
**THE BYLAWS OF THE UNDERGRADUATE HONOR COUNCIL AT
WILLIAM & MARY IN VIRGINIA**

ADOPTED APRIL 30, 2023

UPDATED APR. 1, 2024

The Honor Code provides general rules about the governance of the Honor System, but on the whole, it is a description of violations and their consequences and the general process for resolution of alleged violations. These Bylaws provide additional guidelines for the Honor Council when conducting selection of members and election of officers, performing the duties and responsibilities of officers and members, and dealing with any other business matters that arise.

The Undergraduate Honor Council

- I. **Composition:** The Council shall consist of twenty-four (24) members of the undergraduate student body, eight (8) from the sophomore class, eight (8) from the junior class, and eight (8) from the senior class. Members must be enrolled at the college, maintain a minimum cumulative GPA of 2.5, and not be found responsible of an Honor Code violation or responsible for a serious Student Conduct violation.

- II. **Officers**
 - A. **Annual Officers:** Annual officers shall conduct most of the administration of the Council and serve as liaisons with university administration.
 1. **Co-Chairs**
 - a. The Co-Chairs must be at least rising juniors with at least one year of experience on Council.
 - b. Co-Chairs will be elected simultaneously during elections for the executive board at the start of the term. Each voting Council member will receive two votes for Co-Chair. The two nominees for Co-Chairs with the highest vote count will be elected as Co-Chairs.
 - c. At the first business meeting of the term, the Co-Chairs must decide and announce to the Council which is responsible for the oversight of standing and ad-hoc committees, and the Council selection process.
 - d. The Co-Chairs shall appoint all annual officers and annual committees not elected by the Council. The Chairs shall appoint all Panel officers and Panel committees or designate a member of the Council to fulfill all Panel responsibilities contained in these Bylaws in case of bias or unavailability. This shall include appointing nonmembers to sit on Panels or investigating committees if members are unavailable.
 - e. The Chairs shall sit on the Honor System Advisory Committee (HSAC). Should the Co-Chairs not come to agreement on HSAC voting on substantive matters, the vote will be decided by a majority of Council members.
 - f. The Chairs shall meet weekly with the Director of CVRP (or designee), and regularly with the Dean of Students and Vice-President for Student Affairs.
 - g. The Chairs shall preside at weekly business meetings and set the agenda for those meetings. The Chairs shall serve as ex-officio members of the annual standing committees
 - h. The Chairs shall be responsible for overseeing and coordinating the work of the annual standing committees by holding regular meetings with the annual committee chairs.

- i. One of the Chairs (or designee) shall preside at Panels, according to the guidelines in the Honor Code and these Bylaws.
- j. The outgoing Chairs shall swear in the New Council.
- k. The Chairs shall perform other ceremonial duties as necessary

2. Assistant Chair – Administration (ACA)

- a. The office of Assistant Chair for Administration may be held by any member of the Council.
- b. The Assistant Chair for Administration is responsible for monitoring the Honor Council email account and responding to any inquiries received on that account within one (1) working day. If a meeting is requested, the ACA is responsible for promptly scheduling and attending the meeting. If the ACA is unable to attend the meeting, one of the Co-Chairs will take their place.
- c. The ACA shall be responsible for taking minutes and attendance at any business meeting of the Council.
- d. The ACA shall also be responsible for enforcing any policies set forth in these Bylaws regarding attendance at business meetings and office hours.
- e. The ACA shall conduct any business if either of the Co-Chairs are unavailable to do so. This includes, but shall not be limited to, charring Panels, meetings with respondents and reporting parties, and meeting with members of the university administration.
- f. The ACA shall act as the office manager for the Honor Council office and shall be responsible for general maintenance and the supply of office materials, as well as maintaining the Council budget

3. Assistant Chair – Education (ACE)

- i. The ACE shall chiefly be responsible for the training of new members of the Council.
- ii. The ACE shall instruct all members in bylaws or structural changes from CVRP.
- iii. The ACE shall organize and run retreats and all other Council trips.
- iv. The ACE shall be responsible for maintaining case digests and compiling annual reports of Council activity for public release

B. Election of Officers: Annual officers shall be elected by members of both the New and Old Councils at the first training session of the New Council. The outgoing Chair shall conduct these elections. Members of the Old and New Councils shall be eligible to vote for each office. Returning members of the Council shall have only one vote. Each officer shall be elected by a simple majority. Only members of the New Council shall be eligible to run for election.

III. Committees and Committee Chairs: Committees and committee chairs shall be appointed by the Co-Chairs to carry out the business of the Council. These appointments shall be made before the second business meeting of the newly selected Council.

A. Outreach Committee

- 1. The Outreach Committee shall comprise two subcommittees, the Student Outreach Subcommittee and the Faculty Outreach Subcommittee, which shall be responsible for promoting the Honor Council’s mission to the students and faculty respectively.
- 2. The Faculty Outreach Subcommittee shall be responsible for ensuring positive relations between the Council and faculty members. The Subcommittee’s primary goal shall be to act as a resource for the faculty to provide information on preventing honor violations and on the potential role of faculty in the resolution process. The subcommittee shall strive to do the following tasks annually:

- a. Make an informative presentation to the Faculty Assembly or other appropriate faculty groups.
 - b. Assign Honor Council members as departmental representatives and liaisons.
 - c. Publish a letter with contact information and preventative measures to department chairs.
 - d. Give presentations to individual departments on preventative measures as well as the professor's role in the resolution process.
3. The Student Outreach Subcommittee shall be responsible for promotion and support of the Honor Council in the view of the William & Mary student community. The Student Outreach Subcommittee shall work to accomplish the following initiatives every year:
- a. Plan, promote, and execute "Values Week" or other ethics education programming in concert with the Student Conduct Council, to include a mock Honor Council Panel.
 - b. Invite speakers to promote discussion of integrity at the university.
 - c. Hold public forums with students and faculty to encourage dialogue and understanding of the Honor Council process itself.
 - d. Design and publish advertisements in campus publications featuring goals and accomplishments for every committee of the Honor Council for a more transparent view of the Honor Council's everyday activities.
 - e. Reach out to the campus community up to and during final exams.
 - f. Work closely with the Faculty Outreach subcommittee to keep the Honor Code fresh and relevant to all members of the campus community.
 - g. Acquaint new students with the university's Honor Code. Specific tasks shall include, but not be limited to, organizing the Honor Council portion of the fall and spring orientation presentations, scheduling extended orientation presentations with the Student Conduct Council and Residence life, and other tasks as deemed necessary. The Subcommittee shall work to ensure that all members of the Council play an integral role in all new student orientations including extended orientation.

B. Selection Committee

- 1. The Selection Committee shall be headed by the Co-Chairs, or designee(s), and shall also consist of four (4) non-returning members of the Honor Council, the Director of CVRP (or designee), one (1) faculty member and one (1) member from CHAP. The Chairs of the Selection Committee shall be responsible for organizing and implementing Honor Council selections per the requirements listed in [I.B.] of these Bylaws. Selection of members to the Selection Committee shall be completed at least 5 working days in advance of the release of the application so as to give the committee time to assemble the Application Forms.

C. Rules Committee

- 1. The Rules Committee shall ensure that all bylaws and procedural rules are maintained, craft initial amendments to these Bylaws and/or the Honor Code, and perform annual rule reviews of the Honor Council process and these Bylaws.

D. Staff Development Committee

- 1. The Staff Development Committee shall be responsible for working with the Director of CVRP (or designee) to create a training program and a training manual.
- 2. The Staff Development Committee shall be responsible for providing instruction materials and training sessions to prepare Council members to adequately participate in the adjudication process.
- 3. The Staff Development Committee shall hold two training workshops, one in the fall and one in the spring. These workshops shall occur outside of regular training sessions conducted at weekly business meetings.

4. The Staff Development Committee shall promote a positive and inclusive working environment for all members of Council.

E. Historian

1. It shall be the duty of the Historian to document all Honor Council activities. The Historian will also be responsible for collecting, storing, and presenting visual information about the Honor Council and for maintaining a historical roster of all Honor Council members by term. The Executive Board will appoint the Historian.

- F. Ad Hoc Committees:** Ad hoc committees may be appointed by the Co-Chairs to deal with issues that arise.

IV. Impeachment and Removal of Members or Officers

A. Impeachment

1. “Impeachment” is defined as charging a member or officer of the Honor Council with improper conduct, including, but not limited to, violations of the Honor Code, serious Student Conduct violations, failure to comply with these Bylaws and/or other policy set forth by the Council, and/or negligence in duties incumbent upon a member or officer of the Council.
2. Any member of Council may bring charges of impeachment against a member or officer.
3. Prior to bringing charges of impeachment, a member shall consult the Co-Chairs (or Assistant Chair for Administration if the Co-Chair’s improper conduct is alleged) regarding the process of impeachment and removal contained in these Bylaws.

B. Discussion of Alleged Improper Conduct

1. At the next regularly scheduled business meeting following an impeachment of a member or officer, the Co-Chair (or Assistant Chair for Administration) shall present for discussion the alleged improper conduct of the impeached member or officer, with the impeached member or officer absent.
2. All discussion shall be kept strictly confidential.
3. After this discussion has occurred and at the same business meeting, the impeached member or officer shall have an opportunity to speak to Council regarding the alleged improper conduct.

C. Vote on Removal of an Officer from Office

1. An impeached officer shall be removed from office if and only if a minimum three-fourths (3/4) majority votes for removal from office.
2. At the business meeting following the discussion of alleged improper conduct, the Co-Chair (or Assistant Chair for Administration) must record such a vote on removal from office. The impeached officer shall not vote.
3. Removal from office shall not constitute removal from Council. An additional discussion and vote on removal from Council must be conducted for an officer to be removed from Council, just the same as any other member, and per the rules contained in these Bylaws for removal from Council.

D. Removal of Committee Chairs and Members

1. Chairs and members of annual and ad hoc committees may be removed by the Chair at any time, without impeachment or a vote on removal.

E. Vote on Removal of a Member from Council

1. An impeached member shall be removed from Council if and only if a minimum three-fourths (3/4) majority votes for removal from Council.
2. At the business meeting following the discussion of alleged improper conduct, the Co-Chair (or Assistant Secretary for Administration) must record such a vote on removal. The impeached member shall not vote.

F. New Member Selection Procedures

1. Selection shall be conducted annually by a Selection Committee, which shall consist of the two (2) Honor Council Co-Chairs, four (4) non-returning members of the Honor Council, the Director of CVRP (or designee), one (1) faculty member and one (1) member from CHAP. The Committee shall be chaired by the Selection Committee Chairs, generally the Undergraduate Honor Council Co-Chairs. If either of the Co-Chairs intends to serve on Council again, they must designate a non-returning member of the Honor Council to chair the Selection Committee. Further description of the Selection Committee is provided below in [II.C.2].
2. All undergraduate students in the rising sophomore, rising junior, and rising senior classes who meet the requirements set forth in [I.A.] shall be eligible to submit an application to serve on the Honor Council.
3. The Selection Committee shall advertise and hold at least three (3) informational meetings for interested students approximately two to three (2-3) weeks prior to the deadline for application submissions. In the event that winter break takes place during the two to three weeks prior to the scheduled selection, the information sessions will take place in the weeks before winter break. The exact timing shall be based upon the academic calendar. These meetings shall discuss Honor Council responsibilities and application procedures.
4. Honor Council Application
 - a. The Application Form shall consist of the following: A general information sheet, a few short-answer questions, a case study, and one (1) recommendation form. The Application Form shall be due approximately three (3) weeks after the last information meeting, on a date selected by the Selection Committee.
 - i. Students who are currently on Council can apply for re-selection for the following year, assuming they met all other eligibility criteria. Currently-serving members are not guaranteed re-selection and must proceed with an application, though the Chairs of the Selection Committee shall have the option of creating a different application form for Honor Council members who are reapplying to be on the Honor Council.
 - b. The Application Forms submitted by applicants who have not already served on Council shall be reviewed by the Selection Committee using a blind review (removing the names and other identifying information from the applications). The Selection Committee shall meet to discuss candidates after all Application Forms have been submitted and determine whom they would like to interview. The Selection Committee may choose to not request an interview with an applicant if:
 - i. The application is incomplete.
 - ii. The applicant has been found responsible of an Honor violation.
 - iii. The applicant has been found responsible for a serious Student Conduct violation. Determination of “a serious Student Conduct violation” shall be made by the Selection Committee.
 - iv. A recommendation form submitted by a university official reflects negatively upon the applicant.
 - v. The applicant is unable to perform their duties for more than fifteen percent (15%) of the elected term.
 - vi. The Committee considers the applicant’s answers to the Application Form to be unsatisfactory compared to the answers of other applicants and/or inconsistent with their performance on Council.
 - c. Once the Committee has reviewed the Application Forms, the Committee shall contact the remaining applicants to schedule interviews.

- d. After conducting interviews, the Selection Committee will select eight (8) rising sophomores, eight (8) rising juniors, and eight (8) rising seniors to be on the Honor Council.
 - i. The Committee will deliberate and, if unable to reach a consensus through deliberation, will take a formal vote. Each member of the Committee, excluding the one (1) faculty member and the Director of CVRP (or designee), has the authority to vote. During the formal vote, each voting member will be able to cast a vote for the number of spots that remain open for each class. For instance, if there are two spots left to fill for the rising sophomore class but three applicants still being considered, each voting member will have two votes, which must be cast for two different applicants.
- e. The Chairs of the Selection Committee shall notify the Council-Elect and those candidates not elected within 2 working days.

I. Training of the New Members of Council

- A. Honor Council training and orientation shall be conducted the first Saturday after the date of Honor Council selection process. Training shall be organized and conducted by the Training Committee, in consultation with the Director of CVRP (or designee).
- B. The newly-selected Council must be sworn in as a sitting Council (the New Council) within two (2) weeks of selection. The New Council and the Old Council shall sit concurrently for a forty-five (45) day period, to allow New Council members to be trained. During this period, the officers elected by the New Council shall conduct administrative duties.

II. Duties of Members: Duties shall be required of each Council member.

- A. No officer shall allow non-Council members into the Honor Council office with the exception of students participating in the Honor Process
- B. Attendance at Weekly Business Meetings:
 - i. Members shall be required to attend weekly business meetings.
 - ii. The Assistant Chair for Administration shall take attendance at each weekly meeting, noting the absence of any member.
 - iii. Members who must miss the weekly business meeting shall notify the Assistant Chair for Administration at least one (1) hour prior to the meeting.
 - iv. Members shall make every reasonable effort to arrive at a weekly business meeting promptly. If a member arrives more than five (5) minutes late, the Assistant Chair for Administration shall record the member as tardy. If a member is tardy without excuse multiple times in a given term, every two (2) tardies shall count as one (1) absence.
 - v. Members who miss three (3) or more unexcused business meetings must be impeached by the Co-Chair (or Assistant Chair for Administration if the Co-Chair is to be impeached). Impeachment procedures are enumerated in [II.D.] below.
 - vi. The determination of unexcused absences shall be left to the discretion of the Co-Chair (or Assistant Chair for Administration if the Co-Chair's absence is in question).
- C. Assistance with Education Initiatives:
 - i. Members of the Honor Council shall assist with the education of the university community by participating in Orientation, hall meetings, and faculty outreach as planned by the Outreach, Training, Orientation, Rules, and Faculty Liaison Committees.
- C. Committee Participation:
 - i. Members of the Honor Council shall sit on committees, both annual and ad hoc (if necessary), in order for the Council to function well.
- D. Case Participation
 - i. Members of the Honor Council must participate in casework, including serving on Investigating Committees, Panel Authorization Committees, Panels, and as Procedural

Advisors. Members shall agree to share the workload of the Council as much as possible.

III. Vacancies: If a member of the Honor Council does not return to the university for any reason, resigns their seat, or is removed from the Council, the seat shall be considered vacant. In the event of a vacancy, the Council must publicize the opening to the student body and accept applications for at least one week. After this period, the Council will consider the applicants and elect, by a $\frac{3}{4}$ majority, a new member who meets the requirements outlined in [I.A.] to fill the seat until the next annual election.

IV. Conducting Business: Weekly Business Meetings

1. Weekly Business Meetings
 - a. The Council shall hold business meetings weekly during the academic year. One of the Co-Chairs shall preside at these meetings. If the Co-Chair is unable to preside over these meetings, then the Assistant Chair for Administration shall preside.
 - b. A quorum of at least eighteen (18) members shall be required to conduct official weekly business meetings.
 - c. Meeting Agenda
 - i. The Co-Chairs shall set an agenda for each weekly business meeting. The agenda shall include:
 - a) A report from the Co-Chairs, Assistant Chair for Administration, and Assistant Chair for Education.
 - b) Reports from the committee chairs, ad hoc committee chairs, and other individuals responsible for Council initiatives.
 - c) Old and new business, including Council logistics and case updates.

V. Council Administrative Decisions

- A. Council decisions shall be made by a simple majority vote, unless otherwise specified in the Honor Code or these Bylaws.
- B. If business decisions must be made when the full Council is unable to meet, the Co-Chairs shall be authorized to make such decisions as necessary, in consultation with any appropriate committee chair(s). The Chair shall notify the entire Council of such decisions as appropriate, and as soon as possible.

VI. Breaches of Security

- A. In the case of a serious breach of Honor Council office security, the Council shall:
 - i. Immediately notify William & Mary Police if necessary.
 - ii. Immediately notify the Co-Chairs of the Honor Council, and the Director of CVRP (or designee),
 - iii. After the Honor Council office has been secured, the Co-Chairs, Assistant Chair for Administration, and Assistant Chair for Education, shall form an executive committee to assess the nature of the breach and write a notification memo to the university administration detailing the nature of the breach, vandalism, or any possible violation of confidentiality.
 - iv. In cooperation with the Director of CVRP (or designee), the Co-Chairs shall prepare a plan of action to determine and implement a plan to recover the lost or stolen confidential material, notify individuals affected by the breach of security, and establish a new security system in the office.

V. Policies and Procedures for Honor Code Violation Resolution

A. Preliminary Matters:

1. The Chair (or designee) and Procedural Advisor (PA) shall meet with the respondent and provide a copy of the complete written report, including all information submitted to or collected by the Honor Council at the time of the initial meeting. Any personally identifying information of other involved students shall be redacted from the complete report. The Chair and PA shall also provide a copy of the Honor Code, an honor process flow chart, and a list of trained Student advisors (CHAPs).
 - a. During this meeting, the PA shall discuss with the respondent rights and duties and the investigation process as detailed in the Honor Code and explain the role of the PA under the Code.
 - b. The PA shall notify the Investigating Committee Chair (ICC) when this meeting has taken place so that the investigation can begin.
2. As detailed in the Honor Code, respondents have the right to Student advisor.
 - a. Current members of the Honor Council shall not serve as Student advisor.
3. The PA shall make a diligent effort to meet with the reporting party to discuss rights and duties and the Honor process as detailed in the Honor Code. The PA shall also offer the assistance of CVRP staff.

B. Investigation

1. After receiving a written report, the Chair (or designee) shall appoint an Investigating Committee (IC) of no fewer than two (2) and no more than four (4) Honor Council members, or non-members if necessary, to collect and preserve information related to the case.
2. Of the appointed IC members, one (1) shall be designated the Investigating Committee Chair (ICC). The ICC shall lead the investigation and arrange all interviews and plan the gathering of any other relevant information.
3. During all interviews, members of the IC shall take notes, noting the date, time, place, and information shared by the party. The witness or party must review and sign the notes of the interview in order to ensure their accuracy. Members of the IC also may use a computer to take notes. The witness or party then must place an electronic signature in the electronic file of notes to ensure the accuracy of the notes.
4. The Investigating Committee (IC) shall meet with the respondent, the reporting party, and any relevant witnesses to obtain any relevant information.
5. The ICC may request assistance from the Director of CVRP (or designee) if any necessary party refuses to cooperate.
6. The ICC shall direct the writing of the investigative report, listing interviews and briefly describing the nature of the information provided by each witness/party, listing all relevant documentary information and briefly describing what is shown in the information.
7. If an investigation continues beyond the seven (7) working days allotted by the Honor Code, and the Chair (or designee grants) an extension, the justification for such an extension must be noted in the case file.
8. If a respondent has documents or information related to medical or emotional conditions experienced by the respondent, the respondent must submit the medical documentation to CVRP (109 Campus Center). The Medical Review Committee will review the documents presented by the respondent and will provide a summary and guidance to the Council.

C. Panel Authorization Committee PAC)

1. Unless there are extraordinary circumstances, as determined by the Chair (or designee), the PAC meeting shall take place in person.

2. If the PAC finds sufficient information exists, by at least a two-thirds (2/3) vote, the PAC shall create (1) a brief written statement summarizing the committee's finding of sufficient information, and (2) an allegations sheet, containing a list of material witnesses expected to provide information, the allegation(s) from the Honor Code, and a description of the action(s) in violation of the Honor Code. The case shall then move to the Panel phase.
3. If the PAC finds by at least a two-thirds (2/3) vote that more information must be collected before it can make a final determination of sufficiency, they shall send the investigative report back to the Investigating Committee with the permission of the Chair (or designee).
 - a. The PAC shall include a transfer form detailing any information they believe is missing from the report.
 - b. The IC shall have forty-eight (48) hours to collect the requested additional information and return the report to the PAC. If more time is needed, the IC shall file a request for an extension with the Chair (or designee). If the additional information is not available, then it shall be the PAC's responsibility to decide if the available information is sufficient to refer the matter to a Panel.
4. If the PAC does not find sufficient information, the case shall be closed. The Chair (or designee) shall inform the respondent of the decision. CVRP shall inform the reporting party of the decision.

D. Pre-Panel

1. The ICC shall prepare a case file/record detailing all pertinent information, including the allegations sheet, the PAC transmittal, the IC report, any documentary information or other documents necessary for the Panel. The ICC shall prepare seven (7) copies of this file, one (1) for each of the panel members, and one (1) for the Chair (or designee). This file shall be printed for panels that are held in-person, and shall be shared via Advocate and securely emailed for panels held on Zoom or other virtual platforms.
2. The Chair (or designee), the PA, the respondent, and student advisor (if applicable) shall meet to discuss the rights and duties of the respondent. During this meeting the Chair (or designee) shall provide the respondent with paper copies of any necessary documentation as listed in the Honor Code, and, as necessary, electronic copies of these documents.
3. The Honor Code directs the Chair (or designee) to schedule the date, time, and place for a Panel with respect for the rights and duties of the respondent and the reporting party. Under extraordinary circumstances, the Chair (or designee) may arrange for witnesses and other parties to participate at this Panel remotely via telephone if such parties are unable to attend in person.
4. The PA shall make a diligent effort to meet with the reporting party prior to the Panel to discuss the reporting party's rights and duties, and answer any questions asked by the reporting party.

E. Judgment Phase

1. General Procedures
 - a. Prior to the start of the judgment proceeding, the ICC shall prepare the Panel room by arranging chairs, distributing case files, setting up the digital recorder and conference phone (if necessary), and ensuring that necessities (pens, highlighters, etc.) are available.

- b. Prior to the start of the judgment phase, the ICC and PA shall make sure all panel members, witnesses, the respondent, and reporting party are present or available to participate otherwise.
 - c. If the respondent exercises the right upon request to hold an open proceeding, the Chair shall do the following, in order to maintain proper and effective functioning of the Honor proceeding as protected under the Student Code of Conduct and the Honor Code, and to maintain fundamental fairness during the proceedings as described by the Honor Code:
 - i. Prior to the start of the Panel, the Chair shall instruct all attendees of this requirement to remain silent and respectful of the proceedings, and that failure to comply with these instructions may result in removal from the room.
 - ii. In the event that such disruption is so egregious as to warrant student conduct allegations where applicable, the Chair may exercise the authority to pursue such allegations against the disruptive individual.
 - d. The Chair (or designee) shall record an introduction to the recording of the proceeding. This recording shall include the date, time, and place of the Panel; the allegation(s) and the names of the respondent, the Student advisor, the PA, the ICC, the members sitting, the Panel Secretary, and the Chair (or designee).
 - e. The PA shall be present at the Panel for the benefit of the respondent, the reporting party, and the Chair (or designee). The PA shall not speak during the proceedings, but may make motions to correct procedural errors and maintain the Panel process.
 - f. The Chair (or designee) shall bring the respondent and Student advisor (if applicable) into the room for the introduction of the panel, reading of the allegation(s), and the respondent's entry of a response to the allegation(s).
 - g. Following these procedures, the reporting party shall be given an opportunity to present an opening statement pursuant to the Honor Code.
 - h. As panels are designed to review the information gathered during the investigation, typically, new information is not permitted. The Chair (or designee) may limit the presentation of new information that is not relevant and/or is unreliable.
2. Information Provided by the Reporting Party
- a. The reporting party shall provide information first. The reporting party shall begin by making a statement, but may request that the ICC begin questioning in lieu of a statement. If the reporting party chooses to make a statement, then the ICC shall question the reporting party immediately following this statement. The Chair shall question the reporting party next, then the Panel shall question afterward, followed by the respondent and/or Student advisor (if applicable).
 - b. After the reporting party has provided their information (or has relayed it through questioning), the Chair shall provide an opportunity for final questions to the ICC, then the respondent, and finally the Panel.
 - c. After the reporting party is finished providing information and all questions have been asked, the Chair (or designee) shall encourage the reporting party to remain for the duration of the Panel. If the reporting party chooses to depart, the Chair shall request the party to leave a phone number in the event the Panel requests additional information.
3. Information Provided by Material Witnesses
- a. The Chair (or designee) shall call any material witnesses.

- b. Each material witness shall begin by making a statement, but may request that the ICC begin questioning in lieu of a statement. If a material witness chooses to make a statement, then the ICC shall question the witness immediately following this statement. The Chair shall question each material witness next, then the panel shall question the witness, followed by the respondent and/or Student advisor (if applicable), and finally the reporting party.
 - c. After each witness's testimony has been given (or relayed through questioning), the Chair shall offer an opportunity for final questions first to the ICC, then the respondent, and finally to the panel.
 - d. The Chair shall excuse each witness after their portion or the proceeding has completed and will request that the witness leave a phone number in the event the Panel requests additional information.
4. Information Provided by the Respondent
 - a. The respondent shall provide information last. The respondent shall begin by making a statement but may request that the ICC begin questioning in lieu of a statement. If the respondent chooses to make a statement, then the ICC shall question the respondent immediately following this statement. The Chair shall question the respondent next, then the panel, followed by the respondent's Student advisor (if applicable), and finally the reporting party.
 5. After all witnesses have been questioned, the Chair (or designee) shall excuse the ICC and turn over the case file to the Panel Secretary.
 6. If the reporting party has chosen to remain in the proceeding, the Chair (or designee) shall offer the reporting party the opportunity to present a closing statement prior to the respondent's opportunity to present a closing statement. The Chair (or designee) may instruct the reporting party regarding the purpose of a closing statement.
 7. Before closing the judgment phase, the Chair (or designee) shall instruct the panel that the respondent student is to be found not responsible unless at least five of the six (5 of 6) members find responsibility beyond a reasonable doubt. The Chair (or designee) shall read from the Honor Code the definition of reasonable doubt.
 8. The Chair (or designee) shall then declare the proceeding closed, excuse the reporting party (if still present), and leave the room with the respondent and the Student advisor (if applicable) to allow the panel to deliberate.

F. Judgment Deliberations

1. The judgment deliberations shall be held in private. No recording of the deliberations shall be made.
2. After completing discussion and conducting a final vote, thereby reaching a judgment, the Panel Secretary and panel members shall write a rationale for the judgment to be included in the case file transmitted to the Director of CVRP (or designee).
3. The Panel shall inform the Chair (or designee) when it reaches a judgment and has written its rationale. The Chair (or designee) shall then inform the respondent and Student Advisor (if applicable) of the judgment when mutually convenient for the Chair, respondent, and Student Advisor (if applicable)
4. If the judgment is not responsible, the Chair (or designee) shall deem the case closed and excuse the Panel. The respondent shall be given a written copy of the judgment and certification of the finding.

G. Sanctions Phase

1. If the judgment is responsible, the Chair (or designee) shall convene a sanctions phase pursuant to the Honor Code. The Chair (or designee) shall open the sanctions phase and report the Panel's judgment for the recording. The Chair (or designee) shall explain that the sanctions phase is not for reassessment of responsibility, but for determination of appropriate sanction(s).
2. The Chair (or designee) shall open the letter containing the respondent's prior record of Honor or Student Conduct violations as provided by CVRP.
3. The Chair (or designee) shall offer the respondent an opportunity to present an opening statement, highlighting any extraordinary factors concerning the violation or the respondent's circumstances.
4. The Chair (or designee) shall offer the respondent an opportunity to present character witnesses, who shall provide information as to the respondent's character and, if applicable, the respondent's reflections as to the matters under review. The Chair (or designee) may limit the total number of character witnesses allowed to participate, usually to no more than two (2). Character witnesses may submit letters or written statements instead of their live participation. The panel and Chair (or designee) may ask each character witness for more information to gain further insight into the character of the respondent.
5. The Chair (or designee) shall limit the introduction of additional information to only that which pertains to the Panel determining appropriate sanctions.
6. The respondent shall be permitted to make a closing statement.
7. The Chair (or designee) shall remind the Panel of any presumed or initial sanctions contained in the Honor Code related to the violation(s) for which the Panel has found the respondent responsible and/or any relevant prior precedent and that it may modify any presumed or initial sanction if it finds extraordinary factors. Finally, the Chair shall remind the Panel that it must agree to any sanctions by a vote of at least four of the six (4 of 6) panel members.
8. The Chair (or designee) shall declare the proceeding closed and instruct the respondent and Student advisor (if applicable) to exit the room.

H. Sanctions Deliberations

1. The sanctions deliberations shall be held in private. No recording of the deliberations shall be made.
2. The Panel Secretary, with the Panel members' assistance, shall write a rationale explaining the reason(s) behind the sanction. This rationale shall be included in the case file transmitted to the Director of CVRP (or designee).
3. The panel shall inform the Chair (or designee) when it has made a decision.

I. Post-Panel

1. The Panel Secretary shall upload into Advocate the panel notes and rationale and any new documentary information that was accepted by the Panel at the proceeding, within forty-eight (48) hours of the proceeding.
2. The Panel Secretary shall complete and send thank you notes to all witnesses involved in both the judgment and sanctions phases.
3. The Panel Secretary's shall remove any writing pertaining to the case on the whiteboard of the room where the Panel takes place.
4. The Panel Secretary, at the end of each case, shall publish a brief summary of the case in a manner that does not identify the student, to include the allegations, a short summary of the facts of the case, and the findings, and sanctions imposed; this information will be used by the Honor System Advisory Committee, provided

to student media publications, and will be posted on the Honor Council website at the end of each semester by the ACA.

I. Other Procedures

1. **Reinstatement Panels:** Per requirements detailed in the Student Handbook, a student who receives a suspension as sanction for an Honor Code violation must petition for reinstatement to the university through a Reinstatement Panel.
 - a. A panel of consisting six (6) members shall sit each Reinstatement Panel. Of those six (6) members, at least three (3) members shall have served on the student's original panel, when possible. If three (3) original panel members are unavailable, replacement members the Chair (or designee) shall appoint the necessary members from among the Honor Council. The Chair (or designee) shall appoint one member to serve as Panel Secretary.
 - b. The Chair (or designee) shall record an introduction to the recording which includes the date, time, and place of the Panel; the petitioner's name; the original violation(s) of the Honor Code for which the petitioner was found responsible; the Student Advisor's name (if applicable); the Investigating Committee Chair's name; the members sitting the Reinstatement Panel, the Panel Secretary, and the Chair (or designee).
 - c. The Chair (or designee) shall bring the petitioner and Student advisor (if applicable) into the room for introduction to the Reinstatement Panel.
 - d. The Chair (or designee) shall remind the petitioner and each witness that they must provide information "fully and truthfully", and must answer all direct questions and not withhold any information unless as a student, the witness invokes the right against self-incrimination as provided in the Honor Code. The Chair (or designee) shall secure acknowledgment and affirmation from each witness that the witness will comply.
 - e. The original ICC, if available, shall provide a brief unbiased account of the violation and decision and sanctions of the original panel. If the original ICC is unavailable, the Chair (or designee) shall appoint another member of the original IC. If no other member is available, the Chair shall appoint any current member of the Honor Council to act by proxy during this Panel.
 - f. The Chair (or designee) shall offer the petitioner an opportunity to make an opening statement.
 - g. The Chair (or designee) shall offer the petitioner an opportunity to present character witnesses, who shall provide information as to the petitioner's character and potential to contribute to the university community. The Chair (or designee) may limit the total number of character witnesses allowed to participate, usually to no more than three (3).
 - h. The Chair (or designee) shall offer the petitioner an opportunity to make a closing statement.
 - i. The Chair (or designee) shall instruct the Reinstatement Panel that reinstatement requires the agreement of at least four of the six (4 of 6) Panel members. The Chair (or designee) shall then declare the proceeding closed and leave the room with the petitioner and Student advisor (if applicable).
 - j. The Reinstatement Panel shall deliberate in private. No recording of the deliberations shall be made.

- k. The Reinstatement Panel shall inform the Chair (or designee) when it has made a decision on reinstatement. The Chair (or designee) shall then inform the petitioner and Student advisor (if applicable) of the decision the following business day.
- l. If denied reinstatement, a petitioner may reapply for reinstatement during the next academic term; either the spring, summer, or fall.
- m. The Panel Secretary shall prepare a case file for transmittal to the Director of CVRP (or designee) including: typed notes of statements and the reasoning for the decision; copies of letters sent to the witnesses; the original copies of any documentary information; the recording of the proceedings; and a letter of transmittal.

VI. Amendments

A. Amendments to the Bylaws

1. Proposed amendments may be raised by any sitting Council member by referring the idea or proposed amendment to the Rules Committee no later than forty-eight (48) hours before any business meeting.
2. The Rules Committee shall draft any proposals into formally proposed amendments for presentation, discussion, and debate at the subsequent business meeting. The proposed amendment(s) must be e-mailed to the entire Council at least twenty-four (24) hours prior to this business meeting.
3. During this business meeting, the proposed amendment may be modified by the Council by a consensus. Debate may be closed by the Co-Chair at any time.
4. At the following business meeting, proposed amendments may be approved and adopted by a three-fourths (3/4) vote.