti-discriminatory environment in which all individuals are treated with respect and dignity, regardless of any identities they may hold. The Undergraduate Council of Students prohibits harassment and retaliation by its membership and leadership alike. The Undergraduate Council of Students encourages its members to voice concerns and commits to engaging in effective and equitable conflict.

SECTION II: Officers and Representatives

Officers and Members

1.1 Officers of the Undergraduate Council of Students shall be:

President, Vice President, Chair of Academic Affairs, Chair of Campus Life, Chair of Equity and Inclusion, Chair of Health and Wellness, Chair of Student Activities, Treasurer, Transfer and Resumed Undergraduate Education Representative, First Year Representative, Appointments Director, Communications Director, Community Engagement Director, Elections Director, Outreach Director, Polling Director, and Secretary

Responsibilities and Descriptions of Elective Officers

2.1 The President shall

- a) Serve as Presiding Officer of the Undergraduate Council of Students and an ex-officio member of all Council committees,
- b) Be empowered to call meetings, and approve expenditures from the Council operating account (see Section IX, Finance, Article 3.1)
- c) Be responsible for the external activities of Council and is the official UCS liaison to the Administration and its staff,
- d) Serve as chair of the Executive Board (see Section VI, Committees, Article 2), and presides over the Full Council meetings.

2.2 The Vice President shall

- a) Serve as Presiding Officer in the absence of the President,
- b) Serve as an ex-officio member of all Council committees,
- c) Ensure that the council runs smoothly and the members are in good relations with each other

2.3 The Chair of Academic Affairs shall:

- a) Chair the Academic Affairs Committee and, in coordination with this committee, prepare the portion of the Annual Program in the areas of academics and administration,
- b) Serve as the official UCS liaison to all Departmental Undergraduate Groups,

c) Serve as the UCS liaison to the College Advisory Board, the Graduate Council, the Institutional Review Board and any other academic committees as determined by a majority of the executive board,

d) Serve as the official UCS liaison to the faculty, and, to this end, ensure strong communication with the Dean of the College, Faculty Executive Committee, and the Dean of the Faculty.

2.4 The Chair of Health and Wellness shall

a) Chair the Student Wellness Committee, and, in coordination with this committee, prepare the portion of the Annual Program in the areas of admissions, financial aid, student services, athletics and student safety,

b) Liaise with the Vice Presidents of Campus Life, Computing and Information Services, Administration and directors of Public Safety, Health Services, Psychological Services, Admissions, Financial Aid, and Athletics.

2.5 The Chair of Campus Life shall

a) Chair the Campus Life Committee, and, in coordination with this committee, prepare the portion of the Annual Program in the areas of student affairs, housing, and dining

b) Liaise with the Vice Presidents of Campus Life and Planning, Deans of Student Life, and the Directors of Dining Services, Residential Life, as well as any other office that may fall under the purview of Campus Life.

2.6 The Chair of Student Activities shall:

a) Chair the Student Activities Committee, and in coordination with this committee, facilitate UCS's interaction with student groups, including the constituting process, category changes and co-sponsoring of events,

b) Serve as a representative on the Undergraduate Finance Board and the official UCS liaison to all UCS recognized groups,

c) Delegate responsibility to each Student Activities member for managing student groups based upon general issue area. Issue area classification for student groups is at the chair's discretion.

d) Maintain constant contact with all groups, seeking to understand their needs and advocating for them to the administration.

e) Meet regularly with the Director of Student Activities.

2.7 The Treasurer shall

- a) Record and regularly report to the Council on the finances in the Undergraduate Council of Students' account
- b) Approve expenditures from the Council Operating Account in conjunction with the president and vice president (see Section IX, Finance, Article 3.1).

2.8 The Equity and Inclusion Chair shall

- a) Collaborate with identity centers and organizations on campus on diversity-specific initiatives Centers: Brown Center for Students of Color, Sarah Doyle Women's Center, LGBTQ+ Center, UFLi Center, Global Brown Center, DJAB as they work on supporting the Disability Justice Initiative. Financial Aid Office, Admissions Office
- b) Serve as the UCS General Body's ombudsperson and will foster communication between any dissenting parties.
- c) Create trainings for UCS that focus on diversity and inclusion both for the General Body and Management/Executive bodies that would be presented at retreat.
- d) Create and/or maintain a checklist that UCS can refer back to when they need to ensure consistency in UCS's diversity and inclusion practices.

2.9 The First Year Representatives Shall

- a) Serve as liaisons between the first year class and general UCS body by representing first-year opinions and increasing first year involvement with student government
- b) Lead first-year community events and projects (i.e. community forums, create communication channels, etc.) for first years at least once a semester to address any first year concerns
- c) Serve on the UCS Executive Board
- d) Host UCS first year bonding events at least once a semester
- e) Provide resources directly to first years to help them navigate their first year

2.10 The Transfer and Resumed Undergraduate Education Representative shall

- a) Sit on the Executive Board and abide by all Executive Board responsibilities
- b) Meet regularly with the TRUE Deans to navigate administrative concerns about the community
- c) Work with other UCS Chairs to ensure that the TRUE community has the necessary resources and channels to be successful during their transition to Brown
- d) Collaborate with various committee members to work on initiatives specific to TRUEs
Lead a committee of both transfers and RUEs to assist with advocacy efforts

Responsibilities and Descriptions of Internal Officers

3.1 Appointed positions shall be internally chosen by the President and Vice President during the spring semester or summer preceding their terms, and shall serve on the Executive Board with Elective Officers.

3.2 The Appointments Director is responsible for advancing the interests of the Student Body on faculty and administrative committees. This means the Appointments Director is responsible for leading the appointment process in a timely and just manner; communicating committee responsibilities to applicants and appointed students; identifying and filling committee vacancies; and proposing new pathways for student representation as needed.

3.3 The Secretary shall call the roll at the beginning and end of each Council meeting and keep a posted record of attendance and is responsible for agendas and notes of Full Council meetings.

3.4 The Communications Director shall oversee communication between UCS and the student body and shall direct publicity for the Council and its initiatives. The Communications Director shall serve as a member of the Executive Board and Cabinet, and is responsible for the minutes of the Executive Board.

3.5 The Outreach Director shall oversee UCS recruitment efforts as well as publicity events.

3.6 The Community Engagement Director shall oversee UCS communications and relationships with non-Brown entities.

3.7 The Polling Director shall oversee all UCS polling efforts.

Responsibilities and Duties of Members

4.1 It shall be the responsibility of each Member to attend all necessary meetings, including Full Council, Current Issues, internal, and University committees and to work towards the completion of his or her community and current issue project(s), as well as to submit reports at mid-semester and the end of the semester, as outlined in Section IV, Annual Program.

4.2 Each Member of the Student Activities Committee will be assigned as a UCS liaison to several student groups.

4.3 Members shall remain in contact with members of the Executive Board and shall be available to discuss individual progress as needed.

SECTION III: Elections

Elections

1.1 An integral responsibility of the Undergraduate Council of Students is to provide a fair and efficient mechanism for the election of undergraduates to its membership. As such, all persons directly involved in the elections process are bound by the provisions of this code.

Elections Integrity

2.1 UCS members, in collaboration with the Undergraduate Finance Board and the Class Coordinating Board, shall select a date for the election of:

a) UCS Officers, including: President, Vice President, Chair of Academic Affairs, Chair of Student Wellness, Chair of Campus Life, Chair of Student Activities, Chair of Equity and Inclusion, and Treasurer.

2.2 The President and Vice-President shall be responsible for choosing UCS members to coordinate elections. UCS members responsible for managing the election are not eligible to run for a position.

2.2.1 UCS members responsible for coordinating elections shall work with the Student Activities Office, the Undergraduate Finance Board, and the Class Coordinating Board to determine election regulations.

2.2.2. The election regulations for a given year must be presented to the Executive Board for feedback in advance of the Fall elections and in a Town Hall for all later elections.

2.3 All officers shall be elected by a majority of all voters. If no candidate for a position gains a majority of votes, a run-off election shall be held.

Special Elections

3.1 In the event that a special election must be held to fill a vacancy in an Officer or Member position on the Council, such elections shall follow the guidelines of this section.

3.2 The Council must hold a special election in the event that the position of UCS Officer is vacated.

3.3 Voting for the elections shall be by secret ballot in the form of instant run-off.

3.3.2 By instant run-off voting, it is meant that voters will rank candidates in order of preference. If no candidate is the first preference of a majority of voters, the candidate with the lowest number of first preference votes is eliminated and that candidate's ballots are redistributed to the remaining candidates according to the next ranking on each ballot. This process continues until one candidate receives a majority of the votes cast.

Recall

4.1 If any undergraduate at any time feels an Officer or Member of UCS is not upholding the duties of his or her position, he or she may initiate recall procedures.

4.2 A petition must be signed by at least 300 undergraduates to recall an Officer. The top of the recall petition must state clearly that a signature does not indicate approval or disapproval of the recall motion, but merely support for a campus-wide vote to determine whether such action is necessary. It must also be written that the students who sign the petition are acknowledging with their signature that they have read the exact written recall initiative as it is being presented to Council for consideration.

4.3 The recall petition must be presented by its sponsor(s) during a Council meeting, at which the validity of the sponsorship procedure shall be determined by a simple majority vote of the Council.

4.4 If the Council approves the validity of the sponsorship, they shall then set dates to hold the recall election within two weeks of the time the petition was initially presented to Council.

4.5 The election procedure for recall shall be the same as any other election and stricter guidelines may be set when necessary.

4.6 If a majority votes to recall the Officer or Member, then a vacancy shall be declared in that position and a Special Election held. However, if a majority of students vote not to recall the Officer or Member, then that member shall retain his or her position.

SECTION IV: Meetings

Meetings

1.1 To ensure continuity and rationality in the conduct of its affairs, the Undergraduate Council of Students shall hold regular meetings in specified locations. The intention of such meetings is to maximize the visibility of the Council as well as to permit coherence in its operating procedures.

1.2 It is the role of UCS's meetings to reflect UCS's main purpose of representing student concerns, issuing policy recommendations, and encouraging student involvement with University decision making as outlined in the Constitution. Non-UCS members should be encouraged to take part in UCS's activities and discussions so that UCS can better voice the concerns of its student body.

1.3 The UCS shall establish its own regular weekly meeting time. This time, as well as the location of the weekly meeting, shall be publicized in accordance with the communications guidelines established in Section VII, Communications, of this code.

1.4 At any time a special meeting of the Council may be called by three members of the Executive Board. In such a situation, every effort must be made to contact all members of the Council.

1.5 All votes of the Council will be of members present unless specifically designated otherwise in the Constitution, this Code, or any other Official Document.

Officer's Duties in Meetings

2.1 The President of the Council shall preside over the meetings. In the absence of the President, the next Officer in the order of succession (see Section II, Officers and Members, Article 1.1) shall preside, in accordance with all other sections of this Code.

Access to Meetings

3.1 All meetings of the Council shall be open to all members of the Brown Community except by a vote of two-thirds (2/3) majority of the Council members present to enter into Executive Session, in which the meeting is closed to all but Council members. A two-thirds (2/3) majority of the Council members present can reopen the Session to the general community.

Attendance and Tardiness

4.1 All Members are expected to attend all meetings of the Council.

4.1.2 The Council may, by amendment to its Code of Operations, delineate what may be considered a justification for an excused absence and what may not. In all cases of ambiguity, the Vice President's judgment prevails, unless the Council explicitly approves by a simple majority a motion to the contrary.

4.3 In all cases, the Secretary shall keep records of the status and attendance of each member of the Council.

4.3.1 The rulings of the Secretary, insofar as they are supported by such regularly kept records, shall not be subject to appeal.

4.3.1.1 In cases of ambiguity or absence of the appropriate records, the Secretary's ruling may be overturned if the Council explicitly approves by a simple majority a motion to that effect.

4.4 Any and all Council members leaving a meeting before its completion or coming in after role has been called must check in or out with the Secretary immediately prior to time of exit or immediately after time of late entrance.

Agenda

5.1 The agenda for all Full Council meetings shall be determined by the Executive Board of the Council. The agenda may be amended by two-thirds (2/3) majority vote of the Council members

present at a general meeting. This weekly agenda shall be disseminated by the Secretary to all UCS members at least one day before the general meeting of that week.

Issues, Statements and Resolutions

6.1 The Council may hold special Issues Meetings in order to informally focus on one important issue and improve the Council's knowledge on that said issue. The Executive Board is recommended to invite informed students, faculty, administrators, or anyone else that may enhance the discussion of Council.

6.2 When the Council wants to formally comment on an issue, event, or any other activity related to the University, Council may pass a UCS Statement. Such a motion must originate with an At-Large Member or Chair and may be co-sponsored by other members.

6.3 When the Council wants to formally recommend a policy change on an issue related to Brown, Council may pass a UCS Resolution. Such a motion must originate with an At-Large Member or Chair and may be co-sponsored by other members.

6.4 The President may not submit a motion for a UCS Statement or Resolution unless he or she relinquishes the chair for the entire discussion to the Vice President or to the next Officer in the line of succession. The President may, however, place an issue on the agenda without having received a specific motion for resolution on it in order to facilitate an informal discussion on the topic or to prompt action on the part of other members.

6.5 UCS Statements and Resolutions on a given issue are due to the President or Presiding Officer no later than at the Executive Board meeting at which the agenda would be set for the Full Council meeting. The motion is then determined as allowable or not by the President and is copied for all the members.

6.5.1 Members should receive proposed Resolutions or Statements with the agenda at least one day before the given Full Council meeting. If multiple motions are submitted, they are presented in the order in which they were received by the President.

6.6 The Executive Board shall have the authority to refer submitted UCS Statements and Resolutions to the appropriate Internal Committee for further development and refinement prior to their formal consideration on the floor of the Full Council

6.7 Speakers or authoritative guests may be invited to address the Council in a question and answer session which occurs prior to the Council's own discussion of the issue and its vote on the motion. The purpose of said speakers is to inform and clarify, not to argue for one side or another on an issue.

6.8 The Executive Board shall decide how best to pursue action with the Administration, the Faculty, the Staff, or any other applicable authorities once a Statement or Resolution is passed.

6.9 All votes by individual members on the acceptance of non-unanimous UCS Resolutions, Statements, or changes to the UCS Code shall be recorded "Yes", "No", or "Abstain". Vote

tallies on the acceptance of UCS Resolutions, Statements, or changes to the UCS Code, shall be tallied by the Secretary. These vote counts shall be recorded on the UCS website by the Webmaster within a week of the original vote having occurred and are public record.

SECTION V: Committees

Committees

1.1 As the majority of the tasks of the Undergraduate Council of Students shall be conducted outside the context of the weekly Full Council meetings, the committees of the Council constitute its operational framework. A rational, coherent, and efficient committee system is essential to the proper performance of all Council responsibilities.

1.2 The Undergraduate Council of Students shall establish its own Executive Board and Cabinet, and its own Committees on Academic Affairs, Student Wellness, Campus Life, and Student Activities, and Equity and inclusion.

1.3 Internal Program Area Committees (Academic Affairs, Student Wellness, Campus Life, Student Activities, and Equity and Inclusion) shall meet at least once for every week that Full Council meets in order to report on the status of the program area activities (current issue and community) and prepare formal submissions to the Full Council (motions, reports, requests, etc.)

1.3.1 These meetings should occur between the Executive Board meeting and the next Full Council meeting in order that the business of the Committee and its Members is included in that Full Council meeting.

The Executive Board

2.1 The Executive Board shall be comprised of: President, Vice President, Chief of Staff, Chair of Academic Affairs, Chair of Student Wellness, Chair of Campus Life, Chair of Student Activities, Chair of Equity and Inclusion, Appointments Director, two First- Year Representatives, Secretary, Treasurer, Transfer and Resumed Undergraduate Education (TRUE) Representative, Outreach Director, Polling Director, and Communications Director.

2.2 The Executive Board shall have collective responsibility for organizing the activities of the Council, and in particular shall have responsibility for organizing and coordinating the activities of Council members and University committee students in the Annual Program.

2.3 The Executive Board shall present the Council with a list of goals for the semester and a calendar of UCS events and meetings no later than the third weekly Full Council meeting. This calendar does not need to be voted on but must be presented to the Full Council for discussion.

2.3.1 The calendar will be posted by the webmaster for the community in an effort to allow non-UCS students an opportunity to join UCS in its functions and meetings.

2.4 The Executive Board shall establish a regular weekly meeting time, and these meetings shall be conducted by the President, with the next Officer in the line of succession presiding in the absence of the President. The meetings of the Executive Board are considered open to all Council members.

2.5 The Executive Board shall establish regular meetings with officers of the administration, with particular focus on the University President, Provost, Vice President of Campus Life and Student Services, Deans of the College, and Deans of Student Life, (see Section VII, Communications).

2.6 The Executive Board shall be empowered to send Members to meetings of the Corporation Campus Life Committee and other committees of the Corporation.

2.7 When new University committees are created, it shall be the responsibility of the Executive Board (see Section VI, Committees) to determine under which Officer's domain the new committees fall.

2.8 The Executive Board shall be empowered to appoint any Member of Council to represent UCS in any ad hoc and standing positions, including positions for University, student, or non-Brown groups, committees, conferences, meetings, or events as it deems necessary to increase student input or keep UCS better informed.

Internal Committees

3.1 The Chair of Academic Affairs shall chair the Academic Affairs Committee, which shall also include the council members appointed to the committees that fall under the jurisdiction of the Chair, as well as other undergraduate students that the Chair of Academic Affairs may, at their discretion, include in the membership of the committee.

3.1.1 This committee shall have primary responsibility for the development of a student program in the areas of University academics and administration, and, more specifically, shall bear the responsibility for those areas of the program that deal with curricular planning and administrative direction of the planning.

3.1.1.1 This committee will also be responsible for keeping records of all the Departmental Undergraduate Groups (DUGs), meeting regularly with DUG leaders, and will serve as the official liaison between the UCS, the DUGs, and the University administration.

3.2 The Chair of Student Wellness shall chair the Student Wellness Committee, which shall also include the council members appointed to the committees that fall under the jurisdiction of the Chair.

3.2.1 This committee shall have primary responsibility for the development of a student program in those areas that affect services provided to the students, especially the issues of financial aid and admissions policy. The Committee shall also coordinate the activities of the UCS-appointed student members on those related University committees.

3.3 The Chair of Campus Life shall chair the Campus Life Committee, which shall also include the council members appointed to the committees that fall under the jurisdiction of the Chair.

3.3.1 This committee shall have primary responsibility for the development of a student program in the areas of student affairs, University housing, and University dining services, and shall coordinate the activities of the student members on those related University committees.

3.4 The Chair of Student Activities shall chair the Student Activities Committee.

3.4.1 This committee oversees UCS's interaction with student groups, including the Constituting Process, and Category changes. The Chair shall maintain constant contact with all groups, seeking to understand their needs and advocating them to the administration. It shall be the Student Activities Chair's responsibility to identify the obstacles faced by student leaders, and to work with the administration to solve those problems.

3.4.1.1 The Chair shall also evaluate, with the assistance of the Student Activities Committee, whether to propose a change to the Student Activities Fee within the first two months of the fall semester.

3.5 The Chief of Staff shall chair the Cabinet, as detailed in Section II, Article 3.

Special Committees

4.1 When it deems necessary, the Council shall, by simple majority vote, create special internal or external committees, either standing or ad hoc, in order to investigate certain issues or fulfill Council tasks.

Ex-Officio Status

5.1 The President and Vice President of the Undergraduate Council of Students shall be ex-officio members of all internal committees.

Undergraduate Finance Board

6.1 UCS shall have one representative on the Undergraduate Finance Board through the Student Activities Chair.

University Committees

7.1 UCS shall appoint members to serve on all regular and special committees of the University, including the College Curriculum Council, Residential Council, Brown University Community Council, Peer Community Standards Board, Campus Life Advisory Board, Campus Planning Advisory Board, Honorary Degree Committee, Advisory Committee on Corporate Responsibility in Investment Policies (ACCRI), Creative Arts Council, Information Technology Advisory Board, Library Advisory Board, University Disciplinary Committee, Financial Aid

Awards Review Board, Status of Women Committee, Student Activities Advisory Board, and University Resources Committee.

7.2 The Chair of Appointments shall update the above list as necessary.

SECTION VI: Communications

Communications

1.1 The Undergraduate Council of Students should be both responsive and visible to the students who are its constituents and to others of the University community, including the faculty, staff, Administration, Corporation, and alumni.

1.2 It is the joint responsibility of the President, Vice President, and Communications Director to oversee the Council's communications and relations with all of the University's communities.

1.3 All UCS documents that are to be discussed in open council (i.e. not executive session) should be open to public scrutiny by any member of the student community.

Referenda and Initiatives

3.1 If the Council at any time feels it necessary to determine the opinion of or to express the overwhelming concern of the entire student body on an issue, it may sponsor a referendum to be placed on the ballot during the next scheduled election or whenever council deems fit.

3.1.1 A referendum must be approved in its exact written form by a two-thirds (2/3) majority vote of the Council in order to be placed before the student body. Approval in this vote does not signify Council support for the meaning of the referendum, but merely Council's feeling that the students should be given the opportunity to express their opinion on this issue.

3.1.2 If a referendum question is to be included on the elections ballot, the deadline is the regularly scheduled meeting at least seven days prior to the first day of the election.

3.2 If at any time any undergraduate feels it necessary to determine the opinion of or express the overwhelming concern of the entire student body on an issue, he or she may sponsor an initiative.

3.2.1 Such initiatives must be signed by at least 300 undergraduates. The top of the initiative petition must state clearly that a signature does not indicate approval or disapproval of the meaning of the initiative, but merely support for placing the initiative on the ballot. It must also be written that students who sign the petition are acknowledging with their signature that they have read the exact written initiative as it is being presented to the UCS General Body for consideration.

3.2.2 Referenda may be presented during Community Time of any UCS meeting, and the General Body must wait one week before voting on whether or not to approve referenda

requests. Once the General Body has approved such a request, a referendum must be held within 14 days of the General Body meeting.

3.2.3 If the General Body deems it necessary, they may vote to expedite the referendum process. With a simple majority vote (more than 50%), the General Body can decide to vote on the issue the same day it is proposed.

3.3 Should the Council wish to support a particular side of a referendum or initiative issue, a simple majority vote of Council shall determine the Council's official position on the issue, and any action taken on such issue shall be subject to the constraints of Section III, Article 8 of this Code.

3.4 After a referendum or initiative was on a ballot, Council shall follow these procedures in responding to the community vote:

3.4.1 Council will take a simple majority vote in deciding what action it deems appropriate in responding to a student initiative and will proceed accordingly.

3.4.2 When Council has placed a referendum on the ballot to determine community sentiments on an issue, it shall be responsible to represent those majority sentiments in its future actions. Council shall decide how best to pursue the expressed community interest by taking a simple majority vote.

3.5 Council shall pursue the majority opinion of the student vote in the manner it best sees fit.

Communications with Faculty and Administration

4.1 The Chair of Academic Affairs shall be responsible for the maintenance of proper channels of communication with the members of the Faculty and Administration.

4.2 The Council, through the Chair of Academic Affairs, shall inform the Deans of the College of the issues Council is discussing and ask for input and ideas.

4.3 The Council shall establish regular monthly meetings with Deans of the College in order to discuss the issues that students encounter, and the methods to accomplish their collective goals more effectively.

4.3.1 It shall be the responsibility of the Chair of Academic Affairs to organize such meetings.

4.3.2 The Executive Board shall establish regular meetings with officers of the Brown constituents. In particular, the Executive Board shall be responsible for communication with officers of the Administration, the Faculty Executive Committee, and the department chairs on all matters relating to the Annual Program.

SECTION VIII: Appointments

APPOINTMENTS PROCEDURE

1.1 A primary responsibility of the Undergraduate Council of Students is to nominate and appoint undergraduates to serve on all regular and special committees of the University. The expedient nomination of the best possible candidates is the primary objective of the nominations process.

1.2 Students will apply to all committee vacancies via a written application. The Appointments Director may add additional application requirements within reason at their discretion, such as an interview. Such discretionary requirements must be applied to all students seeking appointment to a particular committee in a particular application cycle. For all regular vacancies, the application must be open for a period of at least 10 days.

1.3 The Appointments Director is responsible for publicizing the application, such as in a UCS email, on UCS social media, in Today@Brown, and in written fliers posted around campus.

1.4 No member of the Brown community may serve on more than two committees which fall under the jurisdiction of the UCS Appointments Director.

1.5 Any UCS Executive Board member whose jurisdiction overlaps with an administrative committee (e.g. UCS Treasurer with the University Resources Committee; UCS Chair of Campus Life with the Dining Council) may participate in the review of committee applications and provide input into the Appointments Director's decision. To ensure the opportunity for this input, the Appointments Director will notify the Executive Board of all upcoming committee appointments

1.6 The Appointments Director must make their nominations within 10 days of the close of committee applications. Nominees' applications must be provided to Executive Board members upon request.

1.7 Each nominee must be approved by a simple majority of present UCS members. This vote must take place at a UCS meeting. If no meetings are scheduled within the timeframe that committee seats must be filled, the vote may take place digitally.

1.8 If a nominee is rejected by the UCS Executive Board, the UCS Appointments Director must submit a new nominee for Executive Board approval within 5 days.

1.9 Once a nominee is approved, the Appointments Director must notify them within 3 days and connect them with a representative of their committee to ensure their expeditious participation.

1.10 The Appointments Director must notify all other applicants that they were not selected.

1.11 The Appointments Director may initiate the above process if an appointee is embarking on a semester or more abroad, on leave, or otherwise off campus (e.g. Brown in Washington) within the coming six weeks.

1.12 In the case of the above situation, the Appointments Director may also choose to allow the appointee to stay on the committee, or to appoint a student to fill the seat on an interim basis until the original individual returns to campus. In making this decision, the Appointments Director must consider the frequency of committee meetings, the ability for the appointee to conduct committee business from off-campus, and the period of time that the appointee is away.

TIME-SENSITIVE APPOINTMENTS

2.1 Time-sensitive appointments will not be governed by the process enumerated in Section 1 above. Any appointment is considered “time-sensitive” if:

- a committee vacancy/vacancies must be filled between late May and August by a newly-elected UCS.
- a committee member steps down unexpectedly or is removed during a period of busy committee activities.
- a committee requests a rapid student appointment from UCS.

2.2 The Appointments Director must create an appointment timeline that maximizes the amount of time for the written application to be open within the constraints set by the committee.

2.3 The Appointments Director will submit the best three applications for review by the UCS Executive Board. The Executive Board will submit written feedback within a period determined by the Appointments Director. This written feedback will include an opportunity for the Executive Board to reject an applicant. All three finalists are eligible for appointment, provided they were *not* rejected by a majority of the Executive Board.

2.4 After the feedback window closes, the Appointments Director makes their final selection.

2.5 The Appointments Director must connect the committee and the selected applicant immediately. The Appointments Director must then notify all other applicants that they were not selected.

RESPONSIBILITIES, EXPECTATIONS, AND REMOVAL

3.1 Appointed students must provide semesterly updates to the Appointments Director on committee activities.

3.2 These “updates” include: final copies of new committee reports; a written explanation of the committee’s recent activities; a brief description of their experience on the committee, including any support UCS can provide; and a list of opportunities (if any) for undergraduate students to provide feedback into the committee process. The Appointments Director is responsible for soliciting and following up on these updates.

3.3 UCS may remove appointees from a committee if:

- they are repeatedly absent from committee activities or otherwise ignoring committee responsibilities.
- they repeatedly ignore requests for the updates enumerated above.
- any other reason at the discretion of UCS.

3.4 If the Appointments Director seeks the removal of an appointee, they must present the case for removal at a UCS meeting. UCS may enter an executive session for this discussion. After a period of discussion, a vote by 2/3 majority of the UCS Executive Board is required for removal.

3.5 In the case of removal, the UCS Appointments Director is responsible for promptly notifying the removed individual and their committee chair. The Appointments Director must explain UCS’s reason for removal to both individuals.

SECTION IX: Finance

Finance

1.1 As the Undergraduate Council of Students represents all undergraduates, it is the responsibility of the Council to spend its monies with the best interest of all students in mind.

Responsibilities of Treasurer

2.1 It shall be the responsibility of the Treasurer of the Council to formulate the budget of the Council for presentation to the Undergraduate Finance Board (UFB). The President of UCS shall select not more than two official Members of Council to present the budget proposal to UFB.

2.2 The Treasurer shall keep accurate and up-to-date records of all financial transactions of the Council and of the current status of UCS funds. The treasurer shall be prepared at every meeting

to answer questions regarding finances and the regulations established by UFB and the SAO. The Treasurer shall deliver a report on current UFB activities and expenditures once every month.

Signatory Powers

3.1 Three members of the Council shall retain signing power over its funds. These members shall be the President, Vice President and Treasurer of the Council.

Communications with the Undergraduate Finance Board

4.1 The Chairperson of the Undergraduate Finance Board should give a presentation to Full Council at the beginning of each year to explain the workings and responsibilities of UFB and its relationship to UCS.

SECTION X: Affiliation

Affiliation

1.1 All appointments by UCS to affiliated organizations must be approved by a majority vote of the Council.

SECTION XI: Resignation

Resignation

1.1 Upon submission to the Council of a written and signed statement expressing a member's wish to terminate his or her membership on the Council, such member will have officially resigned. This resignation shall be considered final and valid immediately upon its submission to the Council as a whole.

1.2 An Officer may step down to a Member position at any point during their term.

1.3 The submission of a resignation by any member shall nullify and close any removal proceedings on that member that may be in process.

SECTION XII: Removal

Removal

1.1 The Council maintains the authority to remove its own members from office and from any UCS- appointed University committee position.

Removal of Council Members and Officers

2.1 Any member of the Undergraduate Council of Students may be removed from the Council by a two-thirds (2/3) vote of the Council, in accordance with Section VIII, Article 3, of UCS Constitution.

2.2 In order to ensure competent leadership, it shall be the role of the next Officer in succession to hold an internal vote of confidence in a secret ballot form where only the counters will know the results. If, however, there is a vote of no confidence, the results will be released.

2.2.1 The election shall be held five (5) weeks from the initial UCS meeting of each semester and shall be a vote upon the competence of the President and Vice President in two separate ballots. The next Officer in line after the President and Vice President and the Secretary shall count the ballots.

2.2.2 A two-thirds (2/3) majority vote of “no confidence” shall be required for Council to remove the President or Vice President from office. Removed Officers shall be replaced by an internal election within two subsequent general body meetings.

2.2.3 Only those voting At-Large Members who are in good standing, as detailed in Section V, may participate in such a vote.

2.3 The following actions constitute grounds for removal of At-Large Members and Officers from Council:

2.3.1 Any Council member missing three unexcused University committee meetings or twenty percent of the scheduled committee meetings over a one-semester period will be brought before the Executive Board on grounds of removal.

2.3.2 Any Council member or Officer missing three unexcused UCS meetings or twenty percent of the scheduled meetings over a one-semester period will be brought before the Executive Board on grounds of removal. To be considered at a meeting, members must be in attendance no later than thirty (30) minutes into the meeting and stay for the remaining entirety of the meeting or at least three hours of said meeting.

2.3.3 Any Officer missing three unexcused Executive Board meetings shall come before the entire Council on grounds of removal. Said Officer shall state the reasons for the absences. Council members will then vote by secret ballot on the motion of removal of the Officer.

2.3.4 Any Officer or Member who acts in flagrant violation of this code as decided by at least 2/3 of the Executive Board shall be brought before the whole body on grounds of removal.

2.3.5 The Vice President shall formally warn any council member not fulfilling the obligations of office as outlined in this code that removal proceedings are pending. The Executive Board shall officially notify the member, in writing, that he or she will be placed on a two-week warning

status. After this period, the member shall be brought before the Executive Board for removal if such charges persist.

2.4 When a member is brought before the Executive Board on grounds of removal, the Board will first hear explanations from said member. If, after questioning, the Board votes by a two-thirds (2/3) majority to remove the member from the Council, said member may then either appear before the entire Council or submit his or her resignation at the next meeting.

2.5 When a member appears before the entire Council on grounds of removal, the President (or if the President is being questioned for removal, the next Officer in the line of succession) shall explain the charges and the reason for the Executive Board's decision to ask for removal.

2.5.1 In order to preserve the impartiality of the Presiding Officer, the Vice President (or if the Vice President is being questioned for removal, the next Officer in the line of succession) shall serve as the official Member of the Executive Board in advocating the accused member's removal.

2.5.2 The accused Member or Officer shall then have time to defend him or herself, after which the floor will be open for questions. Voting on a question of removal shall be by secret ballot.

Removal of UCS-Appointed Members of University Committees

4.1 Any member of a University committee may be removed by the Council as a result of frequent absences from committee meetings (as defined in Section VIII Article 3.2.2) or failure to contribute to the goals and program of the Council.

4.2 Should any member of the Council desire removal of a University committee member for any reason besides frequent absences, such a member must first discuss the matter with the Chair of the affected program area so that the Chair may work directly with the committee member to eliminate the need for unnecessary removal.

4.3 Any member of Council, in accordance with Articles 4.1 and 4.2 of this Section, may raise the issue of removal of a University committee appointee at any Council meeting.

4.4 Any University committee member being considered for removal shall be required to come before the full Council and shall be allowed to speak on his or her own behalf. The Council member bringing charges and the Program Area Chair shall also speak on this issue.

4.5 Removal of any University committee member requires a two-thirds (2/3) majority vote of the Council.

Precedence

5.1 Questions of removal take immediate precedence over all other Council business except for community time.

SECTION XIII: Amendments

Amendments

1.1 In accordance with Article IX, Section 1 of the UCS Constitution, this Code of Operations shall be amendable through the following procedure:

1.1.1 All proposals for changes in the code must be presented in written form before the Council at least one week before they are to be considered formally.

1.1.2 If the Council deems it necessary, they may vote to expedite the amendment process. With a simple majority vote (more than 50%), the General Body can decide to vote on the issue the same day it is proposed.

1.1.3 Once the necessary waiting period has elapsed, a two-thirds (2/3) majority vote of Council is required to approve amendments.

SECTION XIV: Constituting Process

Constituting Process

1.1 It is the role of the Undergraduate Council of Students to provide support for all recognized student groups, to facilitate access to each group through accurate dissemination of information, and to identify the parameters of the groups' activities within Brown University.

Procedures

2.1 Any group wishing to acquire status as a student activity group or re-categorization must observe the following procedures:

2.1.1 Organizations seeking to apply for recognition or re-categorization must meet with the Student Activities Committee Representative assigned to the group's particular issue area.

2.1.2 Organizations seeking to apply for recognition or re-categorization must draft a constitution containing:

2.1.2.1 Name of the organization.

2.1.2.2 Statement of purpose, including the nature of departmental, administrative, legal, religious, political, or financial affiliations without which the organization would not exist (where applicable).

2.1.2.3 Description and definition of membership. Must include:

2.1.2.3.1 Verbatim the Non-Discrimination Statement on attached constitution format, unless specifically exempt from Title IX of the Educational Amendments of 1972.

2.1.2.3.2 A statement requiring majority of membership to consist of full-time Brown undergraduate students.

2.1.2.3.3 Description of Officer Positions or structure of leadership. Officers must be current full-time Brown undergraduate students

2.1.2.3.4 Election of Officers (where applicable).

2.1.2.3.5 Organizational Financial Responsibilities (where applicable). If funded by the Activity Fee, must include verbatim the Student Activity Financial Responsibility Statement on attached constitution format; if not Activity Fee-funded, must include a description of the financial account structure and the financial obligations of membership.

2.1.2.3.6 Description of duties of official advisor (where applicable).

2.1.2.3.7 Amendment procedure. Must include verbatim the UCS Amendment Statement on attached constitution format. Any change(s) made to the UCS constitution and by-laws take precedence over any existing group's conflicting constitutions and by-laws.

2.1.2.3.8 The required minimum number of signatures of organization members who are full-time undergraduate Brown students must be provided (ten signatures to obtain Category One status and fifteen signatures to obtain Category Two or Three status). A group may petition the Student Activities Committee for a waiver of this policy if:

2.1.2.3.8.1 The organization can obtain the appropriate number of signatures from students who support the existence of the organization, and which shall be clearly differentiated from signatures of official members on any documentation submitted to UCS or the SAO, and

2.1.2.3.8.2 The organization can demonstrate an effect on the community appropriate for the categorization status being requested.

2.1.2.3.8.3 An organization seeking to apply for recognition or re-categorization must complete the Student Group Application. The organization shall submit a copy of their Application, along with a copy of their constitution (with the original member signatures attached), to the Student Activities Office. The organization shall also submit another copy of their Application and constitution to the Student Activities Chair by a date specified by the SA Chair.

2.1.2.3.8.4 Occasionally, the Student Activities Committee shall convene to review applications to determine recognition of new groups and the re-categorization of existing groups. The Student Activities Committee reserves the right to determine the appropriate category for student groups that submitted an application. Groups may be prohibited from promotion if they fail to meet the criteria of the next categorization level.

2.1.2.3.8.4.1 If a group is believed to be in violation of the standards of its current category, the group's request for promotion may be temporarily suspended as changed to "as the UCS conducts a process for re-evaluation of current status". The Undergraduate Council of Students shall also decide, upon recommendation of the Chair of Student Activities, to which student activity category the new group will be assigned if the student activities committee is unable to reach a decision or if they believe the new group's request should be reviewed by the general body. (See Section II on Student Activity Categories.)

2.1.2.3.8.4.2 This decision shall be part of the motion to constitute (e.g. "I move to constitute the XYZ CLUB as a Category One group").

2.1.2.3.8.4.3 During club application approval periods, the Student Activities Committee will share a list of applicants with the UCS General Body. If any member has concerns about a specific application, they can request that the application be reviewed by the general body.

2.1.2.3.8.5 Constitutional Revision: If there are any constitutional changes irresolvable at the Full Council meeting as deemed necessary by Council before approving the constitution, the group must begin the process again, as outlined in this Section.

2.1.2.3.8.6 The constitution of the newly constituted group will receive an official stamp email indicating the date of its approval, its category, and the signature of the Chair of Student Activities. It shall be the responsibility of this Chair to forward a copy of this constitution to the SAO and, if requested, to the Undergraduate Finance Board, if a Category II or III Group.

2.1.2.3.8.7 It is the responsibility of the Student Activities Chair to ensure that a newly constituted organization is represented on the official listing of student organizations maintained in the SAO and made public via the Brown website. This must be done by contacting the SAO.

2.1.2.3.8.7.1 The Student Activities Chair must also inform the Director of Student Activities of newly constituted groups and changes in category status of existing group within one week. The Chair must also provide to the Director of Student Activities a copy of said group's constitution, to be filed in the SAO.

2.1.2.3.8.8 A group wishing to appeal the decision of the Student Activities Committee may submit a written request and reasons for the appeal to the UCS Chair of Student Activities within fourteen (14) days of the date of the Student Activities Committee's original decision. The group shall have a hearing with the Student Activities Committee of UCS within fourteen (14) days after the Chair of Student Activities has received the appeal.

2.1.2.3.8.8.1 Upon closure of this hearing, if there are at least one-fourth (1/4) minority vote of the Student Activities Committee approving of the constitution, the constitution will be brought before Full Council at the next regularly scheduled meeting. If a minority of the Student Activities Committee approves of the constitution, a member of the majority opinion will report the majority's reservations to the Full Council before its decision. The group's written appeal will be submitted to all Council members.

2.1.2.3.8.8.2 The Chair of Student Activities will submit the decision of the Student Activities Committee and the group's written appeal to the Full Council at the next regularly scheduled meeting after the appeal. A group wishing to appeal any aspect of this Code must submit a written request and reasons for the appeal to the UCS Student Activities Committee of UCS in the same manner as outlined above. The one exception is that it will take a two-thirds (2/3) majority vote of Council to suspend the rules of this Code of Operations.

2.1.2.3.8.9 A group wishing to change its constitution or category must submit an amended constitution and a written request detailing the reasons for the constitutional change to the Student Activities Committee of UCS by scheduling to meet with the Student Activities Committee at their committee meetings.

2.1.2.3.8.10 Any group wishing to acquire status as a new club or re-categorize must have a process for club member removal in their constitution. The outline should include persons in charge of the process, possible reasons for removal, and steps that the club plans to take to ensure due process for the person in question and other club members.

Student Activity Categories

3.1 Groups shall be classified as one of the following two categories:

3.1.1 CATEGORY I is a classification standardly assigned to student groups newly seeking categorization. Groups of this category may not request Supplemental Funding from UFB but are entitled to a series of privileges delineated in Section XIV, Section 3.1.1.2, including Baseline funds..

3.1.1.1 Student groups exist within the confines of all University policy: The stated purpose and the group's activities must be consistent with the tenets of community behavior (relevant policies are available on the SAO and Office of Student Life websites).

3.1.1.2 Such groups may not be privately incorporated.

3.1.1.3 Such groups must follow the procedures for obtaining status as a student group at Brown University as outlined in Section II.

3.1.1.4 Such groups must adhere to the constitution and statement of purpose of the group.

3.1.1.5 Such groups must have their current membership on file by submitting a complete membership list by deadlines established by the SAO.

3.1.1.7 Such groups must have its current leadership on file with the SAO and have identified two primary contacts for the organization by submitting an annual leadership update form to the SAO by deadlines established by the SAO and the Undergraduate Council of Students. Any subsequent changes to this information must be filed within one week of the changes.

3.1.1.8 Such groups must maintain a mailbox in the SAO through which all official communication with the organization will be conducted.

3.1.1.9 Such groups submit a copy of the charter of its parent organization or affiliation of which it is a member chapter, where applicable, if requested by the Undergraduate Council of Students.

3.1.1.10 Such groups must register all events meeting the requirements for Event Registration established by the SAO and available on its website.

3.1.1.11 Such groups must file a written report of at least one page with the Chair of Student Activities at a time set by said Chair during each semester if requested by the Chair.

3.1.2 If a constituted group does not file a requested report by the date set by the Chair of Student Activities, said group shall be considered for de-constitution by the Student Activities Committee. If a group does not file a requested report within two semesters, they will be brought before the Council with a recommendation of de-constitution by the Student Activities Committee.

3.1.3 If it is determined by the SAO or UCS that the activities of an organization present risks or liabilities beyond that of what would normally be expected of a student organization, the organization must have waivers of liability for all members and participants in group activities on file with the Director of Student Activities before participating in any activity of the group.

3.1.3.1 UCS and the SAO will annually compile a list of such groups in consultation with the Directors of Insurance and Risk and Environmental Health and Safety and notify groups accordingly.

3.1.4 Organizations meeting the definition of Club Sports as determined jointly by the Department of Athletics and Physical Education, the Club Sports Council, and UCS are ineligible for UCS categorization.

3.1.5 All academic groups strongly affiliated with an existing University department may not rise above category one. Note that Departmental Undergraduate Groups (DUGs) may not be constituted by UCS as student groups, but shall work with the Chair of Academic Affairs and the Curricular Resource Center.

3.3 Privileges granted to official student organizations include:

3.3.1 Inclusion in the online official listing of all student organizations.

3.3.2 Ability to petition for an account in the SAO. All accounts must be University accounts.

3.3.3 Use of university resources, including room/space privileges, priority, and cost and rights to poster and hang banners.

3.3.4 Use of Brown internet resources, including a MyGroups account, the Brown Events Calendar and Brown Morning Mail.

3.3.5 Access to an information table during any Student Activities Fairs, including those organized by the Orientation Welcoming Committee, A Day on College Hill, and UCS or the SAO.

3.3.6 Inclusion of “Brown” as part of the name of the organization. The organization may not, however, use the name “Brown” in such a way as to represent to others that the organization is authorized to act on behalf of the University (e.g. when negotiating contracts) or that its activities are organized as official activities of the University.

3.3.7 All new student groups approved for CATEGORY I are given access to \$300 in baseline per semester, and \$600 for cultural and religious groups..

3.3.7.1 Organizations at this category level shall be entitled to the free use of Media Services.

3.3.7.2 Organizations at this category level shall be entitled to a free website provided by CIS WebServices.

3.4 CATEGORY II is a classification, succeeding Category I, for student groups that may request Activity Fee baseline funding and are entitled to a series of privileges delineated in Section XIV, §3.1.1.2.

3.4.1 Responsibilities of CATEGORY II groups include: 3.4.1.1 All responsibilities of CATEGORY ONE GROUPS outlined above in all 3.1.1 subsections, as well as additional Supplemental Funding requestable from the UFB.

3.4.1.2 Must have all financial transactions of the organization administered with the regulations set forth by the SAO and the Undergraduate Finance Board. Organizations wishing to request money from the Undergraduate Finance Board must have been constituted by UCS as a CATEGORY I group at least one semester prior to the stated application deadline. After said time period has elapsed, and upon review and recommendation of the Student Activities Committee of UCS, the group may apply to change their status to Category II, and in the process become eligible for UFB funding. A group may petition the Undergraduate Council of Students for a waiver of this policy, if the group demonstrates an immediate monetary need, as outlined in Subsection 2.1.2.3.8.8 above.

3.4.1.3 Must maintain an active membership of at least fifteen members. A group may petition the Undergraduate Council of Students for a waiver of this policy if necessary.

3.4.1.4 Must not duplicate the stated purpose of a pre-existing group.

3.4.1.5 Must demonstrate viability, must maintain a visible presence on campus and must demonstrate a need for category two privileges as a group to the Student Activities Committee.

3.4.2 Privileges of CATEGORY II GROUPS include: 3.4.2.1 All privileges of CATEGORY I GROUPS outlined above in Section XIV, Subsections 3.1.1.

3.4.2.2 Eligibility to petition the SAAB for office space.

3.4.2.3 Eligibility for an allocation from the Student Activity Fund of baseline funding through the Undergraduate Finance Board.

Maintaining Constituted Status

4.1 Each constituted group must register their leadership and full membership at the start of each academic year in order to maintain its status as a constituted group. Leadership and primary contact information must be updated with the SAO within one week of any changes made at any point in the year.

4.1.1 Groups that fail to register will be considered for deconstitution by the Student Activities Committee. All groups will be notified via email to primary contacts on file and via announcements in the SAO about the criteria for registration each September. It is the responsibility of groups to ensure that they understand and meet these criteria, which shall include submission of a current membership list and updating contact and leadership information for the group.

4.2 Groups that hold no official meetings or events for two consecutive semesters or that fail to remain in contact with the SAO and UCS will be considered for deconstitution by the Student Activities Committee. Groups that do not use any funding available to them for two consecutive semesters must be brought before the Student Activities Committee to be considered for decategorization.

4.3 The UCS Chair of Student Activities shall assist the SAO in updating a list of all active UCS constituted student groups. This list shall be used to verify active groups seeking access to these privileges.

Deconstitution of Student Groups

5.1 UCS may at any time deconstitute groups that fail to adhere to UCS, UFB, SAO, or University regulations.

5.1.1 All groups that are being proposed for deconstitution shall be contacted by the Chair of Student Activities, if members of the group can be found.

5.1.2 Every group subject to deconstituting proceedings has a right to a hearing by the Student Activities Committee.

5.1.3 Such a group wishing to remain constituted may submit a written request and reasons for remaining constituted to the UCS Chair of Student Activities within fourteen (14) days of the date of the Chair of Student Activities original notification. The group shall have a hearing with the Student Activities Committee of UCS within fourteen (14) days after the Chair of Student Activities has received the written request. Upon closure of this hearing, if there is at least a majority vote of the Student Activities Committee approving of the constitution, the constitution will be brought before Full Council with the Chair of Student Activities weekly report.

5.1.4 Any subsequent requests to reconstitute a group that has been deconstituted shall be considered on a case-by-case basis through the same means as a new group as outlined in Article 2.1 of this Section. Restrictions and/or conditions may be placed upon such a group's privileges as a constituted group.

5.1.5 It is the responsibility of the Student Activities Chair to ensure that a newly deconstituted organization is deleted from the online official listing of student organizations. This can be done by contacting the SAO.