

The CONSTITUTION *of the*
STUDENTS' ASSOCIATION
of HAVERFORD COLLEGE

[Placeholder Cover]

Haverford College Students' Council and Honor Council
Authored by the Students' Association

Table of Contents

Article I: Preamble

[1.01 Name and Membership](#)

[1.02 Powers](#)

[1.03 Rights of Self-Government](#)

Article II: Plenary

[2.01 Regulations and Council Rules](#)

[2.02 Meetings of the Association](#)

[2.03 Resolutions](#)

[2.04 Rules of Order](#)

[2.05 Post Plenary Procedure](#)

[2.06 Further Plenary Sessions](#)

[2.07 Extenuating Circumstances](#)

Article III: Students' Council

[3.01 The Mandate of Students' Council](#)

[3.02 Membership of Students' Council](#)

[3.03 Meetings of Students' Council](#)

[3.04 Duties of Students' Council](#)

[3.05 Appointment Procedure](#)

[3.06 Budgetary Guidelines](#)

[3.07 Committees](#)

[3.08 The Executive Board of Students' Council](#)

Article IV: Elections

[4.01 General Election Procedure](#)

[4.02 The Ballot](#)

[4.03 Ranked Choice Voting](#)

[4.04 Re-Runs](#)

[4.05 Special Elections](#)

[4.06 Disputing Elections](#)

[4.07 Election Coordinators](#)

Article V: Resignation, Recall, and Impeachment

[5.01 Resignation](#)

[5.02 Recall](#)

[5.03 Impeachment](#)

Article VI: Honor Council and The Honor Code

[6.01 The Honor Code](#)

[6.02 The Honor Council](#)

[6.03 The Honor Code and the Students' Association Constitution](#)

Article VII: Clearness Committee

[7.01 Clearness Committee](#)

[7.02 Subjects of Evaluation](#)

[7.03 Criteria of Evaluation](#)

[7.04 Timeline](#)

[7.05 The Report](#)

Article VIII: Constitutional Practices

[8.01 Availability](#)

[8.02 Previous Constitution Invalid](#)

Article I: Preamble

1.01 Name and Membership

- a. The name of this association will be the Students' Association of Haverford College.
- b. All undergraduates enrolled in the Bi-College Consortium who are residing in Haverford College-owned housing or who are full-time students enrolled at Haverford College will be members of the Students' Association.

1.02 Powers

- a. All powers herein defined derive from the Students' Association and are delegated by it to such bodies of its own creation as are needed to carry out the functions of student self-government.

1.03 Rights of Self-Government

- a. The Administration of Haverford College grants the right of student self-government to the Students' Association provided that the Students' Association maintains the standards of the College to the satisfaction of the Administration.

Article II: Plenary

2.01 Regulations and Council Rules

- a. The Students' Association will make regulations governing the conduct of the students on campus consistent with the Honor Code.
- b. The Students' Association delegates the organization of Plenary to Students' Council.
- c. The Students' Association reserves to itself the ultimate legislative authority, to be exercised only in Plenary session.

2.02 Meetings of the Association

- a. Quorum
 - i. The number of students required for quorum is two-thirds (2/3) of the Students' Association.
 1. Students studying away will not be counted when determining the total number of the Students' Association.
 - ii. If quorum is lost at any point during Plenary, the meeting will be suspended until quorum is again reached.
 - iii. After 30 minutes without quorum, the Chairs may evaluate the likelihood of obtaining quorum and choose a course of action at their discretion.
 - iv. Should quorum not be reached at a Plenary session all resolutions being proposed at that Plenary session fail.
- b. Meeting Dates
 - i. The Students' Association will meet in a regular Plenary session once a semester.
 - ii. During the first week of each semester, Students' Council will choose and announce the date for Plenary that semester.
 1. Students' Council will check with as many religious, cultural, and affinity groups as possible to minimize conflict.
 2. From the time of announcement, students have seventy-two (72) hours to notify the Co-Presidents of any substantial conflicts with the proposed date and time of Plenary.
 - iii. The Co-Presidents of Students' Council and members of the community including faculty are responsible for asking all pertinent College offices to refrain from scheduling events (guest speakers, athletics, etc.) on Plenary.
- c. Plenary Accessibility
 - i. It is the responsibility of Students' Council to establish methods that ensure that participation in Plenary is possible for those with limited physical and mental accessibility.
 1. These methods may include but are not limited to: livestream, smaller overflow room(s), and digital question-and-answer systems.

2.03 Resolutions

- a. Resolution Definition

- i. A resolution is an expression of opinion or intention by a member of the Students' Association that is presented at Plenary. Resolutions may also amend the Alcohol Policy, Honor Code, Honor Council Charter, and Students' Constitution.
- b. Resolution Meeting
 - i. Before Plenary, Students' Council will sponsor a publicized meeting(s) on the issues to discuss the proposed resolutions.
 - 1. Attendance at this meeting is required for resolution authors.
 - 2. A meeting must occur before signatures are collected.
- c. Resolution Signatures
 - i. In order to bring a resolution to Plenary, the person(s) submitting the resolution must collect two hundred (200) signatures of the members of the Students' Association. Students' signatures will represent their support of the value of discussion of issues contained in the resolution, but may not necessarily represent a vote for the resolution.
 - ii. Resolution presenters are responsible for collecting signatures before a deadline specified in advance by the Students' Council Co-Presidents.
- d. Resolution Presentation
 - i. Proposals must be submitted to a Students' Council-appointed Committee by a deadline specified in advance by the Students' Council Co-Presidents.
 - 1. This committee will review all resolutions and ensure that proper research and preparation have been executed, including discussion with the administration on pertinent matters.
 - ii. Once this review is completed, Students' Council will distribute the resolutions to the Students' Association in time for discussion.

2.04 Rules of Order

- a. Plenary Agenda
 - i. The Plenary Agenda and Rules of Order will be determined by Students' Council or a delegated committee.
 - ii. The Co-Presidents of Students' Council will present the Students' Council agenda for the current semester to the Students' Association.
 - 1. This presentation shall take place prior to the presentation of resolutions.
 - 2. There shall be a fifteen (15) minute pro-con discussion of the Agenda and Rules of Order which may be extended based on the accepted rules of Plenary.
 - 3. Students' Council shall provide a forum for further discussion of the Agenda at the Students' Council meeting directly following Plenary.
 - iii. Directly following the presentation of the Plenary agenda, the Co- Presidents of the Students' Council will report on the current state of resolutions that were passed at the previous semester's Plenary.
 - iv. The Plenary Rules of Order and Agenda must be presented and voted on prior to the presentation of the first resolution.
- b. Voting Procedures

- i. Voting Options
 - 1. When voting, students may choose one of three options: "Yes," indicating approval of the matter at hand; "No," indicating disapproval and "No Vote," indicating a conscious decision to not vote.
- ii. Majority Rules
 - 1. The outcome of all votes (except those described in section 2.04.g) is determined by the proportion of students present at Plenary voting "Yes." Amendments to the Alcohol Policy, the Plenary Rules of Order, the Honor Code, the Honor Council Charter, and the Students' Constitution will require a two-thirds (2/3) supermajority. Ratification of other resolutions and amendments will require a simple majority.
- iii. Votes at Plenary shall be conducted electronically and overseen by the Election Coordinators.
 - 1. Each ballot must reach a quorum of two-thirds (2/3) of the Students' Association.
 - 2. Only those counting for quorum at Plenary may vote.
- iv. When electronic voting is impossible, the Students' Council Co-Presidents may permit a vote to be conducted using an informal method (e.g. raising of packets). If the outcome of the vote is abundantly clear in the eyes of the Election Coordinators, they may proceed as if that outcome were decided by a formal vote.
 - 1. After such a determination by the Election Coordinators, the Co- Presidents will call for any dissent as to the adjudication of the vote.
 - 2. If eight (8) or more members of the Students' Association come forward, or if the Election Coordinators determine that the result of the informal vote is unclear, then a formal method must be conducted.
- c. Pro-Con Debate
 - i. After the presentation of a resolution but before it is voted on, a pro-con debate shall be held.
 - ii. During any given pro-con debate, a student will not speak for longer than ninety (90) seconds at any given interval.
 - iii. Pro-con debate shall initially be restricted to ten minutes and thirty seconds of speaking time, or seven (7) speakers. It may be extended by a simple majority of the Students' Association.
- d. Amendments
 - i. Students may add "Friendly Amendments" or "Unfriendly Amendments" to a resolution by a vote of the majority. Friendly amendments are voted on with the consent of the resolution writers, whereas unfriendly amendments are voted on without the consent of resolution writers and require a petition signed by seventy-five (75) plenary attendees.
 - 1. All friendly and unfriendly amendments must pertain to the current resolution as seen in the eyes of the chair.
 - 2. Once an amendment has been approved it may not be reversed, nor the resolution be withdrawn.
- e. Recusal or Absence
 - i. To speak to the content of a resolution, a chair must step down until a vote is passed on said resolution. The Co-Vice President(s) shall then preside for the remainder of that resolution.

- ii. In the absence of any one of the Co-Vice Presidents, the Co-Secretaries, the Co-Treasurers, or any critical position from any Plenary session, the Co-Presidents can appoint other members of the Council to these positions pro tempore for that plenary session.
- f. Time Limit
 - i. The time limit for Plenary is four hours. If this time limit expires, the assembled Plenary shall vote to extend the time limit for half an hour no more than two times. If the assembled Plenary fails to extend the time limit by majority vote, the pending resolution(s) (if any) will be voted on immediately, without further discussion.
- g. Ratification of the Honor Code, Honor Council Charter, & Alcohol Policy
 - i. As the last agenda items at each Plenary, ratification of the Honor Code and Honor Council Charter shall occur, followed by ratification of the Alcohol Policy.
 - ii. Prior to Plenary, Students' Council, Honor Council, and the Elections Coordinators shall agree upon the methods of voting for both ratification processes, amending the Rules of Order accordingly; the process should work to maximize engagement and opportunity for thoughtful consideration, and students must be required to explain their vote with comments. While ratification must begin at Plenary, it need not necessarily end there.
 - iii. Prior to ratification beginning, the Honor Council Co-Chairs will give a speech at Plenary regarding the State of the Code and the Council, and will then give an explanation of ratification procedures and the meaning of each option.
 - iv. The Honor Code and Honor Council Charter shall be ratified together in one vote, with the following options: *Given the Code and Charter as they stand, inclusive of any changes from this Plenary...*
 - A) *I vote for ratification for the following reason(s):*
 - B) *I vote for ratification, but with the following concern(s) or objection(s):*
 - C) *I vote against ratification for the following reason(s):*
 - D) *I abstain from voting on ratification for the following reason(s):*
 - v. The vote for ratification of the Alcohol Policy shall include the same options as above, changing "Code and Charter" to "Alcohol Policy" and "they stand" to "it stands." Prior to ratification of the Alcohol Policy, the JSAAPP Co-Heads will give a speech at Plenary regarding the State of the Alcohol Policy.
 - vi. Comments associated with these ratification votes must be published by the Elections Coordinators within three (3) weeks of Plenary and should be recorded by the Honor Council and Students' Council Librarians for archival.
 - vii. Should option A make up less than eighty percent (80%) of the submitted votes for either the Code and Charter or the Alcohol Policy, a committee should be formed to investigate possible issues and desired changes to the relevant document. To ensure broad input and representation, a minimum of fifty percent (50%) of this committee must be made up of students who have not been elected to Students' Council or Honor Council. This committee will assess the degree of changes necessary to satisfy issues brought up by the ratification vote and make recommendations for resolutions for the next regularly scheduled Plenary.

- viii. Regardless of the outcome of ratification votes or status of quorum at Plenary, the relevant documents will remain in effect perpetually unless a Plenary resolution is passed or administrative action is taken to specifically annul them.

2.05 Post Plenary Procedure

- a. Within seven (7) days of the close of the Plenary session, the Co-Presidents of Students' Council will present all passed Plenary resolutions to the President of the College and senior administrative staff for review.
- b. Within thirty (30) days, Co-Presidents will gather a formal written response from the President of the College regarding the state of each resolution and distribute the statement to the Students' Association.
 - i. If the President of the College approves a resolution it will take effect as soon as possible unless otherwise stated in the resolution.
 - ii. Should the President of the College not approve a resolution, the Co-Presidents will hold a discussion session about the resolution.
 - iii. The President will have the following options:
 1. Accept completely
 2. Accept, with a stipulation for changes
 - a. In this case, the resolution proposers have the ability to either make the changes proposed by the President or they can choose not to make the changes.
 - b. If the proposers do make a change, the resolution will go back to the community during the next Plenary. Assuming the Students' Association re-approves the amendment, it will once more turn to the President for feedback.
 - c. If the proposers choose not to make the changes requested, the President will only have the option to accept or reject the resolution as proposed. A new Plenary may be called by petition of twenty percent (20%) of the members of the Students' Association, or by the Co-Presidents of Students' Council, where a revised resolution may be presented.
 3. Reject altogether
 - iv. The President of the College will also be asked to articulate more fully the reasons for their decision.
- c. The Co-Presidents of Students' Council will ensure that all students have access to an unabridged copy of the Constitution and Honor Code online by posting a new, corrected, and unabridged version within one month of Plenary.

2.06 Further Plenary Sessions

- a. Further Plenary sessions may only be called when the Co-Presidents of Students' Council receive a petition signed by forty percent (40%) of the members of the Students' Association calling for such a Plenary.

- b. Quorum for this Plenary must be seventy-five percent (75%) of the Students' Association. Such Plenary sessions will be held at the soonest available opportunity.

2.07 Extenuating Circumstances

- a. Should the Students' Association fail to reach quorum for two subsequent Plenaries, any student may then propose that changes be made to governing documents outside Plenary.
 - i. This must include reasonable modifications with the intent of restoring continued function of student governance.
 - ii. The Students' Council Co-Presidents, Honor Council Co-Chairs, and all appointed Librarians must reach consensus on the changes before voting occurs.
 - iii. Changes must be approved by seventy-five percent (75%) of the Students' Association and the President of the College in order to take effect.

Article III: Students' Council

3.01 The Mandate of Students' Council

- a. The Broad Duties of Students' Council are to:
 - i. Complete the business of student government
 - ii. Serve as a bridge between the Students' Association, the administration, faculty, and the Board of Managers
 - iii. Empower and support student leaders and initiatives
 - iv. Take a proactive and forward-looking approach to identifying student issues and developing effective policy
 - v. Ensure that its actions abide by the Constitution

3.02 Membership of Students' Council

- a. The members of Students' Council are:
 - i. Co-Presidents
 - ii. Co-Vice-Presidents
 - iii. Co-Secretaries
 - iv. Co-Treasurers
 - v. Officer of Academics
 - vi. Officer of the Arts
 - vii. Officer of Athletics
 - viii. Officer of Campus/Student Life
 - ix. Officer of Multiculturalism
 - x. Officer of Accessibility and Disability Inclusion
 - xi. Honor Council Co-Chairs
 - xii. Junior Representative to the Board of Managers
 - xiii. Senior Representative to the Board of Managers
 - xiv. One (1) Class Representative for each class year
 - xv. Representative of International Students
 - xvi. JSAAPP Co-Heads

3.03 Meetings of Students' Council

- a. The Co-Presidents of Students' Council will call a meeting at least once every two weeks.
- b. A quorum of the Council will consist of two-thirds (2/3) of the membership.
 - i. If any members are unable to attend an upcoming meeting, they must notify the Co-Presidents in a timely manner.
- c. Upon written request of at least five (5) members of Students' Council, an official meeting of the body will be called immediately.
- d. All meetings of Students' Council, except those concerned exclusively with awards, will be public.

3.04 Duties of Students' Council

a. Co-Presidents

- i. The Co-Presidents serve as the chief officers of Students' Council.
- ii. The Co-Presidents set the agenda and preside over meetings of Students' Council and oversee the business of its members.
- iii. The Co-Presidents serve as the primary bridge between the Students' Association, the administration, and the Board of Managers.
- iv. The Co-Presidents are strongly encouraged to meet regularly with the President of the College, the Dean of the College, the Dean of Student Life, and the Provost.
- v. The Co-Presidents should attend all of the Board of Managers meetings to which they have been invited.
 1. The Co-Presidents are strongly encouraged to deliver a statement regarding Students' Council activities at the Student Affairs Committee meeting.
- vi. The Co-Presidents are responsible for planning events, implementing projects, and identifying the campus-wide issues Students' Council should address.
- vii. The Co-Presidents will supervise the presentation of the system of student self-government to the first-year class.
- viii. If any Students' Council member accumulates two (2) unexcused absences over the course of one (1) semester, they may be asked to step down by the Co-Presidents.

b. Co-Vice-Presidents

- i. The Co-Vice-Presidents of Students' Council are responsible for managing the appointment process for all relevant College committees and vacancies within Students' Council and Honor Council.
- ii. The Co-Vice-Presidents shall communicate and work with student representatives and shared governance committees.
- iii. The Co-Vice Presidents shall assume the duties of the Co-Presidents in any absence, or if the Co-Presidents are recalled, impeached, or resign for a duration continuing until the position is filled following Section 4.05.

c. Co-Secretaries

- i. The Co-Secretaries of Students' Council shall record the business of Students' Council.
- ii. The Co-Secretaries shall be responsible for the Weekly Consensus and the weekly distribution of meeting minutes through the Student Council Newsletter.
- iii. The Co-Secretaries must enforce the hc-allstudents Email Policy.
- iv. The Co-Secretaries shall oversee the Facilities Fund.
 1. The Facilities Fund is a portion of the Facilities budget set aside each academic year for a one-time nonessential project to improve campus atmosphere and life.
 2. Input for the Facilities Fund should be open to the student body.
 3. Ideas for the Facilities Fund should be submitted to the head of Facilities prior to the start of fall break.

d. Co-Treasurers

- i. The Co-Treasurers of Students' Council shall disburse the funds of the Students' Association and shall keep a permanent record of all transactions.
 - ii. The Co-Treasurers must abide by the Budgetary Guidelines published by Students' Council, as governed in Section 3.06.
 - iii. At least one (1) Co-Treasurer is required to serve as a student representative to the Administrative Advisory Committee.
- e. Officer of Academics
 - i. The Officer of Academics shall be responsible for voicing student concerns pertaining to academics.
 - ii. The Officer of Academic shall serve as the primary bridge between departmental majors and Students' Council.
 - iii. The Officer of Academics shall serve as Students' Council's representative to all faculty meetings and shall serve as one (1) of the student representatives to the Existing Curriculum Committee (ECC).
 - iv. The Officer of Academics shall serve as a member of the Budgeting Committee.
- f. Officer of the Arts
 - i. The Officer of the Arts shall be responsible for voicing student concerns pertaining to the arts.
 - ii. The Officer of the Arts shall serve as the primary bridge between Students' Council and the Hurford Center for the Arts and Humanities, the James House Board, the Fine Arts Department, and student groups with a focus on the fine and performing arts.
 - iii. The Officer of the Arts shall encourage collaboration among various art groups and be responsible for planning and implementing projects that will support the arts community on campus.
 - iv. The Officer of the Arts shall serve as a member of the Budgeting Committee.
- g. Officer of Athletics
 - i. The Officer of Athletics shall be responsible for voicing concerns pertaining to athletics.
 - ii. The Officer of Athletics shall serve as the primary bridge between varsity and club athletic teams, Athletics and Students' Council, and shall work closely with athletic teams and administrators of athletics when invited to do so.
 - iii. The Officer of Athletics shall facilitate broader communication between student-athletes and the general student body.
 - iv. The Officer of Athletics is encouraged to meet regularly with the Director of Athletics.
 - v. The Officer of Athletics is responsible for planning events and implementing projects that will support the athletics community on campus.
 - vi. The Officer of Athletics shall serve as a member of the Budgeting Committee.
- h. Officer of Campus/Student Life
 - i. The Officer of Campus Life shall be responsible for voicing concerns pertaining to student life on campus.
 - ii. The Officer of Campus Life shall serve as the primary bridge between Students' Council and campus activities.

- iii. The Officer of Campus Life is responsible for planning events and implementing projects to improve the quality of campus life.
- iv. The Officer of Campus/Student Life shall serve as a member of the Budgeting Committee.
- v. Special Events Committee for Students (SECS)
 - 1. The Special Events Committee is responsible for the planning of special events and shall work closely with the Student Engagement Office to plan and advertise special events for Students' Council.
 - 2. Students' Council Special Events Committee for Students shall be chaired by the Officer of Student Life and led alongside at least two co-heads chosen by the previous Officer of Student Life.
 - a. They shall all serve a year-long term.
 - b. The chair and co-heads shall recruit members who represent a range of classes for the committee.
 - 3. The committee structure is open to the committee leaders to decide.
 - a. The delegation of responsibilities is left to the discretion of the Chair; however, a structure that assigns committee members specific tasks is recommended.
- i. Representative of International Students
 - i. The Representative of International Students shall be responsible for voicing perspectives and concerns pertaining specifically to the needs and desires of international students on campus.
 - ii. The Representative of International Students shall serve as the primary bridge between Students' Council and international students, and will be responsible for keeping their constituency informed about and involved with Students' Council.
 - iii. The Representative of International Students shall meet at least once a month with the International Students' Services Office (ISSO) and work with all offices and administrative bodies on campus to ensure the inclusion, representation, and equality of international students in relevant policy and decision-making.
- j. Officer of Multiculturalism
 - i. The Officer of Multiculturalism shall be responsible for voicing student concerns pertaining to multiculturalism.
 - ii. The Officer of Multiculturalism shall serve as the primary bridge between Students' Council and the Office of Race & Ethnicity Education (REEO), and work closely with affinity groups on campus.
 - iii. The Officer of Multiculturalism is encouraged to meet once a week with REEO staff, and the Director of REEO.
 - iv. The Officer of Multiculturalism shall meet at least once a month with the heads of affinity groups and encourage collaboration among them.
 - v. The Officer of Multiculturalism is responsible for planning events and implementing projects that promote multiculturalism and diversity in the Association.
 - vi. The Officer of Multiculturalism shall serve as a member of the Budgeting Committee.
- k. Honor Council Co-Chairs

- i. The Honor Council Co-Chairs will serve as coordinators of Honor Council and will carry out Honor Council's responsibility in working with the Dean of the College and other administration and faculty.
- l. Class Representatives
 - i. Class Representatives shall be responsible for voicing perspectives and concerns pertaining specifically to the needs and desires of students in their respective class years to Students' Council.
 - ii. Class Representatives shall serve as the primary bridge between Students' Council and their classes, and will be responsible for keeping their classes informed about and involved with Students' Council.
 - iii. Class representatives shall determine individual projects to focus their work on during their term.
 - iv. The Senior Class Representative shall take a lead role in planning senior week.
- m. Students' Council Librarians
 - i. The Students' Council Librarians are non-voting members of Students' Council and will be appointed by the Students' Council Appointments Committee from among the Students' Association in March for a two-semester position beginning on the last day of the academic year and ending on the last day of the following academic year.
 - 1. The Librarians will not be current serving elected members of Students' Council or Honor Council.
 - ii. The Students' Council Librarians, overseen by the Co-Presidents, will be responsible for updating the constitution with approved resolutions and for ensuring that there are no inconsistencies in language or formatting (e.g. the language of the constitution shall be kept gender-neutral).
 - iii. The Students' Council Librarians shall ensure that the actions of Students' Council abide by the Constitution, and will be called upon to interpret the Constitution to resolve disputes regarding language.
 - 1. The Students' Council Librarians shall make all constitutional decisions by consensus.
 - a. The Librarians must inform Students' Council when such decisions are made.
 - 2. Should any member of Students' Council object to a constitutional decision made by the Librarians, such decisions may be overruled by majority vote at a meeting of Students' Council following a formal discussion.
 - iv. Archival Responsibilities
 - 1. The Librarians will be responsible for maintaining an updated and documented record of the Council's structure, meeting procedures, projects, meeting minutes, all publications referencing Students' Council, and Plenaries.
 - 2. The Librarians are also responsible for going through archives and having a thorough understanding of Students' Council history.
 - v. Treasury Responsibilities

1. The Librarians will be responsible for keeping accurate and updated records of budget requests and purchasing in conjunction with the Students Council Co-Treasurers.
 2. The Librarians will work in close coordination with the Co-Treasurers to understand which aspects of the treasury process need better structural coordination and public accessibility.
 3. The Librarians will be responsible for maintaining a list of all registered student organizations.
- vi. Digital Responsibilities
1. The Librarians will be responsible for maintaining and updating the website of Students' Council, ensuring that the website is accessible and that archives and minutes are made easily available.
- vii. The Students' Council Librarians may be given additional responsibilities that Students' Council agrees are within the scope of the Students' Council Librarian position.
- n. Officer of Accessibility and Disability Inclusion
- i. The Officer of Accessibility and Disability Inclusion shall be responsible for voicing disabled student concerns pertaining to accessibility and life on campus with any disability—physical, mental, developmental, and/or invisible disability.
 - ii. The Officer of Accessibility and Disability Inclusion shall serve as the primary bridge between Students' Council, students with disabilities, faculty, and administration.
 - iii. The Officer of Accessibility and Disability Inclusion is encouraged to meet biweekly with the Access and Disability Services director and/or the ADS Student Liaisons and any other offices, committees and/or campus groups to discuss making appropriate accommodations and accessibility measures as well as addressing any further concerns of the campus disability community.
 - iv. The Officer of Accessibility and Disability Inclusion is responsible for assisting in planning events and implementing projects that promote accessibility and disability inclusion and awareness on campus.
 - v. It is encouraged that the person in this position is part of the disability community and has experience engaging in disability advocacy.
- o. Representatives to the Board of Managers
- i. The Junior and Senior Representatives to the Board of Managers shall be responsible for voicing the students' concerns to the Board of Managers during their semesterly meetings.
 - ii. As the primary bridge between students and the Board of Managers, both representatives shall meet with the necessary student leaders to ensure clear communication between the students and Board of Managers. The Junior and Senior Representatives to the Board of Managers shall communicate with the community any relevant updates from the Board of Managers through a written report promptly following each meeting.
- p. General Duties of Students' Council Members
- i. The Officer of Academics, Officer of the Arts, Officer of Athletics, Officer of Campus/Student Life, Officer of Multiculturalism, Representative of International Students, Officer of

Accessibility and Disability Inclusion, and the Class Representatives will be responsible for communicating the views of the members of their respective areas of expertise to Students' Council or any of its committees.

3.05 Appointment Procedure

- a. The Appointment Process
 - i. The appointment process shall be overseen by the Co-Vice Presidents with the assistance of the Appointments Committee.
- b. The Appointments Committee
 - i. Members
 1. The Appointments Committee shall consist of the Officer of Academics, Officer of Accessibility and Disability Inclusion, Officer of the Arts, the Officer of Athletics, the Officer of Campus Life, the Officer of Multiculturalism, International Student Representative, and the Class Representatives.
 2. Additional members may be invited by the Co-Vice Presidents with the consent of a majority of the committee.
 3. Members must recuse themselves if they are under consideration for an appointment.
 - ii. The Appointments Committee shall be responsible for advertising and reviewing applications for shared governance committees, vacancies within Students' Council and Honor Council as described by Section 4.04 (b) and Section 4.05 (b), and all other appointments deemed necessary and required.
 - iii. The Appointments Committee shall select candidates by majority vote.
- c. Shared Governance Committees Appointments Timeline
 - i. Within the first two (2) weeks of the fall and spring semester, if needed, the Co-Vice Presidents shall reach out to all committee chairs, faculty, and administration to ask for new committees, discontinued committees, and inform them about the appointment process.
 - ii. Within the first four (4) weeks of the fall and spring semester, if needed, the Co-Vice Presidents shall reach out to the campus community to ask for candidates to serve on shared governance committees, as listed in the on-going list.
 - iii. Within the first six (6) weeks of the fall and spring semester, if needed, the Co-Vice Presidents shall convene the Appointments Committee and select appointments, informing selected candidates no later than the end of this time frame.
 - iv. If a new committee is formed outside of this time frame, reasonably far from the next semester, the Co-Vice Presidents, at their discretion, will go through the process of gathering nominations and selecting appointments mid semester.
- d. Shared Governance Committee Representatives
 - i. All appointed representatives will serve for a period beginning at the announcement of their appointment and ending at the conclusion of spring semester.
 - ii. All representatives will be required to update the Co-Vice President on the happenings of the committee(s) to which they were appointed at least once per month.

- iii. Representatives are expected not to be absent from more than two (2) shared governance committee meetings.
- e. Dismissal of Appointed Representatives
 - i. Appointed committee representatives, Students' Council Librarians, Elections Coordinators, and all other regularly appointed positions may be subject to dismissal for malfeasance or neglect of duties as outlined in the Constitution with the following procedure:
 - 1. The Appointments Committee must unanimously decide to dismiss a representative.
 - 2. If the dismissal occurs outside of the regular appointment time frame, reasonably far from the next semester, the Co-Vice Presidents, at their discretion, will go through the process of gathering nominations and selecting appointments mid semester.

3.06 Budgetary Guidelines

- a. Responsibilities and Powers of the Co-Treasurers
 - i. The Students' Council Co-Treasurers are responsible for the fair, effective, responsible, policy-compliant, and impartial distribution of funds from the Student Activity Fee to recognized student organizations and other approved activities of the Haverford Students' Association and Tri-Co community.
 - ii. The Co-Treasurers, alongside the Budgeting Committee, are responsible for adhering to and proposing changes to the Club Funding and Registration Guidelines.
 - 1. These Guidelines must outline the expectations of recipients of funds and include detailed processes for the disbursement of funds, appeals, extraordinary requests, and student work funded by the Student Activities Fee.
 - 2. These Guidelines must be made publicly available to all members of the Students' Association online through the website of the College, and/or the Students' Council website.
- b. Responsibilities of the Budgeting Committee
 - i. The Budgeting Committee is responsible for reviewing and approving changes to the Club Funding and Registration Guidelines.
 - ii. The Budgeting Committee is responsible for reviewing and reaching consensus on extraordinary budget requests and appeals, for which the processes are defined in the Club Funding and Registration guidelines.
 - 1. The Budgeting Committee will be delegated additional responsibilities on a case by case basis as determined to be necessary or helpful by the Co-Treasurers and/or as specified in the Club Funding and Registration Guidelines.
 - iii. The Budgeting Committee membership shall be chaired by the Co-Treasurers and additionally consist of the Officer of Academics, Officer of Arts, Officer of Athletics, Officer of Campus/Student Life, and Officer of Multiculturalism.
 - 1. The Treasurer Librarian will serve as an informal nonvoting member.
 - 2. Meetings of the Budgeting Committee will be closed to all other students except those invited by the committee chairs.

3. Any member who has a conflict of interest in the eyes of the committee chairs must recuse themselves from the room for the portion of the conversation and any other decision-making stage related to the conflict of interest.
- iv. Quorum for the Budgeting Committee shall consist of at least one of the Co-Treasurers and two officers being present.
- v. The Club Funding and Registration Guidelines should be reviewed by the Budgeting Committee on a semesterly basis in November and April.

3.07 Committees

- a. Each Students' Council has the power to establish such committees as it deems appropriate to aid in the execution of its duties.

3.08 The Executive Board of Students' Council

- a. The Executive Board of Students' Council shall consist of the Co-Presidents, Co-Vice Presidents, Co-Treasurers, and Co-Secretaries.
- b. The Executive Board shall abide by Robert's Rule of Order when relevant and as required to conduct official business.
- c. The Executive Board shall meet at least two (2) times a month.
 - i. The agendas for each meeting must be posted in advance in a public location.
 - ii. All Executive Board meetings are open to attendance by any members of the community unless otherwise decided by the Executive Board.
- d. The Executive Board shall have a broad mandate to pursue any work as decided by its members.
 - i. Any decisions made by the Executive Board are subject to review at a Students' Council General Meeting.

Article IV: Elections

4.01 General Election Procedure

a. Election Calendar

- i. The following is the general timeline which shall be used in all elections.
 1. The placement of election timelines is subject to the decision of the annual calendar meeting among the Librarians, Election Coordinators, and leadership of relevant bodies.
- ii. First round of elections, fall semester.
 1. During September, the first year class shall elect the Students' Council Class Representative and four (4) Honor Council Class Representatives for the incoming first-year class will be elected within the first four (4) weeks of the academic year by a date specified by the Election Coordinator.
- iii. Second round of elections, fall semester.
 1. Nominations for the second round of elections will be opened during the second week in November.
 2. The Students' Association shall elect four (4) first-year Honor Council representatives and two (2) Honor Council representatives from the sophomore, junior, and senior classes.
- iv. First round of elections, spring semester.
 1. Nominations for the first round of elections will be opened during the second week in February.
 2. The Students' Association shall elect the Students' Council Co-Presidents, Co-Vice-Presidents, Co-Secretaries, and Co-Treasurers, Co-Heads of JSAAPP, and Honor Council Co-Chairs.
- v. Second round of elections, spring semester.
 1. Nominations for the second round of elections will be opened during the second week in April.
 2. The Students' Association shall elect the Officer of Academics, Officer of the Arts, Officer of Athletics, Officer of Campus/Student Life, Officer of Multiculturalism, Officer of Accessibility and Disability Inclusion, Representative of International Students, and Class Representatives (one (1) elected representative from each class, excluding the first-year representative).
 3. The Students' Association shall elect one representative to the Board of Managers from the rising junior class.
 4. The Students' Association shall elect two (2) representatives to Honor Council from the rising sophomore, junior, and senior classes except in the case of Co-Chairs' classes in whose case the protocol in section Section 4.01 (d)(vi) is followed.

b. Election Timeline

i. Notification

1. Election Coordinators will notify the Students' Association of an election upon the opening of nominations and lay out with all due clarity when nominations will open and close, when voting will open and close, and when results will be published.
 - ii. Nominations
 1. Nominations shall be solicited from within the Students' Association, the members of which may nominate themselves or others.
 - iii. Accepting Nominations and Candidacy Statements
 1. After the close of nominations, a forty-eight (48) hour period in which candidates may accept their nominations and submit candidacy statements will commence.
 - iv. Voting
 1. At the close of this period, candidates shall be announced and voting shall commence.
 2. Voting shall remain open for forty-eight (48) hours.
 3. The Election Coordinators may issue reminders encouraging the Students' Association to vote in the case of elections they feel are in danger of not reaching quorum.
 4. The Election Coordinators may extend an election up two times per election, for twenty-four (24) hours each, if not enough Haverford Students vote to meet quorum.
 - v. Publication
 1. Results of all elections shall be published no more than six (6) hours after the conclusion of the voting period.
- c. Nominations
 - i. Nominations and elections for all elected positions will be restricted to members of the Students' Association who intend to be enrolled at Haverford College for the duration of their term in office.
 1. A student not attending Haverford for the entirety of the term of a position may not accept a nomination for that position.
 2. A student not currently attending Haverford who has previously been a member of the Students' Association (e.g. students studying abroad or on a temporary leave of absence) and who intends to be enrolled at Haverford College for the duration of their term in office may accept a nomination.
 - ii. A nominated pair may consist of no more or less than two (2) members of the Students' Association.
 - iii. A nominated officer or representative may consist of no more than one (1) member of the Students' Association.
- d. Guidelines
 - i. All candidates for office must supply a written statement outlining their reasons for running and objectives for their term to be eligible to run for office.
 1. Only students who accept their nomination and provide a candidacy statement shall appear on the ballot.

2. At their discretion, the Election Coordinators may recommend changes to a candidacy statement for the sole purpose of correcting inaccuracies regarding the nature and responsibilities of the position.
 - a. Candidates are not required to make these changes and failure to make them shall not impede the candidate's appearance on the ballot for their desired position.
 - ii. Class representatives shall be elected only by members of their class, and all other positions shall be elected by all members of the Students' Association.
 - iii. No money may be spent on a Haverford campaign. Violations of this rule shall be enforced under Section 4.06.
 - iv. All candidates must follow the Election Guidelines as approved by Students' Council before each election and distributed by the Election Coordinators.
 - v. A candidate may not run for multiple positions simultaneously.
 - vi. When a pair of Honor Council Co-Chairs or Co-Secretaries is elected, the number of vacant Honor Council Class Representative seats in the subsequent election shall be considered reduced by every member of that class in either position.
 1. If one or more first-years is elected as a Co-Secretary, the seat(s) that will not be run in that election shall be the full year terms.
- e. Term Length
- i. The terms of all elected officer and representative positions for Students' Council during the spring semester shall begin on the last day of the academic year and end on the last day of the following academic year.
 1. The Students' Council First-Year Representative term shall begin upon election and end on the last day of the current academic year.
 2. The Junior Representative to the Board of Managers term will last two (2) academic years.
 - ii. All Honor Council terms, excluding those specified below, will begin on the last day of the current semester, and end on the last day of the semester two (2) semesters later.
 1. The terms of First-Year Honor Council Representatives elected in the first round of fall semester elections shall begin upon election and end on the last day of the current semester.
 2. The terms of First-Year Honor Council Representatives elected in the second round of fall semester elections shall be dependent on votes received:
 - a. The two candidates receiving the most votes shall be elected to terms ending on the last day two (2) semesters later.
 - b. The third and fourth-place candidates shall be elected to terms ending on the last day one (1) semester later.
- f. Quorum
- i. If for any office fewer than forty percent (40%) of the members of the Students' Association cast valid ballots, the election will be invalid.

- ii. Uncontested elections, meaning elections with only one (1) candidate, will not be required to reach quorum.
- g. Conclusion of Elections
 - i. An announcement will be made by the Election Coordinators on who has won their offices.
 - ii. Current officers and representatives must meet with the winners to discuss more information on their roles.
 - iii. Elections Coordinators must make vote tallies of any election available upon request.

4.02 The Ballot

- a. Definition of a Candidate
 - i. A candidate is defined as one or more people who are seeking to fill an elected position within Students' Council or Honor Council.
- b. The Ballot
 - i. The Students' Association will vote by secret ballot. The ballot for each election shall consist of the following elements:
 - 1. A first page, containing the statements provided by each candidate.
 - 2. A second page, in which voters will be given the option to abstain from voting in that election and to not count towards quorum.
 - 3. A third page, in which voters shall make selections from among the following options as defined in Section 4.03:
 - a. The name of each nominated candidates
 - b. A space for a write-in vote
 - c. A "no vote" option which counts towards quorum
 - 4. A fourth page, with a mandatory box asking voters to confirm that they have reviewed their decisions and would like to submit this ballot.
 - 5. In order to avoid confusion, "no vote" and "abstain" shall always note which counts toward quorum and which does not each time they appear on a ballot.

4.03 Ranked Choice Voting

- a. Elections will be conducted using ranked choice voting. Students submitting ballots will be asked to rank the candidates running for office from first to the number of individuals running for a particular position.
 - i. Write-in votes must include a name and ranking; if left blank, a write-in vote will not be considered for that ballot.
 - ii. "No Vote" will be considered as a candidate for calculation purposes, and can be ranked, if left blank, "No Vote" will not be considered for that ballot.
 - iii. In the first round, all votes for candidates, write-ins, and "No Votes" will be added up.
 - 1. If votes total more than fifty percent (50%) for a candidate or write-in, they will be declared duly elected.
 - 2. If votes total more than fifty percent (50%) for "No Vote", nominations will be reopened and the elections rerun.

3. If votes for neither candidates, write-ins, nor “No Vote” totals more than 50 percent, the candidate, write-in, or “No-Vote” having received the fewest votes will be eliminated. The calculations will then proceed to a second (or more) round(s).
- iv. In subsequent rounds, votes for the candidate, write-in, or “No-Vote” who have been eliminated will be reallocated to the voter’s second-ranked candidate, write-in, or “No-Vote.”
 1. If all ranked candidates, write-ins, or “No-Votes” on a voter’s ballot have been eliminated, their vote will not be counted in subsequent rounds and will not count toward the majority needed to be declared duly elected.
 2. As in the first round, if reallocated votes allow a candidate, write-in, or “No Vote” to reach greater than fifty percent (50%) of all votes remaining, the aforementioned procedures will be followed for declaring a winner.
 3. This process will continue in however many rounds necessary for a candidate to reach fifty percent (50%), continuing to eliminate the candidate, write-in, or “No-Vote” having received the fewest votes if no votes total more than fifty percent (50%).
 - a. If there is a tie between the two candidates that have received the fewest votes, both will be eliminated.
 - b. If there is a tie between the two remaining candidates, after all other choices have been eliminated, the election will proceed to a run-off within forty-eight (48) hours.
- b. Elections in which more than one Class Representative can be elected (“x” representing the number of positions needing filled) will use the following procedure.
 - i. The elections will follow the same procedure as in Section 4.03 (a), however candidates, write-ins, and “No-Votes” will be eliminated until “x” candidates remain. The remaining “x” candidates will be declared duly elected. A greater than fifty (50) percent majority is not required for election.
 1. If “No Vote” is one of the final “x”, all candidates or write-ins in the final “x” receiving fewer votes than “No Vote” will not be elected and the election will be re-run to fill the remaining positions.
 2. A voter may not rank “No Vote” if they have ranked other candidates or write-ins.
 - a. In the case where a voter ranks both “No Vote” and other candidates or write-ins, preference will be given to whichever the voter ranked higher.

4.04 Re-Runs

- a. When an election has been deemed invalid, no nominations are received, or “No Vote” is declared the winner, a rerun shall take place with a fresh ballot.
 - i. The election shall proceed following the usual protocol in Section 4.03 and Section 4.01 (b).
 - ii. If an election is re-run due to receiving no nominations, voting for all other elections in the wave will be pushed back until nominations for a re-run of the failed election are complete.
- b. If the re-run election is deemed invalid, no nominations are received, or “No Vote” is declared the winner, the Students’ Council Appointments Committee shall appoint a member of the Students’ Association to fill the vacancy for the remainder of the term.

- c. Re-runs shall take place with all haste, with nominations being solicited no more than forty-eight (48) hours following the determination that a re-run is required.

4.05 Special Elections

- a. In the event of the resignation or removal of an elected officer or class representative, a special election will be called with nominations being solicited no more than 48 hours after the notification of a vacant position during the academic year.
 - i. The special election will follow the usual procedure as outlined in Section 4.03 and Section 4.01 (b).
 - ii. Vacancies within three (3) weeks of the end of the position's term shall not require a special election.
 - iii. If an officer or representative resigns or is removed from office and their successor has already been elected, that successor will, if eligible, immediately take office and a special election will not be run for that vacancy.
- b. If the special election would require a re-run, the Students' Council Appointments Committee shall appoint a member of the Students' Association to fill the vacancy for the remainder of the term.
- c. The newly elected officer or representative will complete the remainder of the officer or representative's term, assuming the responsibilities of the officer or representative on the date of the resignation or removal.

4.06 Disputing Elections

- a. In the event that an election of the Students' Association may be procedurally illegitimate, any member of the Students' Association may bring an election dispute to the Elections Coordinators and all appointed Librarians of Students' Council for review.
 - i. The Elections Coordinators and Students' Council Librarians will review the evidence presented and will decide by consensus whether there is clear and convincing evidence to declare the election illegitimate.
- b. Disputes of Ongoing Elections
 - i. If the election is ongoing and results have not been released, it is the responsibility of the Election Coordinators and Students' Council Librarians to determine the best course of action to resolve the disputed election.
- c. Disputes of Concluded Elections
 - i. If the election has concluded and results have been released, it is the responsibility of the Election Coordinators and Students' Council Librarians to determine the best course of action to resolve the disputed election
 - 1. The Librarians and Election Coordinators do not have the power on their own to permanently remove elected officers or representatives from office once an election has concluded.
 - 2. In the event that an elected officer or representative must be permanently removed from office due to an election dispute, the Elections Coordinators and Students'

Council Librarians may by consensus institute a recall process following the procedures outlined in 5.02 with the following modifications:

- a. This recall will not require a petition with the signatures of twenty percent (20%) of the students in the elected official's constituency.
- b. This recall vote will only require a forty percent (40%) quorum and a simple majority of students voting to remove the officer or representative subject to the election dispute.
- d. No officer or representative whose election is in question will take office until the dispute is resolved.
- e. In the event of an electoral situation not accounted for in this Constitution, it is the responsibility of the Elections Coordinators to work with the relevant Librarian(s) to institute the most appropriate steps to temporarily adjust the election schedule in order to come to a solution that restores the ordinary system of student elections.

4.07 Election Coordinators

- a. The Elections Coordinators shall administer all elections for elected office within the Students' Association and the semesterly ratification of the Honor Code, Honor Council Charter, & Alcohol Policy
 - i. An Elections Coordinator must recuse themselves from administering elections if they are a candidate in an ongoing election until the election has concluded.
 - 1. If both Elections Coordinators are candidates in concurrent elections, the Students' Council Librarians or members of Students' Council who are not candidates in concurrent elections will administer the election under the guidance of the Elections Coordinators.
- b. The Students' Council Co-Presidents shall oversee the Election Coordinators and ensure they complete their tasks and adhere to the election calendar and duties as specified in Article IV.
- c. In the first two weeks of each semester, the Election Coordinators of the previous semester shall nominate a member of the Students' Association to the position of Election Coordinator to then be approved by Students' Council's Appointments Committee for a term lasting two (2) semesters.
 - i. These terms shall be staggered such that one is appointed at the beginning of the Fall and the other at the beginning of the Spring.
 - ii. An incumbent Elections Coordinator may be reappointed once after the end of their first term, for a maximum of two full terms, but all students shall have the opportunity to seek appointment to the position.
 - iii. The Elections Coordinators will not be current serving elected members of Students' Council or Honor Council.

Article V: Resignation, Recall, and Impeachment

5.01 Resignation

- a. Members of Honor Council or Students' Council who wish to resign should notify the leadership of their respective body, the Election Coordinators, and their constituency of their intent to resign at least two (2) weeks before their resignation, and specify the exact date of their resignation.
 - i. Upon notification of a resignation special election as described in Section 4.05 shall be called.
 - ii. If a member resigns from a positioned pair, both members will lose their position.
 - iii. Any student who leaves the Students' Association during their term may not hold an elected position and must resign.

5.02 Recall

- a. Any elected officer or representative from Students' Council or Honor Council may be recalled from office for malfeasance or neglect of duty with the following procedure:
 - i. Any member of the Students' Association may enact a petition for the removal of an elected officer or representative.
 - 1. The petition must collect the signatures of twenty percent (20%) of the students in the elected official's constituency.
 - ii. These signatures shall be presented to Students' Council.
 - 1. If a member of Students' Council is the subject of the petition, then they shall remove themselves from the presentation and discussion of the signatures.
 - 2. If Students' Council deems the petition to have the requirements of Section 5.02 (a)(i)(1), the subject of the petition is considered a candidate for recall.
 - iii. Students' Council shall immediately inform the candidate for recall and must receive a prompt response.
 - 1. Within twenty-four hours of receiving a response from the candidate for recall, Students' Council shall announce the recall vote to the school via email.
 - 2. If no response is received within seventy-two (72) hours, Students' Council shall announce the recall vote to the school via email
 - iv. As soon as the announcement is made, a forty-eight (48) hour campaign period shall begin to advertise for and against the recall.
 - 1. If at all feasible, a well-publicized forum or other open, in-person community meeting should be held by Students' Council or Honor Council.
 - 2. The Elections Guidelines as published by Students' Council must be followed by all parties.
 - v. At the end of the forty-eight (48) hour campaign period, an election shall open to the candidate for recall's constituency.
 - 1. The ballot shall include a vote of confidence or no confidence.
 - 2. If the vote of no confidence meets or exceeds a two-thirds (2/3) majority the officer or representative shall be recalled immediately.

- a. If a recalled officer co-held a position with an officer who was not recalled, they shall both be removed from office.
 - 3. A fifty percent (50%) quorum is required for this election.
 - 4. If a quorum is not reached or if the vote is less than a two-thirds majority to “no confidence,” the officer or representative shall remain in office.
- vi. If the recall was successful a special election as described in Section 4.05 shall be called.
 - 1. The officer or representative who was subject to recall may not run in this special election.

5.03 Impeachment

- a. Any elected officer or representative from Students’ Council or Honor Council may be impeached from office for malfeasance or neglect of duties as outlined within the Constitution with the following procedure:
 - i. Twelve (12) elected officers or representatives must send the Honor Council Co-Chairs a signed petition requesting the start of the impeachment procedure for an officer or representative.
 - 1. If the Honor Council Co-Chairs are the subject of impeachment the Honor Council Co-Secretaries shall replace the Honor Council Co-Chairs in all preceding for which they would otherwise be called on to administer.
 - ii. Upon receipt of a valid petition, the Honor Council Co-Chairs shall convene a joint session consisting of all elected officers and representatives of Students’ Council and Honor Council.
 - 1. The impeached party must be notified of their potential impeachment in advance of the joint session and be invited to the joint session.
 - 2. A quorum for this joint session shall be defined as two-thirds (2/3) of all elected officers and representatives, with at least two-thirds (2/3) of both Students’ Council and Honor Council in attendance.
 - a. The impeached party may not count towards quorum.
 - 3. The Honor Council Co-Chairs shall determine an appropriate procedure and agenda for this joint session as approved by the joint session.
 - iii. The joint session shall vote on whether to impeach the officer or representative.
 - 1. If the joint session unanimously decides to impeach the officer or representative, the officer or representative shall be impeached immediately.
 - a. The Honor Council Co-Chairs shall notify the Students’ Association of the reasons for impeachment.
 - b. The impeached party may not vote on their impeachment. If the impeached party is in a co-held position, their partner may not vote on the impeachment.
 - c. If an impeached officer co-held a position with an officer who was not impeached, they shall both be removed from office.
 - 2. If a quorum is not reached or if the vote is not unanimous, the officer or representative shall remain in office.
 - iv. If the impeachment was successful a special election as described in Section 4.05 shall be called.

1. The officer or representative who was subject to impeachment may not run in this special election.

Article VI: Honor Council and The Honor Code

6.01 The Honor Code

- a. The Honor Code serves as a subsection of this Constitution and shall be granted the same powers and procedure for amendment.
- b. The Honor Code shall be maintained and published by Honor Council.

6.02 The Honor Council

- a. The Honor Council of the Students' Association will administer all aspects of the Honor Code and be responsible for the interpretation of specific matters pertaining to the Honor Code.

6.03 The Honor Code and the Students' Association Constitution

- a. The Constitution of the Students' Association shall describe the election (Article IV), appointment (Article III Section 3.05), and removal (Article V) of all Honor Council Members and the process for amending the Honor Code.
- b. All other powers and responsibilities of Honor Council and the Honor Code not described in Section 6.03 (a) are left to the Honor Code and for Honor Council to define.

Article VII: Clearness Committee

7.01 Clearness Committee

- a. At least every four (4) years students will convene a Clearness Committee to evaluate the quality of student life.
- b. This committee will be composed of four (4) students, a faculty member, a college administrator, the Honor Council Librarian, and the Students' Council Librarians.

7.02 Subjects of Evaluation

- a. Evaluation
 - i. The Committee's subjects of evaluation will be the quality of student life, the Honor Code and its implementation, the Students' Association and its governance, the Student Constitution, handbook policies, administrative practices, and the allocation of college and student funds.
- b. Expansion
 - i. By consensus of its members, the committee may expand or contract the scope of its review.
 - ii. Students, clubs, staff, faculty, and administrators may submit subjects of evaluation or specific queries for the committee's consideration.

7.03 Criteria of Evaluation

- a. The committee will consider the responsiveness, sustainability, and adherence to the Honor Code of the subjects of evaluation.
- b. Responsiveness
 - i. Does the subject respond to student concerns in a productive, timely, and inclusive way?
- c. Sustainability
 - i. Is the subject empowered through an effective institutional memory mechanism and provided with the resources necessary to execute its mission?
- d. Adherence to the Honor Code
 - i. Are the subject's policies and practices compatible with the spirit of the Honor Code?

7.04 Timeline

- a. Starting in September of a year in which Honor Council decides to convene a Clearness Committee, the Students' Council Appointments Committee will select four (4) students to serve on the committee. The Students' Council Co-Vice Presidents, in consultation with the Provost and the Dean of the College, will select the remaining committee members. The committee will select one (1) or two (2) of the students to serve as chair/co-chairs.
- b. Census
 - i. The committee will spend the fall semester familiarizing itself with the work of previous committees and writing new questions for the census survey.
 - ii. The census survey will be released to the Students' Association at the start of the spring semester to discover the prevailing attitudes of the Association.

- iii. The census survey will be composed of new questions and some asked by previous committees.
- c. Interviews
 - i. The committee will conduct interviews with Students' Council members, faculty members, administrators, and other community members as they deem necessary.
 - ii. In these interviews the committee will have access to confidential information necessary to fulfilling their mission.
 - iii. The committee should consider the records of the Honor Council Librarian and the Students' Council Librarian.

7.05 The Report

- a. November Report
 - i. Within fourteen (14) months of the formation of the committee, the committee will publish a report with the results of the survey.
 - ii. The report will be published by consensus of its members.
 - iii. The report may contain recommendations for the following Plenary session of the Students' Association.
- b. Archival
 - i. All reports from Clearness Committees must be archived and available in the College Library.

Article VIII: Constitutional Practices

8.01 Availability

- a. This Constitution will be put on permanent reserve at the College Library and otherwise made readily available.

8.02 Previous Constitution Invalid

- a. With the enactment of this Constitution, all previous Constitutions of the Students' Association will be rendered null and void.

The Honor Code

“I suggest that you preach truth and do righteousness as you have been taught ... For your consciences and your judgements we have not sought to bind; and see you to it that no other institution ... put such chains on you as would tempt you to sacrifice one iota of the moral freedom of your consciences and the intellectual freedom of your judgements.”

— President Isaac Sharpless
Haverford College Commencement, 1888

Table of Contents

Preamble

Article I: Introduction

[1.01 Trust, Concern, and Respect](#)

[1.02 Jurisdiction](#)

[1.03 Commitment](#)

Article II: Confrontation

[2.01 Confrontation at Haverford](#)

[2.02 Discomfort and Assistance in Confrontation](#)

Article III: The Social Code

[3.01 Introduction to the Social Code](#)

[3.02 The Social Code in Action](#)

[3.03 The Social Code in Our Physical Environment](#)

[3.04 The Social Code in Academic Spaces](#)

Article IV: The Academic Code

[4.01 Introduction to the Academic Code](#)

[4.02 Expectations of the Academic Code](#)

[4.03 Violations of the Academic Code](#)

Article V: Related Practices, Policies, & Procedures

[5.01 Consensus](#)

[5.02 Academic Confrontation Procedure](#)

[5.03 Overview of Honor Council Procedures](#)

[5.04 Academic Freedom](#)

[5.05 Other College Policies and Avenues for Support](#)

[5.06 Ratification and Amendment of the Honor Code and Honor Council Charter](#)

Preamble

Our Honor Code is the foundation of shared values and expectations that guide our lives as students. What may appear as a set of rules is, in truth, an attempt to instill a certain intellectual and interpersonal spirit: a shared commitment to an intentional community that prioritizes intellectual and personal growth, accountability, and dignity.

The spirit of the Honor Code, our commitment to one another, is what we carry with us in our daily lives; the letter of the Honor Code is our best attempt to articulate that spirit. The letter of the Code will change and be reinterpreted by each generation of students. When we change the Code, we make use of its spirit to change its letter. This change is both necessary and welcome as it reflects the Code's status as a living document.

As students, the Code has been entrusted to us by our predecessors and fellow community members, and we are to be its careful stewards as we pass it along to our successors. Part of stewarding the Honor Code is questioning the Code, this College, and oneself. Indeed, the central tenet of a liberal arts education is development through continual questioning and critical engagement.

Article I: Introduction

The student agency we see here at Haverford is a rare and precious freedom, enabled by our sense of collective responsibility. The continued existence of the Honor Code affirms two important premises upon which our community stands: that students are capable of governing themselves effectively, and that being given these responsibilities makes them not only better students but better community members, leaders, and people. Though not without difficulties, as Haverford students, we welcome this challenge eagerly.

Much of the Honor Code consists of statements about shared values. These values serve to hold us accountable to ourselves, to one another, and to our community, and enrich us only if we actively incorporate them into our daily lives. If we do not have the courage to reflect and act according to these values as the Code invites us to, then we cannot truly be said to be living by the Code.

1.01 Trust, Concern, and Respect

Our community is one founded on **trust, concern, and respect**. As Haverford students, we seek a diverse, respectful community guided by these values and upheld by our shared responsibility to them. These words are more than just a tagline, and extend to much more than can be written here. They provide active guidance on how to conduct ourselves with care and integrity, and serve as reminders when we or others may fall short of these aspirations.

Trust is crucial to our relationships at Haverford, as the basic premise upon which our community is founded. We uphold community trust by following the Honor Code and trusting in our fellow community members to do the same. This trust begins when we first apply to Haverford, and must be actively maintained through adherence to the Code, openness, reliability, responsibility, and ethical action. Without actively

trusting ourselves, other students, and our community members, there can be no open discourse, no sense of security, no meaningful relationships, and no Honor Code.

Concern is the articulation of our fundamental care for ourselves, our community, and the world. Concern is best understood through the lens of dialogue, where individuals engage across difference and disagreement with care — struggling with ideas and not people. This is best done by approaching a given situation with an open, inquisitive mind, communicating and listening effectively, and seeking additional support or clarification when needed. We practice concern because we care about each other; indeed, concern is the commitment to approaching challenging subjects and situations with a desire for deeper, more mindful engagement.

Respect is acknowledging the worth and dignity inherent to all people, valuing differences, and showing appreciation for one another. Because of our mutual regard and consideration, we approach others with care and engage with honesty and candor. Humility is also central to respect—in respecting others, we acknowledge that they may know something we do not, something that we should be open to understanding. Living at Haverford means we hold respect for ourselves, one another, and our community environments.

1.02 Jurisdiction

All Haverford students are expected to uphold the community values, practices, and aspirations this Code commits us to throughout our daily lives. Academically, all students enrolled in Haverford courses must follow our Honor Code in those courses, regardless of their home institution, just as Haverford students must follow the policies of other institutions while enrolled in courses there. Visitors to our campus are likewise called to respect the spirit of the Code while here.

Our Haverford community also includes faculty and staff. Our partnership and shared trust with them are essential for the Code to thrive. As such, we ask that these community members work with us in the spirit of the Code, with the expectation that students will respond in turn. However, because only students participate in the writing, ratification, and adjudication of the Code, it does not prescribe expectations of other community members. Instead, College staff and faculty members are subject to the policies of the Staff Handbook and Faculty Handbook respectively.

1.03 Commitment

All students must sign this statement of commitment prior to our admission or readmission to the College. We recognize that continued participation and membership in the Haverford community are dependent on our commitment to the Honor Code, which we affirm with the following statement:

“As a student at Haverford College, I commit myself to upholding the practices of trust, concern, and respect in relation to myself, my peers, and my community, as they apply to my academic, social, and physical environment. I hereby accept my responsibility to the Haverford College Honor Code, and therefore exemplify the collective and personal responsibility upon which it is based.”

Article II: Confrontation

2.01 Confrontation at Haverford

Confrontation at Haverford is the initiation of a dialogue with a fellow community member about an issue, including any interpersonal tension or a potential violation of the spirit or letter of the Honor Code. It is not about enforcing rules, but rather about one's individual experience. Through confrontation, we invite a person to mutually address some issue that concerns us, them, and/or the community at large. When done with mutual respect, trust, safety, and support at heart, confrontation is crucial to strengthening relationships between individuals and reinforcing our commitment to community. The goals of confrontation at Haverford are to raise awareness of a situation, relieve tensions, build understanding, promote responsibility, and repair harm—never to punish or shame.

Confrontation is often misunderstood; it is not about attacking someone or winning an argument, nor is it meant to be antagonistic or to express moral superiority. When we confront someone, we do so because we care about and respect them and our relationship. To the greatest extent possible, confrontation should occur privately, in-person (never on public social media), and with the consent of both parties. It is critical that we hold each other as being capable of reflection and having good intentions. In doing so, confrontation allows our peers to recognize harm they may not have been aware of, giving them the opportunity to make amends. Moreover, it gives us the opportunity to have a greater understanding of the other person's perspective; confrontation should be a process of bidirectional learning for all parties involved. Without initiating these conversations, there can be no resolution and no accountability, which damages our trust in each other as tensions go unresolved.

2.02 Discomfort and Assistance in Confrontation

Confrontation is often uncomfortable. That discomfort is part of what makes it meaningful, productive, and necessary. As lifelong students, we are called to challenge ourselves, to engage with unknowns and hard truths, and to seek clarity in difficult situations. Our community relationships are made meaningful by our overcoming issues together rather than avoiding them, and doing so is well worth the effort. Growth, both individual and communal, requires that we lean into discomfort at certain points. Oftentimes, avoidance of confrontation will lead to further discomfort over time than addressing it head-on and achieving resolution.

Still, it is crucial to recognize the difference between discomfort and danger. Dialogue inherently requires a baseline expectation of trust and good faith; however, there are some actions that can be so damaging that these expectations can no longer be met. At this point—when a situation feels physically unsafe or overwhelming—we must bring the matter directly to Honor Council or another campus body, as outlined in Section 5.05 of the Code. The Honor Code affirms that no one is obligated to engage in a confrontation that compromises their physical safety or well-being. For specific guidance on the practice of academic confrontation, see Section 5.02. Whether social or academic, if an individual refuses outright to engage in confrontation when approached, and therefore our concerns remain unresolved, this is an appropriate moment to bring the matter to Honor Council.

Article III: The Social Code

3.01 Introduction to the Social Code

As Haverford students, we are responsible for upholding the dignity and inherent worth of ourselves and our peers. We are also responsible for living in community with one another. With that in mind, we must consider how our words and actions, regardless of the medium, may affect the sense of acceptance essential to an individual's or group's participation in our community. We recognize the existence of marginalization in our community and that we must always strive for inclusion, awareness, and justice.

Conflict is an unavoidable part of living in community. Rather than estranging ourselves from each other, we should embrace the opportunity that this closeness provides us for meaning, connection, learning, and support. Harm occurs for many reasons, malice rarely being one of them, and oftentimes, individuals will have differing understandings or levels of awareness. The role of the Honor Code in this context is not necessarily to eliminate harm from occurring, but to help us understand how best to address it, take responsibility for ourselves and our peers, and move forward with the goal of repairing and strengthening our relationships. The Honor Code cannot and should not expect us to be perfect. Instead, we must be open, honest, well-intentioned, and willing to take responsibility.

3.02 The Social Code in Action

Our social relationships are necessarily based on our mutual commitment to one another. These commitments are embodied in our relationships with one another, and are materialized and maintained through the practices of trust, concern, and respect. In other words, we sustain the Honor Code by living our values and letting our lives speak.

We trust one another to act reasonably, honestly, and decently in our daily lives, as this trust allows for the close relationships that give our community meaning. We care for one another, offering help and support in times of need, respecting personal boundaries, and holding ourselves and one another accountable. And we maintain a mutual regard for others: we understand and welcome difference and disagreement, always recognizing our common humanity. We call upon our community members to consider and be open to new perspectives, and lean into the discomfort that may come with self-reflection, dialogue, conflict, and confrontation.

Conduct devoid of trust, concern, or respect, including acts of discrimination and harassment, degrades our community values and violates our Code. Dismissing, disparaging, or silencing an experience of such harm, rather than being open to hearing others' experiences and working towards mutual understanding and betterment, shows a lack of concern for our fellow community members. Trust, concern, and respect are never reasons for inaction or silence, but rather should drive us to engage further and more deeply with one another. These values validate the necessity of difficult conversations and make them possible.

It is important to be cognizant of the different values, experiences, and blind spots we may each bring to our interactions here at Haverford. We must respect the rights of people of all identities and backgrounds to take

part in our community. Through leaning into opportunities for growth and nuance, we set ourselves up for a lifetime of engagement guided by our values of trust, concern, and respect.

3.03 The Social Code in Our Physical Environment

In addition to our interpersonal interactions, we must also show concern for our physical environment and the labor inherent in maintaining it. This means cleaning up after ourselves in all environments, including all dining locations, outdoors, and in common rooms. Alongside this, we must practice respect for the hardworking members of the College staff. Any acts of disrespect toward these staff members go against our shared values, contradicting the appreciation they deserve and thus violating the Code.

We must show consideration for the needs of others by sharing academic, athletic, and social spaces and leaving them in as good or better condition than we found them. After events, we must take care of the trash we leave behind. At the end of the year, we must remember to follow College regulations surrounding move-out. In the event of damage to another's property, we must be honest with them.

We share our physical spaces not only with other people, but also with a great diversity of living things beyond our own species, with whom our way of life is inextricably connected. We are called to respect their place in our shared environment by acknowledging their importance, learning from them, and doing our best to keep our shared home clean and safe. When in the outdoors, we are expected to leave no trace of our presence. Our concern must extend to future generations as well, leading us to value sustainable practices in order to ensure the continued accessibility and integrity of our natural world. Moreover, we must commit ourselves to the stewardship and betterment of our institution as a whole.

3.04 The Social Code in Academic Spaces

Seeking out perspectives different from our own allows us to learn more about the world and is thus essential to our learning experience. Even if we justifiably believe a perspective to be untrue, even if it causes discomfort, engaging with it can be a valuable learning experience. Similarly, raising our own perspectives, even (or especially) when they differ from those of a group, often expands our thinking in ways that might not occur otherwise.

Importantly, students are bound by the Social Code in all spaces and are obliged to approach all topics with concern and care. While academic spaces encourage and necessitate critical dialogue, it is essential that we engage in such efforts in good faith and be willing to consider our words in light of their impact on our peers. In all contexts, the Honor Code strongly discourages self-censorship, though it does require us to take responsibility when others ask us to explain or defend our ideas or actions.

Article IV: The Academic Code

4.01 Introduction to the Academic Code

As Haverford students, we are responsible for acting with integrity in all of our work. Integrity is the act of intentional honesty—the lifeblood of the academic community that we collectively aspire to under the Code. The Academic Honor Code cultivates an environment that holds academic integrity as crucial to deeper learning, values collaboration over competition, emphasizes the free exchange of ideas, and seeks the cultivation of intellectual curiosity throughout one’s lifetime.

We commit to learning with and from our peers and professors. We engage with our fellow students in the classroom by listening to their ideas, taking part in good-faith dialogue, and upholding academic integrity. We aspire for genuine learning, reinforcing a student culture that prizes academic collaboration over competition and generally avoids discussing grades. We believe in learning as a process, not as an end goal. If we take to judging or comparing our academic process, we endanger our commitment to it.

As students, we understand that Haverford is unavoidably situated in an educational system and larger culture that increasingly puts immense pressure on student achievement. Although there is value in assessment as a tool for measuring growth, overemphasis on grades directly incentivizes academic dishonesty while distracting from genuine learning. As such, we should do our best to decenter grades and center learning, individually and interpersonally. We understand that the sense of responsibility, capacity for thought, skills, and relationships we gain as Haverford students will be infinitely more valuable to us than any grade, and we must utilize our institution’s extensive support structures to that end. We are called to embrace our imperfections as students, as this is the only way we can achieve real learning. There should be no shame in making mistakes; if we already knew everything, we would not be students.

4.02 Expectations of the Academic Code

Trust is the foundation of our academic community. Therefore, we must ensure that we follow professors’ instructions for the completion of assignments, exams, and all other academic work. It is our foremost responsibility to communicate consistently and proactively with our instructors, and to be honest and forthcoming when we are struggling, so that we have the opportunity to better succeed. We similarly ask that our professors strive to be clear in their expectations in their syllabi and assignment instructions, and hold ourselves responsible for seeking clarification when necessary.

Violations of academic integrity happen most often in particular situations: when students are overly stressed, overwhelmed, unfamiliar with resources, and/or are facing a tight deadline. Knowing this, we are expected to be mindful in moments when there could be pressures that push us away from our commitment to integrity. In these moments, we are obligated to respond actively and intentionally—choosing to contact our instructors and seek out support from our friends, mentors, and the various resources available to us. These are all more rewarding alternatives to devaluing our academic work through violations of academic integrity.

We must always actively keep track of and cite all sources and collaborators that have contributed to our academic work. The failure to do so, whether consciously or accidentally, constitutes plagiarism and is a violation of the Code. As all our scholarship exists within a wider intellectual community, which rests upon a foundation of truth and integrity, it is imperative that we be clear and honest about the origins of our ideas. By citing our sources, we allow our work to be traced in its wider context and respect the efforts that others have made before us or with us. If in doubt, we must ask our professors and the Writing Center for guidance, and know that it is always better to over-cite than to under-cite.

Beyond plagiarism, most specific violations of the Academic Code relate to the dishonest sharing or use of resources in a way that gives a student an unfair grading advantage over their peers or undermines learning. This devalues both the work of the student violating the Code and the efforts of their peers.

4.03 Violations of the Academic Code

The Honor Code must serve as a framework to guide our understanding of academic integrity, but it cannot provide exhaustive answers for every situation. Indeed, it is much more valuable for us to learn to think critically about our actions, considering whether and why they harm our academic community and our own learning. This expectation is the essence of the self-responsibility that comes with being a Haverford student. With this in mind, we outline a few actions that we universally recognize as violations of the Academic Code:

- Plagiarism, where one represents another person's ideas or scholarship as one's own work.
 - Whether intentional (ex. copying a peer's work, or using AI to write an assignment meant to be completed by a student) or accidental (failure to cite properly).
- Improper resource use, where one uses more time or resources than allowed for a given assignment or course. This includes improper collaboration with peers or other individuals.
 - As with any other resource, using artificial intelligence in a way that has been prohibited for a particular course or assignment, or damages the learning of oneself or others, violates the Academic Code. As students, we are responsible for understanding faculty expectations and proactively discussing anything that may be unclear.
- Lying to instructors or otherwise misrepresenting the nature of one's work.
- Discussing the form, content, or degree of difficulty of an exam.
- Failing to take responsibility for the integrity of our academic community by knowingly permitting oneself or others to violate the Academic Code without accountability.

Our academic community is necessarily built on a deep sense of mutual trust. Violations of the Academic Code concern the entire community: they erode trust in the student body, devalue all our efforts and learning, and endanger the valuable freedoms the Academic Code enables. As such, all potential, suspected, or confirmed violations of the Academic Code *must* be confronted and reported to Honor Council, and cannot be resolved between two people alone. See [Section 5.02](#) for guidance.

Article V: Related Practices, Policies, & Procedures

5.01 Consensus

At Haverford, many decisions operate according to the process of consensus, including all those made by Honor Council. Consensus is a method where a group works together to make decisions that have broad acceptance among the group members, rather than voting on an outcome. Consensus is not a form of compromise; rather, it is a process of discourse and discernment that culminates in a higher sense of agreement. Consensus is not easy, and we should not expect it to be. However, it is worth the time and effort, especially for difficult, important, and/or contentious decisions, as it has the distinct advantage of eliminating the ‘disgruntled minority.’

Consensus does not require or seek out unanimity, and individuals can join in consensus even if they do not necessarily agree with the conclusion. Individuals can also stand outside consensus, signaling that they accept the group’s decision despite their own disagreement. If any individual feels that a certain issue is a matter of conscience and that discussion must continue, they can block consensus.

5.02 Academic Confrontation Procedure

In the context of Academic Code-related confrontations, breaches in academic integrity represent a violation of community trust. Many of the freedoms we enjoy at Haverford are possible thanks only to the mutual trust among students, faculty, and staff. As such, any violations of that trust must be addressed as soon as they arise. Should a student, instructor, or teaching assistant suspect a student of violating the Academic Code, they, as the confronting party, must reach out to that student regarding their concerns. Further, because violations of the Academic Code inherently affect the community as a whole, they cannot be resolved or dismissed between two students alone, or even between a student and a faculty member. Unless there is no doubt that a violation of the Code did not occur, upon being confronted regarding a potential violation of the Academic Code, the confronted student is obligated to report the situation to Honor Council. Within one week of the confrontation, the confronting party must then contact Honor Council to ensure that this has occurred.

5.03 Overview of Honor Council Procedures

An Honor Council proceeding generally unfolds as follows. For a more detailed account, see the Honor Council Charter Articles III and IV on Social and Academic Honor Council Proceedings.

When a potential violation of the Honor Code is reported to Honor Council, an initial intake meeting takes place between an Honor Council Co-Chair and each involved party. Afterwards, Council determines whether the case will proceed to a Circle or Panel. Generally, a Circle is used when the confronted student takes responsibility for the harm caused, and both parties agree that a restorative process is appropriate. Council will proceed to a Panel if either of these conditions is not met. A Social Panel is used when harm is acknowledged but the parties are not aligned on key details, when accountability has not been fully taken, or if the Co-Chairs or participants believe the Circle would not be constructive or could cause further harm. An Academic Panel proceeding is used when there are still unanswered questions from a mediation, or the professor and student are not in agreement on the facts of the case or the existence of an Academic Code violation. Circles are

generally more brief with fewer participants and tend to take an approach of more restorative accountability, whereas panels are generally longer, have more participants, and often carry more significant potential consequences.

5.04 Academic Freedom

As students, we support the value of academic freedom as described in the Faculty Handbook: “the right to engage in discussion, to exchange thought and opinion, and to speak or write freely on any subject.” We affirm that “the freedom to learn, to inquire, to speak, to organize, and to act with conviction is held by Haverford College to be a cornerstone of education in a free society.” Under the Honor Code, students are expected to express their ideas, and to be open to constructive discussion and debate. It is the very purpose of an academic community to engage critically with the world around us, and utilizing the Code to attempt to limit protected speech, or dissent, necessarily endangers such a mission.

5.05 Other College Policies and Avenues for Support

As students at Haverford, we are subject to all applicable local, state, and federal laws, in addition to [College policies](#), and our commitment to and accountability under the Honor Code must exist in tandem with those laws and policies. If ever in doubt of how to properly address a concern, students are strongly encouraged to contact Honor Council as a resource to help direct them to the best avenue for support or resolution, as there may be multiple that apply, or we may be unfamiliar with our options. Although violations of these policies may often overlap with violations of the Honor Code, violations of these policies must always be addressed by the appropriate College office, and are typically outside Honor Council’s scope. The following are some laws and College policies of particular note:

- [Title IX](#) protects against discrimination on the basis of sex in seeking access to any educational program, and against various forms of sexual harassment and sexual violence. Students are urged to report all possible sexual misconduct via a form [at this link](#). Title VI contains similar protections against discrimination on the basis of race, color, & national origin.
- [The Institutional Policy on Civil Rights Protections and Anti-Bias Standards](#), which integrates protections of Title IX, Title VI, & other civil rights laws in cultivating an environment free of discrimination, harassment, & retaliation. Complaints should be filed via a form [at this link](#).
- [The Policy on Expressive Freedom and Responsibility](#) regulates expressive activity on campus.
- Alcohol-related offenses (i.e. violations of the [Alcohol Policy](#)) involving Haverford students must be reported to the Joint Student-Administration Alcohol Policy Panel (JSAAPP).

Though members of the College’s staff and faculty are not subject to the Honor Code, they are governed by the Staff Handbook and [Faculty Handbook](#) respectively. If a student has a concern about a member of the staff or faculty that cannot be addressed through conversation with the individual involved, they should be in contact with the Dean’s Office or the Provost.

Criminal offenses that take place at Haverford must be reported to Campus Safety and/or local law enforcement. While various crimes may also constitute a breach of the Honor Code, the investigation of criminal activity falls beyond Honor Council's purview.

5.06 Ratification and Amendment of the Honor Code and Honor Council Charter

The Honor Council Charter ("the Charter") outlines the responsibilities of Honor Council and its members, and the detailed procedures followed in resolving violations of the Honor Code.

As part of our duty to our community, all students are encouraged to read the Code and Charter critically, consider possible improvements, discuss them with others, and propose resolutions to either for discussion at Plenary. At the end of each Plenary, those present shall vote on the ratification of the Honor Code and Honor Council Charter according to the procedures outlined in *Section 2.04(g) of The Constitution of the Students' Association*. This ratification vote and associated comments serve as a measure of the student body's degree of satisfaction with the current Code and Charter, indicating if there is some notable issue to inform possible proposals for changes at the next Plenary.

In order to maintain the sense of universal student ownership that makes the Honor Code meaningful and effective, it is essential that all students, not just any isolated individual or group, bear responsibility for the Code's letter and spirit. While we must solicit and consider advice from other community members as part of our practice of shared governance, ultimately, the Code and Charter must be authored and amended entirely by students before approval by the President of the College.

The Honor Council Charter

Procedures, bylaws, and responsibilities for the Haverford College Honor Council

Table of Contents

Article I: Membership and Organization of Honor Council

[1.01 Purpose of Honor Council](#)

[1.02 Membership of Honor Council](#)

[1.03 Meetings of Honor Council](#)

[1.04 Individual Responsibilities of Honor Council Members](#)

[1.05 Interpretation](#)

[1.06 Trainings](#)

[1.07 Consensus](#)

Article II: Honor Council Responsibilities to the Community

[2.01 Confidentiality](#)

[2.02 Abstracts](#)

[2.03 Transparency & Community Outreach](#)

Article III: Honor Council Proceedings

[3.01 Suspected Violations of the Honor Code](#)

[3.02 Mediation](#)

[3.03 Proceeding Member Selection and Composition](#)

[3.04 Circle Procedures](#)

[3.05 Panel Procedures](#)

[3.06 Honor Council Member Accountability Proceedings](#)

[3.07 Appeals](#)

[3.08 Completion of Honor Council Resolutions](#)

[3.09 Scheduling](#)

Article IV: Special Circumstances

[4.01 Other Institutions](#)

[4.02 Joint Honor Council & Administrative Concerns and Processes](#)

[4.03 End of Semester Contingencies](#)

[4.04 Modifications to Proceedings](#)

Article I: Membership and Organization of Honor Council

1.01 Purpose of Honor Council

While the success of the Honor Code is dependent upon each of us actively engaging with the Code's ideals, the Honor Council is established in order to manage the administrative responsibilities of the Honor Code and resolve difficult conflicts and violations of the community's trust.

1.02 Membership of Honor Council

Honor Council is made up of sixteen (16) elected students, four (4) from each class year, and one (1) appointed Librarian. Of these elected students, four (4) serve as the Honor Council Executive Board, including one (1) elected pair of Co-Chairs and one (1) elected pair of Co-Secretaries.

1.03 Meetings of Honor Council

Honor Council will meet on a weekly basis to discuss current issues involving the Code and any individual concerns from the larger community that have been brought to Council's attention. If any members are unable to attend an upcoming meeting, they must notify the Co-Chairs in advance. All meetings of Honor Council will be public, however discussion of confidential matters will be closed to the community.

1.04 Individual Responsibilities of Honor Council Members

(a) Role of the Honor Council Co-Chairs

The Co-Chairs are responsible for seeing that all Honor Council procedures are followed and that all Honor Council responsibilities are carried out as described in the Honor Council Charter.

It is the responsibility of the Co-Chairs to see that all Council members participate in Council's work. If members of the Council are not doing an adequate job, the Co-Chairs should voice their concerns to those members. A continued deficiency may result in the impeachment of the Honor Council member, following Section 5.03 *Impeachment* in *The Constitution of the Students' Association*.

At the end of their term, the Co-Chairs will submit a written or orally transcribed report to the next Co-Chairs which describes the challenges and successes of the past year. A collection of these reports is to be compiled to aid in the training of the Co-Chairs. Honor Council Co-Chairs should keep the Dean of the College informed of cases that come to Council's attention, and shall write a Chair's Report at the conclusion of each case.

The Co-Chairs are also members of Students' Council and are welcome, but not required, to attend Students' Council meetings and take part in its activities as well as those of Honor Council.

(b) Role of the Honor Council Co-Secretaries

The Co-Secretaries will be responsible for taking notes during all Council meetings and for the creation and publication of case abstracts or public minutes for non-confidential matters.

The Co-Secretaries are responsible for the selection of community members for proceedings.

After the conclusion of fall Honor Council elections as defined in Section 4.01(a)(iii) in *The Constitution of the*

Students' Association, a pair of Co-Secretaries will be designated from among the elected members of Honor Council to serve for the upcoming two-semester term.

Due to staggered terms, the Co-Secretaries will aid the new Co-Chairs in adjusting to their office and inform them of any cases which have been carried over from the previous Co-Chairs.

(c) Role of the Honor Council Librarian

The Honor Council Librarian is not a full member of Honor Council, but an individual of the student body appointed by the Honor Council Executive Board at the end of the spring semester for a one-year term that will begin at the start of the fall semester of each academic year.

The Honor Council Librarian is responsible for maintaining an updated, documented record of all changes made to the Honor Code over the course of their term. This record will remain accessible to all community members. This record should include all major publications and emails to the public relating to the Honor Code or Honor Council.

The Honor Council Librarian is responsible for analyzing and interpreting previous Honor Codes, abstracts, and all other relevant documentation to distinguish and report trends to the Co-Chairs.

(d) Delegation and Staff Support

In consultation with other Executive Board members, the Honor Council Co-Chairs, Co-Secretaries, and Librarian may delegate non-critical responsibilities to class representatives or staff in the Student Life Office.

1.05 Interpretation

It is Honor Council's duty to interpret the Honor Code and Honor Council Charter. This leaves flexibility for Honor Council to decide if a situation warrants convening a circle or panel or if the case can be resolved outside of Honor Council, and balance what is best for both the community and the individual involved in a case. While precedent may be used as a guide, each case is to be considered on its own merits.

1.06 Trainings

Honor Council Co-Chairs will receive at least twenty (20) total hours of training prior to the start of their term, Honor Council Co-Secretaries will receive at least twelve (12), and Honor Council Grade Representatives will receive at least ten (10). Current Honor Council Co-Chairs and Co-Secretaries will be responsible for training incoming Co-Chairs, Co-Secretaries, and Honor Council Grade Representatives.

Co-Chairs will receive 16 hours of training on restorative justice and practices, Co-Secretaries will receive ten (10) hours minimum, and Grade Representatives will receive six (6) hours minimum. This can be completed through a combination of training with their predecessors, asynchronous readings, and trainings through programming external to Honor Council—ex. Let's Circle Up, RP@HC, the Dean's Office, or RP@UPenn.

Honor Council Grade Representatives will spend at least four (4) hours being trained by Honor Council Executive Board and at least six (6) hours trained by Executive Board and/or an external party—such as an

RJ-trained faculty or staff member on campus or off-campus facilitator—on restorative practices and mediation. This latter training will include information both on the broader values of restorative justice and their implementation through circle processes.

All Grade Representatives will receive training every fall, regardless of whether they have previously been on Honor Council or not, in addition to a spring training for new members.

1.07 Consensus

The Haverford community recognizes consensus as a valuable decision-making tool, as explained in Section 5.01 of the Honor Code. All decisions made by Honor Council, including those approving Council publications, will be made by consensus.

Article II: Honor Council Responsibilities to the Community

2.01 Confidentiality

All matters involving individual students which are brought to Honor Council's attention must remain in strict confidence. No Council member shall discuss cases in progress with students who are not members of Council. After an abstract has been released, Council members may discuss the case, but may not reveal the identity of anyone involved.

All involved parties must maintain confidentiality insofar as it affects all others in the proceedings. All materials created during proceedings are a part of the confronted and/or confronting party's educational records and thus must be kept confidential in line with the Family Educational Rights and Privacy Act (FERPA). Honor Council members and participants in academic proceedings must not divulge any information about these records with anyone or they will be in violation of the law.

2.02 Abstracts

(a) Abstract Release

Honor Council will release abstracts with pertinent information about completed proceedings. Abstracts shall be detailed enough to outline the issues, but vague enough to protect the confidentiality of the people involved. No names or revealing information such as specific dates, classes, instructors, or, in social cases, any detailed information which would identify any individual, will be included. Abstracts will be pseudonymized, but should not use trivializing pop-culture references. When released, abstracts will be emailed to the entire student body and faculty in addition to being published on the Honor Council website.

(b) Abstract Writing

The Honor Council Co-Secretary participating in the circle or panel is responsible for taking notes that will be used by the circle facilitator or panel chair to write a Chair's Report, which shall discuss the mediation, the harms discussed during the proceeding, and the agreed-upon outcomes. This report will be sent to the Dean of the College and will be kept updated and maintained in Honor Council's records.

The Honor Council Co-Secretaries and an additional Honor Council member will use the Chair's Report to write an abstract. The abstract will be released to the full Honor Council who must consent on its release.

Abstracts should be completed before the end of the academic semester in which the proceeding was held.

Circle abstracts should have the agreed-upon level of detail by the circle. Panel abstracts should have enough detail about all stages of the panel process that readers have a good understanding of the case but not so much detail that the anonymity of any party is compromised.

All involved parties should consent to the release of the abstract. If a party is unresponsive after three attempts to reach them or they refuse to consent to any aspect of the abstract that the Honor Council Executive Board deems necessary may an abstract be released without the consent of all parties.

Abstracts should be re-released after the timeline for completing resolutions has ended to indicate whether resolutions were completed.

(c) Abstract Delay

Abstracts must be released immediately upon Honor Council reaching consensus in approving an abstract for publication, unless a circle consents for an abstract release to be delayed for a designated amount of time, or one (1) or more of the individual(s) involved in a panel requests that the abstract be delayed.

If an individual involved in a panel requests that the abstract be delayed, Honor Council will then reach consensus on whether or not to withhold the abstract. Abstracts will typically be withheld for no longer than one (1) year.

In cases where essential panel details threaten the confidentiality of the participants, any member of the panel may request an additional delay from Honor Council. The delay will typically not exceed one (1) semester beyond the participants' graduation or permanent departure from the College. A decision to delay an abstract may not be altered by subsequent Honor Councils.

Upon publishing the abstract, Honor Council will acknowledge whether each abstract has been released within a normal timeline or with a delay.

2.03 Transparency & Community Outreach

Honor Council will publish an email following every meeting announcing abstract releases, public portion minutes, community discussions, and office hours, and addressing other appropriate matters.

Honor Council will maintain and keep its website updated with case abstracts and trends. The website will also include resources regarding the operations of Honor Council, the Honor Code, and anything else related.

At the conclusion of each academic year, the Co-Chairs will publish a campus wide email detailing trends, the goals and operations of Honor Council over the previous semester, and future endeavors of Honor Council.

During midterms and finals weeks each semester, Honor Council should remind the student body about the

Academic Code—it is especially crucial to remind students of the importance of not discussing examinations.

Honor Council should be involved in the education of the community about social concerns, particularly social conflict on campus.

During Customs, the Co-Chairs will host an event open to all new students to educate them about the Honor Code and Council's functions. The Co-Chairs and members of Council are also encouraged to aid in training Customs leaders regarding the Honor Code and related community practices during Pre-Customs.

Honor Council is responsible for providing up-to-date literature about the Honor Code for the Admissions Office and Customs Committee and any offices that work with prospective and first-year students.

Article III: Honor Council Proceedings

3.01 Suspected Violations of the Honor Code

In accordance with the Honor Code, students and professors are expected to confront someone who they believe may have acted in violation of the Honor Code. An individual's breach of the Academic Honor Code inherently represents a breach of community trust, and has consequences for the entire community, and thus must be brought to Honor Council. Confrontations, or any individual consequences imposed without an Honor Council process, are not enough to effectively remedy harm to the community. Interpersonal conflicts may not always present a breach of trust with the larger community, and thus an individual's breach of the Social Honor Code does not necessarily require an Honor Council Proceeding unless the situation cannot be resolved outside of Honor Council.

Unless it is indisputable to all involved parties that a Code violation did not occur, the confronted party should report themselves to Council by emailing code@haverford.edu to notify that a violation of the Honor Code involving them is suspected, within one (1) week of first contact. If the confronted party does not self-report within one (1) week, Honor Council will notify them that they have formally been confronted and must meet with Honor Council. Honor Council will notify the confronting party once the confronted party has reported themselves to Honor Council.

3.02 Mediation

Once Council has been notified of a potential violation of the Honor Code, the Honor Council Co-Chairs will select at least one (1) member of the Executive Board and one (1) Class Representative to serve as mediators for a conversation between the confronted and confronting parties. Prior to the mediation, Honor Council should contact all parties involved to get an overview of the situation and explain the mediation process. During the mediation, the involved parties should discuss their perspectives on the matter and attempt to come to a mutual understanding about what happened. The mediators should moderate this conversation and may choose to pause or end it if it is no longer productive. They will take written notes of the meeting which will be provided to Honor Council at the end of the mediation and maintained in Council's records.

In social cases, a Co-Chair may decide to meet separately with the confronted and confronting parties in order

to hear their perspectives on what transpired and gauge what roles Honor Council can play in its resolution, rather than proceed with a mediation.

When multiple confronted or confronting parties are involved, the Co-Chair may decide whether separate or joint meetings are more appropriate. At the conclusion of these mediations, there may be several different proceedings held for groups of students or individuals, as deemed appropriate by the Co-Chairs. Any student may request an individual proceeding.

(a) Mediation Outcomes Discussion and Consensus

After the mediation, there are a few different paths the case may take, as determined by the mediators:

- a. No Code Violation – If it is agreed that no violation of the Honor Code has taken place, the case will be dropped entirely. In social cases, the parties may be referred to Restorative Practices at Haverford to facilitate restoration between parties.
- b. Agreement on Code Violation – If it is agreed that a violation of the Honor Code has taken place and the student has taken accountability the confronted party will take part in a circle, and the confronting party's role in the Honor Council process will become optional from here. In social cases, all confronted parties will write a statement of harm that includes how they violated the Honor Code, their intention to restore relationships with the confronting party and the broader community, and their desire to proceed with a restorative process. The Co-Chair will then present these statements along with their recommendation for a circle process to the rest of Honor Council, after which Council will consent on whether to send the situation to a circle.
- c. Disagreement on Code Violation – If the present parties are unable to come to an agreement about the existence or nature of a suspected Code violation, or Honor Council does not consent to send a case to a circle, a mediator's report will be provided to Honor Council, which will then consent on whether to begin an Honor Council Panel. If they do not consent to send the situation to a panel, they may only consent for Council to drop the case.

The mediators will follow up with all involved parties to ensure that they are in agreement about the next steps. This provides a space for involved parties to explain further concerns should they arise. If, after the conversation, the mediators feel that different next steps are needed, they may bring these concerns to Honor Council, which will determine the most appropriate course of action by consensus.

3.03 Proceeding Member Selection and Composition

Community members in Honor Council Proceedings represent the harm to the community caused by violations of the Honor Code, and should represent a diversity of perspectives. They should help guide the confronted party towards restorative and educational outcomes while also ensuring community accountability and representing the seriousness of violations of the Honor Code.

There should be a mixture of experienced and inexperienced members in the selection of circle/panel participants from Honor Council. Any grade representative who participated in the initial mediation will be a

member of the circle or panel.

In addition to the case chair and secretary, circle proceedings should include two (2) Honor Council representatives and three (3) designated community members. In addition to the case chair and secretary, academic panel proceedings should include four (4) Honor Council representatives and four (4) designated community members. Social panel proceedings should include three (3) Honor Council representatives and three (3) designated community members.

(a) Community Member Selection

The community members will be selected from a randomized list of current Haverford students maintained by the Honor Council Co-Secretaries. The Co-Secretaries will reserve two (2) case participants beyond the number required as alternates who can serve as a replacement should the need arise.

One (1) alternate will be a member of Honor Council and one (1) will be a community member. Alternate case participants may only replace a participant before the start of a proceeding.

Honor Council members and community members must inform the Co-Secretaries and remove themselves from participation should they feel they have any conflict of interest with the involved parties.

3.04 Circle Procedures

A circle will be facilitated by a Co-Chair or an experienced member of Honor Council designated by the Co-Chairs. A Co-Secretary will also attend to take minutes for the circle, but will not participate.

At any circle meeting, the confronted party may bring a single support person. This support person may not speak on behalf of the confronted party, and must be a student, staff member, or faculty member of the Haverford community.

(a) Initial Circle Meetings

Before the circle, the facilitator will hold separate pre-circle meetings with the confronted and confronting parties to explain restorative justice, the structure of the circle, and potential legal obligations regarding confidentiality. This preparation is only mandatory for the confronted party. If not all parties are willing to begin a restorative process, the facilitator may refer the case to the full Honor Council, who may determine by consensus whether to divert the case to a Panel. Otherwise, the circle will be convened as soon as possible.

The facilitator will also hold a pre-circle meeting with the other circle participants. During this meeting, they should explain restorative justice, the role of community stand-ins, and the structure of the circle.

(b) Circle Meeting

During the circle, the facilitator will first give an overview of the process and goals of the circle. Then, the confronted party will explain what happened and the harm that they have caused. They may also describe the personal context of the situation and how they have been affected by the situation so far. At this point, the facilitator will give the community stand-ins the opportunity to explain how they are harmed by Honor Code

violations. The mediator may provide context about how the confronting party was harmed as well.

Before beginning the circle, the facilitator should begin with a land acknowledgement and a moment of silence.

The circle will take place as several rounds of discussion.

The first rounds should establish norms for the group and build community, placing an emphasis on getting to know one another. These rounds will include introductions and opportunities for circle participants to share stories about themselves that reveal their perspective entering the conversation.

The next rounds should build clear conduct expectations for how the conversation will proceed to ensure there is a safe space for people to authentically share and to work to positively connect with each other. The group will use consensus to agree on the final guidelines.

The next rounds will aim to have a shared understanding of what has happened and what participants hope to get out of the circle. The confronting party, if present, will be invited to share their perspective first and then the confronted party, if participating, with the following guiding questions:

- ❖ What happened from your perspective?
- ❖ What were you thinking of at that time?
- ❖ What have you thought about since?
- ❖ What impact has this incident had on you?
- ❖ Who else has been affected by this incident and in what way?
- ❖ Is there anything else you'd like to share or ask at this time?
- ❖ How can harm be repaired?
- ❖ How can the community regain confidence in the confronted party's trustworthiness?

Then, community members and facilitators will be invited to share what has been difficult for them in this process, what they want to see addressed, and anything else they would like to share.

The following rounds can include new or unexpected information that emerged from previous rounds.

Then, the circle will use consensus to draft a statement of harm caused. This statement serves as a formal notice of an Honor Code violation.

The next rounds will be spent drafting resolutions for the circle. Honor Council is not a precedent-based body, however the facilitators will inform the members of what types of resolutions tend to be appropriate to guide the drafting process. These outcomes should be tailored to directly meet the needs of harmed parties and the community. These outcomes must include timelines for completion and measurable goals.

The Co-Secretary will take note of the resolutions as people share and revise. The circle will continue drafting and revising resolutions until consensus is reached. Resolutions must include a decision on whether to report the incident to other institutions of higher education as part of the confronted party's disciplinary records.

The participants should then discuss and come to consensus on what level of detail they would like to see in the Honor Council abstract. Abstracts should be detailed while maintaining a level of anonymity all circle participants are comfortable with. This discussion will guide the Co-Secretary's writing process.

The final rounds will close the circle by allowing participants to share their final thoughts and how they feel about how they are moving forward. The facilitator will lead a final moment of silence, completing the circle.

3.05 Panel Procedures

An Honor Council Panel will be chaired by one of the Honor Council Co-Chairs. The Panel Chair is responsible for leading the panel and ensuring that both the confronting and confronted parties have an opportunity to voice their experiences, concerns, and wishes throughout the process. A Co-Secretary will be responsible for taking minutes during the panel.

At any panel meeting, the confronted party may bring a single support person. This support person may not speak on behalf of the confronted party, and must be a student, staff member, or faculty member of the Haverford community.

All of the panel members are given equal opportunity to question the confronted and confronting parties and in crafting a statement of harm and outcomes of the process. In this sense, the Panel Chair is a first among equals. The panel members must remain objective and keep all panel proceedings confidential. Every panel member, including Honor Council members, is expected to have thoroughly read and reviewed the current version of the Honor Code in its entirety prior to serving on a panel.

(a) Initial Panel Meeting

There will first be a preliminary meeting with just the panel participants. During this meeting, the panel chair will inform the panel on the Honor Code and the goals of accountability, education, and restoration as well as provide basic background of the situation from the mediators' report. Additionally, the panel chair will inform the panel of their duty to remain objective and any potential legal obligations regarding confidentiality.

(b) Exploratory Meeting and Statement of Harm

The next panel meeting is aimed at understanding the facts and circumstances surrounding the case. Like the circle, this process will begin with introductions and establishing group norms. Then, the confronted and confronting parties will summarize what happened from their perspective and what they hope to get out of the panel. Ideally, both parties attend the panel at the same time, but the confronting party may request that separate meetings be held or decline to attend altogether. The community members may ask questions but should avoid probing personal questions that cause any parties an undue emotional burden. As in the circle, there should be a discussion about both harm to the confronting party and to the community as a whole. At any point, either party or a community member may ask any party to leave for part of the proceeding.

At the end of this meeting, confronting and confronted parties will be asked to leave and the panel will create a statement of harm caused or may choose to drop the case. If the confronted and confronting parties have identified specific harm caused, the statement should reflect this as closely as possible. Otherwise, the panel

should draft their own statement, identifying how the behavior did not align with the values of the Honor Code. This statement serves as a formal notice of an Honor Code violation.

After this meeting, the panel chair will contact the confronting and confronted parties with the statement of harm caused within 24 hours.

(c) Determination of Resolutions

Next, a meeting will be held to determine the resolutions. The confronted party must be present and the confronting party is strongly encouraged to be present. These outcomes should be self-directed and the confronted party will be provided with the same information as in the circle about what resolutions are appropriate for different types of harm. They must identify possible outcomes that would prevent a similar situation in the future, collectively address all harm brought up, and achieve Council's goals of education, accountability, and restoration. Additionally, they may identify ways to restore trust with the confronting party and with the community as a whole. The community members may provide input on the outcomes or encourage alternative resolutions when they feel they have additional insight. Outcomes must include timelines and measurable goals. When multiple confronted parties or individuals are involved, different resolutions may be assigned for each individual.

The potential outcomes will be presented to the confronting party who may suggest additional resolutions. These will be incorporated into the outcomes unless the panel feels they are inappropriate. The panelists must agree by consensus to conclude the process and decide whether to revise the identified outcomes. Resolutions must include a decision on whether to report the incident to other institutions of higher education as part of the confronted party's disciplinary records.

The panel will then appoint a community member as an abstract writer to assist the Co-Secretary and another panel member to serve as an appeals liaison who will speak with the Dean of the College to explain the panel's position and answer any questions in the event of an appeal.

3.06 Honor Council Member Accountability Proceedings

When Council has been notified of a potential violation of the Honor Code by an Honor Council member, the standard procedures will generally be followed, with the modifications described in this section. From the moment of notification of a potential violation, the Council member must not serve in any mediations, circles, or panels until their case is completed.

Both Co-Chairs will serve as mediators for the case. In the situation that a Co-Chair is the confronted party, then another member of the Executive Board will be a mediator.

Additionally, the mediators will consult a Dean/Staff Advisor to determine which proceeding would be best fit depending on the state of the mediation; the case statements and details must not be presented to the rest of Honor Council for consensus. The mediators should consult the rest of Honor Council Executive Board—only if the confronted party is not an Honor Council Executive Board member—and must assess the readiness of all affected parties for each following procedure.

Two (2) Honor Council Executive Board members will sit in on the circle or panel as non-consenting members to help facilitate the circle dialogue and take minutes. Circles will be comprised of four (4) non-Honor Council members of the student body, and panels will be comprised of six (6) non-Honor Council members of the student body; the community members should contain at minimum one (1) participant per grade.

At the end of the proceeding, the participants will appoint one (1) student community member to be the next note-taker and individual responsible for convening the following accountability procedure, by consensus.

If after a circle or panel is concluded and a violation is agreed upon, the community members, without any Honor Council member present, will convene again, as scheduled by the appointed individual, and decide if they feel that the confronted party can adequately represent them and if they should remain on the Honor Council. All student community members serving on this case should allow for beyond adequate time to deliberate over this decision. If they find the member unfit to reside on the Honor Council, they may decide to remove the member and determine a timeline for removal. The following options are (non-exhaustive) examples of possible timelines and conditions for removal:

- a. Allow the Council member to continue to serve on Honor Council, after completing the resolutions;
- b. Recommend that the Honor Council member be removed from Honor Council at the end of the semester;
- c. Recommend that the Honor Council member be removed immediately.

Vacancies shall be filled following Section 4.05 *Special Elections* in *the Constitution of the Students' Association*.

3.07 Appeals

While cases are meant to be handled through Honor Council and student-run processes, the Dean of the College may occasionally feel that the panel's outcomes are unsatisfactory. If the Dean disagrees with the panel's decision, then the Dean may offer alternative outcome(s). In extreme cases, the Dean may also recommend separation from the college. This recommendation will be presented only after discussion with the Co-Chair about the outcomes, not longer than one (1) week after receiving the chair's report of the panel.

The confronting party may appeal a statement of harm done and/or resolutions imposed by the panel. Appeals are limited to 1,500 typewritten words to be submitted to the Dean of Student Life within one (1) week of the decision being issued. An appeal must be based on the grounds of procedural irregularity that affected the resolution or new evidence that was not reasonably available during the proceeding that may affect the resolution. Appeals are not intended to be a rehearing of the matter. Dissatisfaction with a resolution is not valid grounds for an appeal.

In any request for an appeal, the burden of proof lies with the party requesting the appeal, because the outcome will be presumed to have been decided reasonably and appropriately until shown otherwise.

Appeals will first be reviewed by the Dean of Student Life or a designee. If the appeal is properly filed, and has potential to meet any of the above listed criteria, the appeal will be referred to the Dean of the College for review. The Dean of the College may, at their discretion, choose to hold a meeting with the appealing party.

The Dean of the College's role is limited to reviewing the hearing record and the information present in the appeal with the exception that if the appeal raises procedural errors, the Dean of the College may, if necessary to resolve the appeal, interview the investigator and/or a representative from the Dean's Division at any meeting to gather more information about the alleged procedural errors.

After reviewing all written appeal submissions and the written outcome of the hearing panel, the Dean may:

- a. affirm the existing outcome;
- b. return the matter to the Dean of Student Life with instructions to reconvene the original hearing panel to cure a procedural error, call witnesses, consider newly discovered evidence, assess the weight and impact of newly discovered information, and/or assess information that was not previously considered;
- c. convene a hearing before a newly constituted panel to rehear the matter; or
- d. change the sanctions.

The outcome of the appeal to the Dean of the College will be made in writing to the confronted and confronting parties within three (3) weeks of the meeting or, if no meeting was convened, within three (3) weeks from when all written appeal submissions were received. The decision of the Dean of the College is final.

3.08 Completion of Honor Council Resolutions

The Office of the Dean of the College and Office of Student Life will oversee implementation of resolutions for the continuity of Honor Council. Following the conclusion of a proceeding, should no appeal be filed, a staff member will contact all individuals expected to complete a resolution to reiterate the timeline for resolution completion. These parties must inform this staff member, their successor, or another designee of the staff member when they complete resolutions.

If a student fails to complete the resolutions in the specified timeframe, the Honor Council Co-Chairs will first reach out to the student to start a conversation about why they have not been able to complete the resolutions and whether they need additional support or guidance to complete the resolutions. If a student is unresponsive or continues to fail to complete the resolutions without sufficient reason, as deemed by the Co-Chairs, the Co-Chairs may decide to refer the student to the Committee on Student Standing and Programs (CSSP) for additional action in academic cases, or the Co-Chairs may notify the Dean's Office resulting in a Dean's Disciplinary Panel in social cases. Should the student become a confronted party in future Honor Council proceedings, Honor Council should explain the existence of previous cases and the current status of their resolutions to the proceeding participants.

3.09 Scheduling

For all meetings, the proceeding secretary will work with all participants to determine a mutually agreeable time to meet. If warranted at the discretion of the proceeding chair, any part(s) of the proceeding may be split into multiple meetings or consolidated into fewer meetings.

Article IV: Special Circumstances

4.01 Other Institutions

If a Haverford student is in violation of the honor system or other academic regulations of another institution, including those with which Haverford has cooperative agreements (except Bryn Mawr, with whom there is a special agreement), that violation will be adjudicated at that institution. The student should report the case to the Haverford Honor Council, but ordinarily no action will be taken at Haverford.

(a) Agreement with Bryn Mawr College

When Bryn Mawr concludes a hearing of a case involving a student from Haverford with a recommendation for action which requires enforcement by Haverford, the student will have five (5) days to appeal using Bryn Mawr's appeal procedures. If there remain results which must be enforced by Haverford, that recommendation will be forwarded by the appropriate person at Bryn Mawr to the Honor Council Executive Board.

At Haverford, an inquiry will be made by Honor Council. This should not constitute a second hearing of the case, but all materials from the hearing at Bryn Mawr should be available to the inquiry, which may also call upon anyone involved for further questioning. The inquiry will not affect the resolution of the case in those areas where enforcement is within the authority of Bryn Mawr, but may decide whether the recommendation for action referred to Haverford will be accepted, modified, or rejected. The student has five (5) days to appeal the results. Honor Council will keep the Deans informed throughout this process. Students should be familiar with both the Haverford and Bryn Mawr Honor Codes, as one is expected to adhere to the Code of the campus one is on.

(b) The Bi-College Liaison

If a Bryn Mawr student is suspected of violating Haverford's Honor Code, or a Haverford student is suspected of violating Bryn Mawr's Honor Code, a liaison from the student's home institution's judicial body will be responsible for attending the proceeding at the host institution as a non-consenting participant. The Liaison will keep the home institution informed and provide knowledge about the home institution. The Liaison at both institutions will be governed by a set of procedures approved and modified by consensus of the Haverford Honor Council and the Bryn Mawr Honor Board.

4.02 Joint Honor Council & Administrative Concerns and Processes

In certain cases (generally major Social Code violations or violations of administrative policies that overlap with violations of the Honor Code), the Honor Council Co-Chairs will consult with members of the Dean's Office on potential processes, regardless of where the case was first brought. This will begin with an informal meeting with the involved students and a member of the Dean's Office to discuss how the values of the Code and policies of the institution interact with a student's behavior. From here, the Co-Chair may elect to divert the case to another office, take it on as an Honor Council case, or proceed with a Joint Student/Administrative Panel as described in section 4.02 (a).

Matters which can constitute minor violations of the Code but which would overburden Honor Council (i.e.

parking violations) will be handled by the appropriate offices of the College. Violent and/or threatening situations that require immediate action will be handled by the administration of the College and/or other relevant bodies (ex. local police). When appropriate, Honor Council may work with the relevant body to handle these matters, including following up with a formal Honor Council proceeding to address elements of community harm if not fully resolved by other bodies.

(a) Joint Student/Administrative Panel Procedure

A Joint Student/Administrative Panel (a.k.a. 'Joint Panel') will follow the same general procedures as a standard Honor Council Panel, except that they will be co-chaired and co-facilitated by both an Honor Council Co-Chair and a staff member or administrator (typically a dean) designated by the Dean of the College. Besides the case chairs, the Joint Panel will also consist of three additional Honor Council representatives (for a total of four), three additional students (via the typical procedure for community member selection), and two additional staff members or administrators designated by the Dean of the College. One of these panel members must fulfill the responsibilities of the secretary for the case, and an abstract for the case will be published in accordance with the regular process for other Honor Council proceedings.

(b) Bias, Discrimination, and Harassment

Cases involving issues related to sex, sexual orientation, gender identity or expression, class, race, color, age, religion, national origin, physical disability, or handicap will normally be heard by a Joint Panel. It is the obligation of the College and of Honor Council to see that Honor Council members receive diversity training to aid them in hearing such cases.

All cases of alleged harassment brought before Honor Council should also be brought before the Dean of the College. After the Dean of the College and the Co-Chairs of Honor Council have discussed the matter, if there was a possible violation of Haverford's Anti-Discrimination, Harassment, and Bias Policy, the case should be referred to the Institutional Diversity, Equity, and Access (IDEA) Division for an investigation conducted by the Bias Incident Response Team (BIRT). During this investigation, Honor Council may pause the implementation of their procedures for up to forty-five (45) days while awaiting the outcome of the investigation. If BIRT finds a student to be in violation of the Bias Policy, they may refer the student back to Honor Council. However, if all involved parties would like to begin an Honor Council proceeding while the investigation is taking place, they may do so on the condition that there is no possibility of the situation constituting a violation of the law.

4.03 End of Semester Contingencies

At the end of the second semester, Honor Council members may need to remain on campus for a few extra days to finish cases and hold proceedings, if they cannot wait until the next year. If proceedings for a case extend beyond the end of an Honor Council member's term, including the case chair and/or secretary, they may elect to either stay on and finish the case, step down from it, or be replaced by another Honor Council member as circumstances warrant, though this should be avoided when possible.

4.04 Modifications to Proceedings

Under circumstances that make standard procedures impossible, in the interest of timely resolution to a case and fairness to the parties involved, Honor Council shall make the minimum necessary modifications to move the proceedings forward while upholding the spirit of the Honor Code and attempting to preserve the substance of the procedures. Both the full Honor Council and the involved parties must consent to the modifications for them to occur. During college breaks (when the full Honor Council cannot be convened), the greatest practical number of Honor Council members, five (5) at a minimum, must consent to the modifications.

The Alcohol Policy

[The Haverford College Policy of Drug-Free Schools](#) was adopted in compliance with federal requirements and forbids the unlawful possession, use of, or distribution of illicit drugs or alcohol. Mindful of legal obligations, the Haverford College Students' Association has worked with Student Life professional staff to develop a policy that seeks to achieve the following goals:

Goals of the Alcohol Policy:

1. To remind students of the laws of the Commonwealth of Pennsylvania and of the Honor Code, all of which should govern their behavior with respect to alcohol.
2. To promote a harm-reduction approach that fosters a respectful and inclusive social environment in which alcohol is not the primary focus of parties or other social events and that emphasizes moderation in alcohol consumption. The environment should encourage individual and community accountability and be free of coercion.
3. To promote a social culture that empowers all community members to become active bystanders and work to challenge and dismantle rape culture, including interrupting or stopping acts of sexual violence or misconduct, and committing to safely and effectively intervene and hold individuals accountable for their actions in a manner that prioritizes community safety and trauma-informed care and prevents harm.
 - a. [Rape Culture Pyramid \(11th Principle Consent\)](#)
 - b. [Institutional Policy on Civil Rights Protections and Anti-Bias Standards](#)
4. To promote a culture grounded in affirmative, enthusiastic, and ongoing consent, recognizing that true consent cannot be given when someone is incapacitated and/or coerced.
5. Establish and outline the social events policy on Campus and the procedure after alcohol infractions occur.
6. To establish the composition and responsibilities of the Joint Student-Administration Alcohol Policy Panel (JSAAPP).

All members of the community are expected to be familiar with and abide by the Alcohol Policy. Therefore, behavior that is a detriment to the mental or physical health of the community, and/or presents legal liability, cannot be condoned.

Article I: Community Standards

Students have the responsibility to confront others whose behavior under the influence of alcohol is inconsistent with the welfare of themselves and others in the community. Additionally, students have the responsibility to call upon Student Life professional staff and JSAAPP when feeling that alcohol has caused peers to act in violation of the policy. Such behaviors include, but are not limited to, vandalism, damage, theft, any behavior that threatens physical and/or emotional safety—such as racist, sexist, homophobic, transphobic, and ableist behavior or language—sexual violence, and sexual misconduct. Additionally, alcohol consumption

can lead to littering and untimely loud noises, which affect the students and the conditions of the grounds. We recognize it is in all of our best interests to resolve these issues to preserve student wellbeing and the College's ecological environment. When people participate in excessive alcohol consumption, their ability to reason may be impacted, however, their inebriation shall not be seen as an acceptable or justifiable excuse for disruptive or harmful behavior.

Article II: Event Guidelines and Social Policies

Social Events are gatherings of 20 or more people. These must take place in one of the designated social event spaces. The term "Social Event" does not imply that alcohol will be present. Event organizers must aim to promote the goals of the Alcohol Policy—stressing moderation, safety, and individual accountability for those who choose to drink and providing a positive drinking atmosphere where alcohol is not the center of the event.

- 1. Social Event Spaces:** The spaces which rely on an entrance that is the same entrance as a residential area requires its event hosts to be residents of the building: Barclay Lounge, Drinker, Gummere Basement, Leeds Common Room, and Lunt Basement. Students, regardless of their housing assignment, are welcome to attend. HCA 19 Basement, HCA 22 Basement, Lunt Lounge, HCA Green, Leeds Green, Lloyd Green, James House, and Founders Courtyard are locations in which any students can register as hosts. Social events are not permitted to be hosted outside of the above locations.
- 2. Outside of approved events:** Alcoholic beverages may only be consumed in private spaces, which includes a student residence or an outdoor area (such as a stoop, porch, or yard) that is immediately adjacent to a student residence. Alcoholic beverages may neither be served nor consumed in public spaces such as: Founders Great Hall, the Dining Center, all classroom and laboratory buildings, all libraries, any athletic fields, and any space not defined as a private space. Serving or consuming alcohol on athletic fields used by any College team or outside group is prohibited, in compliance with NCAA regulations. These guidelines apply to all students, including those twenty-one years of age or older.
- 3. Party Host Designation and Responsibilities:** Student Life, in conjunction with JSAAPP, Quaker Bouncers, and Campus Safety, requires that all event hosts adhere to the following guidelines when hosting a social event:
 1. To be eligible to register an event, students must attend a Party Host training and pass the training quiz with at least an 80%. Party Hosts who have attended the training in previous years must take a recertification quiz each year to continue hosting events. For more information, students can contact the Office of Health and Wellbeing Education at hc-wellbeing@haverford.edu.
 2. All social events require a minimum of two (2) trained Party Hosts.
 3. Student hosts must register their event in [EMS](#) by the Wednesday prior to the event. If an unregistered event occurs, College staff will disperse any large gatherings.
 4. The registration window for social events closes on Wednesday during the last week of classes as social events are not able to be scheduled during finals periods.

5. Hosts must acknowledge that the legal drinking age in the state of Pennsylvania is 21+.
6. Social events that are advertised may not advertise the presence of alcohol at the event.
7. The sale of alcohol at a social event is prohibited in accordance with PA state liquor laws.
8. Hosts are responsible for the safety and well-being of guests for the entirety of the party.
 - a. By registering an event, hosts agree to serve as the contact people for the party, to be in attendance at the party, and to respond if issues arise.
9. Hosts are responsible for the physical space, including set-up, breakdown, and cleanup.
 - a. Report any facility concerns before the event starts to hc-engage@haverford.edu.
10. Hosts can check-out Party Host Kits from the Office of Health and Wellbeing Education. They include harm reduction supplies such as water, snacks, reusable drink covers, condoms, and first aid kits. Hosts must return the kits by the next business day following their event.
11. Hosts can request Quaker Bouncers be present at events. QBs promote the ideals of the alcohol policy by serving as a sober presence to remain vigilant to the needs of intoxicated members of the community in party settings, with the goal of fostering safety.

The hosting policy does not apply for gatherings (fewer than 20 people) in individual apartments, common spaces, or living areas that are not designated as social event spaces. Students, when gathering in small groups, though they do not have to register, should be mindful of their neighbors and monitor possible disruptions.

Article III: Policy Infractions

1. **Policy Infraction Definition:** Any action or behavior by a Haverford community member or their guest that violates the Alcohol Policy as it is outlined or that violates the Honor Code and is directly or indirectly related to the consumption of alcohol, is an infraction of the Policy. JSAAPP and Student Life reserves the right to determine whether or not an infraction has occurred on a case-by-case basis.
2. **Infraction Procedures:** In the event that an infraction, or series of infractions, occurs, the following will take place.
 - a. After the first infraction, the student or students will be required to meet with the Residential Education Coordinator for New Student Communities to discuss educational sanctions appropriate for the infraction that occurred.
 - b. After the second infraction, the student or students will be required to meet with the Director of Health and Wellbeing Education to discuss the students alcohol consumption habits and to create a wellbeing and communication plan moving forward.
 - c. After the third infraction, the student will be required to meet with the Dean of Student Life and is subject to the convening of an Honor Council led by JSAAPP, the Dean of Student Life, and the Director of Health and Wellbeing Education.

JSAAPP, the Dean of Student Life, and the Director of Health and Wellbeing Education reserve the right to require a student or students to engage in any level of the infraction process depending on the severity of the infraction.

Article IV: JSAAPP Composition and Responsibilities

The core of JSAAPP is composed of two Co-Heads, elected for an entire year, the Dean of Student Life, and the Director of Health and Wellbeing Education. When a more severe infraction occurs, the larger body of JSAAPP will be called upon. These members include: a member of the Honor Council, a member of the Gender Resources and Sexual Education (GRASE) Center, a student representative from the Office of the Dean of the College or the Dean themselves, and a Peer Educator from the Office of Health and Wellbeing Education.

Responsibilities of JSAAPP

1. At the beginning of each academic year, the JSAAPP Co-Heads will send an introductory email to the entire Haverford student body with the following information:
 - a. An introduction of themselves and the resource jsaapp@haverford.edu for any questions/concerns with respect to the Alcohol Policy
 - b. A link to the current alcohol policy, as ratified in the previous semester
 - c. A proclamation that all students of the college must read the alcohol policy in its entirety
 - d. A statement that JSAAPP is available to provide information about alcohol education, Campus Safety, and available alcohol-related resources.
2. Students should confront those in violation of the alcohol policy. If this confrontation does not or cannot lead to the satisfactory resolution of a problem, the confronting party must bring the matter to the attention of JSAAPP, who can serve as a mediator between parties.
3. JSAAPP Meetings:
 - a. Biweekly meetings shall be held between the core of JSAAPP. These meetings exist to discuss the state of the alcohol policy on campus, and advise on supplementary actions that promote the effectiveness of the alcohol policy in achieving its goals.
 - b. Yearly, the larger body of JSAAPP shall convene to discuss the state of the alcohol policy with the purpose of allowing the groups represented in JSAAPP to express concerns related to the alcohol policy and about alcohol use on campus, as well as to inform these groups of the policy's goals and mechanisms.

Article V: Ratification

As with the Honor Code, the Students' Association must reaffirm their commitment to the Alcohol Policy to demonstrate that they accept both the freedom and privileges regarding alcohol consumption and the responsibilities that it entails. The Policy shall be re-ratified every semester, and it may be amended at any Plenary. Amendments to the Policy may be proposed by any member of the Students' Association. Amendments will be passed by a two-thirds vote of the total attendance at Plenary. A two-thirds majority vote of those at Plenary shall be necessary for final ratification of the entire Policy. The final text of the Policy shall be immediately forwarded to the President and Dean of the College for presentation to and approval by the Board of Managers.