

Article I – The Powers and Responsibilities of Executive Board Members

Section I – The Speaker

The Speaker shall:

- A. Call and Chair Assembly meetings.
- B. Prepare and distribute an agenda prior to each Assembly meeting, and also send weekly reminder emails.
- C. Oversee the recognition of costume prizes for themed assemblies.
- D. Act as a liaison between CS40 and the Washington University community.
- E. Serve on the Undergraduate Council and apply for a seat on the Undergraduate Experience Committee of the Board of Trustees.
- F. Form any special bodies deemed necessary by the Assembly or the Executive Board.
- G. Chair the Resident Student Advisory Board (RSAB).
- H. Serve as the Executive Advisor to the Operations Board.
- I. Prepare an agenda for and lead the executive board meeting.

Section II – The Director of Services

The Director of Services shall:

- A. Oversee and coordinate services of CS40. This includes, but is not limited to:
 - 1. Coordinating and delivering food/beverages for Assembly meetings
 - 2. Coordinating college council events for South 40 weeks
 - 3. Selecting the CS40 Speaker for the Assembly Series.
- B. Serve as the Executive Advisor to the Services Board.

Section III – The Director of Finance

The Director of Finance shall:

- A. Serve as the Executive Advisor to the College Council Treasurers.
- B. Prepare and present the general budget to the Assembly before the end of the academic year in which they were elected.

- C. Be responsible for the proper execution of the budget and handle all financial matters of CS40.
- D. Serve as the Chair of the Finance Board.
- E. Serve as the liaison between CS40 and the business community.

Section IV The Director of Public Relations

The Director of Public Relations shall:

- A. Serve as the Executive Advisor to the College Council PR Reps.
- B. Chair the Promotions Board and assist with large scale printing.
- C. Take minutes at Assembly meetings.
- D. Oversee the CS40 underpass panel.
- E. Oversee the bulletin board in Bear's Den in conjunction with the online calendar and keep in touch with Public Relations representatives for information.
- F. Assist with advertising for Fall and Spring South 40 weeks.
- G. Learn or know how to use Design Software for creating publications; teach others.
- H. Maintain the CS40 website.
- I. Oversee the photography and media of CS40 events.

Section V – The Director of Development

The Director of Development shall:

- A. Serve as the Executive Advisor to the Development Board.
- B. Research outside conferences and inform members of CS40.
- C. Prepare all CS40 delegations to outside conferences.
- D. Plan a leadership retreat for the fall (either late September or early October) for all recently elected College Council members, Executives, and Committee Chairs.
- E. Plan an information session for all interested students (specifically those thinking about becoming Executives or Committee Chairs) to better understand the Executive Board and its responsibilities.
- F. Spearhead efforts for leadership development within CS40, including but not limited to planning any additional leadership training and retreats as they see fit.

- G. Plan an end-of-the-year banquet to recognize the achievements of CS40 throughout that previous year.
- H. Chair assembly meetings in the event that the Speaker is unable to, serve as a proxy for the Speaker in case they are unable fulfill their duties, and be prepared to serve as Speaker in the case the current Speaker resigns.

Section VI – Term of Office

- A. The term of office for the Executive Board-elect shall begin on the date of the second Assembly meeting following their election. The period between the election and the inauguration of the Executive Board-elect shall be a transition period with the following guidelines:
 - 1. All materials belonging to CS40 shall be turned over to the Executive Board-elect upon installation.
- B. The Executive Board-elect shall be installed in the presence of the Assembly with the following oath, administered by the IOC Chair:

I, (state your name), affirm that I will, to the best of my ability, act in the best interests of the residents of the South Forty, and shall preserve and defend the Constitution of the Congress of the South Forty.

- C. The Executive Board-elect shall be eligible for installment into office only upon signing a contract with Reslife that stipulates the terms of their compensation.
- D. The term of office for the Executive Board members shall expire upon the installation of the Executive Board-elect for the following year.

Section VII – Compensation

- A. Executive Board members shall be compensated for 60% the value of a Reslife traditional double Residential housing unit. This compensation shall be regulated by a contract with Reslife and be contingent upon the signing of this contract.

- B. In the event that an Executive officer serves less than one (1) academic year, compensation shall be reduced on a pro rata basis in accordance with time served in office. Executive Board members' contracts with Reslife shall reflect this.
- C. Executive officers must return to campus and begin their official duties no later than ten (10) days prior to the first day of freshman move-in day. They shall receive compensation in the amount of housing and fifteen dollars (\$15) per day for food. This compensation period shall not exceed two weeks.
- D. One Executive officer shall serve as the summer representative of CS40. This shall entail checking the CS40 mail at least once a week, mailing all correspondences (including orientation mailings), and preparing the CS40 promotional items for orientation. In the extreme event that no member of the Executive Board is able to fulfill this position, the Executive Board may appoint a proxy. Compensation for these summer duties shall be room plus at least minimum wage for the equivalent of twenty hours per week as determined in the general budget.

Article II – The Power and Responsibilities of Boards and Committees

Section I – The Internal Operations Committee (IOC)

The Internal Operations Committee shall:

- A. Be chaired by the Internal Operations Chair.
- B. Meet when there are proposed amendments to the Constitution.
- C. Be responsible for reviewing the CS40 Constitution and change proposed amendments to the Constitution as necessary. Any legislative amendments to the Constitution must be confirmed by a 2/3 majority vote of the Assembly prior to implementation and insertion into the CS40 Constitution as detailed in Article X.
- D. Consist of the Internal Operations Chair and any necessary involved parties, which includes but is not limited to Vice Presidents, the IOC Chair, one Executive member and one of the CS40 advisors.

- E. Interpret the CS40 Constitution at the request of the Assembly and as the Committee sees fit and as proposals arise.
- F. Serve as the judicial branch of CS40, as deemed necessary.
 - 1. The concurrence of the majority of the members shall be necessary to render a decision when serving in a judicial matter/capacity.
 - 2. All judicial decisions shall be transmitted in writing to the Speaker and orally to the Assembly.
 - 3. An IOC member shall be expected to disqualify themselves from the Committee when deciding a case in which they may have conflicting interests or sympathies.
 - 4. Any member who does not voluntarily disqualify themselves during such a decision may be disqualified by a majority vote of the Committee while the case is being decided by the remaining members.
 - 5. If, for any reason, the IOC is unable to reach a decision on a judicial matter, the IOC will consult with the whole Executive Board and advisors to reach a decision.
 - 6. The IOC shall decide all cases concerning the CS40 Constitution.
- G. Discuss the individual and aggregate issues and struggles college councils are facing and propose forward looking solutions to help ameliorate problems as they come up.
- H. Act as a logistics center for VP's to coordinate ideas.
- I. The IOC Chair shall enforce the Assembly Attendance policy.

Section II - The Resident Student Advisory Board (RSAB):

The Residential Student Advisory Board shall:

- A. Be chaired by the Speaker.
- B. Be composed of the College Council Presidents, the Speaker, and any other members who may be added at the discretion of the Speaker.
- C. Serve as a direct line of communication between the Washington University administration and residents of the South Forty.
- D. Discuss and voice concerns about various issues pertinent to Residential Life.
- E. Work to promote the general welfare of the residents of the South Forty.

- F. Provide student input to the appropriate administrators concerning the operations of the Residential Colleges. This input shall relate to such matters including, but not be restricted to, food service, housing contracts, parking, security, housekeeping, and resident advisor selection.

Section III - Finance Board

The Finance Board shall:

- A. Be chaired by the Director of Finance.
- B. Be comprised of the College Council Treasurers.
- C. Hear funding requests and make a written recommendation to the Assembly on behalf of individuals or groups who wish to provide programming or services for the residents of the South Forty.
- D. Have first review of all financial requests submitted to CS40.
- E. Allow a student group to receive one finance request per semester with the sum of two requests not to exceed \$1000 during that academic year.
- F. Research and investigate each request and report their findings and recommendations to the CS40 Assembly at the first meeting following the request. If possible, a description of the request should be sent to Assembly members in advance.
- G. Have the power to deny funding to any organization which has violated the following rules on expenditures and advertising:
 - 1. All advertising post-granted approval for events which are funded by the Congress of the South Forty must contain the CS40 logo or the words "Congress of the South Forty."
 - 2. All programs sponsored by CS40 must have the CS40 banner visibly displayed, if deemed necessary by the Finance Board.
 - 3. A copy of all advertising must be given to the Director of Finance and the Director of Public Relations prior to posting.
 - 4. Congress of the South Forty funds may not be used to purchase alcohol or illegal entities under Missouri State Law.

Section IV – Diversity and Inclusion Committee

The Diversity and Inclusion Committee shall:

- A. Be chaired by the Diversity and Inclusion Chair.
- B. Be comprised of the College Council Diversity and Inclusion Representatives.
- C. Ensure that all CS40 programming is accessible and inclusive.
- D. Work to expand the traditional scope of “Diversity and Inclusion.”
- E. Be informed of and work to inform students of diversity and inclusion issues in local, nation, and global communities.
- F. Work with student groups to program events that celebrate, advocate for, and educate about different identities on campus.

Section V – Services Board

The Services Board shall:

- A. Be comprised of Committee Chairs and their designated Committees relating to large activities and programs on the South Forty.
 - 1. Competitions Committee
 - 2. Social Committee
 - 3. Swamp Committee
- B. Be Advised by the Director of Services.
- C. Be comprised of, but not limited to, Board Representatives of the College Councils.

Section VI – Development Board

The Development Board shall:

- A. Be comprised of Committee Chairs and their designated Committees relating to the advancement of the Washington University Campus and the St. Louis Community cultures and environments.
 - 1. Community Service Committee
 - 2. St. Louis Culture Committee
 - 3. Scholastic Committee
 - 4. Diversity and Inclusion Committee
- B. Be Advised by the Director of Development.
- C. Be comprised of, but not limited to, Board Representatives of the College Councils.

Section VII – Promotions Board

The Promotions Board shall:

- A. Work for more coordinated publicity for the events and goings-on in CS40 and the South Forty as a whole.
- B. Be responsible for all publicity efforts coordinated by CS40 and shall establish guidelines for all CS40 publicity.
- C. Be Chaired by the Director of Public Relations
- D. Be comprised of College Council Public Relations Representatives.

Section VIII – Operations Board

The Operations Board shall:

- A. Be comprised of Committee Chairs and Executive members relating to the operation, management and structure of CS40.
 - 1. Director of Finance
 - 2. Director of Public Relations
 - 3. Internal Operations Committee (IOC) Chair
 - 4. Sustainability Committee Chair
- B. Be Chaired by the Speaker.
- C. Work to establish an efficient structure for CS40.

Article III – The Powers and Responsibilities of Residential College Council Representatives

Section I – Residential College Council Executives

- A. The College Council President shall:
 - 1. Convene and preside over the College Council meetings.
 - 2. Appoint special Committees with the approval of the College Council.
 - 3. Oversee the organization of programming for their Residential College.
 - 4. Serve as a member of the Resident Student Advisory Board (RSAB).
 - 5. Have the option to serve as a member of other Committees in the Development or Services Board, in addition to the RSAB.
 - 6. Attend biweekly Assembly meetings.

B. The College Council Vice President shall:

1. Preside over College Council meetings in the absence of the President.
2. Act as a liaison with other College Council vice Presidents to coordinate activities as needed.
3. Act as the College Council's liaison to the CS40 Assembly.
4. Retain official copies of the CS40 Constitution and its Statutes.
5. Serve as a member of the Internal Operations Committee (IOC).
6. Have the option to serve as a member of other Committees in the Development or Services Board, in addition to the IOC.
7. Take note of any issues that arise within their respective college councils and bring them to the Internal Operations Committee to discuss.
8. Attend biweekly Assembly meetings.

C. The College Council Treasurer shall:

1. Preside over the College Council meetings in the absence of both the president and the Vice president.
2. Report on the financial status of the College Council at each meeting.
3. Keep accurate financial records of the College Council.
4. Handle the distribution of funds for their respective College Council.
5. Serve as a member of the Finance Board.
6. Have the option to serve as a member of other Committees in the Development or Services Board, in addition to the Finance Board.
7. Attend biweekly Assembly meetings.

D. The College Council Public Relations Representative shall:

1. Preside over College Council meetings in the absence of the president, vice president, and the treasurer.
2. Record, post, and keep the minutes of all College Council meetings.
3. Give a copy of the College Council minutes to the Director of Public Relations for CS40 Archives.
4. Serve as a member of the Promotions Board.
5. Have the option to serve as a member of other Committees in the Development or Services Board, in addition to the Promotions Board.

6. Oversee the publicity of the College Council.
7. Attend biweekly Assembly meetings.
- E. The College Council Diversity and Inclusion Representative shall:
 1. Attend all College Council meetings.
 2. Ensure that events planned within their College Council are inclusive and accessible to all first years and returning residents.
 3. Serve on Diversity and Inclusion committee.
 4. Have the option to serve as a member of other Committees in the Development or Services Board, in addition to the Diversity and Inclusion committee.
 5. Attend biweekly Assembly meetings.
- A. The College Council Executives shall have the power to act on behalf of their College Council when a meeting is not possible. They must notify the College Council of their decision(s) at the next possible meeting. The decision must be confirmed by a majority vote of College Council members present.

Section II – Board Representatives

- A. The Board Representatives shall:
 1. Attend all College Council meetings.
 2. Take an active part, primarily by voicing opinions and casting votes, in the decisions made by the College Council, and then participate in these activities.
 3. Convey ideas and information between their College Council meetings and residents.
 4. Serve on either the Service Board or the Development Board.

Section III - Assembly Attendance Policies

- A. If a College Council as a whole has above six (6) absences at Assembly in the last three (3) meetings, then the RCD will be notified of their poor attendance via e-mail.

- B. If an individual has three (3) unexcused absences at Assembly, a notification will be sent to the RCD of their college council.
- C. Board, Committee, and Special Body Attendance Policy
 - 1. If a College Council has no attendance at Board, Committee, or Special Body meeting for more than two (2) meetings, the RCD will be notified of poor attendance via e-mail.

Section IV – Term of Office

The term of office for members of College Councils shall begin as soon as fall election results are known and shall expire at the end of the academic year.

Section V – Change of Residence

If any College Council member were to change Residential Colleges, that individual's former College Council will have the option to either keep or remove said person.

Section VI – Meetings

- A. The first meeting of each College Council must be held no later than two weeks after the elections for College Council members.
- B. Meetings must be held at least once every two weeks, between CS40 Assembly meetings.
- C. A simple majority is necessary for approving any motions.

Article IV – Removal from Office

Section I- Formal Complaint Procedures for Exec and chair members

- A. The member of CS40 will privately discuss the issue in question with the officer in question before seeking advisors
- B. If the problem persists, the complainant will notify an advisor.
- C. If the advisors concur, they will issue a verbal warning to the exec or chair in question and it will be recorded.
- D. If the problem persists for two weeks not including breaks, an advisor will issue a written warning.

- E. If problem continues to persist refer to section II for execs and section III for chairs.

Section II – Executive Board Members of CS40

- A. Any member of CS40 may move to impeach an Executive. A member of Assembly must support that motion. This must be submitted in writing to the Internal Operations Chair. They must provide a legitimate reason for impeachment. In the event that the IOC is one of the involved parties, it should be submitted to the advisor.
- B. The Internal Operations Committee will convene. The Executive in question will then have the opportunity to defend themselves to the group.
- C. Both the motioning members and the Executive in question will then leave the room and the IOC members will discuss the motion to impeach.
- D. Following discussion, the IOC members will vote on the motion to impeach. A two-thirds majority is needed to impeach an Executive.
- E. At least two (2) CS40 advisors must be present in order to execute impeachment and for the decision to be considered legitimate.

Section III – Committee Chairs of CS40

Committee Chairs are removed under the following circumstances:

- A. Any member of CS40 may move to impeach a Committee Chair. A member of Assembly must support that motion. This must be submitted in writing to the Internal Operations Chair. They must provide a legitimate reason for impeachment. In the event that the IOC is one of the involved parties, it should be submitted to the advisor.
- B. The Internal Operations Committee will convene. The Committee Chair in question will then have the opportunity to defend themselves to the group.
- C. Both the motioning members and the Committee Chair in question will then leave the room and the IOC members will discuss the motion to impeach.

- D. Following discussion, the IOC members will vote on the motion to impeach. A two-thirds majority is needed to impeach a Committee Chair.
- E. At least two (2) CS40 advisors must be present in order to execute impeachment and for the decision to be considered legitimate.

Section IV – Removal of Officers during the summer

- A. In cases where the performance of an officer is questioned while not in session, the Executive officer in question shall be asked to resign.
- B. If the officer refuses to resign from their position, then the Executive Board will notify the IOC Chair. The Executive Board and the committee chairs will confer via video conference or in person if possible.
- C. The execs and chairs will vote by anonymous ballot system. A two-thirds (2/3) majority vote of the Execs and Chairs is necessary to remove the Executive officer in question from office.

Section V – Removal from Office, distinct from Executive officers

- A. If any member accumulates two (2) consecutive unexcused absences or six (6) unexcused absences from a required meeting of a CS40 body in one year, a vote of confidence may be called. That member shall be removed from their position within the affected body if they fail to receive a positive majority vote of confidence. Absences are deemed excused or unexcused at the discretion of the Chair at the meeting.
- B. Any member of the Congress of the South Forty may be removed from their position within a CS40 body if they fail to receive a positive majority vote of confidence. Any member of the Congress of the South Forty may petition the body to call for a vote of confidence on the member in question. The Chair of the meeting may accept or deny this request. Failure to receive the positive majority vote removes the individual in question immediately.

Section VI – Resignations

- A. Any member of CS40 may resign at any time. If the official plans on resigning, then they must inform their College Council President or

CS40 advisor of their intention, and the proper method for filling vacancies may be followed before the vacancy actually occurs.

Section VII – Filling Vacancies

- A. All vacancies should be filled within two (2) weeks of the removal or resignation of the previous member.
- B. Committee Chairs must be selected from current CS40 members by the Executive Board.
 - 1. Exception in regard to the Internal Operations Chair (IOC), whose position will be filled by the discretion of the Executive Board.
 - 2. Current CS40 members interested in filling the vacant Committee Chair position must email the Speaker within (1) week of notification of resignation of the previous member, declaring intent on the position.
 - 3. The applicant must be interviewed by the current Executive Board members and appointed.
- C. College Council members are to be elected by the College Council at the next meeting. The new official must resign any elected position they held in the Congress of the South Forty.
- D. CS40 Executive Board members are to be selected by the remaining Executives. In the event of a vacancy, the remaining Executive Board members shall assume and share the duties of the removed or resigned member until the next election. The new Executive shall be approved by a two-thirds (2/3) vote of the Assembly with the recommendation from the remaining Executives.
 - 1. Exception in regard to the Speaker, whose position will be filled by the Director of Development.

Article V – Elections

- A. The Internal Operations Committee Chair manages and executes the Fall and Spring Elections.
- B. Campaigning
 - 1. Any posters put up must be in good taste, at the discretion of RCDs, Grad Fellows, CS40 Executives, Officers and Advisors.

2. All University and Residential Life posting policies must be strictly followed.
 3. Any attempt to affect the campaign efforts of another candidate through damage to campaign materials, harassment, or intimidation is strictly prohibited and may jeopardize the candidacy of the perpetrator.
 4. Any observed campaign violations must be reported to the IOC who will then conduct a thorough investigation by consulting the staff of the residential college, CS40 execs, and any other pertinent parties.
 - a. The IOC will make the final decision on what action should be pursued with any reported violations.
- C. Fall Elections consist of the election of every position within each Residential College.
1. A complete election packet consists of a candidate's statement, 20 signatures from residents of their res college, and a signature from the RCD.
- D. Spring Elections consist of the election of the Executive Board positions.
1. Should there be more than three (3) candidates for a single position, the Internal Operations Committee Chair shall create the Internal Primary Elections in order to prevent saturated ballots.
 - a. If a position has three (3) candidates or less, then this position shall not participate in the Internal Primary Elections.
 - b. The IOC Chair and the current Executive Board are granted discretion to determine the necessity of the Internal Primary Elections.
 - c. The Internal Primary Elections poll is for Congress of the South 40 members only; non-Congress of the South 40 members may not vote in the Internal Primary Elections.
 - d. The campaigning period must start before the Internal Primary Elections take place.

Article VI – Transitional Government Structure

Should there be a process where CS40 changes its structure to incorporate more than the South Forty in its operations, a transitional governing structure shall be adopted whose aim is to preserve the integrity of CS40's mission throughout the process, as well as establish any new structures necessary to resume operations under a larger organization.

This transitional government shall:

- A. Be the responsibility of all members of CS40
- B. Continue to serve the South Forty with the same level of dedication as highlighted in its mission
- C. Establish new boards, committees, and councils necessary to operate on all WashU-affiliated residential housing
- D. Aid the Executive Board in facilitating dialogue between student groups and Residential Life during the transitional process
- E. Aid the Director of Finance and Finance Board in creating and executing an expanded budget
- F. Adopt a name more inclusive of who it will serve in the future