

# Smith College

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## Student Handbook

### Print Friendly Outline

#### Policies, Procedures and Guidelines

##### Statement of Student Ethics

Students have freely associated themselves with Smith College in a relationship based on mutual trust, personal respect and individual integrity. Dedicated to the advancement of learning and to the pursuit of truth, they shall foster the process of free inquiry and the exchange of ideas and criticism while maintaining respect for the opinions of others. They shall demonstrate respect for all members of the Smith community as individuals, avoid exploitation of fellow community members for personal advantage and make every reasonable effort to foster honest academic conduct. (This statement was ratified by the Student Senate on November 18, 1988.)

Smith College is a multicultural community, founded on mutual respect and appreciation of differences. Expressions of disrespect for the background or culture of any person undermine civil dialogue and erode community.

##### Statement of Academic Freedom and Freedom of Expression

Smith College is “committed to creating an inclusive, equitable and accessible educational community founded on the free and open exchange of ideas.”<sup>1</sup> Among the central purposes of such a community are the acquisition and transmission of knowledge, cultivation of the creative and critical faculties of the human intellect, expression of ideas and emotions through the arts, and the development of aesthetic sensitivity and appreciation. Academic freedom is of paramount value in such a community. As stated by the AAUP, “[i]nstitutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition. Academic freedom is essential to these purposes and applies to both teaching and research.”<sup>2</sup>

Accordingly, the faculty of Smith College may pursue freely any subject of intellectual or artistic inquiry and shall not be subject to censorship, discipline or intimidation. Faculty are entitled to full freedom in creative work and research, and in sharing the results through publication, performance and exhibition. In the classroom, faculty are similarly free to determine the relevant content and manner of learning for the subject matter of their expertise, consistent with professional standards. “Academic freedom in its teaching aspect is fundamental for the protection of rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.”<sup>3</sup> The academic freedom of teachers carries with it “special responsibilities”<sup>4</sup> to observe professional ethics, as noted in the AAUP’s 1966 Statement on Professional Ethics. Faculty are also entitled to speak out on matters of institutional governance.

When members of the faculty speak or act as individuals and not as representatives of Smith College, they may write and speak on any matter and be free from punitive action by the College. Faculty members should be aware, however, “that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others and should make every effort to indicate that they are not speaking for the institution.”<sup>5</sup>

Academic freedom pertains to students as well as faculty. AAUP policy defines students’ freedom to learn as “depend[ing] upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community.” Like faculty, “students should exercise their freedom with responsibility.”<sup>6</sup>

Allied to the concept of academic freedom, Smith College endorses freedom of thought and expression in accordance with the laws and Constitution of the United States. In the College, as in society as a whole, freedom of speech and expression is not absolute: speech that is libelous, slanderous, incites to riot or is unlawfully harassing is not protected. In addition, speech directed at persons with intent to cause substantial injury is not protected by academic freedom. Further, in accordance with applicable law and Smith College values, members of the Smith community are expected to maintain an environment that ensures equal opportunity to pursue learning for all its members. For the School for Social Work, freedom of speech and expression is informed additionally by the accreditation standards of the Council on Social Work Education and by the Code of Ethics of the National Association of Social Work.

Freedom of speech and expression extends to invited guests of the College. Once members of the Smith community extend an invitation, others may not abridge the speaker's freedom of expression. Opponents of a speaker, in the same light, may make their views known in various ways consistent with the College's standards of conduct, so long as they do not interfere with a speaker's ability to make their views known, or with the rights of others to listen and learn.

In affirming the principles of academic freedom and free expression described above, the College recognizes that its faculty and students are subject to applicable state and federal laws. In addition, faculty and staff are obliged to follow Smith employee policies, which shall be consistent with this statement and the principles expressed herein.

*Approved by the Board of Trustees, February 24, 2018.*

1. Smith College Values, Mission Statement (<https://www.smith.edu/about-smith/smith-history/mission>), retrieved 2017.11.14, and Course Catalogue 2017-18, p.6.
2. AAUP Policy on Academic Freedom (<https://www.aaup.org/report/1940-statement-principles-academic-freedom-and-tenure>), 1940, as amended 1970, retrieved 2017.11.14.
3. Id.
4. Id.
5. Id.
6. AAUP Joint Statement on Rights and Freedoms of Students (<https://www.aaup.org/report/joint-statement-rights-and-freedoms-students>), accessed 2018.1.26.

## Attendance at Meetings

Students are expected to attend all-college, class and house meetings.

## Bullying and Cyber-Bullying

Bullying and cyber-bullying are prohibited. Bullying is defined as the repeated use of a written, verbal or electronic expression or a physical act or gesture or any combination which is directed at a victim and: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to self or of damage to property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this policy, bullying shall include cyber-bullying. Cyber-bullying is the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated above in clauses (i) to (v).

**July 2015**

## College Photography and Media Policy

Smith College employs freelance and staff photographers to take photos and video of students, classes, activities and the campus for promotional, marketing and archival purposes. Members of the Smith community acknowledge that they may appear in photography and videos taken for these purposes. The college reserves the right to use, publish, display and reproduce these photos and video in various college materials, including the Smith College website (<http://www.smith.edu>), brochures, social media and other outlets. For more information on this policy, contact the Office of College Relations, 413-585-2180.

## Disability Services Policy

Smith College is both philosophically committed and legally required to assure equal access for students with documented disabilities to participate in all college programs. The college works proactively to remove barriers

The College has an Office of Disability Services to facilitate the provision of reasonable and appropriate accommodations and services to students with documented disabilities. A student may voluntarily register with the Office of Disability Services by completing a disability identification form and providing documentation of a disability. Accommodations and services will then be discussed through an interactive process. Relevant medical and educational information will be reviewed and a final plan for accommodations will be approved by the college. Documentation supporting requests must be current. If obtaining documentation presents a barrier to receiving needed support, students are encouraged to reach out to Disability Services to discuss options and begin the interactive process of requesting accommodations. After review and a meeting with staff, accommodations determined appropriate will be approved by the college. Approved accommodations may be revisited any time conditions or needs change.

Students with disabilities who require academic accommodations or other disability-related support services must make their needs known and file requests in a timely way with the Office of Disability Services. The most common types of academic accommodations that are made may be found on [the Disability Services website \(https://www.smith.edu/about-smith/disability-services/accommodations\)](https://www.smith.edu/about-smith/disability-services/accommodations). Students with disabilities, like all students, are encouraged to select courses that take into account their own particular strengths and barriers, and should inform advisers of their challenges.

Support services (“auxiliary aids and services,” in the lexicon of the Americans with Disabilities Act [ADA]) are provided based on individual case-by-case assessment. Such aids and services may include sign language interpreters, assistive technology and apps, assistive listening devices, computing software and hardware, print alternatives, recording services, etc. Writing counseling, peer tutoring in certain subjects, and time management/study skills training are available to all students through the Learning Commons. Students with disabilities may request additional or longer sessions if needed; however, separate services designed specifically for disabled students are not provided. If peer tutors are not available, other tutorial services may be sought at the student’s expense. Individual academic or personal “coaching” services are also not provided by the College. Support services are provided to students with documented disabilities to help them perform according to their intellectual capability. The College will not provide such support services if providing them would create an undue burden for the college.

The College is responsible for providing that, within certain limits, students are not denied the opportunity to participate in college programs on the basis of a disability. The college is not required to and will not:

- make accommodations or provide support for services which fundamentally alter the academic requirements for the degree, course requirements, or basic pedagogy;
- normally alter consistently applied academic policies which are based on academic standards;
- guarantee success or bear responsibility for ensuring students succeed in their courses.

The College is not responsible for and will not provide personal care assistance, personal purchases, personal adaptive equipment, formal educational assessment or clinical disability evaluation, or services or educational supplies used by all students (pens, paper, personal computers, software, computer supplies, etc.). These are the responsibility of the student.

Students are expected to participate responsibly in using accommodations they have requested and which have been approved by the College and to seek out assistance from Disability Services and other programs on campus as needed. Students with disabilities are bound, like all students, to the Smith Honor Code. Students who have a disability and need accommodations or support services should contact or be referred to the Office of Disability Services for consultation.

The College does not make retroactive accommodations.

Conflicts or grievances related to disability accommodations should be discussed with the Disability Services Director, and if not resolved, can be referred to the Office of Equity and Inclusion for an appeals process. Students may also use [EthicsPoint \(https://secure.ethicspoint.com/domain/media/en/gui/46275/index.html\)](https://secure.ethicspoint.com/domain/media/en/gui/46275/index.html) to report a concern.

Related Links:

- [Forms and Information about the Office of Disability Services \(http://www.smith.edu/ods\)](http://www.smith.edu/ods).
- [Service and Support Animal Policy \(https://www.smith.edu/about-smith/offices/student-affairs/student-handbook/service-and-support-animal-policy\)](https://www.smith.edu/about-smith/offices/student-affairs/student-handbook/service-and-support-animal-policy)

September 1994 (*revised June 2023*)

## Firearms Policy

In accordance with Massachusetts General Law Chapter 269 Section 10J, weapons are prohibited on the grounds of Smith College with the exception of law enforcement officers duly authorized to carry such weapons. No person shall be permitted to possess or carry firearms or other weapons, concealed or not concealed, with or without a concealed weapon permit, while on properties owned or controlled by Smith College.

For the purposes of this policy, the term “weapons” includes, but is not limited to the following:

- Firearms of any nature or description, including shotguns, rifles, pistols, and revolvers, paintball guns, or BB/pellet guns
- Firearm replicas
- Ammunition
- Martial arts-type weapons
- Explosives (including fireworks)
- Bows, crossbows, arrows
- Slingshots
- Stun guns/tasers
- Switchblade knives, double-edged knives, hunting (pocket-style) knives with a blade length of three inches or greater
- Swords
- Pointed metal darts
- Any other destructive device or instrument that may be used to do bodily injury or damage to property

In addition, items that may be used as weapons, whether or not they fit the definition above, will be subject to seizure.

Because these weapons may pose a clear risk to persons and property on the campus, violation of the regulations may result in administrative action from the college and/or prosecution under the appropriate state or federal laws.

*Updated July 2023*

## **Medical Marijuana and Recreational Marijuana/Cannabis**

Massachusetts legislation under Massachusetts Act (Chapter 369) “An Act for the Humanitarian Medical Use of Marijuana” allows for the controlled use of medical marijuana in the Commonwealth. Thus, Massachusetts citizens may legally obtain a medical marijuana “registration card” from the Massachusetts Department of Public Health. However, Smith College students, staff and faculty who possess a medical marijuana “registration card “ are not permitted to possess and or use any form of marijuana on Smith college property or at college-sponsored events.

In addition, the Commonwealth of Massachusetts through 935 CMR 500.00 has legalized the sale of marijuana for recreational purposes to individuals at least 21 years old. Although Massachusetts law permits the use of medical marijuana and recreational cannabis, Federal laws outlined by the Controlled Substances Act (CSA) has classified marijuana as a schedule 1 drug which prohibits the use, possession and/or cultivation of cannabis. Therefore the use, possession, cultivation or sale of marijuana/cannabis in any form violates federal law. Smith College must comply with the Drug-Free Communities and Schools Act (DFSCA) (20 U.S.C.1011i; 34 C.F.R part 86) as well as the Drug Free Workplace Act which requires a drug-free campus environment. Institutions of higher education such as Smith College must comply with the Drug-Free Communities and Schools Act regulations or risk losing federal funding such as financial aid. Any student, staff or faculty member who violates Smith College policy prohibiting the use and/or possession of illicit drugs (including medical marijuana) on campus may be subject to disciplinary action.

## **Missing Student Policy**

(Information and requirements provided under The Higher Education Opportunity Act of 2008; regarding missing students.)

Each Smith College student, eighteen (18) years of age or older, has the option to identify an individual to be contacted by the Smith College Campus Safety or Dean of Students office not later than twenty-four (24) hours after the time circumstances indicate that the student may be determined missing. For each student who is under age eighteen (18) and not emancipated, the institution is required to notify the custodial parent not later than twenty-four (24) hours after the time that the student may be determined missing.

A confidential contact is a person designated by the student, in addition to the emergency contact listed within Workday, maintained by the College Registrar. In cases where a confidential contact is not designated, or the confidential contact cannot be reached at the number provided by a student, the emergency contact provided to the College Registrar will be used. The emergency contact may be notified in addition to any confidential contact provided.

Each student, eighteen (18) years of age or older, may register a person designated as a confidential contact on the confidential contact information form on their Residence Life Self-Service Page (accessible via the Smith Portal) at any time. The student wishing to register a confidential contact is solely responsible for the accuracy of the information, as well as any update of information regarding the confidential contact.

Smith College will notify appropriate law enforcement agencies not later than 24-hours after the time a student is determined to be missing. A student is determined to be missing when a report comes to the attention of the College and the College determines the report to be credible. College officials receiving a missing persons report relating to a student are required to notify Campus Safety immediately to investigate and make a determination that a student who is the subject of a missing report has been missing for more than 24 hours and has not returned to campus. Campus Safety will notify the Dean of Students of the circumstances presented with the report of a missing student as soon as it is established that avenues to contact the student have been exhausted (even when less than twenty-four hours of time has elapsed), or immediately if circumstances of criminality or safety are determined to be involved. The Dean of Students office, through the Administrator-on-Call system, or Campus Safety, will initiate the notification to the confidential contact, as provided above, and to the emergency contact person provided to the College upon enrollment for investigative and/or notification purposes.

*Updated July 2023*

## Parking Policies

The college has approximately 1,540 total parking spaces for more than 2,080 registered faculty, staff, and student vehicles. Therefore, the college does not guarantee that there will be a space available in the parking system for every vehicle registered and strongly discourages students from bringing their motor vehicles to Northampton. First-year students may not bring a vehicle to campus. First-year students found in violation of this policy will be referred to the College Conduct Board.

The main student parking areas are limited to 218 spaces; perimeter parking areas are limited to 80 spaces. (Total number of student decals is 298.) The Campus Safety Parking Office will announce when the sale of decals will commence. Decals will be offered first to seniors, then juniors, and a waiting list will be established for sophomores. Decals for the main student parking areas cost \$150 and \$25 for perimeter parking. Student vehicles must be parked in student parking (green lined or perimeter spaces) at all times. When affixing a new decal, any expired Smith College decals must be removed from vehicle.

1. Commuter (Day) students with registered vehicles may purchase a decal for \$25 and park in red lined spaces on the upper level in the Parking Garage. Commuter student parking is available on a first-come, first-serve basis. Vehicles with commuter student decals may also park occasionally overnight and on weekends in the Parking Garage top level except during snow emergencies. If a space cannot be found on the top level of the Parking Garage during the snow ban, parking will be allowed in white lined spaces on campus during class attendance.
2. Students housed in off-campus College housing who wish to bring and park their vehicle on campus must also purchase a commuter student parking decal and follow the set rules for commuter student parking. The City of Northampton governs on-street parking regulations and parking there is at your own risk.
3. Unregistered vehicles on campus are subject to ticketing, booting, and towing.
4. Students' guests must register with the Campus Safety Parking Office. Please visit the Campus Safety Parking Office website at <https://www.smith.edu/about-smith/campus-safety/parking> (<https://www.smith.edu/about-smith/campus-safety/parking>) for more information on visitor parking.
5. The college proactively enforces its parking regulations via a fine system. Vehicles that have accumulated three or more unpaid tickets will be subject to increased fines, booting, towing, and their owners may lose their parking privileges or ability to purchase a decal for the upcoming year. Any unpaid violations at the end of the school year will be billed to the student's account through Student Financial Services.

All students are warned that parking on the streets of Northampton is very limited. Students may not park overnight on Kensington Avenue. Only Kensington Ave. property owners or their tenants will be allowed to park overnight on Kensington Ave. There is a parking ordinance in effect in the city of Northampton that calls for alternate-side, alternate-day parking on several streets near the Quadrangle: Harrison, and Washington Avenues and Dryads Green. It is based on a system of odd days (1,3,5, etc.) and even days (2,4,6, etc.). This means that every day at 11 a.m., if your car is parked on one of these streets, you must move it to the side that is legal for that day or to a legal parking place on some other street. Illegally parked cars will be ticketed and towed at the expense of the owner.

A second ordinance in effect citywide calls for ticketing of cars that are parked within three feet of driveways. Students are urged to be considerate of the college's neighbors and not to block driveways, walkways and alleys. Parking should be only in designated student college parking areas with proper decal or off-campus private lots or garages for rent.

During weather emergencies, parking is prohibited on all city streets. Weather emergencies may be called on any day, however these are more common during the snow season. Parking on the streets of Northampton during weather emergencies is prohibited. Therefore, the college requests and strongly encourages students to purchase a Smith College parking decal and to park in designated lots rather than on the residential streets surrounding the campus. Campus Safety and Northampton police will ticket and tow cars that have violated specific parking regulations.

#### **WEATHER RELATED EMERGENCY PARKING POLICY**

In the event of an impending storm, Smith College will monitor weather reports. A parking ban will be issued via e-mail from Smith College when the emergency goes into effect. The ban will have instructions for students, faculty and staff which will include: when the parking ban goes into effect for campus lots, the time by which vehicles should be moved, and the designated student lots you may park in. The parking ban expiry is included in the notification email. Decaled student vehicles must remain in designated lots until the ban is lifted.

The parking ban is not related to any decision about delayed opening of the college. Information concerning a delay, if any, will be available on the College Info Line (585-4636) and local radio and television stations beginning at approximately 6:30 a.m.

A student with a green student decal or yellow perimeter decal who leaves campus during the December recess or January term and wants to keep their vehicle on campus must park their vehicle in a designated parking lot in case there is a parking ban during their absence.

All questions regarding the winter parking season, snow emergencies or general parking questions should be directed to the Campus Safety Parking Office at extension 2277 or by emailing [parkingdecals@smith.edu](mailto:parkingdecals@smith.edu). (<mailto:parkingdecals@smith.edu>)

With limited parking on campus, we are unable to provide parking to off-campus students who do not have a parking decal.

#### **WINTER PARKING SEASON FOR THE CITY OF NORTHAMPTON**

The City of Northampton may call a parking ban at any time, which may not coincide with the College's parking ban and vice versa. For information on a Northampton snow emergency and related parking bans, please call the City of Northampton Winter Information Line at 586-6969. You can also subscribe to an e-mail alert system. To sign up for Northampton alerts go to [www.northamptonma.gov](http://www.northamptonma.gov) (<http://www.northamptonma.gov/>) and join the DPW Alerts mailing list to receive e-mail notification of snow emergencies and parking bans. Northampton may call a snow emergency for extended days and when there is not a snow emergency at Smith.

During a snow emergency, the owner of any vehicle that is parked on city streets in violation of the above ordinance shall be fined and or towed by the Department of Public Works or the Northampton Police Department, and the owner of the vehicle will be responsible for the cost of towing and any storage charges that may accrue.

#### **MOTOR VEHICLES OPERATED BY NON-RESIDENT STUDENTS ATTENDING COLLEGE IN MASSACHUSETTS**

**The non-resident will be processed as follows: The Campus Safety Parking Office will collect all non-resident forms and will submit them in batches to the agencies that require the documents. We will provide students with the decal that needs to be placed on the windshield while you are living in the state of Massachusetts.**

#### **G.L. Chapter 90, Sec. 3M**

- "It is unlawful for a nonresident student to fail to file a nonresident driver statement with the police department located in the same city or town as the school or college attended, in accordance with Section 3 of Chapter 90 of the Massachusetts General Laws. Failure to file such statement is punishable by a fine not to exceed \$200."

*"Every nonresident enrolled as a student at a school or college in the commonwealth who operates a motor vehicle registered in another state or country during any period beginning on September the first of any year and ending on August the thirty-first of the following year shall file in quadruplicate with the police department of the city or town in which such school or college is located, on a form approved by the registrar of motor vehicles, a statement signed by him under the penalties of perjury providing the following information: the registration number and make of the motor vehicle and the state or country of registration, the name and address of the owner, the names and addresses of all insurers providing liability insurance covering operation of the motor vehicle, the legal residence of such nonresident and his residence while attending such school or college and the name and address of the school or college which he is attending.*

*He shall also maintain in full force a policy of liability insurance providing indemnity for or protection to him and to any person responsible for the operation of such motor vehicle with his express or implied consent against loss by reason of the liability to pay damages to others for bodily injuries, including death at any time resulting there from, caused by such motor vehicle, at least to the amount or limits required in a motor vehicle liability policy as defined in section 34 A. The police department with whom any such statement is filed in triplicate shall send one copy thereof to the registrar of motor vehicles and one copy to such school or college.*

*Any such nonresident who fails to comply with the provisions of this paragraph shall be punished by a fine of not more than fifty dollars. From the copies of the statements received from the police department, as hereinbefore provided, each such school or college shall compile and maintain a register of all such nonresidents enrolled as students thereat which shall be available for inspection at all reasonable times by the registrar, his agents, and safety officers, and shall issue to each such student such serially numbered or lettered decal as may be prescribed by the registrar, which decal shall be affixed to the uppermost center portion of the windshield. Such register shall contain the numbers or letters of the decal issued to each such student, the name and address of the owner of the motor vehicle, the residential address of the student within the commonwealth, if any, while attending such school or college, the residential address of the student without the commonwealth, the registration number, make and type of the motor vehicle and the state, province or country of registration, and the names and addresses of all insurers providing liability insurance covering operation of the motor vehicle. Any such school or college which fails to compile and maintain a register or to issue a decal as required by this paragraph shall be punished by a fine of not more than one hundred dollars for each such offense."*

**Amended by Chapter 353, Acts of 1970**

**Effective August 19, 1970**

*Updated July 2023*

## **Policies Concerning Freedom of Expression and Dissent**

Any person at Smith College is free to express opinions and support causes by orderly means that do not disrupt the regular and essential operation of the institution. To this end, all members of the Smith community are obligated to provide, protect and promote the free exchange of ideas in every form on the Smith College campus. The college also has an obligation to assure the safety of individuals, the protection of property and the continuity of the educational process.

If the campus is to be truly free, legitimate exchanges of dialogue must proceed without obstruction or coercion from any quarter. To protect the right of members of the Smith community to protest in an orderly manner, and at the same time to protect the right to freedom of expression and the right to hear, the following regulations have been adopted by the administration of the college.

### **THE CONDUCT OF DEMONSTRATIONS AND PROTESTS**

Students, faculty members, staff members at Smith College and persons whom they invite to join them have the right to demonstrate on Smith College property provided they conduct themselves according to the regulations set forth below:

1. Demonstrations will under no circumstances block free entry to or exit from college buildings, or interfere with the free movement of any person on college grounds or in college buildings or otherwise interfere with the normal conduct of college affairs. Demonstrators will conduct themselves in a peaceful and orderly manner and will refrain from any loud noises that disrupt classes, meetings, assemblies or academic pursuit.
2. Counter demonstrators will observe the same standards as set forth above. Demonstrations may not be interfered with by other than duly constituted authorities.
3. If or when, in the judgment of the president of the college, the dean of the college or their designated representatives, a demonstration has passed out of control to the extent that freedom of expression is abridged, freedom of movement on the campus or the normal conduct of college affairs is threatened, or property is being damaged, a verbal attempt will be made by the college representative to persuade demonstrators to desist from practices in violation of these standards.
4. Should the demonstrators fail to respond in accordance with these standards, they will be warned of the consequences and given a reasonable period of time to desist.
5. After the expiration of a reasonable period of time, the names of those who do not observe these standards will be requested. The names of such persons may be obtained by such means, short of force, as repeated demands, photographing or any other reasonable procedure designed to elicit such information. Any photographs and negatives used for identification shall become the exclusive property of the appropriate conduct bodies, not to be distributed, and shall be destroyed upon final settlement of the case.
6. If persuasion and warning fail, the college Campus Safety Officers may be employed to bring the demonstration under control.
7. If, in the judgment of the president of the college, the dean of the college or their designated representatives, the college Campus Safety Officers seems unable to cope successfully with the situation, then these same authorities may request outside assistance.

### **PROCEDURES FOR ACCESS TO VISITING REPRESENTATIVES AT SMITH COLLEGE**

To ensure that orderly procedures will be followed, to assist individual students desiring unhampered interviews with visiting representatives, to define and defend the right to protest peacefully the presence of any representatives and to encourage rational discourse under appropriate conditions between visiting representatives and any significant group of faculty or students who may question their presence and their purposes, the following practices will be observed:

1. Visiting representatives scheduling individual interviews in the Career Development Office or elsewhere on the campus
  - Representatives of any organization about which individual Smith students may express an interest for information and consultation will be provided facilities for private interviews in the Office of Career Development or equivalent facilities.
  - Any members of the Five-College community desiring to protest peacefully against the presence of a visiting representative will have the right to conduct such a protest outside the Office of Career Development (or the equivalent facility), provided that access is kept free, the interview is not disrupted and the regular and essential operation of the college is not disturbed.
2. Visiting representatives of any organization desiring space for the public display of informative materials concerning opportunities for careers or commitments will ordinarily be granted space for a table in a college building.
  - Any group of students and/or faculty desiring a counter display of materials that may challenge the careers or commitments offered by a visiting representative will be granted equivalent space for a table in the same building.
  - Free and easy passage in the building must be maintained. Free access to and from any display table must be preserved. No sustained colloquy with those staffing display tables will be allowed to infringe upon the rights of other individuals seeking information or consultation. Picket or protest lines will not be allowed inside the building.
3. Recruiters for the military services
  - The law specifically places military recruiters in a special category distinct from any other visiting representatives. By statute, any “interference” with military recruiting is outlawed. Legal precedent in the courts, together with public statements by the Department of Justice and the White House, indicates that peaceful protests against military recruiters will not be deemed illegal “interference.” The right to peaceful protest as an essential part of the “open-campus” policy thus seems applicable even to the special situation of military recruiters. The college, therefore, will provide facilities for those who desire interviews with representatives from the military service.
  - At the same time, the special conditions attendant upon the presence of military recruiters should be recognized by all. Activities that range into areas of actual “interference” may well subject persons to penalties by the college or by the courts under the special statutes applying to military recruiters.
  - To ensure that all persons consciously weigh the possible consequences of their actions in relation to military recruiters, the college will provide facilities for representatives of the military services in the Office of Career Development.
  - The right to peaceful protest on campus, as defined by the college, must be defended against any possible arbitrary action by individuals or groups and, like any other substantial interest or responsibility of the college, will be asserted and protected by the college in court or otherwise as circumstances may require.
4. Provisions for public discussion
  - Whenever a group of students and/or faculty of Smith College sign a petition requesting the opportunity for public discourse with a visiting representative, that representative (or some official spokesperson for the agency) will be invited, but not required, to meet with this group and any other interested persons.
  - Any such petition must be given to the director of the Career Development Office at least one week prior to the scheduled appearance of the representative. The director will see that the representative is notified immediately of this request, and, if the representative is willing, will arrange conditions for this meeting.

### **ACTION IN EVENT OF VIOLATIONS**

Cases in which an allegation of violation of the foregoing regulations is brought against a Smith College student are within the jurisdiction of the College Conduct Board.

Cases in which an allegation of violation of these regulations is brought against any other person shall be referred to the president of the college.

### **Posting of Information**

College wide announcements and important dates and events for students are published in [eDigest](https://www.smith.edu/newsoffice/digest/edigest) (<https://www.smith.edu/newsoffice/digest/edigest>). Students are responsible for being aware of the announcements made in eDigest as eDigest is an official Smith College communication and is sent directly to students in their email. Students should refer to the [Policy on Use of Email](https://www.smith.edu/about-smith/registrar/policies-guidelines#communication) (<https://www.smith.edu/about-smith/registrar/policies-guidelines#communication>) for official College communication to be aware of their responsibility for reading college communications transmitted by email to a student’s official Smith College email address.

The bulletin boards in college academic and administrative buildings (with the exception of the Campus Center and the College grounds) are official college bulletin boards. Only administrative and academic departments, chartered student organizations and Five-College departments, offices and organizations may post material on these boards. No postings, banners, drawings, flyers, or



other displays of content of any kind are permitted in public space elsewhere on campus, and such postings will be removed when found.

These policies are intended to protect the appearance of the campus, to protect buildings and grounds from damage and to avoid the placement of posters where they might create a safety hazard. Any questions about the interpretation of these policies should be referred to the Office of the Dean of Students. Violation of this policy may result in disciplinary action.

Revised Spring 2008, (updated July 2021, October 2021)

## Pranks & Hazing

Though it is not uncommon for the student community to engage in humorous pranks, all individuals and groups are expected to ensure that such activities never exceed the bounds of good humor and respect for others. Such activities must never infringe on a student's rights, inflict physical or psychological pain, causes personal humiliation or damage to college or personal property, see the [Hazing Statute \(https://smith.edu/node/400770/\)](https://smith.edu/node/400770/) for additional information. Any action that gives rise to such consequences will be subject to disciplinary action and possible prosecution under Massachusetts State Law.

## Questionnaires and Surveys

Questionnaires and surveys should not be issued without the consent of the president (or designate).

## Release of Information Policy

### GENERAL GUIDELINES

It is the policy of Smith College to protect the privacy of students and the confidentiality of their educational records. The College complies fully with the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974, a federal law that lays out the rights of students and obligations of the College with respect to the educational records. Under FERPA, students have the rights to inspect and review to their education records, seek to amend those records, and limit disclosure of information from those records to third parties without the express consent of the student, with limited exceptions noted in the regulations. (See [Smith College Policy on Access to and Privacy of Records \(https://www.smith.edu/node/402614\)](https://www.smith.edu/node/402614))

Reports of student disciplinary rulings made by the Academic Honor Board and College Conduct Board will be made available by request. These reports will outline both the general nature of the complaints submitted and the final disposition of each case, but will, to the extent required, protect the privacy of the individuals involved. The dean of the college reserves the right to release general information regarding the outcome or progress of a specific case to forestall proliferation of inaccurate information on campus.

In most cases, information will be released to the external media only after release on campus.

### ANONYMOUS HARASSMENT

In cases of anonymous bias incidents, the alleged harassment will be reported to students and to the community at large through brief published reports via email. Reports will be made normally with the consent of the person or persons making a complaint and with due consideration for the safety of the complainant(s) and of the community.

### CAMPUS SAFETY

The Director of Campus Safety may release crime prevention notices to the entire campus when she/he determines that public safety is at issue with respect to a specific incident or series of incidents.

### CAMPUS SECURITY REPORT

The annual [Campus Security Report \(https://www.smith.edu/about-smith/campus-safety/records-reports\)](https://www.smith.edu/about-smith/campus-safety/records-reports) contains information regarding campus security and personal safety on the Smith campus, educational programs available, and certain crime statistics from the previous three years. Copies of the annual Campus Security Report are available from the Department of Campus Safety, Smith College, Northampton, Massachusetts 01063. Please direct all questions regarding these matters to the Director of Campus Safety, at (413) 585-2490.

*Updated July 2023*

## Service and Support Animal Policy

Smith College is committed to assuring equal access for disabled students, staff, and faculty, as well as guests and visitors to the campus.

It is the College's policy to permit service animals as defined by state and federal Laws.

The College may also permit support animals, as determined case-by-case basis by the Office of Disability Services, to reside in the residence hall with a student with a documented disability as a reasonable accommodation under the Fair Housing Amendments.

The current policies and procedures can be found on the [Office of Disability Services website \(https://www.smith.edu/about-smith/disability-services/accommodations\)](https://www.smith.edu/about-smith/disability-services/accommodations). Students should contact the Office of Disability Services with questions and/or to begin the process of registering.

These policies and requirements support Smith College's commitment to comply with state and federal laws, rules and regulations pertaining to the Americans with Disabilities Act of 1990, as amended and related laws, rules and regulations, Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112, 87 Stat. 394 (29 U.S.C. 794), as amended, and MA General Laws chapter 129, section 39F, and in adherence to the Fair Housing Amendments.

Adherence to these policies and requirements by all in the Smith community is essential to support a foundation of understanding, comfort, and security that make Smith a welcoming and accessible place for all.

*Updated August 2023*

## Smith College Bias Incident Reporting Protocol

Smith College is committed to maintaining a diverse community in an atmosphere of mutual respect and appreciation of differences. The purpose of Bias Response Team is to support the College's efforts to maintain an inclusive campus climate by establishing a mechanism by which it responds to bias incidents. The Bias Response Team is not a mechanism for investigative or disciplinary action. However, it enables the College to track bias incidents, collect aggregate data, identify educational responses, and connect individuals affected by bias incidents with supportive resources.

Bias incidents covered through this mechanism include an act of bigotry, harassment or intimidation based on any protected class identified in the [College's Notice of Non-Discrimination \(https://www.smith.edu/about-smith/offices/student-affairs/student-handbook/notice-non-discrimination\)](https://www.smith.edu/about-smith/offices/student-affairs/student-handbook/notice-non-discrimination) that occurs on campus for which the respondent cannot be identified. This includes, but is not limited to, slurs, graffiti, written messages, or images that harass or intimidate individuals or groups because of their membership in the above listed protected classes.

The Bias Incident Reporting Protocol (<https://www.smith.edu/about-smith/offices/student-affairs/student-handbook/smith-college-bias-incident-reporting-protocol>) is outlined in the Student Handbook. For more information, please contact the Office for Equity and Inclusion, College Hall 302, 413-585-2141, or visit <https://www.smith.edu/about-smith/equity-inclusion> (<https://www.smith.edu/about-smith/equity-inclusion>)

*Updated August 2023*

## Smith College Bicycle Policy

Smith College supports the use of bicycles by students, faculty and staff for traveling to and around the college campus. Bicycles have a long history on the Smith campus. In the 1920's the *Sophian* reported on the growing use of bicycles on campus. Today we know that the use of bicycles has benefit to individual health and (when replacing cars) reduces vehicle emissions that are harmful to human health and reduces emission of greenhouse gasses to the atmosphere. Collectively these benefits to students, faculty, staff and the environment are consistent with Sophia Smith's wish that "...the institution be so conducted, that during all coming time it shall do the most good to the greatest number."

In order to ensure a safe and productive bicycle environment, this Bicycle Policy has been established for our community.

### 1. REGISTRATION

All bicycles owned by students, faculty and staff and used on campus must be registered with the Campus Safety Department. Registration can be completed at Campus Safety at any time (in the Facilities Building) or printed from the [Campus Safety website \(https://www.smith.edu/about-smith/campus-safety/policies-services#offices-campus-safety-bicycle-registration-safety\)](https://www.smith.edu/about-smith/campus-safety/policies-services#offices-campus-safety-bicycle-registration-safety) and returned, completed, to Campus Safety.

1. The registration decal is valid for four (4) years.
2. For students, registrations will expire after four (4) years or upon completion or withdrawal from the college.
3. For faculty and staff, registrations will expire after four (4) years or at end of employment with Smith College, if sooner.
4. Any student, faculty or staff member who has a bicycle with an expired registration must re-register the bicycle.

### 2. REGISTRATION DECAL

The reflective registration decal must be affixed to the vertical part of the frame facing forward.

### 3. PARKING AND STORAGE

**During the academic year**



During the academic year, all bicycles on campus must be parked or stored in a bicycle rack. Bicycles may not be secured to fire hydrants, trees, parking signs, fences, benches, stairwells, ramps (handicap and/or other), or in the egress path of any building. Bicycles may not be stored in student rooms.

## End of the academic year

At the conclusion of each academic year, all bicycles left on exterior bicycle racks will be removed and donated. Please speak to Campus Safety (x-2490) if you would like to donate your bicycle at any time of the year. Bicycles are removed from areas related to Ivy Day events and Commencement events.

## During the summer

Summer storage for student bicycles is not available. Bicycles may not be left on racks over the summer.

### 4. MASSACHUSETTS BICYCLE LAWS

Smith College asks that all student and employee bicyclists obey relevant [Massachusetts bicycle laws](https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXIV/Chapter85/Section11B) (<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXIV/Chapter85/Section11B>). Among other things, these laws require that:

- Any bicycle operating one-half hour after sunset to one-half hour before sunrise must display a front light that is visible for not less than 500 feet and a red reflector on the rear fender visible for not less than 300 feet.
- A bell or horn capable of giving a signal audible for at least 100 feet is required, and
- Each bicycle must be equipped with a brake that will enable the operator to stop the bicycle quickly and evenly.

### 5. VIOLATION OF POLICY

Any bicycle in violation of the college's bicycle policy (unregistered, showing an expired registration decal or improperly parked or stored) will be removed. If it is not claimed within the semester it is removed it will be donated. A student who repeatedly violates this policy will lose their bicycle privileges at Smith College.

Campus Safety will invite a committee to review the bicycle policy on a biannual basis.

### IMPORTANT LINKS

- [Registration](https://www.smith.edu/pubsafety) (<https://www.smith.edu/pubsafety>)
- [Smith College Lithium-ion Battery Policy and E-Bikes](https://www.smith.edu/about-smith/offices/student-affairs/student-handbook/smith-college-hoverboard-policy) (<https://www.smith.edu/about-smith/offices/student-affairs/student-handbook/smith-college-hoverboard-policy>)
- [Sidewalk Safety](https://www.mass.gov/info-details/massachusetts-law-about-bicycles) (<https://www.mass.gov/info-details/massachusetts-law-about-bicycles>)
- [Massachusetts Bicycle Law](http://www.mass.gov/legis/laws/mgl/85-11b.htm) (<http://www.mass.gov/legis/laws/mgl/85-11b.htm>)
- [Smith Bike Kitchen](http://sophia.smith.edu/bikekitchen) (<http://sophia.smith.edu/bikekitchen>)
- [MassBike](http://www.massbike.org/) (<http://www.massbike.org/>) – Statewide advocacy and resources
- [Massachusetts Department of Conservation and Recreation list of bike paths and trails](http://www.mass.gov/eea/agencies/dcr/massparks/recreational-activities/biking-paths-and-trails.html) (<http://www.mass.gov/eea/agencies/dcr/massparks/recreational-activities/biking-paths-and-trails.html>)
- [Massachusetts General Laws, Chapter 85: Section 11B](https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXIV/Chapter85/Section11B) (<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXIV/Chapter85/Section11B>)

## Smith College Disability Rights

The Office of Disability Services (ODS) serves as a central point of information and coordination to ensure equal access and full participation for students with disabilities in all programs and activities at Smith College. Employee accommodations are coordinated by Human Resources. Principles of Universal Design and Disability Justice guide us in our work as we strive to proactively identify and remove barriers to participation wherever possible. We also strive to promote a disability-positive and inclusive climate at Smith; such a climate recognizes each person's multiple identities and values all diverse perspectives which contribute to a rich living and learning environment. Smith's commitment to providing support and services is balanced with a humanistic and developmental approach that requires student engagement and responsibility in the accommodation process. More information about disability rights and policies can be found [on the Office of Disability Services website](https://www.smith.edu/about-smith/disability-services) (<https://www.smith.edu/about-smith/disability-services>).

## Smith College Lithium-ion Battery Policy

Due to safety concerns following reported fires, Smith College prohibits the use, possession or storage of e-bikes, hoverboards and similar devices containing lithium-ion batteries from campus buildings. Charging a lithium-ion powered vehicle in any campus building is strictly prohibited.

Lithium-ion batteries are used in a variety of products. Please visit the [National Fire Protection Association \(NFPA\) website](https://www.nfpa.org/-/media/Files/Public%20Education/Resources/Safety-tip-sheets/LithiumIonBatterySafety.ashx) (<https://www.nfpa.org/-/media/Files/Public%20Education/Resources/Safety-tip-sheets/LithiumIonBatterySafety.ashx>) for additional consumer safety information on lithium-ion batteries.

## Smith College Policies Regarding Alcohol

The following policies are those that deal specifically with Smith College [Social Events](https://www.smith.edu/node/400723) (<https://www.smith.edu/node/400723>). This section is to be used in conjunction with the federal, state and Smith College alcohol regulations. Event sponsors bear the obligation to see that the alcohol is consumed responsibly and is dispensed in accordance with the law.

1. No person is allowed to be in possession of an open container or consume alcohol in public areas, with the exception of parties registered with the coordinator of house events. Public areas include but are not limited to living rooms, lounges, basements, hallways and stairwells.
2. At all social events where alcohol is served, food and nonalcoholic beverages must be provided by the sponsor of the event in adequate proportion to the alcoholic beverages on hand. If the supply of food and nonalcoholic beverages runs out, alcohol service must stop.
3. No one should be coerced, even subtly, to drink or to drink in excess. Those who provide alcoholic beverages to guests bear the obligation to see that the alcohol is consumed responsibly and is dispensed in accordance with the law.
4. The college prohibits the possession of open containers of alcohol outside of residence facilities, including patios, porches and walkways. Smith students and guests should not carry drinks or alcohol from one event to another.
5. No one may bring alcoholic beverages for personal or group consumption to a Smith party. If a person is carrying any alcohol into a party, it must be taken away for disposal. Guests cannot enter a party with a backpack or bag that might be transporting alcohol.

**COLLEGE GUIDELINES FOR IMPLEMENTATION OF THE ALCOHOL POLICY** The Smith College policy on alcohol-related behavior stresses the concept of individual responsibility. These guidelines summarize each student's responsibility under the law and in relation to the community in which they live.

1. All members of the college community, especially students hired or in elected leadership positions, are responsible for abiding by college policy and federal and state laws. No member of the college community is allowed to provide, purchase or serve alcohol to anyone who is under 21.
2. While the college does not expect students in leadership roles to act as agents of the state, it does expect them to fulfill their responsibilities as leaders and hold individuals accountable for their actions and/or to refer them to appropriate resources (Residence Life staff, Health Services, Campus Safety, etc.).
3. The following types of concerns would warrant intervention by Residence Life Staff or other college staff members:
  - a. Individuals demonstrating problem drinking patterns (this includes problems leading to or resulting in the irresponsible use of alcohol);
  - b. Individuals making choices and decisions that could endanger themselves or others;
  - c. Individuals demonstrating an inability to control their drinking behavior;
  - d. Individuals whose alcohol-related behavior infringes on the rights of others;
  - e. Houses or organizations exhibiting b through d above.
4. The individual, organization or house may be referred to the area director/assistant director, College Conduct Board, and/or the Office of Student Affairs. The person intervening will discuss the implication of an individual person or an organization's behavior with them.

All those who have any role in the organization or conduct of such events are responsible for obtaining and adhering to the guidelines governing alcohol use on the Smith College campus. Smith College provides services and resources to support individual needs, to assist at crisis points and to provide accurate information related to alcohol. Current practices to help problem drinkers, such as the support of health and counseling practitioners, alcohol awareness workshops, and the responsible action shown by members of the Smith community, point to a concern for alcohol consumption in our community.

**RESPONSIBILITY OF STUDENT GROUPS** All houses and chartered and non-chartered organizations sponsoring social events are expected to abide by state law and by published procedures and standards. Failure to do so may result in loss of social privileges, individual disciplinary action or loss of college recognition for the organization as determined by the College Conduct Board. Members of an organization may be personally liable for the acts of the organization or its other members.

**RESPONSIBILITY OF INDIVIDUALS** Members of the faculty and staff should be aware of the legal drinking age of 21 years of age or older and the legal burden it places upon them. Faculty and staff are prohibited from providing, purchasing, or serving alcohol to students under the age of 21 in any setting. Individuals who violate Massachusetts state law may face criminal prosecution.

Alcohol-related behavior that causes or can reasonably be expected to cause physical harm or harassment to persons or damage to property, or is unreasonably disruptive, will be subject to disciplinary action by the College Conduct Board or the administration. Such behavior may result in penalties up to and including suspension or dismissal. Intoxication shall not be seen as an acceptable or justifiable excuse for disruptive behavior and may in itself be considered an additional offense.

Individuals who become the subject of local police action and campus safety reports involving alcohol, and groups or individuals who violate college rules because of alcohol, may be subject to disciplinary action by the College Conduct Board or the administration. Students also may be required to meet with residence life professional staff for discussion and possible referral to campus resources such as medical services, counseling services, a wellness educator or to the College Conduct Board.

**LIABILITY** The student is responsible for their actions and the actions of their guests that result in the loss, theft, or damage to college and/or personal property. The college remains liable for damages to its property incurred through the negligence of its agents or employees.

The sponsor of a closed function at which alcoholic beverages are served may be legally responsible for monetary damages and legal costs that result from use of alcohol by guests. The college does not assume any legal responsibility for individuals or groups who are alleged to have acted in violation of state and local statutes. Legal defense will not be provided by the college.

**ALCOHOL USE AT HOUSE EVENTS** Please see the full section on [Alcohol Use at House Events](http://www.smith.edu/about-smith/offices/student-affairs/student-handbook/alcohol-use-at-house-events) (<http://www.smith.edu/about-smith/offices/student-affairs/student-handbook/alcohol-use-at-house-events>) located in the [Social Events Policies, Procedures and Guidelines](https://www.smith.edu/about-smith/offices/student-affairs/student-handbook/social-events-policies-procedures-guidelines) (<https://www.smith.edu/about-smith/offices/student-affairs/student-handbook/social-events-policies-procedures-guidelines>) section.

## Alcohol Violations and Sanctions

The College Conduct Board and designated college administrators with responsibility for addressing alcohol policy violations will respond to an individual's educational needs in the sanctioning process. Sanctions resulting from [College Conduct Board](https://www.smith.edu/about-smith/offices/student-affairs/student-handbook/college-conduct-board) (<https://www.smith.edu/about-smith/offices/student-affairs/student-handbook/college-conduct-board>) deliberations are covered in the [SGA Bylaws, Article VIII, Section 11](https://www.smith.edu/about-smith/offices/student-affairs/student-handbook/article-viii#sanctions) (<https://www.smith.edu/about-smith/offices/student-affairs/student-handbook/article-viii#sanctions>). Please note that this list is not exhaustive and provides only a range of possible sanctions. Generally, sanctions similar to the following will apply:

- First violation, if of a minor nature, may be handled by a designated college administrator who will discuss the violation with the student involved and document that conversation in a letter to the student. The college may require demonstration of the student's successful completion of an on-campus or off-campus alcohol education program;
- Serious first violation or subsequent violations will be handled by the College Conduct Board and may require a minimum of one semester of probation and demonstration of successful completion of an on-campus or off-campus alcohol education program or other similar activity. Students placed on disciplinary warning or probation and later found responsible for subsequent violations of Code of Student Conduct during that period face the possibility of the College Conduct Board's recommending their suspension or expulsion.

All students should be aware that current federal statutes permit notification of parents/legal guardians of a student's violation of college alcohol policy. Both designated college administrators and conduct boards may recommend to the dean of students that [parental/legal guardian notification](https://www.smith.edu/about-smith/offices/student-affairs/student-handbook/code-student-conduct) (<https://www.smith.edu/about-smith/offices/student-affairs/student-handbook/code-student-conduct>) occur. The dean of students will make a final determination of the appropriateness of notification, carrying it out if deemed appropriate. (The dean of students may notify parents/legal guardians without a designated college administrator's or conduct board's recommendation, if the dean possesses information that would support this step.) Each student should note that parental/legal guardian notification may occur if an underage student is responsible for a violation of the college alcohol policy.

A summary of College Conduct Board sanctions is available through the [Dean of Students](https://www.smith.edu/sao) (<https://www.smith.edu/sao>).

*Updated August 2023*

## Amnesty Policy

Because the health and safety of students are of primary importance, students are encouraged not only to look out for their own health and safety, but also for that of their peers. When a person's health and safety are threatened or appear to be in jeopardy, immediate action should be taken. The college has developed this Amnesty Policy to remove concerns about conduct board action from the decision to seek medical assistance for yourself or others.

Do not hesitate to call Smith College Campus Safety x5555 (413-585-5555 from non-campus phones) or a residence life staff member for assistance and guidance. Whatever the particular need/problem, it is important to respond to a health or safety concern in a responsible and timely manner.

## IF A PERSON IS IN NEED OF MEDICAL TREATMENT

An individual who receives emergency medical attention related to their use of alcohol or drugs will not be subject to conduct board action for use and/or possession of alcohol or drugs, distribution of alcoholic beverages, or for public intoxication.

This amnesty is granted to the individual when two educational sessions are completed. Please contact the [associate dean \(mailto:rshaw@smith.com\)](mailto:rshaw@smith.com) of students to begin this process. Based on this meeting you and the associate dean of students will determine your appropriate follow-up meeting.

It is the responsibility of the student to set the meeting with the associate dean of students within two weeks of the incident.

## CALLING ON BEHALF OF SOMEONE ELSE

**INDIVIDUAL** - An individual who calls for emergency assistance on behalf of a person experiencing an alcohol or drug-related emergency will not be subject to conduct action by Smith College for the following Code violations in relation to the incident: use and/or possession of alcohol or drugs, distribution of alcoholic beverages, or for public intoxication.

**ORGANIZATION** - A representative of an organization hosting an event is expected to promptly call for medical assistance in an alcohol or drug-related emergency. This act of responsibility will mitigate the conduct consequences against the organization resulting from any policy violations that may have occurred at the time of the incident. Likewise, failure to call for medical assistance in an alcohol drug-related emergency will be considered an "aggravating circumstance" if conduct board action is taken in response to other Conduct Code violations.

## REPEATED INCIDENTS

Consistent with putting the student's health first, the College will approach repeated incidents as a serious health and wellness risk. While amnesty from the conduct process may be applied, a meeting with the dean of students and possible notification of parents or guardians may also result. Repeated failure to seek assistance by an organization will result in conduct board action, and possibly organization probation or suspension.

## Laws Governing Alcohol

Various statutes of the Commonwealth of Massachusetts and regulations of the Alcoholic Beverage Control Commission govern the sale, acquisition, possession, transportation and consumption of alcoholic beverages. In general, some of the pertinent statutes provide that:

- No person or group shall sell, deliver, purchase or otherwise procure alcoholic beverages for consumption by a person who is under 21 years of age. Violators are subject to arrest, criminal charges, fines and imprisonment.
- No person shall operate a motor vehicle while under the influence of alcoholic beverages. Violators are subject to arrest, fines, mandatory court education programs, loss of license and/or imprisonment.
- No person under 21 years of age shall transport, purchase, sell, deliver, possess or receive or otherwise procure alcoholic beverages except in the course of employment. Violators are subject to arrest, criminal charges, fines and imprisonment.
- No person, group or organization may sell alcoholic beverages except pursuant to license granted by the Commonwealth through the local government's licensing authority.

## Smith College Policy on Access to and Privacy of Records

This statement is issued by Smith College in accordance with the United States Family Educational Rights and Privacy Act of 1974 (FERPA) as amended. The purpose of the act is to give students and former students access to their official records at the college, to provide an opportunity to correct inaccurate or misleading statements and to ensure that records are not released to unauthorized persons without the consent of the student.

According to the terms of the act, access may be provided to administrative officers and members of the faculty who have legitimate educational interest, including outside contractors, consultants, volunteers or other parties to whom the college has outsourced institutional services or functions; to certain specified agents of the government for the purposes of enforcement and study; to accrediting organizations; to military personnel for recruitment purposes; to other educational agents and institutions in connection with applications for admission and requests for financial aid; to organizations conducting studies for or on behalf of the college; and to comply with a judicial order or lawfully issued subpoena. Refer to the FERPA Rights for Students (Annual Notice) on the registrar's office website for more detailed information. All authorized persons outside the college who request access will be required to file a written, signed statement of purpose; this statement will be kept on file and will be made available for inspection only to the student upon request.

Records may be released in certain cases of health or safety emergency. They may be sent to parents of a dependent student or such parents as defined in section 152 of the Internal Revenue Code of 1986. It is the policy of the college to notify both the dependent student and her parents in writing of a change in status (i.e., probation, dismissal, certain academic warnings).

In communications with parents concerning other matters, it is normally college policy to respect the privacy of the student and not to disclose information from student education records without the prior consent of the student. At the request of the student, such information will be provided to parents and guardians. Students may authorize the release of information from their educational records to their parent by completing the appropriate form at the registrar's office.

Transcripts of or information concerning student records will be released to other persons outside the college only with the written consent of the student or upon subpoena, in which case the student will be notified, or other legal exception permitted under FERPA. The act stipulates that the student's written consent indicates which records are to be released, the reasons for such release and to whom the copies are to be released. A copy of the material to be released may be requested by the student.

Certain information, designated as "directory information," may be released without consent. At Smith College, this information includes the following: name; home address and telephone number (while enrolled); college address and telephone number; Smith email address; date of birth; dates of attendance (current and past); enrollment status (full-time or part-time); academic/class level; fields of study (major[s], minor, concentration, certificate); degrees, honors, and awards received, including date(s) received; participation in college extra-curricular activities (if known); height and weight of members of college athletic teams; previously attended educational institution(s); student identification number that is (1) used by a student for purposes of accessing or communicating in electronic systems or (2) displayed on a student ID card or elsewhere, but only if it cannot be used, standing alone, by an unauthorized individual to gain access to protected education records except when used in conjunction with one or more factors that authenticate the user's identity known or possessed only by authorized user(s); photographs and digital images. A student or former student who is unwilling to have this information released to inquirers without consent must follow the process detailed on the registrar's office website and submit a signed [Request to Prevent Disclosure of Directory Information form](https://www.smith.edu/sites/default/files/media/Documents/Registrar/Non-Disclosureform.pdf) (<https://www.smith.edu/sites/default/files/media/Documents/Registrar/Non-Disclosureform.pdf>). In the case of former students, the college reserves the right to verify degrees.

Students' official records include records, files, documents and other materials containing information directly related to a student that are maintained by the college. They do not include notes kept by instructors, advisers or deans for their own use and available to them only; such notes are maintained by individual administrators and are destroyed when no longer relevant or useful.

Records maintained by the Health Services to provide treatment to the student are not available to anyone other than the persons providing the treatment, but such records can be reviewed by a physician or other appropriate professional with the written consent of the student.

Confidential letters and statements of recommendation placed in the record prior to January 1, 1975, are not accessible to students. Students may waive their right of access to statements written after that date provided such waiver is not required by the institution and the statements are used for no purpose other than that for which they were written.

Student records at Smith are described below. Procedures for students who wish to consult their records are as follows:

1. Obtain an "access request" form at the class deans' office. Complete the form and give it to one of the members of the class deans' staff. The record will be available for inspection in the class deans' office within two weeks of the date of the request.
2. Requests to see records in the Career Development Office should be made to that office.
3. Students who have questions about their medical records and the use of them are referred directly to the Schacht Center for Health and Wellness.

Questions concerning the files or requests for correction should be made in writing and left with the registrar or the director of the Career Development Office to be brought to the attention of the official in charge of the particular record. If the official in charge is not able or willing to make the correction requested, the case shall be brought to the registrar, the dean of the college and the president.

Official information is on file in the various college offices as follows:

#### **OFFICE OF THE REGISTRAR**

1. The Smith College academic record.

The official transcript includes name, previous school attended, dates of attendance including notations of leave of absence, withdrawal and readmission; course numbers, titles, credit, grades; major(s), minor, concentration and/or Five College certificate; Dean's List; Phi Beta Kappa, Sigma Xi, Psi Chi; degree and date of award; and honors (Latin or departmental). Courses and credits transferred from other colleges toward the Smith degree are listed. Copies of transcripts ordered by students to be sent outside the college include this information only.

The permanent record file also includes name, address, Social Security number, preparatory school rank, CEEB scores, date of birth, and the name, address and telephone number of parent or guardian of dependent students. This information is provided for use within the college.

The majority of permanent academic records are maintained on-line, with a small number of hard copies housed in College Hall or the College Archives. They are available to the student and to officers and faculty of the college who have legitimate need for access. Transcripts and other permanent records are maintained in electronic format and stored securely. Microfilm copies are also stored in a vault off campus as a safeguard against loss of the records on campus. They are accessible only to authorized officers of the college.

2. Transcripts of records from other colleges submitted for the purpose of transferring credits. These records are retained for five years following graduation or separation from the college, are not normally copied for release.
3. Grade rosters submitted by teaching faculty. These grade rosters are available only to the instructors who submitted them, to the department chair and to the office staff. If confirmation of a grade is requested, it is obtained individually. Grade rosters and changes of grade are kept on file permanently.
4. Registration and course-change forms, petitions, etc., most of which are maintained electronically. These are open for inspection by students and staff members and are maintained for a period of one year.
5. Other academic records in electronic format include identifying information about the student and the academic record. The file is accessible only to staff members. Lists of classes, majors, geographical distribution and other directory information items are made available to authorized persons within the college community.

#### **STUDENT AFFAIRS OFFICE**

1. Information concerning student housing (forms filled out by students).
2. Student conduct records.
3. Student background check reports (not related to employment).

#### **CLASS DEANS' OFFICE**

Normally, student files in this office are available only to the deans and the office staff and the registrar's office staff. Selected information is provided to the liberal arts advisers. If a student withdraws and later applies for readmission, her official file will be reviewed by the administrative board.

1. Material forwarded from the Board of Admission, including secondary school transcripts, CEEB and AP scores and the student's application.
2. Correspondence and records regarding academic matters.

#### **OFFICE OF STUDENT FINANCIAL SERVICES**

1. Files containing identifying data PROFILE (CSS) information and FAFSA reports, tax returns, Pell Grant forms, awards and correspondence.
2. Information on undergraduate aid donors and funds.
3. Loan applications and correspondence.
4. Student employment records.

Members of the office staff have access to these files. Information (but not the files) is made available to the president, the dean of the college, the treasurer, the bursar, the office of admission, the graduate office, the deans of student affairs, the class deans and the development office. Selected information is furnished to donors. Information with regard to federal loans in repayment with the college must be kept until paid in full; other files are held for three years.

#### **CAREER DEVELOPMENT OFFICE**

1. Letters of reference collected at the student's request, to support future applications to graduate schools or employers.
2. Correspondence with the student.

These files are kept permanently and are normally open only to the office staff. Letters of reference are released, upon written request from the student/alumna, in connection with her applications for jobs and graduate study, and are also released, at her request, to class deans and pre-medical advisers in connection with the preparation of recommendations for professional school.

#### **GRADUATE OFFICE**

1. Applications for graduate admission and financial assistance for graduate study at Smith College.



2. Application credentials, which include the following:
  - a. Undergraduate transcript and transcripts of previous graduate work.
  - b. Letters of recommendation.
  - c. Curriculum vitae and Statement of Purpose.
  - d. Graduate Record Examinations or Miller Analogies Test scores, and TOEFL scores.
3. Departmental recommendations and decisions regarding graduate admission.
4. Graduate academic records.
5. Grades and comments from theses readers.

Records in this office are available to the office staff, the registrar's office, members of scholarship review committees and members of the department considering applicants. Records of degree candidates are kept indefinitely. Records of alumnae scholarship recipients through 1995 are also kept indefinitely.

Financial aid records are kept for five years.

## HEALTH AND WELLNESS

1. Medical records are filed together in a master file in the Medical Record Room, under supervision and locked.
2. Counseling records are kept in the Counseling Service office, completely separate from the rest of the medical offices, in a locked and supervised location. Although these records are maintained separately, entries may be made in the electronic medical record when coordinated health care is indicated, such as when a student is prescribed psychotropic medication.

Medical records, by law of the Commonwealth of Massachusetts, must be kept for 30 years, X-ray films for seven years. Counseling records are kept for four years after graduation. Access to medical records is limited to personnel within the medical and counseling offices who are directly involved with rendering care to the student. Information from the student's medical record is released only with written permission from the student.

## OFFICE OF DISABILITY SERVICES

This information is accessible to disability services office professional staff and deans:

1. Disability Identification form.
2. Documentation of disability which has been submitted by the student.
3. Correspondence with the student.
4. Correspondence with faculty and other administrative offices which has been authorized by the student.

*Updated July 2023*

## Smith College Policy on Chalking

Smith College allows chalking on campus under the following guidelines:

- Only erasable chalk may be used (grease-based chalk is not permitted).
- Chalking may be done only on asphalt roads and walkways.
- Chalkings should be signed with the full name of the person or group responsible.
- Other individuals or groups within the community may add to the chalkings or remove them.
- The administration of the college may remove all the chalkings in any specific area of campus.

*Adopted by the Committee on Community Policy, November 18, 1993*

## Smith College Policy on Substance Abuse and Substance Use

This policy reflects a collegewide commitment to an environment free of drug and alcohol abuse through (1) education and counseling programs, and (2) the prohibition of illegal or imprudent use of drugs or alcohol. The college prohibits the unlawful manufacture, distribution, dispensing, possession and use of controlled substances. Controlled substances include, but are not limited to, narcotics, barbiturates, amphetamines, cocaine, cannabis, anabolic steroids and misused prescription or legal drugs or alcohol. As used in this policy, the words "substance" and "controlled substance" include alcoholic beverages. Compliance with this policy is a condition of employment and/or enrollment at the college. All members of the Smith College community are expected to be familiar with and abide by the principles and details of this policy.

## Education and Counseling

In order to promote an environment free of substance abuse, the college supports an active program of community awareness and education. This program extends to the misuse or abuse of controlled substances including prescription drugs, alcohol and other harmful substances. The college also offers assistance with confidential counseling. Students, faculty and staff are encouraged to refer individuals who appear to be troubled by drug or alcohol use to one of these resources.

For students, such counseling is available through the Counseling Service (extension 2840). Students who are concerned about their own or others' use of such substances may seek advice and counsel from appropriate college resources without fear of breach of normal rules of confidentiality or fear of punishment.

The Employee Assistance Program (EAP) offers confidential counseling for employees confronting substance abuse. Employees or supervisors can contact the EAP at 855-784-2056. The Office of Human Resources ([hr@smith.edu](mailto:hr@smith.edu) (<mailto:hr@smith.edu>)) may be contacted for information on the EAP program.

In addition to the confidential counseling services mentioned above, several national hotlines can provide information and referral:

### INFORMATION ON LOCAL 12-STEP PROGRAMS (24 HOUR)

- **Alcoholics Anonymous: 1 (413) 532-2111\***

**Al-Anon and Ala-teen: 1 (413) 782-3406**

- (Al-Anon is open to anyone whose life has been affected by another person's drinking)

**Narcotics Anonymous: 1 (800) 481-6871**

**National Alcohol Abuse and Drug 24-Hour Helpline: 1 (800) 252-6465**

\* local call from Northampton

This policy will be reviewed at least biennially to assess its effectiveness, to implement appropriate changes and to ensure that the disciplinary sanctions discussed are consistently enforced.

*Revised: 12/21; Reviewed 11/21*

## Health Risks

The use of drugs and alcohol has both physical and psychological repercussions. Such substances can interfere with memory, sensation and perception, and impair the brain's ability to synthesize information. Regular users develop tolerance and physical dependence. The psychological dependence occurs when the substance becomes central to the user's life and decision making.

Alcohol consumption may cause a number of marked changes in behavior. Even low doses may significantly impair the judgment and coordination required to drive a car safely. Low to moderate doses of alcohol may increase the incidence of a variety of aggressive acts, including physical attacks. Moderate to high doses of alcohol may cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses may cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol may produce the effects just described.

Individuals who use controlled substances during pregnancy may give birth to infants with fetal alcohol or drug syndrome. These infants have irreversible physical abnormalities and intellectual disability. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics. A chart of the effects of the use of certain controlled substances is found on the [Charts page \(https://www.smith.edu/node/400797\)](https://www.smith.edu/node/400797) of this document. More information is available at [smithcollege.me/DEA-Resource-Guide \(smithcollege.me/DEA-Resource-Guide\)](https://smithcollege.me/DEA-Resource-Guide).

Using an electronic cigarette (e-cigarette) product is commonly called vaping. E-cigarettes work by heating a liquid to produce an aerosol that users inhale into their lungs. The liquid can contain nicotine, tetrahydrocannabinol (THC) and cannabinoid (CBD) oils. The use of e-cigarettes and vaping has been associated with an outbreak of severe lung disease and several fatalities. The risks associated with the use of these products are potentially devastating and the research is ongoing.

Repeated use of drugs and alcohol can lead to dependence. Sudden cessation of substance intake can produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Substance withdrawal can be life-threatening. Long-term consumption of substances, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs, such as the brain and liver.

## Sanctions

The buildings and residences of the college are not beyond the reach of the law and are not sanctuaries from state and federal law enforcement. Members of the administration will not obstruct such enforcement. When the conduct of a member of the college community on college property or during a college activity, wherever it may occur, is in violation of this policy, the college will take appropriate action, up to and including expulsion, termination of employment and referral for prosecution. This policy supplements, and does not replace, other regulations, policies, standards and expectations regarding the conduct of college students and employees. Nothing in this policy shall be construed to remove or otherwise affect those protections normally afforded to all employees and students. The information below is a brief summary of Massachusetts law. It is not legal advice and readers should refer to the actual law for complete information.

<b>Illegal Offense</b>	<b>Sanction</b>	<b>Statute</b>
Using, altering, selling or distributing false ID or driver's license	Up to \$200 fine or up to 3 months' imprisonment	MA Gen Law 138 §34B
Transporting alcoholic beverages in a vehicle by driver under 21 years of age	Up to \$50 fine for first offense; up to \$150 fine for subsequent offenses AND suspension of driver's license for 90 days	MA General Law 138 §34C
Furnishing alcoholic beverages to another under 21 years of age	Up to \$2,000 fine and/or up to 1 year imprisonment	MA General Law 138 §34
Making, stealing, altering, forging or counterfeiting a driver's license or identification card or for possessing or using such a license or identification card	Fine up to \$500 or up to five years in prison; immediate suspension of driver's license for up to 1 year	MA General Law 90 §24B
Purchasing or attempting to purchase alcoholic beverages if under 21 years of age, including using a false ID	Fine of \$300 and suspension of driver's license for 180 days	MA General Law 138 §34A
Having an "open container" of alcohol as a passenger in a vehicle	Fine of \$100 up to \$500	MA General Law 90 §24I
Driving under the influence, if under the age of 21, is driving with a blood alcohol level of .02 as a percentage by weight of alcohol in the blood	Fines not less than \$500 and up to \$5,000; mandatory suspension of license for 180 days and up to 1 year and/or up to 2.5 years' imprisonment for the first offense. Subsequent offenses carry significantly higher penalties.	MA General Law 90 §24 (1)(a) and §24P
Driving under the influence, if over the age of 21, is driving with a blood alcohol level of .08 as a percentage by weight of alcohol in the blood	Fines not less than \$500 and up to \$5,000; suspension of license for 1 year and/or up to 2.5 years' imprisonment for the first offense. Subsequent offenses carry significantly higher penalties.	MA General Law 90 §24 (1)(a)
Refusal to submit to a breathalyzer test	Immediate suspension of a driver's license for minimum of 180 days. If under 21 years of age OR previously	MA General Law 90 §24(1)(f)(1)

convicted of driving under the influence, immediate suspension of driver's license for 3 years or longer.

Causing serious bodily harm while driving under the influence of alcohol

2.5 to 10 years' imprisonment and a fine up to \$5,000; revocation of driver's license for 2 years

MA General Law 90 §24L

Federal, state and local sanctions for unlawful possession or distribution of illicit drugs range from probation and forfeiture of property to fines and imprisonment. For example, the sanctions against an individual for distribution of, or possession with intent to distribute, controlled substances include imprisonment for several years up to a maximum of life imprisonment, with fines up to \$4 million. Sanctions can increase for repeat offenders or for offenses resulting in death or serious bodily harm, and can be doubled for each of the following occurrences: distribution to persons under 18 years of age, distribution within 1,000 feet of a school, including the College Campus School, or employing someone under 18 in the distribution. Attempt or conspiracy to commit a crime can be treated as severely as the intended offense. Many of the state and federal statutes that prohibit the illegal distribution of controlled substances provide for minimum mandatory prison sentences. Conviction for violation of any state or federal drug law can lead to ineligibility for any federal benefit, including grants and loans. Thus a student can make herself ineligible for student loans through drug conviction.

All students should be aware that current federal statutes permit notification of parent(s) regarding a student's violation of the college's controlled substance policy. Both designated college administrators and conduct boards may recommend to the dean of students that parental/legal guardian notification occur. The dean of students will make a final determination of the appropriateness of notification, carrying it out if deemed appropriate. (The dean of students may notify parent[s]/legal guardian[s] without a designated college administrator's or conduct board's recommendation if she possesses information that would support this step.) Each student should be forewarned that parental/legal guardian notification may occur if a student is found responsible for a violation of the college's controlled substance policy.

Massachusetts makes it illegal to be in a place where heroin and fentanyl are kept and to be "in the company" of a person known to possess such substances. Any person in the presence of heroin and fentanyl, such as at a private party or a dormitory suite, risks conviction of a serious drug offense.

More complete tables of federal sanctions for illegal drug activity are available on the [Charts page](https://www.smith.edu/node/400797) (<https://www.smith.edu/node/400797>) of this document.

The director of human resources must be notified by an affected employee of any criminal drug statute conviction for a violation *occurring in the workplace* no later than five days after the conviction. The college will then notify the federal funding agency involved, if any, within 10 days after receipt of such notice.

## Charts

This page contains the charts relating to the Smith College Policy on Substance Abuse and Substance Use. *Because these files are in PDF format, the Next link at the bottom of the page will not take you to them. Please take the time to click on the links below and view the information.*

### Files for Download

- [Controlled Substances - Uses and Effects](https://www.smith.edu/sites/default/files/media/Documents/Student-Affairs/usesandeffects.pdf) (<https://www.smith.edu/sites/default/files/media/Documents/Student-Affairs/usesandeffects.pdf>) (PDF) >
- [Federal Trafficking Penalties](https://www.smith.edu/sites/default/files/media/Documents/Student-Affairs/traffickingpenalties.pdf) (<https://www.smith.edu/sites/default/files/media/Documents/Student-Affairs/traffickingpenalties.pdf>) (PDF) >
- [Federal Trafficking Penalties - Marijuana](https://www.smith.edu/sites/default/files/media/Documents/Student-Affairs/traffickingpenaltiesmj.pdf) (<https://www.smith.edu/sites/default/files/media/Documents/Student-Affairs/traffickingpenaltiesmj.pdf>) (PDF) >

## Smith College Policy On Video/Audio Recordings In The Classroom

To encourage an active, engaged teaching and learning environment in the classroom and to safeguard the privacy of students and instructors, no form of audio or visual recording shall take place in the classroom without explicit permission from the instructor.

1. Students whom Disability Services has authorized to make recordings as an accommodation shall share that written authorization privately with the instructor before beginning any such recordings. Recordings are authorized only to provide disability accommodations, and shall be used solely for personal academic purposes.

2. Students who are unable to attend class may request from the instructor that the class be audio or videotaped for the purpose for learning material missed due to an excused absence. Granting such a request is at the discretion of the instructor. Recordings shall be used solely for personal academic purposes and only by a student who has obtained the instructor's permission.
3. Instructors who record their lectures must notify the students in advance and make clear that the recordings can only be used solely for personal academic purposes.

In all cases, recordings shall not be shared, posted, published, or distributed in any form for any reason. Violation of this policy may result in disciplinary action by the Student Conduct Board, and may violate Massachusetts strict "two-party consent" Recording Law (<http://www.dmlp.org/legal-guide/massachusetts-recording-law>).

## Smith College Student Rights and Responsibilities

### Notice of Non-Discrimination

Smith College is committed to maintaining a diverse community in an atmosphere of mutual respect and appreciation of differences.

Smith College does not discriminate in its educational and employment policies on the basis of race, color, creed, religion, national/ethnic origin, sex, sexual orientation, age, or with regard to the bases outlined in the Veterans Readjustment Act and the Americans with Disabilities Act.

Smith's admission policies and practices are guided by the same principle, concerning women applying to the undergraduate program and all applicants to the graduate programs.

For more information, please contact Office for Equity and Inclusion, College Hall 302, (413) 585-2141, or visit the Office for Equity and Inclusion website (<https://www.smith.edu/about-smith/equity-inclusion>).

*Updated August 2023*

### Requesting a Reasonable Accommodation

The Office of Disability Services (ODS) serves as a central point of information and coordination to ensure equal access and full participation for students with disabilities in all programs and activities at Smith College. More information about requesting a reasonable accommodation on the basis of a disability can be found on the ODS website (<https://www.smith.edu/about-smith/disability-services>).

*Updated August 2023*

### Smith College Equal Educational Opportunity Policy

As a central element of its commitment to excellence, the College seeks to maintain an environment that is free of conduct that unreasonably interferes with the academic and professional experience of any member of its community.

The College is committed to creating an educational environment that is open to all individuals without discrimination on the basis of any protected class identified in the College's Notice of Non-Discrimination (<https://www.smith.edu/about-smith/offices/student-affairs/student-handbook/notice-non-discrimination>) that occurs in an educational program or activity in the workplace.

The Equal Educational Opportunity Policy can be found here (<https://www.smith.edu/about-smith/equal-education>). For more information, please contact the Office for Equity and Inclusion, College Hall 302, 413-585-2141, or visit <https://www.smith.edu/about-smith/equity-inclusion> (<https://www.smith.edu/about-smith/equity-inclusion>).

*Updated August 2023*

### Smith College Equal Employment Opportunity Policy

It is the policy of Smith College to provide equal employment opportunities without regard to race, color, religion, sex, national origin, ancestry, age, sexual orientation, gender identity, disability, genetic information, veteran or special disabled status. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, demotion or transfer, reduction of workforce and termination, rates of pay or other form of compensation, professional development and training, the use of all facilities, and participation in all College-sponsored employee activities. The college affirms its commitment by holding all employees responsible for upholding this principle and recognizing their legal obligations under applicable federal and state statutes. The policy can be found here (<https://www.smith.edu/about-smith/diversity/resources>).

## Smith College Sexual Misconduct Policy

The College prohibits sexual misconduct, as defined in [the Sexual Misconduct Policy \(https://www.smith.edu/about-smith/college-governance/title-ix/sexual-misconduct-policy\)](https://www.smith.edu/about-smith/college-governance/title-ix/sexual-misconduct-policy), that occurs in its educational programs or activities or has a continuing impact on students while engaged in an educational program or activity.

The Sexual Misconduct Policy may be found [here \(https://www.smith.edu/about-smith/college-governance/title-ix/sexual-misconduct-policy\)](https://www.smith.edu/about-smith/college-governance/title-ix/sexual-misconduct-policy). For more information, please contact the Office for Equity and Inclusion, College Hall 302, 413-585-2141, or email the Title IX Coordinator, Martha Alexander, at [malexander@smith.edu](mailto:malexander@smith.edu) (<mailto:malexander@smith.edu>)

*Updated August 2023*

## The Office for Equity and Inclusion

Hearts. Minds. Systems. That's what we get to work on in the Office for Equity and Inclusion. Through individual and community engagement, we reach hearts. Through inclusive education and programming, we nourish minds. Through institutional change and collaborations across the college, we realign systems. All of this is in the service of improving and enriching the educational and work experience of everyone at Smith—students, staff and faculty.

OEI includes the Vice President for Equity and Inclusion; the Director of Non-Discrimination Initiatives/Title IX Coordinator; the Inclusion Facilitator/Trainer; the Program and Outreach Coordinator; the Racial Justice Action Planning Coordinator/Facilitator; the Senior Adviser on Disability Access and Inclusion; and the Executive Assistant to the VP; two staff members in the Office of Multicultural Affairs, the Dean for Multicultural Affairs and the Assistant Director of Multicultural Affairs; and the Director of Religious and Spiritual Life and her team.

In collaboration with everyone at Smith, OEI leads the development and implementation of the Toward Racial Justice strategic plan.

### OEI STATEMENT ON COMMUNITY STANDARDS

**From COMMON GROUND: COMMUNITY IN DIVERSITY AT SMITH COLLEGE: “Creating a community that is accepting and respectful of all its members is not simply one of our goals; rather, the vision of such a community must be recognized as central to every aspect of the priorities for the college, from curriculum to co-curriculum, associated with providing an excellent education.”**

Smith College fosters free access to knowledge, its unfettered discovery and communication through research and education and the creation and sustenance of a community of scholars, students and staff. The Smith community can realize these goals only in an atmosphere of trust and respect. The college aspires to create and maintain an educational, working, and living environment that is respectful of differences and free from harassing behavior.

To foster trust and respect in a diverse community, Smith College encourages community members to behave in ways that affirm respect for each other. Within an academic institution, teaching, doing research and learning are subject to the protections of ‘academic freedom’ as described in the college’s policy on academic freedom. Actions or words used in the context of the academic curriculum and teaching environments that serve legitimate and reasonable educational purposes will not be evaluated as violating policies that bar certain behaviors, sexual harassment or unlawful discrimination.

In a diverse community, disagreements and conflicts of various degrees of seriousness are inevitable. The college strongly encourages informal resolution of disputes and conflicts. Many issues are best resolved by direct communication between the individuals involved, sometimes with the help of a third party. Community members are expected to engage in good faith attempts to mediate their differences. To that end, all members of the Smith community are encouraged to consult with student affairs staff members, human resources staff members, deans, academic department chairs, the chaplains, supervisors, and Office for Equity and Inclusion staff to discuss concerns and seek resolution to differences.

## Smith College Technology Policies

### ACCEPTABLE USE OF COMPUTER RESOURCES

**Approved:** VP for Information Technology

**Date Established:** 6/30/2014

**Responsible Office:** Information Technology Services

**Date Last Revised:** 05/13/2022

**Responsible Executive:** Information Security Director, VP for Information Technology

## STATEMENT

Smith College requires that any person who uses its information technology resources and services must do so in a lawful, responsible and ethical manner, abiding by all applicable laws, regulations and college policies and codes of conduct.

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## SCOPE

This policy affects all people using information technology resources and services provided by the institution, regardless of their individual affiliation.

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## POLICY

### Introduction:

Smith College provides information technology resources to students, faculty, staff, guests, and other members of the college community for support of its general academic mission. These resources may only be used for lawful purposes, and in a manner consistent with college policies and codes of conduct. These resources include authenticated access to college electronic services, including: access to college-owned computers and electronic devices; local and Internet network access; network file storage; electronic mail (e-mail); phone service and voice mail; licensed software; electronic media content; library electronic resources; and other network-based services and data. The college has established standards and policies for the acceptable use of these resources and expects users to be familiar with and honor them.

In addition, members of the Smith College community may have access to third-party electronic resources through their affiliation with the college, including the resources of the other institutions of Five Colleges, Inc. (Amherst College, Hampshire College, Mount Holyoke College, and the University of Massachusetts Amherst). Use of these resources by members of the Smith College community is governed by this Acceptable Use Policy and also by any applicable policy or restriction of the third-party provider.

### Specific Considerations for this Policy:

**Actions prohibited** by legal or regulatory agencies, and / or this Acceptable Use Policy or the institutional policies of Smith College include but are not limited to:

### Legal and Regulatory Acceptable Use Restrictions:

- Use of Smith's information resources to facilitate or engage in any illegal activity.
- Use of Smith's information resources, including its email lists, to endorse, promote, canvass for, or support a political party or political candidate that in any way appears to act in violation of the college's legal requirement to remain politically neutral.
- Copying media, software, documents, or other intellectual property in violation of contractual agreement, or state or federal laws.
- Downloading, or making available for download to others, any copyright protected material such as music, shows, movies, and books, without the permission of the copyright owner.
- Use of audio, images, videos, movies, or likenesses of people without their written consent.
- Use of licensed library resources in any way other than for noncommercial, educational, scholarly or research use.

### Institutional Acceptable Use Restrictions:

- Use of computer resources for the purpose of **commercial or profit-making activities** not relevant to the mission of the college.
- Use of computer resources for **fundraising, business solicitation or advertising** by groups or individuals other than officially recognized campus organizations.
- Use of **the college's name and logos** in ways that suggest or imply the endorsement of other organizations, their products, or services without appropriate approval.
- Capturing or storing **protected information** such as credit card and social security numbers on college servers or systems, except as explicitly provided by other applicable policy or procedure, without prior consent of Information Technology Services.
- Use of information technology to circumvent the intent of other campus policies.

### Account Use and Information Access Restrictions:

- Sharing your Smith account or password with anyone.
- Unauthorized access to or disclosure of personal information, protected information, or institutional classified information.
  - For the avoidance of doubt, unauthorized disclosure includes forwarding emails or other documents with personal information or institutional classified information from college email accounts to personal email accounts.
- Disclosure of non-public student information to any person not authorized to access such information is considered a particularly serious offense. Unauthorized access, or attempting to gain unauthorized access, to other users' accounts, private files, e-mail, or other personal electronic resources.
- Unauthorized access, or attempting to gain unauthorized access, to institutional data, servers, or systems, or external services provided for institutional use.

#### **Electronic Communications Restrictions:**

- Any behavior that constitutes harassment of another individual or group.
- Use of images or text that are abusive, profane, or obscene in e-mail or on web pages.
- Unauthorized use or forging of email header information, or other deliberate attempts to misrepresent user identity.

#### **Network Use Restrictions:**

- Use of computer resources in such a manner that might cause congestion of the network, or that incapacitates, compromises, or damages college resources or services.
- Capturing or "sniffing" Smith network traffic content, or probing or scanning the network or connected devices, without prior consent of Information Technology Services.
- Implementation of network services or devices, such as DHCP services, wireless access points, or network hubs or switches, that may conflict with authorized college services, without prior consent of Information Technology Services.

#### **Additional Considerations for this Policy:**

Although all members of the community have a reasonable expectation of privacy, the college reserves the right to examine material stored on or transmitted through any and all of its resources, such as computer disk drives, network drives, e-mail, voicemail, portable devices, other electronic storage media, internet service (including wireless networks), cloud computing, and institutionally contracted information technology services, if there is cause to believe that the standards for acceptable and ethical use are being or have been violated, if there is a threat to an individuals' safety, or when it has a legitimate work or school administration-related need to do so; and to preserve the contents in response to litigation hold requests, potential legal claims, subpoenas, or other investigations. The College also reserves the right to disclose the contents to law enforcement officials.

The Vice President for Information Technology or their delegate with appropriate consultation must review and approve in advance any request for access to the contents of electronic files, data, or folders on institutional information technology resources without the consent of the user.

Students, faculty and staff who use their personal computer, portable electronic device, portable memory media, or other electronic devices for college-related business may be required to provide access to intact business-related information and possibly the devices themselves when the college has a legally-required reason.

The college reserves the right to access the contents of students' electronic files during the course of an investigation and to disclose the contents during student conduct proceedings.

#### **POLICY VIOLATIONS**

Violations of this policy and related college policies should be brought to the attention of policy's Responsible Executive, and are adjudicated according to procedures outlined in the Student Handbook and the Staff Handbook, with disciplinary consequences imposed by the adjudicating authority up to and including dismissal. Some offenses are punishable under state and federal laws.

#### **DEFINITIONS**

These definitions apply to terms as they are used in this policy.

- **Classified information:**
  - For this policy, "classified information" refers to any institutional information that has been classified by the information



owner as requiring some level of access protection or privacy protection.

- **Protected Information:**

- For this policy, “protected information” refers to information that is explicitly protected by state or federal law, and specifically MA GL 93H / MA 201 CMR 17.

- **DHCP:**

- “Dynamic Host Configuration Protocol” – standard service that issues a network address to a device when it attaches to the local network.

## PROCEDURES

### Procedures for compliance:

Departments must ensure that internal procedures support compliance with this policy. Review and approval of internal procedures by the policy administrator is recommended.

## RELATED INFORMATION

### Related Policies:

- **ITS Policies:**
- [General collection of ITS policies and procedures \(https://www.smith.edu/its/policies/index.html\)](https://www.smith.edu/its/policies/index.html)
- **Account Password & Security Policy:**
- [Smith’s central user ID account security \(https://www.smith.edu/its/policies/acct\\_security\\_policy.html\)](https://www.smith.edu/its/policies/acct_security_policy.html)
- **Electronic Mail Policy:**
- [Appropriate use of Smith College email services \(https://www.smith.edu/its/policies/email\\_policy.html\)](https://www.smith.edu/its/policies/email_policy.html)

### Additional Resources:

- **Smith College Code of Conduct:**
- [Guidance for professional conduct for all faculty, staff and students \(https://www.smith.edu/hr/conduct.php\)](https://www.smith.edu/hr/conduct.php)
- **Staff Handbook:**
- [General information all staff members should know \(https://www.smith.edu/hr/handbook.php\)](https://www.smith.edu/hr/handbook.php)
- **Student Handbook:**
- [General information all students should know \(https://www.smith.edu/student-handbook\)](https://www.smith.edu/student-handbook)

## Electronic Mail Policy

### *Interim Policy*

**Approved:** VP for Information Technology **Date Established:** 4/2015

**Responsible Office:** Information Technology Services

**Date Last Revised:** 5/2015 **Responsible Executive:** Information Security Director, VP for Information Technology

**STATEMENT** Electronic mail services provided by the college engender legal, regulatory and institutional limitations on its permitted use, content, and handling by all members of the institution. This policy provides the framework for the permitted and proper use of email by the institution and its members.

**SCOPE** This policy affects all members of the Smith College community who use the electronic mail and messaging services provided by the college.

**POLICY Introduction:** Electronic mail (email) is an established means of communication and information conveyance for a wide variety of institutional, professional and personal needs. Smith provides email services to its community members in support of the academic mission and administrative needs of the college. This policy sets limits and expectations on the permitted use and handling of email accounts, message content, and use of services to meet the compliance requirements of legal and regulatory mandates, and the general needs and expectations that the institution sets for itself.

**Email Accounts:**

- **Responsibility for use:** use of Smith email services must comply with all general user account policy requirements; in particular, all activities and use associated with an individual email account are the responsibility of the account owner.
- **Account sharing:** the use of an individual account by anyone other than the person assigned to the account is prohibited; however, delegated access to an email account is permitted.
- **Account name changes:** email services usernames are tied to your Smith College individual user account, and are not changed separately or independently from your Smith username; individual account username changes are generally made when official Registrar or HR name changes are approved.

**Prohibited Use:** the use of email services are expressly prohibited:

- to facilitate or engage in **any illegal activity**, including the unauthorized sharing of any content protected by copyright law.
- for obtaining **unauthorized access** to the files and communications of others, with no substantial institutional need.
- to **infringe on the rights of others**, or to **harass other** users in any way.
- to endorse, promote, canvass for, or support a **political party or political candidate** that in any way appears to act in violation of the college's legal requirement to remain politically neutral.
- for **fundraising, business solicitation or advertising** by groups or individuals other than officially recognized campus organizations.
- for non-college-related **commercial or profit-making activities**.
- To **transmit "protected" institutional information** as either as part of the message, or as content within an attachment to a message.

**Permitted Use:** some use of email services are permitted, but have certain restrictions or limitations on their use, such as:

- **Personal communications:** Incidental and occasional personal use of Smith's email is permitted, but such messages will be treated no differently from other messages with respect to privacy and compliance with this policy.
- **Bulk email** (see definition below): use of Smith email services for the sending of bulk email is permitted provided they meet with the following restrictions:
  - Message content and recipient lists comply with the bulk email procedures included in this policy.
  - Use complies with all applicable laws and regulations, including but not limited to the CAN-SPAM act.
  - Allows recipients to opt out or be removed from the list for future bulk emails related to the message content or from the message sender.
  - Complies with the procedures included below in this policy.

**Email Privacy:** email communications using Smith College's email services may contain confidential or personal information, with certain expectations regarding the privacy and disclosure of such communications. Electronic communications, including email, are subject to the following limitations regarding privacy and access:

- **Smith's right to access and disclose information:** Smith recognizes that members of the college community have some reasonable expectations of privacy with regard to the electronic mail messages they send or receive. The college reserves the right to access and disclose the contents of electronic mail messages, but will do so only when it has a legitimate work-related need to do so. The college also reserves the right to disclose any electronic mail message to law enforcement officials. The Responsible Executive of this policy will review any request for access to the contents of electronic mail without the consent of a sender or recipient. Such requests must be approved in advance and any access undertaken without such approval is a breach of college policy.
- **Email service monitoring:** ITS department systems staff routinely monitor information technology systems, including email systems and services. If anomalies are found indicating the possibility of illegal activity or violations of college policy or security, they will investigate further and report their findings to the Responsible Executive(s) of this policy.
- **Suspected policy or legal breach investigation:** the college may inspect the contents of electronic mail messages in the course of an investigation triggered by indications of impropriety.

**Email as an "official record" of the college:** Email is considered an official resource for the communications of the college, and may be subject to other institutional or legal regulations and compliance requirements pertaining to the official records of the institution. This includes but is not limited to:

- compliance with legal actions such as litigation hold notices.
  - records management requirements specified in the College's "Records Retention" policy.
  - compliance with FERPA and any other regulatory requirements that pertain to the content of a message or its attachments.
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**POLICY VIOLATIONS** Violations of college policies are adjudicated according to procedures outlined in the Student Handbook and the Staff Handbook, with disciplinary consequences imposed by the adjudicating authority up to and including dismissal. Some offenses are punishable under state and federal laws.

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## STANDARDS AND PROCEDURES

**Standards for email attachments:** Attachments to email messages are expected to comply with the following standards and best practices recommendations:

- attachments should be **clean of any viruses or malware** embedded within the attachment.
- **should not contain any information that is classified as "Protected"**, unless the file is encrypted with a commonly accepted encryption protocol, and the decryption key is communicated in some way other than in an email message to the recipient(s).
- must **conform to this policy** as though they are part of the email message or content.

**Procedures for Bulk email:** The following requirements govern the use of email services for the sending of "bulk email" messages:

- Distribution lists for bulk email to large numbers of constituents (100+), and that include non-Smith.edu email addresses, must be sent using an officially supported bulk email service provider.
- Bulk email communications should be sanctioned by someone with governance oversight of the recipient group.
- Bulk email message content should adhere to the email composition standards included in this policy.
- Additional guidelines for sending bulk, broadcast or distribution list email are listed in the ITS "Email Services Guidelines" document online.

**Procedures for departments:** Departments are expected to develop internal procedures relevant to their business processes that support compliance with this policy. Review and approval of internal procedures by the policy Responsible Executive is recommended if questions of compliance or best practices arise.

**Standards and Best Practices for email composition:** In order to promote consistency and professionalism in official communications, and to better ensure that users both read and trust the messages sent by representatives of the college, adherence to the following guidelines is suggested:

### Standards:

- **Subject lines** should directly state essential message content, avoid misleading or generic subject lines
- provide **explicit contact information** for recipients' questions
- is **signed** at the end with relevant person or departmental information
- is **approved** by someone with governance authority for the message scope before it is sent out
- is sent only from an **@smith.edu** email sender address, do not obfuscate sender info
- message content conveys **Smith-specific information**

**Web links in message content:** care should be used when including clickable content within email messages, as this is how most phishing email messages attempt to compromise a recipient's identity or personal information. Whenever reasonable, ensure that URLs are explicit in the message text; try not to hide link addresses behind alternate clickable text.

### Best Practices for email composition :

- provide a **specific person** by name as sender or as a contact for questions
- use correct grammar, spelling and idiomatic phrases

- **be succinct**
- **Edit** : proofread for style, and vet for accuracy
- for distribution lists, send TO: an individual account, and **BCC: the list**
- send only to recipients directly targeted by the message content
- avoid "alarmist" words or phrases, such as : *"your URGENT action is needed"*

**DEFINITIONS** These definitions apply to terms as they are used in this policy.

**Bulk email:**

Email message content that is sent to a list of more than 25 recipients that is derived or maintained by an individual or group, and which the recipients did not explicitly agree to receive.

**Broadcast email:**

Email messages sent to an institutionally maintained list ("system list") of Smith College users, such as all faculty or a class roster of students, usually from an account with explicit permission to send to that list; recipients cannot opt out of system lists.

**Distribution list email:**

Email messages sent to a list of users who have explicitly agreed to receive messages pertaining to the distribution list's subject or purpose.

**Protected information:**

Generally, Smith institutional information that has specific legal or regulatory compliance restrictions or protections, such as Social Security Numbers; see the Comprehensive Information Security Program for more detailed information.

## RELATED INFORMATION

**Related Policies :**

- **Acceptable Use Policy** : Comprehensive policy on the college's standard for acceptable use of all institutional Information Technology related resources and services. [http://www.smith.edu/its/policies/acceptable\\_use\\_policy.html](http://www.smith.edu/its/policies/acceptable_use_policy.html) ([http://www.smith.edu/its/policies/acceptable\\_use\\_policy.html](http://www.smith.edu/its/policies/acceptable_use_policy.html))

**Other Resources :**

- **Comprehensive Information Security Program:** An umbrella document that brings together multiple information and data security processes and policies intended to enhance the overall security of the information that touches all aspects of the college. [http://www.smith.edu/its/policies/cis\\_program.pdf](http://www.smith.edu/its/policies/cis_program.pdf) ([http://www.smith.edu/its/policies/cis\\_program.pdf](http://www.smith.edu/its/policies/cis_program.pdf))
- **Staff Handbook:** <http://www.smith.edu/hr/handbook.php> (<http://www.smith.edu/hr/handbook.php>)
- **Student Handbook:** <https://www.smith.edu/student-handbook> (<https://www.smith.edu/student-handbook>)

## Policy on use of email for official college communication

At Smith College, there is a need for electronic communication with students. It is the College's policy that electronic mail (email) be an official communication mechanism with students. Students have a right to accurate and timely information about matters affecting them. The College has the right to determine the appropriate vehicle for official communication about matters affecting students. Along with other forms of campus communications (campus mail, eDigest, etc.), students are responsible for receiving, reading, complying with and responding to official email communications from the College.

All students are assigned an official Smith College email address and all official College communications are sent to this email address. The official Smith email address for each student is listed in the official College directory.

The College provides several mechanisms so that a student may access her official Smith email account. Optionally, a student may forward her email from her official Smith email address to another email address of her choice. A student who chooses to forward her email to another email address does so at her own risk. Smith College is not responsible for email forwarded to any other email

address. A student's failure to receive or read in a timely manner official communications sent to the student's official email address does not absolve the student from knowing and complying with the content of the official communication. The procedures for accessing and forwarding email are published on the ITS website.

Faculty may assume that a student's official College email is a valid mechanism for communicating with a student, and faculty may use email for communicating with students registered in their classes. This policy ensures that all students are informed of course requirements communicated to them by email from their course instructors. Students must submit coursework according to the acceptable guidelines established by their instructors.

## Wireless Network Policy

Smith College provides the convenience of wireless data network access in most locations to the campus community. Use of the wireless network should be in conformance with the college's [Policy on the Acceptable Use of Computer Resources](https://www.smith.edu/its/policies/acceptable_use_policy.html) ([https://www.smith.edu/its/policies/acceptable\\_use\\_policy.html](https://www.smith.edu/its/policies/acceptable_use_policy.html)).

Wireless networking is a broadcast and shared form of communication, and as such presents a variety of additional issues and security risks that are not present with a wired connection. Wireless data protocols also use the shared 2.4 GHz frequency airspace which is open and used by a variety of other technologies, including cordless phones, microwave ovens, and Bluetooth devices; this also presents reliability and performance issues for wireless networking. Therefore, Smith College has adopted the following policies and recommendations relating to the deployment and use of wireless networking on the college's network.

- Smith Guest network access is offered for temporary use to guests of the Smith College community; it offers limited bandwidth and restricted access to Smith services. Smith Guest access should not be used by Smith students, faculty or staff, except as needed for short term Internet access while resolving authenticated network access problems.
- Only wireless access points provided and installed by ITS, or authorized and approved by ITS, are permitted on the college's campus LAN.
- Personal access points are not permitted; where such devices are found connected to the network, data access to that location will be disabled until the access point is removed.
- Client computers with wireless network interface cards (NICs) are not permitted to be configured to act as access points.
- When conflicts arise between devices using the 2.4 GHz airspace and Smith's wireless LAN, precedence will be granted to the wireless data network. Exceptions can be granted; requests for an exemption to this policy should be directed to the college CIO.

Departments may request wireless network access in specific locations not currently covered by submitting an application to the Director of Network Operations or to designated alternates. Smith does not currently require all wireless communications to be encrypted, but use of the Smith Secure wireless mode is very strongly encouraged. Use of other secure communications options, such as SSH and HTTPS, is also highly recommended when such options are available. **Access to Banner data or other Smith business systems via wireless access, regardless of location on or off campus, is strongly discouraged, even when using encrypted protocols.**

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Approved by ITCC: February 22, 2005 Last updated: August 2012

## Smoking Policy

Smith College recognizes that using tobacco products is harmful to the health of tobacco users and that exposure to secondhand smoke poses a health risk to non-smokers. This policy has been enacted to address these health concerns and to provide a smoke-free workplace for all members of the college community.

Smoking is prohibited in all college-owned student residences and all academic and administrative buildings. All smoking by faculty, staff, students and visitors is limited to outdoor areas more than 20 feet from any academic, administrative or residential building. Smoking includes the use of electronic smoking devices, vapes, and Juuls.

The college is committed to providing educational programs to assist its employees and students in making healthy lifestyle choices. Students who are interested in smoking cessation programs may obtain information from Pelham Medical Service and Wellness Education; employees should contact the Benefits Office.

(When an exception has been authorized by the director of religious and spiritual life, smudging shall not be considered a violation of the Smoking Policy.)

## Sources of Discretionary Funds for Students

## Funding for Emergencies and Special Programs

A limited amount of funding in the form of grants is available to students in need for emergencies, special programs and some unanticipated events. These funds are limited, and in most cases will not cover the entire cost of an event or emergency.

For more information on the rules governing these funds, potential locations for funding, as well as application procedures, check the [Sources of Discretionary Funds for Students](https://www.smith.edu/doc/funding.php) (<https://www.smith.edu/doc/funding.php>) webpage.

## Student Complaint Requirements for Online Learning

### Notice for Distance Learning Students: State Authorization Reciprocity Agreement

Smith College participates in the National Council for State Authorization Reciprocity Agreements (SARA). SARA is a voluntary, regional approach to state oversight of postsecondary distance education. As a SARA-approved institution, Smith College will be authorized to offer online courses in each state that is part of the agreement without having to get approval from each state individually.

Smith College out-of-state distance learning students residing in a SARA state may file a complaint with the Massachusetts Department of Higher Education or with a state agency in the state in which they reside. Students must first attempt to resolve their complaint using internal administrative procedures offered by Smith College. After all administrative remedies have been exhausted with Smith College, the student may submit a SARA Complaint via the URL below.

### For Online Students Located in [SARA Member States and Territories](https://nc-sara.org/directory) (<https://nc-sara.org/directory>)

After you have exhausted the complaint procedures made available by Smith College, located at [smith.edu/academic-grievances](https://www.smith.edu/academic-grievances) (<https://www.smith.edu/academic-grievances>), if your complaint has not been resolved, you may file a complaint with the DHE by using the [SARA complaint form](https://www.mass.edu/foradmin/sara/complaints.asp) (<https://www.mass.edu/foradmin/sara/complaints.asp>). The DHE [SARA complaint form](https://www.mass.edu/foradmin/sara/complaints.asp) (<https://www.mass.edu/foradmin/sara/complaints.asp>) should be used by students who are located in [SARA member states and territories](https://nc-sara.org/directory) (<https://nc-sara.org/directory>). This includes all students who are located in SARA member states and territories for the purposes of completing out-of-state learning placements, such as internships, practica, clinical experiences, etc. in SARA member states and territories outside Massachusetts.

### For Massachusetts Residents and Online Students in Non-SARA Member States and Territories

After you have exhausted the complaint procedures described above, if your complaint has not been resolved, you may file a consumer complaint with the Massachusetts Attorney General's Office (AGO) by using the [consumer complaint form](https://www.mass.gov/how-to/file-a-consumer-complaint) (<https://www.mass.gov/how-to/file-a-consumer-complaint>). The AGO [consumer complaint form](https://www.mass.gov/how-to/file-a-consumer-complaint) (<https://www.mass.gov/how-to/file-a-consumer-complaint>) should be used by students who are located in:

- Massachusetts
- Non-SARA Member States or Territories (e.g., California, Guam, etc.)

Additional information from the DHE's [SARA complaint website](https://www.mass.edu/foradmin/sara/complaints.asp) (<https://www.mass.edu/foradmin/sara/complaints.asp>) is below:

The SARA complaint process is as follows:

1. Students must first attempt to resolve their complaint using internal administrative procedures offered by the SARA institution.
2. After all administrative remedies have been exhausted with the MA-SARA institution, the student may submit a SARA Complaint via this website: <https://www.mass.edu/foradmin/sara/complaints.asp> (<https://www.mass.edu/foradmin/sara/complaints.asp>)
3. The Department shall send a copy of the complaint to the institution that is the subject of the complaint;
4. Within 30 days of the date that the Department sends a copy of the complaint to the institution, the institution must provide a written response to the student and the Department.

**Additional Information** More information about DHE's complaint processes can be found [here](https://www.mass.edu/forstufam/documents/Final%20DHE%20Complaint%20Policy.pdf) (<https://www.mass.edu/forstufam/documents/Final%20DHE%20Complaint%20Policy.pdf>).

## Voter Registration

As part of the Higher Education Amendment, Smith College must provide students with the opportunity to register to vote. By virtue of being a student living at and attending a Massachusetts college, you are entitled to become a Massachusetts registered voter. Students from other states who wish to vote in a state other than Massachusetts should use a federal form or one supplied by the state in which they wish to register. Both the state and federal forms can be obtained online.

Procedural information and links to the appropriate state agencies can be found on the registrar's office website at <https://www.smith.edu/about-smith/registrar/voter-registration> (<https://www.smith.edu/about-smith/registrar/voter-registration>). Questions regarding registering to vote, census and elections may also be directed to the Northampton Registrar of Voters office at <https://northamptonma.gov/767/Voter-Registration-Information> (<https://northamptonma.gov/767/Voter-Registration-Information>) or (413) 587-1089.

For further information see: <https://www.usa.gov/register-to-vote> (<https://www.usa.gov/register-to-vote>)

*Updated July 2023*

## Withdrawal and Return to the College

### OVERVIEW OF WITHDRAWAL PROCESSES

A student may choose to withdraw during the semester because of an unexpected circumstance or opportunity, or because their capacity to function in an academic environment is compromised to the extent that they cannot meet the academic requirements for their classes and/or reside safely on campus. Whatever the reason for withdrawal, the student will be expected to remain away from the college for the semester following their withdrawal.

### Types of Withdrawals from the College during the Semester:

- [Withdrawal](https://www.smith.edu/about-smith/class-deans/withdrawal) (<https://www.smith.edu/about-smith/class-deans/withdrawal>)
  - [Voluntary/Personal](https://smith.edu/docs/catalog/SmithCatalog2022-23.pdf#page=29) (<https://smith.edu/docs/catalog/SmithCatalog2022-23.pdf#page=29>)
- [Conduct](https://www.smith.edu/about-smith/offices/student-affairs/student-handbook/college-conduct-board) (<https://www.smith.edu/about-smith/offices/student-affairs/student-handbook/college-conduct-board>)
  - [Conduct Board Sanction](https://www.smith.edu/article-viii#sanctions) (<https://www.smith.edu/article-viii#sanctions>)
  - [Honor Board Sanction](https://www.smith.edu/articles-v-vii#sanctions) (<https://www.smith.edu/articles-v-vii#sanctions>)
- [Administrative Withdrawal](https://smith.edu/docs/catalog/SmithCatalog2022-23.pdf#page=29) (<https://smith.edu/docs/catalog/SmithCatalog2022-23.pdf#page=29>)

### Types of Absence from the College:

- [Personal Leave](https://www.smith.edu/about-smith/class-deans/leaves-of-absence) (<https://www.smith.edu/about-smith/class-deans/leaves-of-absence>)
  - Must be taken before the start of the semester
- [Study Away](https://www.smith.edu/about-smith/class-deans/leaves-of-absence) (<https://www.smith.edu/about-smith/class-deans/leaves-of-absence>)

### Return to the College after Withdrawal

Students returning from any withdrawal, taken for any reason, must apply to return. Detailed information about the process is available on the [Class Dean's website](https://www.smith.edu/about-smith/class-deans/readmission). (<https://www.smith.edu/about-smith/class-deans/readmission>)

### Medical Clearance for Return after Withdrawal

In the case of a medical withdrawal, the student must [provide documentation of treatment](https://docs.google.com/forms/d/e/1FAIpQLSex7oe3wsoBAbA80TPIMPqo2Se-Sb7oplaakgg4RoKcUgO6dw/viewform) (<https://docs.google.com/forms/d/e/1FAIpQLSex7oe3wsoBAbA80TPIMPqo2Se-Sb7oplaakgg4RoKcUgO6dw/viewform>) to the director of the Schacht Center. The documentation must address regained functional capacity through evidence of any of the following:

- completion of coursework elsewhere (the Administrative Board may require a certain amount of credit at its review upon the student's withdrawal)
- engagement in a full-time activity such as employment (letter from supervisor)
- consistent volunteer work (letter from supervisor).

If students are unable to engage in above activities due to disability-related reasons, modification to this requirement will be considered as a reasonable accommodation. In these circumstances, other readiness documentation will need to be provided.

The student's application for medical clearance should also outline a plan for self-care upon return. The director of the Schacht Center for Health and Wellness or their designee will review requests for readmission for withdrawals for medical reasons and determine medical clearance. The Return to Smith Committee makes the final decision. The Return to Smith Committee may deny an application to return if a student has been withdrawn from the College three times in consecutive or non-consecutive semesters.

In very rare instances the Administrative Board may decide that a student who withdraws for medical reasons during the semester is ineligible for return.

### INFORMATION ABOUT MEDICAL LEAVES

### Voluntary Medical Withdrawal during the Semester

A student may request a medical withdrawal during the semester should they determine that they cannot fulfill the academic

requirements for their classes and/or a documented medical condition makes it difficult to successfully complete the semester.

The request to withdraw must be made in writing to their respective class dean, the director of the Schacht Center, or the directors for medical or counseling services.

## Required Medical Withdrawal during the Semester

The director of the Schacht Center, the director for counseling services, and the director for medical services, or the dean of students (or their designee) may require a student to withdraw during the semester when the student:

- presents a substantial risk of harm to self or others or fails to carry out substantial self-care obligations, or
- significantly disrupts the educational or other activities of the college community
- is unable to participate meaningfully in educational activities
- requires a level of care from the college community which exceeds the resources and staffing that the college can reasonably be expected to provide for the student's well-being.

## Evaluation Committee/Appeal Processes for Required Medical Withdrawal/Denied

### Medical Clearance

Should a student wish to appeal a Required Medical Withdrawal, a denial of medical clearance, a denial of a medical withdrawal or if the College wishes to conduct a review of a student's ability to remain a student at this time, an Evaluation Committee (EC) can be convened.

A student may seek an appeal by the Evaluation Committee by requesting a review within seven (7) days of the date of the withdrawal or denial of clearance. The Evaluation Committee's recommendation, following an appeal, will be given to the Administrative Board for reconsideration of its decision, as appropriate. Generally, the dean will only consider an appeal if new information, that was not available earlier, is included in the request. All requests should be made in writing and sent to the dean of students via email or c/o Dean of Students, Smith College, Clark Hall, 50 Elm Street, Northampton, MA 01063.

The members of the Evaluation Committee may include:

- the dean of students
- the associate dean of students
- the director of Schacht Center for Health and Wellness,
- the student's class dean
- the director of disability services

The EC may request that a representative from the Class Deans office, Residence Life or another area of the College present information about the student's experience. In addition, other administrators may be added to the Evaluation Committee if expertise is needed that is not already represented on the EC.

The EC may ask the student (and if appropriate, the family) to participate in the review by inviting them to make a brief written or oral statement.

The EC has access to the student's educational records as required for an appropriate review. A representative from the medical or counseling services may share information regarding the student's health in limited circumstances or with the student's expressed permission. The information shared may include hospital records if the student has been hospitalized, other information from outside providers or internal evaluations.

The EC is responsible for informing a student (and if appropriate, their parents or guardians) the result of the committee's deliberations.

The EC's decision following consideration of all relevant information will be the final decision of the College. The Evaluation Committee will communicate its decision to the student and the appropriate administrative offices.

The Evaluation Committee meets as needed.

*Updated August 2023*

## Academic Life

Academic rules and procedures are contained in the [Smith College Catalog \(http://catalog.smith.edu/\)](http://catalog.smith.edu/). Academic Life at Smith includes:

- [Office of the Class Deans \(https://www.smith.edu/about-smith/class-deans\)](https://www.smith.edu/about-smith/class-deans)



- Academic Standing and the Administrative Board
- Academic Credit
- Academic Achievement
- Majors, Minors, Concentrations, and Certificate Programs
- Majors, Minors, Concentrations, and Certificate Programs Academic Prizes and Awards
- Information on Leaves, Withdrawals, and Return to Smith following Withdrawal

*Updated July 2023*

## Academic Grievances

The following procedure exists for the rare instance in which a student believes she has a legitimate grievance that her coursework has been evaluated in an unfair or capricious manner. In that case, no later than the end of the second full week of the following semester, the student should submit to the instructor a written request for an explanation of the grade. In the case of grade disputes, instructors are responsible for clearly articulating the criteria for determining students' grades in the course syllabus and issuing grades according to that rubric. Grades are considered final once they are submitted to the Office of the Registrar, although an instructor may request a change in a grade if a computational or clerical error has been made.

Normally, within two weeks of receiving such a request, the instructor should meet with the student to discuss the grievance. If both parties deem a change is in order then the instructor will request it from the Administrative Board. If the instructor does not agree, however, and the student is not satisfied with the instructor's explanation then the next step for the student is to take their original request and additional supporting materials to the appropriate department chair or program director. Supporting material should include a copy of the course syllabus and the student's evidence for unfair or capricious action. Specifically the student needs to demonstrate that one or more of the following conditions pertained.

- The instructor used inappropriate criteria (e.g. in determining a final grade.)
- The instructor assigned a grade on some basis other than performance in the course.
- The instructor did not adhere to the procedures stated in the course syllabus (e.g. grading rubric.)

After consulting with the instructor and the student and reviewing the written evidence, if the appropriate department chair or program director finds legitimate cause for the complaint then s/he will try to work with both the student and the instructor toward finding an equitable solution. However, if the appropriate chair or program director concludes that there is no cause for the complaint, if there is disagreement between the chair/director and the instructor, or if the instructor is also the chair or program director, then the student can appeal the case to the Associate Dean of the Faculty (see contact information on the [Provost's Office website \(https://www.smith.edu/about-smith/provost/about-us\)](https://www.smith.edu/about-smith/provost/about-us)). At that point the instructor's explanation for the grade should also be in the form of a written statement. Reviewing all written materials and working with all parties involved, the Associate Dean of the Faculty will make the final determination on the dispute.

The procedures outlined above apply to most forms of academic grievance. However, students advancing claims of discrimination under Title VI, VII, or IX should consult the Office on Inclusion, Diversity, & Equity and follow the corresponding process.

## Academic Honor Code

Please refer to the [Academic Honor Code \(https://www.smith.edu/academic-honor-code-0\)](https://www.smith.edu/academic-honor-code-0) found in the Student Conduct and Social Responsibility section.

## Academic Rules and Procedures

Academic rules and procedures are contained in the [Smith College Catalog \(http://catalog.smith.edu/\)](http://catalog.smith.edu/). Key topics include degree requirements, academic credit, academic standing, and leaves/withdrawal/return. The Smith College Catalog also includes detailed information about majors, minors and concentrations, and certificates.

*Updated July 2023*

## Jury Duty

Smith College students are often selected to serve on various juries within Hampshire County. The Massachusetts jury system is based on serving for one day or one trial. Jury eligibility is determined by your place of residency (in this case as a Hampshire County, Massachusetts, student resident). One does not have to be a registered voter to be selected to serve on a Massachusetts jury, although one must be a U.S. citizen. Therefore, qualified Smith College students are eligible to be called. The call to jury duty includes the option for one postponement. Many students elect to serve jury duty at the beginning of a semester, or during

vacation or study break. If called for jury duty, it is not possible to be exempted, even after recently serving on a jury in another state. A student who is called for jury duty and must miss class as a result is encouraged to speak with her professors ahead of the date and to notify her class dean.

For further information: <http://www.mass.gov/courts/jury/index2.htm> (<http://www.mass.gov/courts/jury/index2.htm>)

## Statement on Freedom of Expression

A student at Smith is expected to be familiar with the [Statement of Academic Freedom and Freedom of Expression](https://www.smith.edu/statement-academic-freedom-and-freedom-expression) (<https://www.smith.edu/statement-academic-freedom-and-freedom-expression>) expressed in the policies section of this handbook. Academic freedom and freedom of expression are both essential to the success of an academic community.

## Academic Standing

A student is in good academic standing as long as she is matriculated at Smith and is considered by the administrative board to be making satisfactory progress toward the degree. The academic standing of all students is reviewed at the end of each semester.

Additional details about academic standing and probationary status can be found in the [Smith College Catalog](http://www.smith.edu/catalog) (<http://www.smith.edu/catalog>) in the section on Academic Rules and Procedures.

## Student Conduct & Social Responsibility

### Academic Honor Code

#### HONOR CODE STATEMENT

Students and faculty at Smith are part of an academic community defined by its commitment to scholarship, which depends on scrupulous and attentive acknowledgement of all sources of information and honest and respectful use of college resources.

Smith College expects all students to be honest and committed to the principles of academic and intellectual integrity in their preparation and submission of course work and examinations. All submitted work of any kind must be the original work of the student who must cite all the sources used in its preparation.

Students voted to establish the academic honor system in 1944. The basis of the Academic Honor Code is articulated in [Article X of the SGA Constitution](https://www.smith.edu/articles-vi-xi#article10) (<https://www.smith.edu/articles-vi-xi#article10>) and [Article VII of the SGA Bylaws](https://www.smith.edu/articles-v-vii#article7) (<https://www.smith.edu/articles-v-vii#article7>).

### Honor Board Procedures

#### HONOR BOARD PROCEDURES

[for students who have been reported to the Honor Board](https://www.smith.edu/students-who-have-been-reported) (<https://www.smith.edu/students-who-have-been-reported>)

[for students wishing to report a suspected infraction by a fellow student](https://www.smith.edu/students-reporting-infraction) (<https://www.smith.edu/students-reporting-infraction>)

[for faculty reporting a suspected infraction](https://www.smith.edu/faculty-reporting-infraction) (<https://www.smith.edu/faculty-reporting-infraction>)

### For Students Who Have Been Reported

#### OVERVIEW OF PROCEDURES FOR STUDENTS WHO HAVE BEEN REPORTED TO THE HONOR BOARD

If you have been reported for a possible infraction of the Honor Code, you should first talk with the Chair of the Academic Honor Board (AHB). She will explain exactly how the Board proceeds and what you should expect.

You should also talk with your Class Dean. Your class dean will serve as your adviser in the proceedings and will attend your hearing, however the dean does not participate in the decision about any possible penalty.

You may select another person from the college community to accompany you to the hearing as a support instead of your Class Dean, although this person may not address the Board or ask questions at any time.

The Board Chair will set a hearing date, and you are required to attend the hearing. If you are studying away when the hearing is scheduled, you may choose to proceed with the hearing through other means of communication (e.g. Zoom) or wait until you return to campus.

No grade will be given for the work that has been reported, and no grade for the course will be submitted until the issue is resolved.

Remember that the hearing is just that: a hearing, during which the Board will listen respectfully and carefully consider all information before arriving at a decision about the outcome.

You may neither drop the course nor change the grading option after being reported to the Honor Board. If you have registered for the course with the S/U option, the Board has the power to change the grading option to a letter grade.

**Confidentiality is extremely important:** The Board and anyone connected to your hearing take this very seriously. They will not discuss the case outside of the hearing, and your name will not be revealed to anyone not directly involved with the hearing. The Board advises that you also respect the confidentiality of the hearing.

## For Students Reporting an Infraction

### OVERVIEW OF PROCEDURES FOR STUDENTS REPORTING A SUSPECTED INFRACTION

You may seek guidance about any Honor Code issue by speaking to the Dean of the College, your Class Dean or the Chair of the Honor Board, who may be reached at [honorboard@smith.edu](mailto:honorboard@smith.edu) (<mailto:honorboard@smith.edu>).

Here is a brief rundown of how to proceed if you believe you have witnessed a violation of the Honor Code:

You may speak with the student in question about your observations and inform her that you are going to report her to the Academic Honor Board or you may ask the student to report herself.

You may also report the suspected infraction directly to the Chair of the Board without telling the student in question. The Chair will then contact the reported student directly. Your name will not be disclosed to the reported student without your consent.

As the reporting student, you will be called to the Board to clarify your observations in the matter.

**Confidentiality is extremely important:** You must not reveal to anyone the identity of the student you reported (other than to the Board), not even to the instructor of the course in which the suspected infraction occurred.

## For Faculty Reporting an Infraction

### OVERVIEW OF PROCEDURES FOR FACULTY REPORTING A SUSPECTED INFRACTION

Instructors who suspect a student of an honor code infraction should refer to the Student Handbook (see [Honor Code Statement](https://www.smith.edu/academic-honor-code-0) (<https://www.smith.edu/academic-honor-code-0>)). You may also seek guidance from the Dean of the College, the Senior Class Dean (adviser to the Honor Board) or the Chair of the Honor Board.

If you suspect a student has violated the Academic Honor Code, [report it to the Chair of the Academic Honor Board](https://cm.maxient.com/reportingform.php?SmithCollege&layout_id=5) ([https://cm.maxient.com/reportingform.php?SmithCollege&layout\\_id=5](https://cm.maxient.com/reportingform.php?SmithCollege&layout_id=5)).

The Honor Board is responsible for determining whether or not an infraction took place and what the appropriate penalty should be.

If possible, speak privately with the student whose work is in question. This is not mandatory, but it is highly encouraged as an opportunity for you to get a better sense of what might have taken place.

If you suspect collusion on an exam, homework, etc. you should speak individually to the students involved. Cases that come to the Academic Honor Board (AHB) may not be clear-cut, and it is important that you remain open-minded and convey a non-judgmental manner when discussing concerns with the student.

After speaking with the student(s) you should give the student the opportunity to report themselves to the chair of the AHB and ask them to let you know when they have done so. A student may refuse to report themselves, but you must report any suspected infraction.

Once you have reported the suspected infraction, submit the material that led you to suspect an infraction (e.g. paper, exam, homework.) to the Honor Board Chair, c/o the Dean of the College. If the issue is plagiarism, include the sources for the work in question so that the AHB can understand the extent of the infraction.

In the case of anomalous and identical or very similar answers on an exam a sampling of comparable answers written by other students will be useful to the Board. Make copies of everything you submit.

Do not grade the assignment or give the student a final grade in the course until the issue has been resolved by the AHB.

A student may neither drop a course nor change the grading option after being reported to the Honor Board. If the student has registered for the course with the S/U option, the Board has the option of changing the grading option to a letter grade.

**Confidentiality is extremely important.** Though you may seek advice from others, in your department, for example, the name of the student in question must not be revealed.

Smith's faculty endorsed the student body's vote to adopt an Honor Code in December of 1944. The language of the vote defines the faculty's responsibility as follows: "If a case of plagiarism is discovered by a member of the faculty, we ask that he (sic) have the student involved report herself to the Chairman of the Honor Board. Should any student fail to report herself, the student of faculty

member to whose attention the infringement came shall report it to the Chairman of the Honor Board.”

Please note: the Honor Board does not meet during winter, spring, and summer breaks; however, all infractions need to be reported as soon as they occur.

## Honor Board FAQ

### 1. WHAT IS HONOR BOARD?

The Academic Honor Board is the body that adjudicates infractions of the Academic Honor Code. These infractions include, but are not limited to, cases of academic dishonesty (plagiarism, failure to cite properly, cheating) and time violations on exams (overtimes).

The Honor Board is composed of eight voting members including a student representative from the sophomore, junior, and senior classes; three faculty members, one from each academic division; the Dean of the Senior Class (adviser to the Board) and the Dean of the College. The Chair, normally a senior, and the Secretary, normally a junior, are non-voting members.

### 2. WHEN DOES A STUDENT APPEAR BEFORE THE HONOR BOARD?

A student appears before Honor Board if they have been reported to the Board by a member of the faculty, a fellow student, or, in the case of an overtime infraction for a self-scheduled exam, by the Registrar.

A meeting is called after either the Dean of the College or the Chair of the Academic Honor Board has been notified (in writing) of a violation and after the Chair has had an opportunity to speak with the accused party.

### 3. WHAT IS THE USUAL RANGE OF THE SANCTIONS?

There is no standard sanction. Normally the Honor Board issues a sanction that affects the grade of the assignment in question or the final course grade. Students found in violation of the code will not be allowed to drop or change the grading option for the course in question. In the case of a very serious or repeated offense the Honor Board may recommend to the President of the College that the student be suspended or permanently separated from the college (expelled).

If you fail a course as a result of an Honor Board sanction you may not use AP/IB or prematriculation credit to make up any shortage created by that failure.

If you are taking a course in which you are found to have committed a serious infraction with the S/U option the Honor Board reserves the right to change the grading option to a letter grade.

### 4. CAN THE ACADEMIC HONOR BOARD SUSPEND OR EXPEL STUDENTS?

The Honor Board may recommend expulsion or suspension to the President in the case of repeated or egregious infraction(s) of the Honor Code. This action is rare.

### 5. WHO WILL BE NOTIFIED OF THE ALLEGATION OF A VIOLATION OF THE HONOR CODE?

Apart from the members of the Honor Board, only the Class Dean will be notified; however, the particular student involved in the allegation shares the details of such an allegation with their Class Dean. In cases where the accuser is a student and an accused student is found in violation, the professor in question will not be informed of the details and will be asked only to apply the sanction given by the Honor Board. The accuser is not informed of the outcome.

### 6. HOW CONFIDENTIAL ARE HONOR BOARD PROCEEDINGS?

All proceedings of the Honor Board are confidential. All information brought before the Honor Board will remain strictly confidential. Neither Honor Board members nor those called before the Honor Board will discuss the case outside the meeting. Parents are not informed of the Board's decisions.

### 7. WILL A VIOLATION BE REPORTED ON MY COLLEGE TRANSCRIPT?

Not normally. In egregious cases, the Honor Board may decide as part of the sanction to put a note on the student's transcript. A record of the violation will be kept in the Dean of the College's Office. When graduate schools or professional schools inquire about Honor Board cases, the records will be reported by the Dean of the College.

### 8. WHAT HAPPENS AT A MEETING?

The members of the Honor Board have copies of whatever materials are necessary to their understanding of the case. Those making the charge and those being charged will separately be afforded the opportunity to explain the situation and will have as much time as they need (accused and accuser do not confront each other). Members of the Honor Board are free to ask questions to clarify any points that they may not understand of anyone who appears before the Board. After testimony is heard from all concerned parties, the Honor Board deliberates on the case and typically makes a decision during the meeting. All affected parties are informed of the outcome within 24 hours of the decision.

### 9. DO I HAVE TO BE ALONE AT A MEETING?

You may be accompanied by any member of the Smith College community to the meeting of the Honor Board. That person is there as your support and may not address the Board. Your Class Dean is also your adviser before and during the resolution of the charge, and can accompany you to the meeting if you so choose.

**10. SHOULD I MEET WITH MY CLASS DEAN BEFORE THE MEETING?**

Yes, you are required to meet with your Class Dean. Doing so will help you to further understand why you are being called before the Honor Board and the Honor Board's procedures.

**11. WHAT IS THE ROLE OF THE CLASS DEAN AT THE MEETING (IF I CHOOSE TO BE ACCOMPANIED BY THEM)?**

Your Class Dean attends the meeting as your adviser. If you do not understand a question, you may ask them for clarification or consult with them during the meeting. The Class Dean for the appropriate year will accompany any 5-College student brought before the Honor Board.

**12. SHOULD I MEET WITH THE CHAIR OF THE HONOR BOARD?**

Yes, if you are called you must meet with the Chair.

**13. WILL BEING BROUGHT TO THE HONOR BOARD AFFECT MY FINANCIAL AID?**

A student's Smith financial aid package is not affected by the Honor Board's decision.

**14. MUST I ATTEND THE MEETING?**

Yes, students called before the Honor Board are required to appear at the time set by the Chair. Meetings with the Honor Board take precedence over all other activities.

**15. DO I NEED TO BRING ANYTHING WITH ME TO THE HEARING?**

You should bring a written statement that explains the alleged infraction. You may read the statement while you are before the Honor Board and the statement will be kept with the file about the case. You may want to bring notes or any other materials that you think will be useful in explaining the matter before the Honor Board.

**16. IS THERE AN APPEALS PROCESS?**

Appeals may be made only on the grounds of gross error in procedure, violation of the student's rights, new evidence, or extreme bias on the part of the honor board. Appeals may not be filed solely based on disagreeing with the board's decision.

Appeals of decisions of the Academic Honor Board shall be made in writing to the dean of the college within 14 days of the date on the board's decision letter.

The dean of the college shall appoint an appeal board to review the appeal.

If the appeal board determines that the Academic Honor Board's decisions should be modified, it will make new recommendations and alert the dean of the college who will contact the student.

**17. DOES THE HONOR BOARD MEET WHEN WE ARE ON HOLIDAYS AND BREAKS?**

No, the Honor Board does not meet during holidays nor during winter, spring, or summer breaks.

**18. WHERE IS THE HONOR CODE PUBLISHED?**

The Honor Code can be found in the online student handbook by typing in Honor Code in the search function of the Smith Website or at this address:

<https://www.smith.edu/about-smith/offices/student-affairs/student-handbook/academic-honor-code-0>  
(<https://www.smith.edu/about-smith/offices/student-affairs/student-handbook/academic-honor-code-0>)

(Revised May 2023)

## Code of Student Conduct

*Contribute, Cultivate, Care.*

Students at Smith should expect to be challenged by a diversity of thought, experience and expression. The diversity of Smith is essential to creating a robust culture for living and learning, both on campus and beyond. Each member of our community is encouraged to inquire freely and to express ideas and criticism in a civil manner, while also recognizing the opinions, cultures, traditions and individuality of others, and their right to maintain them. Everyone in our community should be able to both speak and be heard while abiding by our conduct expectations. Matters involving discriminatory harassment are addressed separately pursuant to the College's [Discriminatory Harassment Policy](https://www.smith.edu/about-smith/equity-inclusion/policies/discriminatory-harassment) (<https://www.smith.edu/about-smith/equity-inclusion/policies/discriminatory-harassment>). These matters will be referred to the college's Office of Equity and Inclusion.

The Code of Conduct and Social Responsibility is a social contract identifying the expectations of our learning community at Smith. It is premised on taking responsibility for how an individual's actions affect others.

Ethical student conduct is critical to a supportive and inclusive community that fosters learning and achievement. As noted in the [Statement of Student Ethics \(https://www.smith.edu/statement-student-ethics\)](https://www.smith.edu/statement-student-ethics), students have freely associated themselves with Smith College in a relationship based on mutual trust, personal respect and individual integrity.

Joining the Smith community entails both rights and responsibilities. These include:

1. to engage and experience a community that cares for its members and to assume each member's best intentions;
2. to cultivate one another's thoughts and ideas and to coexist in the discomfort of different viewpoints; and
3. to contribute, discuss, negotiate and take responsibility for personal conduct and the conduct of one's invited guests.

## PROVISIONS

Being dedicated to the advancement of learning and to the pursuit of truth, students, faculty and staff expect compliance with the policies of the college. The following behaviors, by individuals or groups, are prohibited:

### • **Conduct That Threatens or Endangers a Person**

Physical abuse, verbal abuse, threats of harm, intimidation, harassment, coercion and other conduct that threatens or endangers the health or safety of any person or that unreasonably interferes with, impedes or harasses other students in the pursuit of their education. Such conduct may occur in person or via audio, visual, electronic or other means.

Related Policies:

- [Bullying & Cyber-Bullying \(https://www.smith.edu/bullying-and-cyber-bullying\)](https://www.smith.edu/bullying-and-cyber-bullying)
- [Discriminatory Harassment \(https://www.smith.edu/about-smith/equity-inclusion/policies/discriminatory-harassment\)](https://www.smith.edu/about-smith/equity-inclusion/policies/discriminatory-harassment)
- [Equal Educational Opportunity Policy \(https://www.smith.edu/about-smith/equal-education\)](https://www.smith.edu/about-smith/equal-education)
- [Sexual Misconduct Policy \(https://www.smith.edu/about-smith/title-ix\)](https://www.smith.edu/about-smith/title-ix)

### • **Controlled Substances**

Alcohol: Use, possession or distribution of alcoholic beverages, engaging in drinking games or other potentially dangerous behaviors or encouraging others to do so, and/or public intoxication, except as expressly permitted by the law and college regulation.

Illegal Drugs: Use, possession or distribution of narcotics, other controlled substances (including the distribution of prescription drugs) or drug-related paraphernalia, except as expressly permitted by law.

Related Policies:

- [Policy on Substance Abuse and Substance Use \(https://www.smith.edu/smith-college-policy-substance-abuse-and-substance-use\)](https://www.smith.edu/smith-college-policy-substance-abuse-and-substance-use)
- [Medical Marijuana and Recreational Cannabis \(https://www.smith.edu/medical-marijuana-and-recreational-marijuanacannabis\)](https://www.smith.edu/medical-marijuana-and-recreational-marijuanacannabis)
- [Federal Law \(https://www.dea.gov/controlled-substances-act\)](https://www.dea.gov/controlled-substances-act)
- [College Policies Regarding Alcohol \(https://www.smith.edu/smith-college-policies-regarding-alcohol\)](https://www.smith.edu/smith-college-policies-regarding-alcohol)
- [Smoking Policy \(https://www.smith.edu/smoking-policy\)](https://www.smith.edu/smoking-policy)
- [Social Events \(https://www.smith.edu/social-events\)](https://www.smith.edu/social-events)

### • **Discriminatory Harassment**

Discriminatory harassment is unwelcome verbal, written, or physical conduct that is discriminatory on the basis of age, race, color, ethnicity, national origin/ancestry, religion, sex or gender, gender identity, sexual orientation, mental or physical disability, genetic information, or veteran status/membership in the uniformed services that unreasonably interferes with an individual's academic performance, adversely affects the targeted individual's or others' learning opportunities; or creates an intimidating, hostile or offensive environment. Discriminatory Harassment can violate the College's [Discriminatory Harassment \(https://www.smith.edu/about-smith/equity-inclusion/policies/discriminatory-harassment\)](https://www.smith.edu/about-smith/equity-inclusion/policies/discriminatory-harassment) or the [Equal Educational Opportunity Policy \(https://www.smith.edu/about-smith/equal-education\)](https://www.smith.edu/about-smith/equal-education).

Sexual assault is an especially egregious form of sexual harassment and discrimination. Matters involving sexual misconduct, including sexual assault and harassment, are addressed separately pursuant to the College's [Sexual Misconduct Policy \(https://www.smith.edu/about-smith/title-ix\)](https://www.smith.edu/about-smith/title-ix). These matters will be referred to the college's Title IX Coordinator. Other forms

of sex or gender-based discrimination may fall under the college's Discriminatory Harassment Policy or the Equal Educational Opportunity Policy referenced above.

Reports involving conduct within the scope of the above referenced policies may be made via [Ethicspoint](https://secure.ethicspoint.com/domain/media/en/gui/46275/index.html) (<https://secure.ethicspoint.com/domain/media/en/gui/46275/index.html>).

Sanctions will reflect the gravity of the offense, its impact on others, the student's intentions and efforts to mitigate harm, and whether the misconduct continued even after objections or complaints.

Related Policies:

- [Equal Educational Opportunity Policy](https://www.smith.edu/about-smith/equal-education) (<https://www.smith.edu/about-smith/equal-education>)
- [Sexual Misconduct Policy](https://www.smith.edu/about-smith/title-ix) (<https://www.smith.edu/about-smith/title-ix>)

## • Dishonesty

Acts of dishonesty

Examples include:

1. Lying or furnishing false information to any college official, college office, or faculty member;
2. Forgery, alteration, or misuse of any official document, college key, identification, or record;
3. Abuse of or interference with the Student Government Association's policies and procedures, including tampering with the election of any college or SGA-recognized student organization.

Any instance of Academic Dishonesty, such as plagiarism, is adjudicated by the [Academic Honor Board](https://www.smith.edu/academic-honor-code-O) (<https://www.smith.edu/academic-honor-code-O>).

Related Policies:

- [Copyright](https://www.smith.edu/libraries/services/faculty/smith-copyright-policies) (<https://www.smith.edu/libraries/services/faculty/smith-copyright-policies>)
- [Illegal Downloading](https://www.smith.edu/its/about_its/riaa.html) ([https://www.smith.edu/its/about\\_its/riaa.html](https://www.smith.edu/its/about_its/riaa.html))

## • Disruption

Substantial disruption or obstruction of teaching, research, administration, disciplinary proceedings, college activities on or off-campus, or other authorized non-college activities when the act occurs on college premises or at college events.

Related Policies:

- [Policies Concerning Freedom of Expression and Dissent](https://www.smith.edu/statement-academic-freedom-and-freedom-expression) (<https://www.smith.edu/statement-academic-freedom-and-freedom-expression>)
- [Statement of Academic Freedom and Freedom of Expression](https://www.smith.edu/statement-academic-freedom-and-freedom-expression) (<https://www.smith.edu/statement-academic-freedom-and-freedom-expression>)

## • Five-College Policy and Off-Campus Conduct Violations

While engaged in activities at any of the institutions that are part of the Five-College consortium or otherwise off-campus, Smith students are subject to the policies and regulations of the institution where the activity takes place, in addition to the policies of Smith College. The College Conduct Board and the administration reserve the right to conduct proceedings and impose sanctions for misconduct at other campuses or off-campus, independent of actions by courts or other tribunals outside of the college. The College's conduct process may continue before, during or after proceedings at other institutions.

## • Failure to Comply

Failure to comply with directions of college officials or law enforcement officers acting in the performance of their duties, and the failure to identify oneself when requested to do so; failure to comply with conduct hearing bodies.

## • Firearms and Other Weapons

No person shall be permitted to use, possess or carry firearms or other weapons, concealed or not concealed, with or without a concealed weapon permit, while on properties owned or controlled by the College or while at programs or activities authorized or sponsored by the College.

Related Policies:

- [Firearms Policy](https://www.smith.edu/firearms-policy) (<https://www.smith.edu/firearms-policy>)

## • Hazing

Hazing is any act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation into, admission to, affiliation with or continued membership in a house, group or organization, regardless of whether the student consents to participating in the act.

Related Policies:

- [Hazing - Prohibition Statute of the Commonwealth of Massachusetts \(https://www.smith.edu/hazing-prohibition-statute-commonwealth-massachusetts\)](https://www.smith.edu/hazing-prohibition-statute-commonwealth-massachusetts)
- [Pranks and Hazing Policy \(https://www.smith.edu/pranks-hazing\)](https://www.smith.edu/pranks-hazing)

## • Theft or Abuse of Property

The theft of, attempted theft of, and/or damage to the property of the college, the property of a member of the college community, and/or of other personal or public property.

## • Unauthorized Entry or Use

Unauthorized entry to or use of college premises, and failure to report lost or stolen keys or access cards.

## • Violation of College Policies

Violation of published college policies, rules or regulations other than those cited above.

Related Policies:

- [Academic Policies \(https://www.smith.edu/academic-life\)](https://www.smith.edu/academic-life) (All cases are heard by the Academic Honor Board)
- [Guest Policy \(https://www.smith.edu/guests-0\)](https://www.smith.edu/guests-0)
- [Residential Life Policies \(https://www.smith.edu/residential-life\)](https://www.smith.edu/residential-life)
- [Smith College Technology Policies \(https://www.smith.edu/smith-college-technology-policies\)](https://www.smith.edu/smith-college-technology-policies)
- [Smoking Policy \(https://www.smith.edu/smoking-policy\)](https://www.smith.edu/smoking-policy)
- [Student Handbook Policies \(https://www.smith.edu/about-smith/offices/student-affairs/student-handbook/policies-procedures-and-guidelines\)](https://www.smith.edu/about-smith/offices/student-affairs/student-handbook/policies-procedures-and-guidelines)

### INFORMATION RELATED TO PROCEDURES

At Smith College, we are committed to maintaining a community in which our diverse student body can live and work in an atmosphere of civility and mutual respect for the rights and sensibilities of each individual, regardless of economic status, race, ethnicity, political views, sexual orientation, gender identity and expression, or other personal characteristics and beliefs. The student-run College Conduct Board serves to uphold these standards by responding promptly and equitably to complaints of alleged behavioral misconduct.

### ACADEMIC HONOR BOARD

All Smith students are expected to abide by the standards of responsible behavior and honesty while engaging in academic activities. The [Academic Honor Board \(https://www.smith.edu/articles-v-vii#article7\)](https://www.smith.edu/articles-v-vii#article7) is the committee of students and faculty responsible for upholding the [Academic Honor Code \(https://www.smith.edu/academic-honor-code-0\)](https://www.smith.edu/academic-honor-code-0) and hearing cases of alleged infractions of academic rules and regulations. Its jurisdiction and procedures are outlined below and referenced in [Article X \(https://www.smith.edu/articles-vi-xi\)](https://www.smith.edu/articles-vi-xi) of the Student Government Association Constitution and [Article VII \(https://www.smith.edu/articles-v-vii#article7\)](https://www.smith.edu/articles-v-vii#article7) of the Bylaws. Violations of Academic Honesty occurring in a Five-College course are adjudicated by the host institution.

### COLLEGE CONDUCT BOARD

The student-run [College Conduct Board \(https://www.smith.edu/article-viii\)](https://www.smith.edu/article-viii) ensures that students uphold the standards adopted for the student community. The College Conduct Board hears cases of alleged infractions of non-academic rules and makes decisions about the outcomes of these cases. The College Conduct Board carefully considers the nature of the complaint and the board's responsibility to the complainant, the student who is the subject of the complaint and the greater college community. The College Conduct Board has the authority to enforce decisions and to impose [corrective actions or sanctions \(https://www.smith.edu/sao/jb/sanctions.php\)](https://www.smith.edu/sao/jb/sanctions.php). The primary goals of such sanctions are restorative, focusing on education and rehabilitation.

The administration plays an important role in ensuring that the standards specified in the Code of Student Conduct, and this handbook, are maintained. Hearing advisors guide and provide continuity from year to year for the College Conduct Board. The administration generally refers cases of alleged infractions of the code to the Conduct Board, taking administrative action only



when circumstances make that the best option (examples include (but are not limited to): when classes are not in session or private medical information may need to be disclosed) and following consultation with the College Conduct Board. The board may also refer cases to the dean of students for action. Its jurisdiction and procedures are outlined and referenced in [Article X \(https://www.smith.edu/articles-vi-xi\)](https://www.smith.edu/articles-vi-xi) of the Student Government Association Constitution and [Article VIII \(https://www.smith.edu/article-viii\)](https://www.smith.edu/article-viii) of the Bylaws.

The College Conduct Board Procedures can be found [here \(https://www.smith.edu/article-viii\)](https://www.smith.edu/article-viii).

A summary of College Conduct Board sanctions is available through the [Dean of Students \(https://www.smith.edu/about-smith/student-affairs\)](https://www.smith.edu/about-smith/student-affairs).

### **INTERIM SUSPENSION**

In addition to adjudicating certain violations, the dean of the college, or the dean's designee, may impose a college or residential suspension prior to a student's hearing before the College Conduct Board (sometimes referred to as an "interim suspension"). An interim suspension may be imposed when a student presents an unreasonable risk of harm to others or interferes with the operations of the college. During an interim suspension, a student may be denied access to college houses, to the college campus (including classes), and/or to all other college activities and privileges for which the student might otherwise be eligible, as the dean, or the dean's designee, may determine to be appropriate.

### **INFORMAL RESOLUTION AND RESTORATIVE PRACTICES**

In a diverse community, disagreements and conflicts, with varying degrees of seriousness, are inevitable. The college strongly encourages restorative practices and informal resolution of disputes and conflicts. Many issues are best resolved by direct communication among the individuals involved, sometimes with the help of a mediator or other facilitator. To that end, students are encouraged to use the deans, academic department chairs, supervisors, and the staff members listed on this site to discuss concerns and seek resolution to differences.

The college recognizes that some situations are better resolved through formal complaint processes or with the assistance of law enforcement. If informal strategies do not result in a resolution or are not appropriate, students may pursue a formal complaint and/or contact the applicable law enforcement authority.

### **PARENTAL NOTIFICATION**

Because student health and safety is our highest priority, the college reserves the right to contact parents/guardians in the event of significant health or safety concerns, including but not limited to [alcohol or drug abuse \(https://www.smith.edu/about-smith/offices/student-affairs/student-handbook/smith-college-policies-regarding-alcohol\)](https://www.smith.edu/about-smith/offices/student-affairs/student-handbook/smith-college-policies-regarding-alcohol), use, possession or use of weapons, violent behavior, self-harm or hospitalization. The college may also contact parents/guardians should this conduct result in a change to a student's status at the college.

*Updated August 2023*

## **College Conduct Board**

The College Conduct Board is responsible for addressing possible violations of non-academic policies by students.

The basis of the College Conduct Board is articulated in [Article XI of the SGA Constitution \(https://www.smith.edu/articles-vi-xi\)](https://www.smith.edu/articles-vi-xi) and [Article VIII of the SGA Bylaws \(https://www.smith.edu/article-viii\)](https://www.smith.edu/article-viii).

## **Student Leadership and Academic and Disciplinary Standing**

A student on academic or disciplinary probation or who is currently separated from the college may not run for or hold an elected or selected office, either campus-wide or within their house.

*Updated July 2023*

## **Social Events**

### **Social Events Policies, Procedures & Guidelines**

#### **About Social Events**

The College provides numerous opportunities for students to engage in an active social life on campus, as well as in the Five College area. In addition to the schedule of events hosted each semester by the Office of Student Engagement, social events planned by students and student organizations may include ice cream parties, coffee houses, fundraisers, athletic events, performances, dance parties and other social events which are limited only by the imagination of students and student groups. For more information email the [Office of Student Engagement \(mailto:ose@smith.edu\)](mailto:ose@smith.edu) or the [Coordinator of House Events \(mailto:ose@smith.edu\)](mailto:ose@smith.edu).

[che@smith.edu](mailto:che@smith.edu)). Be sure to check the weekly schedule of events in e-digest, the Sophian, on the Smith Social Network or CORQ app as well as posters and announcements on college bulletin boards, for concerts, films, house parties and dances held on campus, around Northampton and in the valley.

## Accessibility Policy

Smith College is committed to compliance with both the spirit and the letter of the Americans with Disabilities Act. The goal of the college is to assure non-discrimination, to respond proactively in instances of discrimination, and to reasonably provide for full participation of persons with disabilities in all aspects of campus life.

The following entities and activities are considered public accommodations under the ADA: establishments serving food or drink; theatres; lecture halls; concert venues; sports facilities; places of exhibition, entertainment and recreation; and private undergraduate and postgraduate schools.

Any activities planned and scheduled to take place on the Smith campus that are open, or advertised as open, to the Smith community, the Five College community, or the general public should be accessible to persons with all types of disabilities.

### ACCESSIBILITY OF CAMPUS EVENTS

All-campus parties must be held in locations that are accessible to persons with mobility impairments. Any questions should be directed to the Office of Disability Services by calling 413-585-2071 or emailing [ods@smith.edu](mailto:ods@smith.edu) ([ods@smith.edu](mailto:ods@smith.edu)).

For all organizations and houses hosting private events, if the event location is not accessible and guests with mobility impairments will be attending, arrangements should be made ahead of time to accommodate them or to reserve another location. If these arrangements have not been made, the organization or house will be unable to host the event. Questions should be directed to the Office of Disability Services by calling 413-585-2071 or emailing [ods@smith.edu](mailto:ods@smith.edu) ([ods@smith.edu](mailto:ods@smith.edu)).

Responsibilities of event planners include the following:

- Reserving a location, which is accessible to persons with mobility impairments, including wheelchair users, and advertising the event as accessible. Symbols which denote accessibility are available upon request from the Office of Student Engagement.
- Consulting the accessibility information table in the appendix of the [Guide to Student Organizations and Event Planning](#) ([https://drive.google.com/drive/folders/1pFRPOtKDugELWhstlRslIsoosyTSjmel?usp=drive\\_link](https://drive.google.com/drive/folders/1pFRPOtKDugELWhstlRslIsoosyTSjmel?usp=drive_link)) when determining potential locations for your events.
- Requesting and paying for sign-language interpreters, assistive listening devices, live captioning, and CART or other live transcription if requested at conferences, public lectures, concerts, etc. (Planners may say in publicity materials that such accommodations will be provided if participants request them at least two weeks ahead of time, and if service providers are available.
- For assistance with Sign Language interpreter, CART, or ALD requests, please contact the Office of Disability Services at least two weeks in advance of the event by calling 413-585-2071 or emailing [ods@smith.edu](mailto:ods@smith.edu) ([ods@smith.edu](mailto:ods@smith.edu)).
- Advertising events in various media (i.e., both audio and visual formats).
- Making available large-print copies of programs or other printed materials that may be handed out at events.
- Sending an email to the Office of Disability Services regarding any event which accommodates persons with disabilities.
- Asking all invited guests and participants whether they will need accommodations.

The Office of Disability Services is available to provide accessibility assistance to student organizations. For any questions related to the responsibilities outlined in this document, please contact the Office of Disability Services by calling 413-585-2071 or emailing [ods@smith.edu](mailto:ods@smith.edu) ([ods@smith.edu](mailto:ods@smith.edu)).

*Updated August 2023*

## Admission Charges

No admission may be charged at any house party that takes place in a Smith house. This includes the selling of cups or any party tokens, toys or paraphernalia at the party. This is particularly important when alcohol is being served. Houses may charge for admission at the Campus Center, Davis and other approved locations. This will be considered a fundraiser and must be approved by the House Presidents' Association. Chartered organizations may charge admission for their parties/events held at the Campus Center, Davis, Unity House, Mwangi Cultural Center and Scott Gymnasium or other campus locations. This will be considered a fundraiser according to SGA regulations, and organizations must follow all procedures under those guidelines. Organizations may sell alcohol at the Campus Center only, under the college's beer and wine license supervised by Dining Services, which will set up a cash bar and provide bartenders.

## Advertising of Student Social Events

1. Posters, flyers or other forms of publicity for open house events may not extend beyond Smith campus boundaries. Under no circumstance may posters be placed in Northampton, in surrounding towns or announced on the radio or internet. This includes the Facebook and hired DJ websites.
2. Private house events are by invitation only and cannot be advertised.
3. Posters for all other events such as movies, performances, parties, conferences and special meetings may be distributed or sent to other college campuses, or to designated places in Northampton. Events (other than house parties) may be advertised on the Web.
4. Do not place any posters on trees, doors, buildings, posts or walkways (asphalt, cement, grass) on campus. They will be taken down and the organization or house will be held responsible.
5. All events held in accessible places must be stated as such by including a symbol or a sentence denoting accessibility on posters or other printed material.
6. Smith College prohibits promotion and/or marketing of alcoholic beverages or marijuana on campus and social events that encourage drinking, drunkenness or any type of inebriation as themes. The advertisement of such events is not permitted.
7. Advertisements with language or illustrations that depict or insinuate sexual misconduct are not permitted.
8. House social events sponsors must obtain the Area Director's approval for all advertisement prior to any posting for open house events.

*Updated August 2023*

## Definition of Social Events

A social event is defined as a function at which there are both Smith students and their guests.

Every member of the Smith College community is individually responsible for themselves and their guests at social events. In addition, anyone serving alcoholic beverages has both a personal and a legal responsibility to know and comply with the policies of Smith College and the laws of the Commonwealth of Massachusetts regarding the sale, consumption and serving of alcoholic beverages. An event host must abide by and oversee that the registration, party rules and guidelines to serving alcohol are followed. Students may find it useful to review the [Smith College policies regarding alcohol](https://www.smith.edu/sao/handbook/policies/alcohol1.php) (<https://www.smith.edu/sao/handbook/policies/alcohol1.php>) and [Student Conduct and Social Responsibility: Prohibited Conduct](https://www.smith.edu/sao/handbook/socialconduct/socialcode.php) (<https://www.smith.edu/sao/handbook/socialconduct/socialcode.php>) sections in this online handbook.

## Event Capacity

The number of people at a house event is limited to the amount established in the maximum occupancy grid found in the [House Social System Guide Shared Drive](https://drive.google.com/drive/folders/10CGvq5HdVek4XIhOF4EJK8kgiwkid253?usp=share_link) ([https://drive.google.com/drive/folders/10CGvq5HdVek4XIhOF4EJK8kgiwkid253?usp=share\\_link](https://drive.google.com/drive/folders/10CGvq5HdVek4XIhOF4EJK8kgiwkid253?usp=share_link)). Maximum occupancies must be adhered to strictly. The number of people who can be in a house has been set by the college and adheres to the fire codes for the city of Northampton. The maximum occupancy is based on the public space available for the event. If a space is made smaller by any means, such as blocking off an adjoining room, maximum occupancy is reduced. During the party, students working at the door must maintain the count of the persons in attendance and not allow the party to exceed the maximum occupancy.

If the door person(s) admits a number of guests that causes the house to exceed the maximum occupancy, the House Social Event Coordinator or host(s) must take actions to quickly resolve the violation. They must "close" the party until the overcrowding issue is resolved and not allow persons who are outside to enter, regardless of whether they have already been inside the house.

*Updated July 2023*

## Guests

Any Smith College student can attend any open registered house party or any closed registered house party or program that they have been invited to and not be considered a guest (as long as they have their Smith College OneCard in their possession). In the context of house events, a guest is defined as any person who is not a Smith College student. This includes children and relatives of Smith students and Smith alumnae. Smith students must present their Smith I.D. All non-Smith students must present photo I.D. and sign in with their Smith host. For open and closed registered house parties, House Social Event Coordinators must have at least two people at the door at all times checking photo I.D.'s and ensuring that all guests sign in with their Smith host. The Smith host of a guest is responsible for the conduct of that guest. An event sponsor must be prepared to send away uninvited guests, guests without proper I.D. or guests who are causing a problem in the house.

### OPEN REGISTERED HOUSE PARTY

For an open registered house party, any Smith student may attend without being on a guest list. Off-campus guests who are invited by Smith students must be accompanied by their Smith host and must sign in at the door. Smith students are allowed to host three (3) at an open party. Residence Life reserves the right to review this and make appropriate changes when necessary.

### **CLOSED REGISTERED HOUSE PARTY**

For a closed registered house party, houses must have a pre-established guest list identifying everyone invited from outside the house. Smith students hosting a closed party are allowed to host three (3) guests at any given time. Guests at a closed house party must be on the pre-established guest list turned in to the designated residence life professional staff member by noon on the Friday prior to the event.

### **HOUSE/SENIOR BANQUETS**

This event is open only to residents of the house and graduating seniors who have lived in the house previously and have been invited back to be honored. Former residents of a house who are graduating may be invited to attend a Senior Banquet.

### **SMALL PRIVATE EVENT AND APARTMENT PARTY**

An event sponsor is responsible for the conduct of their guests. An event sponsor must be prepared to send away uninvited guests or guests who are causing a problem in the house or apartment.

### **HOUSE PROGRAM**

House Programs are intended for the residents of a house and to help build house community. Guests may not be invited to such events. However, if a resident of the house happens to have a friend visiting during the time of the house event, the friend may attend the event as long as they are accompanied by the resident.

*Updated July 2023*

## **Noise**

### **HOUSES AND ORGANIZATIONS**

All house parties must end by 1 a.m. Events held in the Campus Center or Davis Center must end by 2 a.m. At this time all entertainment must stop. Any noise complaints by neighbors or residents will prompt Campus Safety to contact the on-call residence life professional staff member or the on-call Campus Center staff member. The college's response will be determined by Campus Safety, in consultation with the on-call staff member.

### **APARTMENTS**

All parties in an apartment must end by 11 p.m. Sundays-Thursdays and by 1 a.m. Fridays and Saturdays. Professional bands, DJs with large speakers, and electronic soundboards are not appropriate for parties in the apartments. They constitute electrical hazards, as well as project excessive noise in a residential area. Any noise complaints by neighbors and/or other students in nearby apartments will prompt Campus Safety to contact the on-call residence life professional staff member. The college's response will be determined by Campus Safety, in consultation with the on-call staff member.

## **Registration of Social Events**

All campus events sponsored by an organization and all house social events (Registered House Parties, Registered House Programs, Small Private Events/Apartment Parties, House/Senior Banquets) held in a campus house must be registered. All Organizations and Houses must register their event by completing the Event Form found on the [Smith Social Network](http://smith.collegiatelink.net/) (<http://smith.collegiatelink.net/>).

### **HOUSE EVENTS**

The general guidelines for parties and social events are as follows:

1. Gatherings of 10 or more students in student rooms or apartments are considered parties and must be registered with the coordinator of house events in the Office of Residence Life. In a residence house, the event must be held in a public space of the house and is not to include the house corridors or student rooms.
2. It is mandatory that a residence life professional staff member do a walk-through with the event sponsor(s) and review the setup of parties in each house before each party. Such review includes assessing arrangements such as the location of the bar and setup of door watch, stair watch, etc. to see if any suggestions can be made to help make the party run smoothly and the house more secure.
3. Residence Life reserves the right to limit the number of parties on any night.
4. All house parties end by 1 a.m. At this time all entertainment must stop. All Small Private Events/Apartment Parties must end by 11 p.m. on Sundays-Thursdays and by 1 a.m. on Fridays and Saturdays.
5. No student organization or house may hold a social event after 10 p.m. on the day of the last class of each semester.
6. Failure to comply with social system guidelines, college policies, and /or state or federal law will result in a suspension in

event registration privileges by the Office of Residence Life professional staff, and may also result in a referral to the College Conduct Board. Federal, state and local prosecution may also be possible.

### HOUSE EVENT REGISTRATION DEADLINES

For detailed information about registration deadlines, please review the [House Events Approval Process Document](https://docs.google.com/document/d/17XPeZCAwbLhkixltZzdDa46U4jatXPiwBS3ibHnGN0Q/edit?usp=sharing) (<https://docs.google.com/document/d/17XPeZCAwbLhkixltZzdDa46U4jatXPiwBS3ibHnGN0Q/edit?usp=sharing>)

### ORGANIZATION EVENTS

Organizations and Houses reserve space for events by completing the Event Registration Form in the Smith Social Network at least 2 weeks prior to the event. Space and technical needs or additional equipment can be requested through this form.

The general guidelines for events are as follows:

- Organization events are held in a public location (Davis Ballroom, Campus Center) or in their own specified organizational space (Unity House, Mwangi Center). Organizations cannot plan events in the houses.
- All events in houses must end at 1 a.m. and in other locations by 2 a.m. All entertainment must stop at this time.
- Alcohol service at events must stop a half hour before the event ends.
- No student organization or house community may hold a social event after 10 p.m. on the day of the last class of the semester.
- Failure to comply with social system guidelines, college policies and/or state or federal law will result in the suspension of event registration privileges by the Office of Student Engagement and/or the Office of Residence Life and may also result in a referral to the College Conduct Board. Federal state and local prosecution may also be possible.
- The Operations Coordinator in the Office of Student Engagement has the responsibility of reserving space for the above activities.

*Updated July 2023*

## Social System

Each undergraduate Smith student is a member of the social system and is welcome to participate in all social events taking place on campus and in residential houses. The social system is funded through the student activities fee (SAF) and by the college. A portion of each student's SAF goes to their house.

This money becomes the basis for the house social budget and the "campus pool." A small amount is placed in the campus pool to be used by houses and for the operating needs of the system, such as booklets, bracelets and student leader training. Houses planning additional events that might exceed the allotted house social budget may petition for funding from the campus pool. In accordance with the Commonwealth of Massachusetts law and Smith College policy, money obtained through the social system fee, including the campus pool, may not be used to purchase alcoholic beverages. Further information about the social system and fee structure can be found in the *Guide to Student Organizations and Event Planning* or, for house communities, by email to the [Coordinator of House Events \(mailto: che@smith.edu\)](mailto:che@smith.edu).

## Types of Campus Parties

### ALL-CAMPUS PARTY

All-Campus Parties are sponsored by the Student Events Committee, student organizations or several houses working together and are open to persons with Smith College IDs. All Campus Parties where alcohol is being served may be held only in the Campus Center. The serving of alcohol must be supervised by Dining Services.

### REGISTERED HOUSE EVENTS

There are four types of events that need to be registered. Below are brief descriptions of each.

### REGISTERED HOUSE PROGRAMS

These events are smaller scale with the purpose to provide opportunities for house members to connect with each other. These events might be open to the entire house community or a subset of the community (such as a class year of PO Cheese event). If the house is bringing in an outside vendor (massage therapist, a capella group), there might be a need for a contract to be created. These events might be a single event or a repeated event (such as "hump day" activities).

**Who Can Host:** Any student in the house can host a House Program

**Training Requirements:** Training is not necessary to host these events but here are training resources for those interested.

**RL student staff requirement:** Not included in the registration process nor needs to be present at the event.

**Examples of these events are:**

- Movie nights
- Big/little sib events
- Class gatherings
- Game nights
- Craft events

**REGISTERED HOUSE PARTIES**

These are large events where typically there is amplified music, usually provided by a DJ. A decision has to be made as a house community that they want to host a house party. The House Social Event Coordinators (HSECs) work with their House Presidents (HP) to plan the event. These events can be open (no guest list (<https://docs.google.com/document/d/15tolsSF4TbK0ujK25UvjwhNqoO0R44yH25ISdPU2M1o/edit?usp=sharing>)) or closed (with a guest list (<https://docs.google.com/document/d/15tolsSF4TbK0ujK25UvjwhNqoO0R44yH25ISdPU2M1o/edit?usp=sharing>)). The Party and Events Team ([https://docs.google.com/document/d/1yYpuNJHY1JOs\\_qyNgQOYfiwg7W4T8UexTWf0fhRqR84/edit?usp=sharing](https://docs.google.com/document/d/1yYpuNJHY1JOs_qyNgQOYfiwg7W4T8UexTWf0fhRqR84/edit?usp=sharing)) will attend to assist with the management of the event. HSECs and HPs must be at the event for the duration of the event and Residence Life student staff must be in the building (but not required at the event) for the duration of the event. Alcohol ([https://docs.google.com/document/d/1pgeBYjr4MIYLESUIBozZ6rT1eoxEtXC\\_y-3qWjjh9U8/edit?usp=sharing](https://docs.google.com/document/d/1pgeBYjr4MIYLESUIBozZ6rT1eoxEtXC_y-3qWjjh9U8/edit?usp=sharing)) can be served at these events. These events cannot be more than 4 hours.

**Who Can Host:** HSECs that have been trained (<https://drive.google.com/drive/folders/1LOJnvCYsim6iZdrfFzCeuYqMdYia-79e?usp=sharing>).

**Training Requirements:** HSECs must have completed the House Party Training (<https://drive.google.com/drive/folders/1LOJnvCYsim6iZdrfFzCeuYqMdYia-79e?usp=sharing>)

**RL student staff requirement:** Included in the registration process. Does not work the party but must be in the house during the party.

**Examples of these events are:**

- Open and Closed House Parties like "Fetish" and "Immorality"
- Any event (other than a Small Private Event and House/Senior Banquet) where alcohol is being served.

**SENIOR BANQUETS/HOUSE BANQUETS**

House and Senior Banquets are events that are designed around a meal which may include alcohol ([https://docs.google.com/document/d/1pgeBYjr4MIYLESUIBozZ6rT1eoxEtXC\\_y-3qWjjh9U8/edit?usp=sharing](https://docs.google.com/document/d/1pgeBYjr4MIYLESUIBozZ6rT1eoxEtXC_y-3qWjjh9U8/edit?usp=sharing)). Senior Banquets are specific events that happen in April of each year that celebrate the achievements of the seniors in each house. House Banquets are unique traditions depending on the house. A house that would like to have a House Banquet (separate from the Senior Banquet), must contact the Coordinator of House Events in advance of registering the event. These events are generally limited to house residents with flexibility to have up to 10 outside guests who are usually former residents of the house. House Residence Life Staff must be present at this event in addition to the host of the event. These events cannot be more than 4 hours.

**Who Can Host:** Banquet hosts who have completed the online training (<https://drive.google.com/drive/folders/1LOJnvCYsim6iZdrfFzCeuYqMdYia-79e?usp=sharing>)

**Training Requirements:** Banquet hosts must complete an online training (<https://drive.google.com/drive/folders/1LOJnvCYsim6iZdrfFzCeuYqMdYia-79e?usp=sharing>)

**RL student staff requirement:** Included in the registration process and must staff the event.

**Examples of these events are:**

- Senior Banquets
- Medieval Banquets

**SMALL PRIVATE EVENT/APARTMENT PARTIES**

These events are hosted by a resident (s) of a house community. It is not an open event as the host(s) invite specific people to these events. The maximum number of people that can attend a Small Private Event is 30 and does not need to be limited to residents of the house. Small Private Events can be located in a house common room (Living room, study, beau parlor etc.) or in a

Conway House, Henshaw or Friedman Apartment. Alcohol

([https://docs.google.com/document/d/1pgeBYjr4MIYLESUIBozZ6rT1eoxEtXC\\_y-3qWjjh9U8/edit?usp=sharing](https://docs.google.com/document/d/1pgeBYjr4MIYLESUIBozZ6rT1eoxEtXC_y-3qWjjh9U8/edit?usp=sharing)) can be served at these events if the host (s) is 21 or older. These events cannot be more than 4 hours.

**Who Can Host:** Anyone living in the specific housing unit where the event is to be located.

**Training Requirements:** The students who want to host the event must complete the online training (<https://drive.google.com/drive/folders/1LOJnvCYsim6iZdrfFzCeuYqMdYia-79e?usp=sharing>).

**RL student staff requirement:** Not included in the registration process nor needs to be present at the event.

**Examples of these events are:**

- A birthday party
- Celebration of a thesis being completed
- Senior wine and cheese

## OPEN AND CLOSED PARTIES

When houses decide they would like to host a Registered House Party, they must decide if the event will be open or closed. Below are the definitions of open and closed events.

- **Open House Party:** There is no guest list for the event. Any Smith College student and up to 3 of their guests can attend an Open House Party. Once capacity is reached at an Open House Party, admittance is restricted (one person leaves the event then another may enter). Open House Parties with a capacity of 100 or more must have a Crowd Manager.
- **Closed House Party:** A guest list must be turned into the designated residence life professional staff member on the Friday before the event. Only those people on the guest list may enter the event. Non Smith Students must be a guest of a Smith Student. Smith Students can have up to 3 guests. Once capacity is reached at a Closed House Party, admittance is restricted (one person leave the event then another may enter). Closed House Parties never require a crowd manager.

## Alcohol Use at House Events

The following policies are those that deal specifically with Smith College Social Events (<https://www.smith.edu/node/400723>). This section is to be used in conjunction with the federal, state and Smith College alcohol regulations. Event sponsors bear the obligation to see that the alcohol is consumed responsibly and is dispensed in accordance with the law.

1. No person is allowed to be in possession of an open container or consume alcohol in public areas, with the exception of parties registered with the coordinator of house events. Public areas include but are not limited to living rooms, lounges, basements, hallways and stairwells.
2. At all social events where alcohol is served, food and nonalcoholic beverages must be provided by the sponsor of the event in adequate proportion to the alcoholic beverages on hand. If the supply of food and nonalcoholic beverages runs out, alcohol service must stop.
3. No one should be coerced, even subtly, to drink or to drink in excess. Those who provide alcoholic beverages to guests bear the obligation to see that the alcohol is consumed responsibly and is dispensed in accordance with the law.
4. The college prohibits the possession of open containers of alcohol outside of residence facilities, including patios, porches and walkways. Smith students and guests should not carry drinks or alcohol from one event to another.
5. No one may bring alcoholic beverages for personal or group consumption to a Smith party. If a person is carrying any alcohol into a party, it must be taken away for disposal. Guests cannot enter a party with a backpack or bag that might be transporting alcohol.

**ALCOHOL SERVICE** In addition to the policy on substance abuse and substance use, the following guidelines govern serving alcohol. (See the Smith College Policy on Substance Abuse and Substance Use (<https://www.smith.edu/node/400793>).)

1. Only persons who are 21 years of age or older are allowed to serve alcoholic beverages. The Alcohol Service Awareness Workshop is required for all persons tending bar at any registered house event. Before tending bar for a personal party, it is strongly recommended that students participate in the Alcohol Service Awareness Seminar. Several workshops are held during the year, at the beginning of each semester and before Winter/Spring Weekends and are required of social chairs, bartenders and I.D. checkers. Call the coordinator of house events to request information regarding times and dates for the workshop.
2. I.D. checkers must verify the age of individuals before placing bracelets on the wrist of those 21 years of age or older.
3. Persons serving alcohol must ensure that only persons 21 years of age or older are served alcohol, and are wearing an unaltered bracelet. They cannot serve alcohol to individuals who are underage or appear to have had enough to drink. Only

individuals who are 21 years of age or older may drink legally in Massachusetts.

4. Alcoholic beverages should be kept behind the bar. Only bartenders should have access to this area.
5. All parties must end alcohol service by 12:30 a.m. If the party is scheduled to end earlier than 1 a.m., alcohol service must end half an hour before the end of the party.
6. After a closed house or open house party has ended, alcohol that is left over must be locked up by a head resident and is not to be used for further consumption or distribution that evening.
7. The college holds a Massachusetts State license to sell and dispense alcoholic beverages at the Campus Center. This is the only venue where admission may be charged for student sponsored events that include the serving of alcohol. The serving of alcohol must be supervised by Dining Services. Contact them at extension 2326 to make arrangements.

**ALCOHOL SERVICE AWARENESS SEMINAR** Only persons who are 21 years or older are allowed to consume or serve alcoholic beverages. The Alcohol Service Awareness Seminar is required for all persons tending bar for open house and closed house parties. The seminar includes a review of all the state laws governing serving alcohol, proper identification procedures, the effects of alcohol on the body and intervention techniques.

Before tending bar for a personal party, **it is required that all students participate in the Alcohol Service Awareness Seminar.** The workshop will be held at the beginning of each semester, and is required of House Social Events Coordinators, bartenders and I.D. checkers.

**KEGS** Open and closed house parties are the only venues where kegs are allowed. No kegs of any type may be below or above the first floor of Smith houses or in student rooms. Individual students cannot possess or store a keg in an apartment or personal room. Kegs are prohibited for individual student use for personal parties. The term keg is all-inclusive with kegs, half kegs, beer balls and the like, being examples. Massachusetts Law requires that all kegs must be registered to one individual who is over 21, with proper I.D. This individual must be a member of the host house. They must be aware that they are responsible for the proper distribution of alcohol and may be held personally responsible for any inappropriate distribution or consumption.

When the bar closes at an open or closed house party, all alcohol, including kegs, must be secured by a head resident or house coordinator until the following morning when it can be returned to the purchaser.

**COLLECTION OF ALCOHOL FUNDS** Neither Social System money nor house budget money may be used to purchase alcohol. Money must be collected by the social chair or designated collector from students over the age of 21; under no circumstances is money to be collected from underage students. Money collected for a specific event must only be used for that specific event. Organizations and houses cannot use any of their SGA funds, social dues or house dues to purchase alcohol.

**SERVING MINORS** When alcohol is served at parties, students take individual and collective responsibility for the service. It is important that students hosting parties understand and are particularly mindful of college policies, federal and state laws that explain the responsibilities and liabilities that they are undertaking.

A host cannot provide to or allow a person under 21 years of age to consume alcohol in their place of campus residence or at an event that they are hosting. When furnishing or serving alcohol, it is the host's responsibility and liability under Social Host Liability Laws to ensure that guests are able to safely travel home without harm to themselves or others.

**COLLEGE GUIDELINES FOR IMPLEMENTATION OF THE ALCOHOL POLICY** The Smith College policy on alcohol-related behavior stresses the concept of individual responsibility. These guidelines summarize each student's responsibility under the law and in relation to the community in which they live.

1. All members of the college community, especially students hired or in elected leadership positions, are responsible for abiding by college policy and federal and state laws. No member of the college community is allowed to provide, purchase or serve alcohol to anyone who is under 21.
2. While the college does not expect students in leadership roles to act as agents of the state, it does expect them to fulfill their responsibilities as leaders and hold individuals accountable for their actions and/or to refer them to appropriate resources (Residence Life staff, Health Services, Campus Safety, etc.).
3. The following types of concerns would warrant intervention by Residence Life Staff or other college staff members:
  - a. Individuals demonstrating problem drinking patterns (this includes problems leading to or resulting in the irresponsible use of alcohol);
  - b. Individuals making choices and decisions that could endanger themselves or others;
  - c. Individuals demonstrating an inability to control their drinking behavior;
  - d. Individuals whose alcohol-related behavior infringes on the rights of others;
  - e. Houses or organizations exhibiting b through d above.
4. The individual, organization or house may be referred to the area director/assistant director, College Conduct Board, and/or



the Office of Student Affairs. The person intervening will discuss the implication of an individual person or an organization's behavior with them.

All those who have any role in the organization or conduct of such events are responsible for obtaining and adhering to the guidelines governing alcohol use on the Smith College campus. Smith College provides services and resources to support individual needs, to assist at crisis points and to provide accurate information related to alcohol. Current practices to help problem drinkers, such as the support of health and counseling practitioners, alcohol awareness workshops, and the responsible action shown by members of the Smith community, point to a concern for alcohol consumption in our community.

**RESPONSIBILITY OF STUDENT GROUPS** All houses and chartered and non-chartered organizations sponsoring social events are expected to abide by state law and by published procedures and standards. Failure to do so may result in loss of social privileges, individual disciplinary action or loss of college recognition for the organization as determined by the College Conduct Board. Members of an organization may be personally liable for the acts of the organization or its other members.

**RESPONSIBILITY OF INDIVIDUALS** Members of the faculty and staff should be aware of the legal drinking age of 21 years of age or older and the legal burden it places upon them. Faculty and staff are prohibited from providing, purchasing, or serving alcohol to students under the age of 21 in any setting. Individuals who violate Massachusetts state law may face criminal prosecution.

Alcohol-related behavior that causes or can reasonably be expected to cause physical harm or harassment to persons or damage to property, or is unreasonably disruptive, will be subject to disciplinary action by the College Conduct Board or the administration. Such behavior may result in penalties up to and including suspension or dismissal. Inebriation shall not be seen as an acceptable or justifiable excuse for disruptive behavior and may in itself be considered an additional offense.

Individuals who become the subject of local police action and campus safety reports involving alcohol, and groups or individuals who violate college rules because of alcohol, may be subject to disciplinary action by the College Conduct Board or the administration. Students also may be required to meet with residence life professional staff for discussion and possible referral to campus resources such as medical services, counseling services, a wellness educator or to the College Conduct Board.

**LIABILITY** The student is responsible for their actions and the actions of their guests that result in the loss, theft, or damage to college and/or personal property. The college remains liable for damages to its property incurred through the negligence of its agents or employees.

The sponsor of a closed function at which alcoholic beverages are served may be legally responsible for monetary damages and legal costs that result from use of alcohol by guests. The college does not assume any legal responsibility for individuals or groups who are alleged to have acted in violation of state and local statutes. Legal defense will not be provided by the college.

## Fund Raising and Entrepreneurial Activities on Campus

### FUND RAISING

#### *Non-student Organizations and Individuals*

Requests by non-student organizations and individual students to raise funds on-campus on behalf of a registered non-profit organization should be directed to the Director of Student Engagement in the form of a written proposal. Proposals should include the purpose of the fundraising activity, the name and location of the non-profit agency, the date, time and proposed location of the fundraiser.

#### *Students and Student Organizations*

Students or student organizations raising funds on behalf of an academic department, college office or athletic team should contact the Office of Student Engagement regarding fundraising policies and space reservations after they have received written permission from their department or office.

### ENTREPRENEURIAL ACTIVITIES

Any student who plans an entrepreneurial venture to raise funds for personal gain on campus must submit a project proposal, business plan, copies of proper certifications and/or licenses and their Risk Management Agreement to the Office of Student Engagement for consideration. Once approved, the student entrepreneur will be treated as an outside vendor.

Student entrepreneurs are encouraged to contact the Conway Innovation & Entrepreneurship Center (CIEC) for assistance with developing a business plan and various logistics of owning and operating a business. CIEC administers several funds designed to support students with advancing existing businesses, business ideas or product implementation. Request for funding applications can be made directly to the CIEC. Please contact the administrative director, to discuss funding and resource options.

## Residential Life

### House System

## Accessible Housing

Wheelchair-accessible student rooms with baths are currently located in:

- Albright House
- Baldwin House
- Capen House
- Chapin House
- Chase House
- Comstock House
- Cutter House
- Duckett House
- Gillett House
- Haven House
- Hopkins House
- Hubbard House
- King House
- Lamont House
- Northrop House
- Parsons House
- Scales House
- Sessions Complex
- Washburn House
- Wilder House
- Wilson House
- Ziskind House

In addition, the following houses are accessible to the first floor:

- 150 Elm Street
- Cushing House
- Emerson House
- Gardiner House
- Jordan House
- Lawrence House
- Morris House
- Morrow House
- Park Annex
- Park House
- Parsons Annex
- Tenney House
- Tyler House
- Wesley House

The Friedman apartments have units that are wheelchair accessible with baths.

Several rooms across campus have been made communications-accessible to deaf or hard-of-hearing students through the installation of specialized equipment. Entering students who need physical or communications-accessible housing should so indicate on both the disability identification form and the housing information form and provide supporting documentation to

the [Office of Disability Services \(https://www.smith.edu/about-smith/disability-services\)](https://www.smith.edu/about-smith/disability-services). All accessible housing requests will be coordinated with the Office of Disability Services. Students needing special arrangements must be registered in the Office of Disability Services.

*Updated July 2023*

## Area Directors

Area Directors are professional members of the residence life staff. They are responsible for the management and supervision of a student residence area consisting of five to ten houses or house complexes. Working closely with the director and the assistant directors of residence life, area directors are responsible for all housing matters pertaining to the residence area, including student needs and programs, staff performance and supervision, administrative duties, building needs, policies and procedures and staff training. Area directors are the immediate supervisors of the house coordinators and house community advisers in the area, and they contribute to educational programs offered through the office of residence life. In addition, they assist with the room change process, student conduct issues, crisis management, and they serve as a resource for students.

*Updated July 2023*

## Community Living and Student Responsibility

Residential life at Smith is considered an important part of a student's education. Smith is committed to a co-curricular environment that enhances and enriches the academic program: residential living is an integral part of that education. Students come from varied cultures, backgrounds, and social identities and the houses provide unique opportunities for them to learn about one another's experiences. At its best, residential living fosters a sense of community and encourages a wide range of ideas. Each Smith student is challenged to balance the freedom of an individual with their own self-direction and respect for the rights of others. These expectations are not always reached, however, as interpersonal tensions, value conflicts and discomfort caused by close community living are not unusual. Learning to respond, to take responsibility for oneself, and to overcome adversity are important elements of personal growth and of the Smith education. Every member of the Smith community is entitled to be treated with respect and behaviors that show disrespect for individuals or groups will not be tolerated. The ability to deal with complex issues and to resolve conflict will serve each student well at Smith and in the wider world.

Students are responsible for reading all published information, and meeting all deadlines. This includes, but is not limited to, email messages, information in the catalogue, the handbook, the housing contract, eDigest and other posted notices. Failing to read available materials is not an excuse for missing deadlines or for being uninformed about policies and regulations.

The college reserves the right to move a student from one house to another, to remove them from campus housing or even to dismiss them from the college if it is found that they cannot function as a cooperative member of their house or of the college community.

Students who do not accept the responsibilities of community living and house membership may be referred to a variety of college proceedings. Depending on the nature of the behavior, referral may be made to local law-enforcement agencies, Campus Safety, the Office of Equity and Inclusion, the College Conduct Board or to the dean of the college (or designate). For further information on these actions, see specific references in this section of the handbook.

## Dining

Dining at Smith combines many unique traditions with a relaxed, accommodating atmosphere. Staff employed by the college prepare all meals on site. The department's goal is to provide students with excellent food and great customer service. All residential students are on a full all you care to eat board plan, (5 meal swipes a day with your OneCard, plus \$110 Dining Dollars) which entitles them to eat breakfast, lunch and dinner seven days a week. Students can also swing by Grab and Go at Chapin House or Chase House during meal periods to grab a snack for late night studying. Friday afternoon tea served in each house is a popular way to end the week.

Under Smith's dining system, students have the flexibility to choose to eat any meal in any of the open dining locations. They may opt to eat at a location more convenient to their classes or with a menu more to their liking. Menus vary by location for lunch and dinner, offering students several options from which to choose and salad bars at most locations ([smith.edu/diningservices](https://www.smith.edu/diningservices) (<http://www.smith.edu/diningservices>)). Smith accommodates many diets including vegan, kosher, halal and allergen Free (please register with the Office of Disability Services). To access dining rooms, students must swipe their Smith OneCard at each meal, which allows us to better forecast demand, thereby reducing food waste. Students are expected to empty the food left on their plates at the end of each meal into the compost container. Food scraps and unusable leftovers are also collected in each kitchen for compost.

Meals are served in the dining rooms at different times depending on location. To maintain an adequate supply of dishes at mealtime, students may not remove dishes or silverware from the dining facilities, but can use our reusable “to go” Ozzi containers. Students must provide their own utensils for use in the residential kitchenettes. To support the college’s sustainable efforts, we encourage students not to waste paper products and recycle items whenever possible.

Meals are served buffet-style, pre-order or “grab and go” to accommodate busy student schedules. Students are allowed 8 guest meal swipes a year. To use a guest swipe, use your One Card to swipe twice within 5 seconds; the second swipe will be a guest swipe.

Due to limited seating, large meetings should not be scheduled in the dining rooms. Student groups may reserve space for the Duckett House special dining rooms by submitting an online request form (<https://25live.collegenet.com/smith/>). Dining Services has many jobs in their dining operations, and students interested in work or dining careers should contact the Dining Service office, extension 2300 or check Workday (<https://www.smith.edu/about-smith/sfs/financial-aid/traditional/employment>).

If board paying students are attending classes or any activity at one of the Five College campuses, they may complete the Five College Meal Request Form (<https://www.smith.edu/about-smith/dining-services/policies/five-college-plan>) to enable them to eat at that campus. More information is available on the Dining Service website: ([www.smith.edu/diningservices](http://www.smith.edu/diningservices)) (<http://www.smith.edu/diningservices>)).

### **FOOD ALLERGIES/DIETARY SENSITIVITIES**

Dining Services at Smith identifies the importance of supporting students with medical dietary needs, food allergies and/or food intolerances. We label the nine major food allergens on menus across campus and online. For more information on food allergy management on campus please read our action plan available on our website (<http://www.smith.edu/diningservices>).

Lamont House offers food that is free of the 9 major food allergens (peanuts, tree nuts (coconuts labeled separately), wheat, milk, egg, soybean, fish, shellfish, and sesame). Dawes House is a gluten-free facility that requires access approval through the Office of Disability Services. Gillett House offers vegan and vegetarian options. If you have a food allergy or intolerance that can’t be managed within our existing board plan dining menus, please contact the Dining Services Dietician ([dietitian@smith.edu](mailto:dietitian@smith.edu)).

All foods are prepared following the highest standards to prevent cross-contact. Please note that manufacturers can change the content of foods without notifying Smith College, so students should always review their options and speak to a dining staff member.

Students with medical dietary restrictions such as Celiac disease, food allergies, etc., who are requesting accommodations or service will be directed to the Office of Disability Services. Students are required to follow College policy and provide appropriate documentation of their disability from a licensed professional. It is the responsibility of the student to obtain and supply the college with all necessary documentation ([smith.edu/ods](http://www.smith.edu/ods) (<http://www.smith.edu/ods>)). Once a person with a disability has registered, the documentation will be reviewed to determine the need for appropriate services and accommodations that are necessary and effective. Please note that an Accommodations and Service Request Form must be completed and submitted to the Office of Disability Services as needed.

### **RELIGIOUS ACCOMMODATIONS**

#### **Kosher Co-op Kitchen**

The kosher community kitchen (warmly referred to as the “K”), located at Jordan House, is a student-run space (under the direction of Dining Services and the Center for Religious and Spiritual Life) that serves as a cooking, eating and meeting facility for everyone interested in the Jewish tradition and community. The “K” model is a co-op and students who participate all play a role in the meal preparation, purchasing of food, cleanup and meal planning. Two students are appointed annually to be the coordinators of the kitchen; it is eclectic, vegetarian (with plenty of vegan options), healthy and, of course, kosher. It is not uncommon to find the space teeming with choppers, would-be chefs, dishwashers, and other helpers on any Friday morning or afternoon.

During the academic year, special holiday events and other occasional Jewish programming activities are held at the Kosher Co-op Kitchen and all students are welcome to attend.

Kosher food is also served at Cutter/Ziskind dining room.

*Updated July 2023*

### **Energy Conservation**

Energy conservation and sustainability are core values at Smith College. Although every effort is made by facilities management personnel to ensure the efficient use of energy, the ultimate success of any energy conservation program depends upon the individuals who consume energy. The choices you make have an impact at Smith, in the larger community, and on the world. Data shows that 89% of Smith’s carbon footprint comes from our buildings. You can help reduce our emissions and save energy by following these four guidelines:

- Heating/Cooling: If your room is too hot during winter or too cold during summer, please report the situation promptly to Facilities Management: <https://smith.teamworkslive.com/> (<https://smith.teamworkslive.com/>). Opening windows to alleviate the problem isn't a solution.
- Lighting: Use LEDs in all your light fixtures. LEDs use almost half the electricity and last 2.5 times longer than CFL light bulbs. Recycle any bulbs you replace in the appropriate bins on the lower level of the Campus Center
- Mini-refrigerators: Refrigerators are often the largest source of power consumption in student rooms. If you decide to bring one, please see the requirements here: <http://www.smith.edu/sao/handbook/reslife/refrigerators.php> (<http://www.smith.edu/sao/handbook/reslife/refrigerators.php>)
- Computers: Activate the power management system on your computer. For tips on how to do so, go to: [https://www.energystar.gov/products/low\\_carbon\\_it\\_campaign/power\\_management\\_computer?s=mega](https://www.energystar.gov/products/low_carbon_it_campaign/power_management_computer?s=mega) ([https://www.energystar.gov/products/low\\_carbon\\_it\\_campaign/power\\_management\\_computer?s=mega](https://www.energystar.gov/products/low_carbon_it_campaign/power_management_computer?s=mega))

## Guests

Guests are any persons who are not officially assigned to live in a residential house. This includes other Smith students, children, relatives of Smith students and Smith alumnae. Overnight guests, defined as persons staying beyond 2 a.m., are permitted to stay in the assigned room of the host with consent of all roommates. It is required that any house member hosting guests will be in residence while their guests are present. In other words, it is not okay to leave a guest in your room when you leave the house.

A student entertaining guests is responsible for seeing that their guests know the house and college regulations and abide by them, as they will be held responsible for their guest's actions on college property. Guests must wait at the front door until the house member being visited is called down to escort them upstairs. The house member is also responsible for escorting their guests out of the house when they leave as well as paying for guest meals.

Residential students are only permitted to have overnight guests for a total of 3 nights, which can be consecutive, in a 14 day period. If a student has a roommate and would like to host a guest, they must first speak with their roommate about expectations for such a visit. All roommates must consent to guests in the room. If students have questions about what is considered an overnight guest or need an exception to this policy, they must speak with their professional residence life staff member.

All guests are expected to respect the rights of house residents and to abide by house and college regulations. Guests whose behavior is not cooperative and respectful may be asked to leave or required by the college to leave. Violators of the guest policy will be subject to disciplinary action.

Residents may not lend house keys to guests or other Smith students.

Any student who has a guest requiring parking for a limited number of days should have their guest report to Campus Safety with their car registration. A Campus Safety officer will issue a visitor parking permit and assign a parking area.

Each resident has the right and responsibility to ask any unwanted person to leave their room at any time for any reason. The person asked to leave must do so.

*Updated July 2023*

## House Community Advisers, House Coordinators and Apartment Managers

The house community adviser (HCA), house coordinator (HC), or apartment manager (AM) is a trained student staff person responsible for the management and general welfare of the houses/apartments. Their primary role is the implementation of the Residential Curriculum. More information about the curriculum can be found on the Residence Life's [Mission and Values](https://www.smith.edu/student-life/residence-life/about/mission) (<https://www.smith.edu/student-life/residence-life/about/mission>) page. They act as liaisons between the student houses and the various administrative and service departments of the college and are responsible for upholding college policy. Residence life staff work with house councils on matters of internal governance and they are regularly available to students—individually and collectively—as a source of information, advice and help.

## House Governance and Rules

Each student has both the right and the responsibility to participate in the governance of both their house and the college as set out in the house constitution and the constitution of the Student Government Association. House constitutions are made available in each house by the house president. For further information on the SGA constitution and bylaws, see the [Student Government Association](https://www.smith.edu/sao/handbook/sga.php) (<https://www.smith.edu/sao/handbook/sga.php>) section of this handbook.

Each resident is responsible for appropriate use of the living rooms, study areas and recreational rooms in the house. Viewing of, or participation in the production of, pornographic materials, or in hosting a stripper, in public areas of the house is strictly forbidden. Common area spaces may not be used for personal storage or overnight guest lodging. Twenty-four-hour courtesy hours are always in effect in all houses. Courtesy hours are defined as noise being heard no further than two doors away from a student's room whose door is closed. Each house will have a minimum of 8 quiet hours a night. Quiet Hours cannot start later than 11pm on weekdays and 1am on weekends (Friday and Saturday). Quiet Hours are defined as noise that can be heard outside of a student's room when the door is closed. Quiet hours in each house will be voted upon by the house at the beginning of each semester. Violators will be subject to disciplinary action.

Posters, notes, signs, table tents and other flyers posted in houses are to be signed by the individual person or organizational group posting them. These items will be removed if unsigned. House meetings are mandatory for all students.

Members of a house must abide by college regulations and house regulations established in accordance with the house constitution and college policy. The house council is responsible for leading by example and adhering to these regulations. The College Conduct Board is charged with adjudicating cases of noncompliance with nonacademic regulations.

In any group living situation, there may be times when individuals infringe on the rights of others. (Excessive noise and inappropriate guests are examples of this.) It is expected that each resident will assume the initial responsibility for communicating any concerns directly to the other individuals involved. They should try to communicate in a constructive and reasonable way, indicating a willingness to compromise if appropriate.

Physical altercations or assaults by Smith students or guests will not be tolerated in houses. Violators of this policy will be subject to disciplinary action.

Theft of personal or college property is illegal. Persons in violation of this policy will be subject to campus disciplinary action and/or Massachusetts state law.

Sometimes a student may be uneasy about how to approach a particular person or deal with a specific situation. House coordinators, house community advisers, and apartment managers are trained to help students explore possible ways to deal with such situations. In addition, residence life professional staff, counseling services and other college resources may assist in the resolution of such situations.

If a student's initial attempt does not resolve the problem, or if any individual or group is repeatedly disrespectful of the rights of others or fails to abide by the college's expectations or the regulations established by the house, the following may be used to deal with the situation:

1. The house coordinator, house community adviser, or apartment manager may speak to the individual or group involved.
2. An in-house mediator (the house coordinator, house community adviser, or residence life professional staff) can help the individuals resolve the conflict.
3. If the situation cannot be resolved in-house, the residence life professional staff would be the next appropriate staff person to get involved.
4. If the conflict continues, the residence life professional staff and/or the student may consult with an assistant director of residence life or the director of residence life for additional assistance or intervention.
5. The residence life professional staff may speak to the individual or group involved.
6. The student may take their complaint to the College Conduct Board. (Please refer to the College Conduct Board (<https://www.smith.edu/sao/handbook/sga/bylaws4.php>) section of the Student Government Association bylaws for the board's complete procedures.)

Residents should make themselves knowledgeable about their rights and responsibilities within the residence house system. If a student feels that the house community is not functioning effectively or responsive to their concerns, they should consult with a member of the house leadership (e.g. the house president), the house residence life staff, or residence life professional staff for assistance.

*Updated July 2023*

## Housing Policy

Smith College is a residential college; traditional-aged undergraduates are required to live on campus for four years. Limited numbers of students may be given permission to live off campus through the housing lottery process or by completing the Petition for Waiver of On-Campus Living Requirement Form, available on a student's self service page and are due by June 1 (for first semester) and December 1 (for second semester). Transfer students who are of traditional college age may also apply to live off

campus by writing to the Assistant Director of Residence Life for Operations in the office of Residence Life at the time of application for admission. Very few exceptions will be made, and further documentation to support one's request will be required. All requests after the housing lottery will be reviewed and decided by the off-campus housing committee.

All new students will receive a copy of the housing contract electronically when they fill out the *Residence Life Information Form*. Returning students get this during the room selection process. All information about house opening, closing, and key pick-up is available on the [Smith College Residence Life \(https://www.smith.edu/reslife/\)](https://www.smith.edu/reslife/) website.

Closing and opening dates and times of houses are publicized on campus prior to vacations and are posted on the residence life website. These closing dates represent the end of each semester. Students are expected to make house departure and travel plans accordingly. All houses (including the Friedman apartments) are closed for winter break, except Cutter, Ziskind, and Parsons for international students; 54 Green Street, 150 Elm Street and Conway House for Ada Comstock Scholars, and graduate housing for graduate students. Students who are delayed in vacating their room by the assigned date will be charged a fee.

Students who will not be in residence for the spring semester, including seniors graduating in January, must remove personal belongings from their room and house by 10am the day after the last day of classes in the fall. All January graduates needing commencement housing in May will be contacted by the Office of Residence Life and invited to complete a form to request housing. Belongings not removed on time will be packed and shipped at the student's expense. Prompt departure from houses is required for all students. A student who rescinds a leave of absence or is readmitted for second semester cannot return to campus until the date determined by the residence life department.

Information regarding the housing lottery is distributed to students in the spring. The Student Financial Services office requires that the tuition account be in good standing, which is defined as any one of the following: balance is paid in full; balance will be covered by loans or grants not yet received; payment arrangements have been approved by the college.

If a Smith student is pregnant during the academic year, they may continue to reside in their college house. Once the child is born, the student must make alternate arrangements for housing, as the college does not permit children to live in traditional college houses, except for Conway House.

The college reserves the right to enter any room at any time deemed necessary, whether or not the student residing in the room is available. The purposes for entry include inspection for compliance with college policies including health and fire regulations, inspection and inventory of college property, maintenance of security and necessary building maintenance. Every reasonable effort will be made to respect the privacy of the occupant(s). Persons other than designated college officials should under no circumstances enter a student's room without permission.

*Updated July 2023*

## Identification Cards

Identification cards (known as Smith College OneCards) are created using photos provided by entering Smith students. The OneCard IDs are then issued during central check-in, which is part of fall orientation. In addition to serving as campus identification, the OneCard provides the following functions; library card, dining services card (including access to Dining Dollars), exterior door access to residences and other buildings where equipped, and purchases via Campus Cash.

### LOST CARDS

If a card is lost or stolen, a temporary card can be obtained at the OneCard Office. If it is after-hours, students can contact Campus Safety to arrange to get a Temporary OneCard or they can suspend their OneCard online at [www.smith.edu/its/onecard](http://www.smith.edu/its/onecard) (<http://www.smith.edu/its/onecard>) and get a Temporary OneCard when the OneCard office reopens. Once a temporary card is issued or the card is suspended, the user's OneCard will no longer work. Temporary cards work almost everywhere you use your OneCard. This includes meals, door access, the Campus Center Café, etc. However, because there is no barcode on the card, it cannot be used at the library. Any balances the cardholder has in either Campus Cash or Dining Dollars are available through the temporary card.

A temporary card is valid for one week. It is the responsibility of the cardholder to come to the OneCard Office to either have a new OneCard printed or, if found, their old OneCard reactivated prior to the expiration of the temporary card. Students may receive one free replacement OneCard during their time at Smith. After that there is a \$20 charge to have a replacement card printed. There is no charge to reactivate a found card. A \$10 charge applies if the temporary card is not returned.

For information on how to suspend a lost card other than by getting a temporary card go to [www.smith.edu/its/onecard](http://www.smith.edu/its/onecard) (<http://www.smith.edu/its/onecard>).

### DINING DOLLARS

Detailed information on Dining Dollars is available in the [Dining section of the student handbook \(https://www.smith.edu/about-smith/offices/student-affairs/student-handbook/handbook-dining\)](https://www.smith.edu/about-smith/offices/student-affairs/student-handbook/handbook-dining).

## CAMPUS CASH

Parents and students may also deposit funds in a separate Campus Cash account. Campus Cash is an optional debit account that can be used for purchases at the Greccourt Bookstore, the Smith College Computer Store, print stations in the libraries and computer labs, and the Campus Center Café. Campus Cash is no longer needed for laundry. See the [Laundry section of the student handbook \(https://www.smith.edu/about-smith/offices/student-affairs/student-handbook/laundry\)](https://www.smith.edu/about-smith/offices/student-affairs/student-handbook/laundry) for information on laundry services in Residence Houses.

All Campus Cash accounts are stored-value debit accounts and must maintain deposits sufficient to cover the cost of purchases. Deposits to Campus Cash can be made via **credit card** using [the link on the OneCard page \(www.smith.edu/its/onecard\)](http://www.smith.edu/its/onecard), or by cash at the Value Transfer Stations located in the Campus Center and Neilson library.

Once deposited money can not be withdrawn from Campus Cash, however any unused balances remain in the account and will roll forward from year to year as long as the cardholder remains a student. Upon graduation, withdrawal or dismissal from the College unspent balances of \$5.00 or more will be refunded via ACH transfer to the bank account on file for the student in Workday. By using Campus Cash the cardholder agrees to be bound by all account terms and conditions set forth in the Smith OneCard Terms & Conditions. The complete OneCard Terms and Conditions are available at [www.smith.edu/its/onecard](http://www.smith.edu/its/onecard) ([www.smith.edu/its/onecard](http://www.smith.edu/its/onecard)) or at the OneCard Office.

The card, related accounts, and access privileges are non-transferable. The individual identified by the card (i.e. Cardholder) is responsible for all usage on their card and is the only one authorized to present the card for services, access, or purchases. A student using a card that does not belong to them may have that card confiscated and be referred for disciplinary action. The card remains the property of Smith College. The college reserves the right to disclose OneCard records to law enforcement officials, college conduct boards, and college officials. The OneCard Office is responsible for the issuance of all OneCards and the maintenance of all OneCard readers. If a card does not function properly at any location, the card owner should seek assistance at the OneCard Office.

The OneCard office is on the second floor of Stoddard Hall room 203. For our Drop-in hours or other information, please contact the IT Service Center at 413-585-4487 or [ithelp@smith.edu](mailto:ithelp@smith.edu). More information on the OneCard can be found at [www.smith.edu/its/onecard](http://www.smith.edu/its/onecard).

*Updated August 2023*

## Keys

Each student assigned to live in college housing will receive a room key (except Cutter, Ziskind and Parsons residents whose OneCard will open their student room). Closet keys are only issued by special request. Keys will be distributed during designated key pick-up times. Arrival and departure information for students is available on the [academic calendar \(https://www.smith.edu/academics/academic-calendar\)](https://www.smith.edu/academics/academic-calendar).

Any or all lost keys should be reported to the residence life office in Clark Hall so that replacement keys can be ordered. Students are advised to check the Lost and Found at Campus Safety before new keys are ordered.

Front door access to all houses is through the use of a student's OneCard. If a student loses their OneCard, they will need to report this loss to the OneCard office immediately. More helpful information about this process is on the OneCard website: <http://www.smith.edu/its/onecard/> (<http://www.smith.edu/its/onecard/>).

Charges for lost keys are as follows: \$80 for a lost single-room key, \$110 for double, \$140 for triple, and \$170 for quad. This is \$30 for the student's replacement key plus an additional \$50 for core change. If the student has a roommate or roommates, the student is responsible for replacing those keys also, at a cost of \$30 for each roommate. There is a \$30 charge to replace a lost closet key.

If a replacement key or a core lock replacement key is ordered but not claimed, or if the keys are found and returned after the order for new keys has been placed, the student will still be charged the appropriate fee. This charge will be made on the student's bill.

Students are responsible for picking up their replacement keys at Clark Hall, Office of Residence Life, 9 a.m. - 4:30 p.m. Monday - Friday. Any key(s) unclaimed by 4:30 p.m. on Wednesday of the week following the request will be returned to the college lock shop. It is then the responsibility of the student who requested the replacement key to arrange a suitable date and time for pick-up at the college lock shop.

Keys are nontransferable. Students may not change rooms by switching keys. Violation of this policy will result in disciplinary action. Students are expected to keep their keys with them at all times. Students are expected to lock their room doors when they are not present, as they are responsible for the room to which they have been issued the key, both for the condition of the room and for anything that occurs inside the room. If a student is locked out of their room they should call Smith College Campus Safety. Please bear in mind that there is most likely going to be a wait for a response if someone is not immediately available.



All keys must be returned to Clark Hall, the Residence Life Office when the student vacates the house. Failure to do so will result in a \$125 charge to a student's bill.

*Updated July 2023*

## Kosher Co-op Kitchen

The kosher community kitchen (warmly referred to as the "K"), located at Jordan House, is a student-run space (under the direction of Dining Services and the Center for Religious and Spiritual Life) that serves as a cooking, eating and meeting facility for everyone interested in the Jewish tradition and community. The "K" model is a co-op and students who participate all play a role in the meal preparation, purchasing of food, cleanup and meal planning. Two students are appointed annually to be the coordinators of the kitchen; it is eclectic, vegetarian (with plenty of vegan options), healthy and, of course, kosher. It is not uncommon to find the space teeming with choppers, would-be chefs, dishwashers, and other helpers on any Friday morning or afternoon.

During the academic year, special holiday events and other occasional Jewish programming activities are held at the Kosher Co-op Kitchen and all students are welcome to attend.

Kosher food is also served at Cutter/Ziskind dining room.

## Laundry

Smith College contracts with [CSCSW \(https://drive.google.com/file/d/1-3k9CyXBL-ByQP3wq2scPaknen9C6icp/view?usp=drive\\_link\)](https://drive.google.com/file/d/1-3k9CyXBL-ByQP3wq2scPaknen9C6icp/view?usp=drive_link) to lease and service washing machines and dryers available in student houses. Laundry machines are free to use and can be operated with a push button or using the [CSCGo App \(https://drive.google.com/file/d/1Mrr5\\_4jiuHxS8D6i-TtvrkoutxMcCnMh/view?usp=drive\\_link\)](https://drive.google.com/file/d/1Mrr5_4jiuHxS8D6i-TtvrkoutxMcCnMh/view?usp=drive_link). The app will also allow you to see when a machine is available, start a machine, monitor the time left on a cycle and submit requests for Maintenance directly to CSCSW. If you do not have the CSCGo App you can submit service requests over the phone: Customer Service (844) 272-9675. The machines, while free to use, still use a great deal of water, electricity and natural gas to operate so please make sure to conserve these resources and wash complete loads, while not overfilling the machines. Concerns about CSCSW's service can be sent to [auxiliary-services-u@smith.edu \(mailto:auxiliary-services-u@smith.edu\)](mailto:auxiliary-services-u@smith.edu)

*Updated August 2023*

## Mail and Package Delivery

There is a centralized mail facility adjacent to the Grécourt Bookshop in lower level of the Campus Center that processes all U.S. and campus mail. Each student is assigned a virtual post office box that is used to distribute both letter mail and packages. New students will be assigned a number prior to their arrival on campus. There is also a retail window where books of stamps can be purchased and letters and packages can be sent out by USPS, UPS, Fedex and DHL. More information about Mail Services can be found at [smith.edu/mailservices/students.php](http://smith.edu/mailservices/students.php) ([smith.edu/mailservices/students.php](http://smith.edu/mailservices/students.php))

Updated July 2022

## Recycling

In order to reduce the amount of waste that it discards, and to comply with local and state regulations, Smith has implemented a comprehensive campuswide recycling program. While at Smith, students are expected to participate in this program.

Recycling containers for paper, bottles, cans and cardboard are located on the main floor or basement of each house and throughout the academic buildings. In addition, each student room has been provided with a blue recycling bin. Students are responsible for emptying this bin into the larger barrels at the recycling site for their house.

CFL bulbs, small electronics, ink cartridges, and batteries can be recycled at the electronics recycling center, located on the lower level of the Campus Center.

Detailed information about what to recycle is posted at the central recycling site in your house. For more information, go to the Smith recycling site at <https://www.smith.edu/about-smith/sustainable-smith/campus-sustainability> (<https://www.smith.edu/about-smith/sustainable-smith/campus-sustainability>).

## Refrigerators

Smith College allows students to have small refrigerators. They must be ENERGY STAR labeled and no larger than 3.5 cubic feet. Some students buy portable refrigerators and keep them here all four years, storing them at a commercial storage company. Portable refrigerators can also be [rented through the following website \(https://www.smith.edu/student-life/residence-](https://www.smith.edu/student-life/residence-)

life/living/third-party-vendors). Smith encourages students to use the communal refrigerator in their house instead of bringing a small refrigerator. Personal refrigerators use a very large amount of energy for their size.

Because they run 24/7, a micro-fridge is often the number one user of electricity in a room. Each refrigerator can use upwards of 400 kWh a year and will generate over 500 pounds of greenhouse gas emissions.

Before renting or purchasing a refrigerator, please consider that all houses have a shared refrigerator in a common area. Also consider what you will do with the unit at the end of the year. Sharing a refrigerator is one of the best ways to save energy.

## Roommates and Room Changes

As part of the residential experience at Smith College, most students will reside with a roommate. The transition into this new living situation can be both rewarding and challenging, but always requires work on the part of both roommates. The college believes that communication is fundamental to a successful roommate relationship and has taken steps to formally encourage dialogue on a variety of levels. The roommate contract and discussion guide, facilitated by the residence life staff, promotes discussion of common roommate concerns and fosters communication regarding roommate issues for the year. The residence life staff encourages a continuing dialogue and, when necessary, is available to facilitate conflict mediation and resolution to assist students with their concerns.

When attempts to resolve a roommate conflict have been exhausted, the option to change rooms may be made available. During the room change period, a room change form can be found at the students residence life self service page. The assistant director of residence life for operations makes all final decisions regarding student placement. It is the responsibility of a student who wants to move to communicate this desire with their current roommate.

If a student resides in an “open double,” a double occupancy room with one occupant, they should expect to receive a roommate at any point during the semester. The college reserves the right to request students in an “open double” to consolidate with other students in the same situation in order to create space for students needing housing. It is imperative that ample space remain available for the new roommate. This includes but is not limited to their own desk, dresser, bed, closet space and wall space. Intentionally discouraging a potential roommate through any means is a violation of a respectful community environment and will not be tolerated. Students engaging in such behavior should expect to meet with their area director or assistant director.

Physical violence and/or behavior that could harm or threatens to harm someone is not tolerated within the Smith community. The Department of Residence Life reserves the right to reassign the housing location of any student(s) involved in such situations. The reassignment may be temporary or permanent depending on the outcome of the college conduct process.

## Student Rooms and Furniture

Reasonable care of college furniture and student rooms is expected of every student. Upon moving into a room, students must complete the electronic Room Condition Report (RCR) form which they can find at their residence life self service. This form must be completed within 72 hours of moving into the room. Failure to complete the form will result in the forfeiture of the student's right to appeal billing charges relating to room condition.

Student room furniture supplied by the college consists of a bed and mattress, bureau, desk, and desk chair for each person, and a bookcase, mirror and both a recycling and waste container for each room. In some student rooms there is a bookshelf on each student desk rather than a single large bookcase for the room. Under no circumstances should any student's room furniture be removed from a room without authorization. No furniture should be left in corridors, as this presents a safety hazard to house occupants and staff. All student guests must comply with residential policies. Any student whose room is missing furniture at the end of the academic year, or when the student otherwise moves out of the room, will be subject to billing for the missing item(s).

All furniture purchased by the college for student rooms is expected to remain in the assigned rooms. Bed and furniture removal is not permitted. Students with accommodation needs should work directly with the Office of Disability Services.

Should you have any questions concerning furniture or decorating policies, call before you begin decorating (ext. 2400). The college may require personal furniture and furnishings to be removed from any residence where, in the judgment of the director of residence life and coordinator of health and safety, there is a potential for fire or housekeeping hazard. All personally owned furniture and furnishings must be removed from student residences at the time they are vacated at the end of the school year. Any items remaining after that date will be disposed of by the college at student expense. Personal furniture cannot be stored in the trunk rooms.

A closing inventory will be completed when the student moves out of their room, and the student will be held accountable for any damage to the furniture or the room itself. Charges are imposed for mistreatment of furniture or defacement of walls or ceilings. Students will be charged the full cost for replacement or for repair of damage, such as burns or water damage, caused by mistreatment or carelessness. Any room left in an unacceptable condition will be subject to a cleaning fee.

Students may not paint any part of their rooms. Nothing may be driven into or attached to the walls or woodwork, including nails, tacks, screws, pins or adhesives of any type. Picture molding must be used for hanging posters, pictures, banners and bulletin boards. Nothing may be hung from sprinkler pipes, ceiling drapery tracks or traverse and curtain rods. Flammable materials (e.g., candles, halogen floor lamps, etc.) and certain appliances are not permitted in student rooms. Please refer to the section titled [Fire Safety Regulations \(https://www.smith.edu/sao/handbook/reslife/firesafety.php\)](https://www.smith.edu/sao/handbook/reslife/firesafety.php) for details.

Water beds, water pillows and loft beds not provided by the college are not permitted. Students with personal computers in their rooms must have surge protectors for their units. Bricks or cinder blocks for beds or bookcases are not permitted.

Heavy pieces of house furniture such as dining room tables, sofas and pianos must be moved by college personnel to avoid personal injury and damage to the furniture. The cost of any damage to the furniture or the house as a result of students or their guests moving furniture will be assessed against the house.

*Updated July 2023*

## Telephones

A house phone is provided in student resident houses and can be used for emergency, on campus, local and toll free calling.

## Wireless Computing on Campus

Smith College provides wireless access to Smith's high-speed network across campus, including the Libraries, the Science Center, and all other academic, administrative and residence buildings.

To learn more about wireless computing on campus, see: <http://www.smith.edu/its/tara/networking.html> (<http://www.smith.edu/its/tara/networking.html>)

## Security & Safety

### Fire Safety Regulations

There will be one fire drill conducted by the college per semester in each house. Failure of individuals to evacuate a house may result in conduct action.

Students with any special needs in the case of an emergency should contact with either the Office of Residence Life or Office of Disability Services. False reporting, damage or misuse of fire safety equipment is strictly prohibited and will result in a referral to the College Conduct Board.

Student rooms will be inspected. A room will be re-inspected in the case of a violation. Violations include prohibited appliances; objects obstructing corridors, stairways or sprinkler systems; cords of any type across doorways or under rugs; frayed cords; open flames and potentially hazardous decorations; smoke alarms that have been tampered with; and objects draped or hung from the sprinkler pipes, curtain rods, doorways, or tacked up on the walls. Students are required to clear hallways and public areas of personal items and be in compliance with the college's Health, Fire and Safety policy. Failure to comply will result in those items being discarded, and fees will be assessed to the student(s), residents of the corridor, or the entire house and possible disciplinary action.

### DECORATIONS

Material used in the decoration of any college building or student room must be either flame proofed or inherently nonflammable. Trees and wreaths are examples of flammable materials and are not allowed.

Items that cannot be used for decorations include: branches, live or dry wreaths, dry plants of any type or any item made from highly combustible material.

A bulletin board and nametags are the only items allowed on the outside of the doors of student rooms. Other decorations in corridors, on walls or on student doors are forbidden. Students will be required to remove items from doors and/or walls adjacent to student rooms. Failure to comply with these policies may result in disciplinary actions or fees.

### FLAMMABLE MATERIALS

Candles, incense, scented lamps and open flames of any kind except for cigarette lighters and matches are prohibited in houses and student rooms. Kerosene, gasoline, other flammable liquids or flammable covers, paper shades and decorations on light fixtures are strictly forbidden. Halogen floor lamps are prohibited in student rooms and public spaces in the houses. In addition, LED strip lights are not permitted. Such items will be confiscated whether or not they are in use. Open-flame devices, such as candles, are extremely dangerous in a high-density, residential setting and are forbidden.

The college reserves the right to remove items in student rooms that violate safety regulations.

An exception may be granted to this policy for the purpose of allowing smudging, the private, religious or spiritual use of sage, sweet grass, or cedar smoke in accordance with their well-established manner of use within the Native American ceremonial traditions for the purpose of purification and prayer. Students must complete an [Exception Request](https://www.smith.edu/student-life/religious-life) (<https://www.smith.edu/student-life/religious-life>), available from the Director of Religious and Spiritual Life or designee. Upon approval, a student may privately generate a minimal amount of smoke using sage, sweet grass or cedar. Failure to observe the strict safety standards of this Exception Request Policy will result in revocation of the exception and sanctions already specified for violation of the Residential Life: Security & Safety Policies.

### **APPLIANCES**

Radios/music players, clocks, speakers and/or speaker systems, amps and music accessories, television sets, lamps, hair dryers, humidifiers, electric blankets, computers, printers, DVD/BluRay players, and coffee pots that have UL approval, and lightweight refrigerators no larger than 3.5 cubic feet in capacity may be used in student rooms.

To ensure a safe and healthy environment, the following items are prohibited from all houses:

- Lava lamps
- Halogen lamps
- LED strip lights
- Rice cookers
- Toaster ovens/toasters
- Panini makers
- Grills
- Microwaves (Microfridges are permitted)
- Deep Fryers
- Hot plate
- Space heaters
- Immersion heaters
- Electric woks
- Any appliance with an exposed heating element
  - This includes coffee makers except 1 cup coffee makers like Keurigs
- Air conditioners (except for approved units through ODS)
- Refrigerators in excess of 3.5 cubic feet capacity
- Instapots or similar appliances

Smith College reserves the right to remove items in student rooms that violate safety regulations.

Irons may be used only at the ironing boards. Ironing boards are provided in the houses. Curling irons and flat irons are permitted, but must be used in well-ventilated areas and unplugged and turned off after each use.

Permission to use ultraviolet and other sunlamps must be obtained from the Office of Disability Services.

Extension cords, no longer than six feet, must have the UL approval and must be in good condition. Cords that are not UL approved will be removed. Cords must not be run under rugs.

### **SMOKING**

Any smoking, vaping, or juuling of any substance is not allowed in college-owned buildings (see [Smith College Smoking Policy \(/node/400654/\)](#)).

### **GUIDELINES FOR ACTION IN THE EVENT OF A FIRE**

The following guidelines are issued to provide you with procedures that should be followed by everyone who either detects a fire or is responding to a fire alarm in a Smith College building.

#### **Section A - Upon Discovering a Fire**

1. Go directly to the closest fire alarm pull station and activate the alarm. Activation of the alarm will alert other building residents to the presence of a fire and give them adequate time to evacuate safely. All houses have automatic fire alarm systems that go directly to Campus Safety. From there the alarm is relayed to the Northampton Fire Department.
2. As a backup to Step 1, immediately go to the nearest safe telephone and dial 5555 or exit the building and call Campus Safety at (413) 585-5555 from a cell phone or mobile device. Should the building alarm fail to activate, or the alarm not be relayed by

the system, calling 5555 alerts Campus Safety, who will dispatch the fire department. When calling to report a fire, stay calm, give the location of the fire, the type of problem and your name and phone extension. Always call in a fire; never assume that it has been done by the automatic system.

**3. Firefighting is not recommended. Evacuation is always the recommended course of action.**

All fires must be reported to and inspected by Campus Safety who will notify the Northampton Fire Department even if extinguished by occupants.

**Section B - Evacuation from Fire in a Residential House**

1. Assume every alarm means a fire; always evacuate the building when the alarm goes off.
2. Evacuate the building by the most direct, clear path.
3. As you evacuate the building, attempt to alert other occupants to the fire hazard. Yelling, banging on doors, etc. as you exit should alert other residents.
4. If the season demands, and if feasible, take a warm coat and shoes.
5. If feasible, take a towel or cloth to cover the mouth and nose in case of smoke.
6. Close all windows and doors as you evacuate. Make sure all fire doors are closed
7. Do not use elevators. Use only stairwells and fire escapes.
8. Before opening any door, feel the closed door for excessive heat, or look through the safety window (if available) to the passage beyond. If the door is warm, or the passage is unsafe, use an alternative exit.
9. Do not attempt to pass through smoke. If you encounter smoke, retreat and seek an alternative exit.
10. If you are trapped in smoke, stay low and crawl toward exit. Breathable air should be near the floor.
11. Once outside, clear the building by at least 100 feet, and move to an assembly point where the fire captain should take roll.
12. If you believe someone is trapped in the building, notify the fire department or Campus Safety immediately.
13. Never attempt to re-enter the building after evacuation.

**Section C - Defend in Place**

1. Should you be unable to evacuate the building, or should your exit paths be blocked, remain calm and do the following:
  1. Do not attempt to go through fire or smoke.
  2. Go back to your room or another safe environment with a window, and, if possible, a telephone.
  3. Close the door and pack the frame with towels, clothes, etc. (preferably wet) to prevent smoke travel. Your major safety concern will probably be preventing smoke infiltration.
2. If you have a phone, call Campus Safety and give them your name and location. If a phone is unavailable, open the window and yell. If you have a brightly colored cloth, wave it.
3. Do not hide in the closet or under the bed.
4. If the room gets smoky, stay close to the floor; fresh air should be there. Keep window open to allow fresh air in. If necessary, hang your head out of the window to get fresh air.
5. Above all, stay calm and rational; panic will only increase your danger.

**Section D - In Case You Catch Fire**

1. Should you catch fire, stop, drop to the floor and roll. Rolling smothers the flames.
2. Never run if you are on fire. Running fans the flames to a greater intensity.
3. If you see someone on fire, help them to stop, drop and roll. Wrap them in a blanket to smother the flames.

*Updated July 2023*

## House Security

The safety and security of students and their houses are matters of serious concern, and all students share the responsibility for house security. Exterior house doors are always kept locked and should not be held open by props or wedges. Students should not let guests into houses unescorted. Visitors are expected to call the person they want to see and be escorted at all times they are in or around the building.

The houses shall be liable for losses or damages resulting from negligence in maintaining security. The house account shall be billed for the replacement or repair of the items involved.

Abuse of house regulations resulting in behavior that causes hazard, injury or inconvenience to members of the community or to the college is subject to disciplinary action by the conduct board. These matters may be referred to the college administration or College Conduct Board for resolution.

Students must not violate provisions of a Massachusetts buildings code or state fire and health regulations. Students are not permitted on the roofs, ledges or balconies above the first floor of buildings. Fire escapes should be used only for emergency exits. Violators will be subject to disciplinary action.

## Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

The federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires colleges and universities, both public and private, participating in federal student aid programs to disclose campus safety information, and imposes certain basic requirements for handling incidents of sexual violence and emergency situations. Disclosures about crime statistics and summaries of security policies are made once a year in an Annual Security Report (ASR), and information about specific crimes and emergencies is made publicly available on an ongoing basis throughout the year.

The Clery Act is named in memory of Jeanne Clery who was raped and murdered in her residence hall room by a fellow student she did not know on April 5, 1986. Her parents championed laws requiring the disclosure of campus crime information, and the federal law that now bears their daughter's name was first enacted in 1990. It has been amended regularly over the last two decades to keep up with changes in campus safety with the most recent update in 2013 to expand the law's requirements concerning the handling of sexual violence via the re-authorization of the Campus Sexual Violence Elimination Act in 2014.

For more details on the Clery Act, see <https://www.smith.edu/about-smith/offices/campus-safety/offices-campus-safety-records-reports> (<https://www.smith.edu/campuspolice/crime.php>)

## Outside Organizations, Vendors and Individuals

In view of the potential victimization of students and a concern for privacy and security of college houses, outside organizations may not sell or display their goods, conduct surveys on campus or use college facilities for commercial purposes. Questions about the application of this policy should be directed to the Director of Student Engagement, ext. 2639.

## Pedestrian Safety

The safety of Smith College students is of great importance. It is crucial to take care when moving, both on and off campus, as a pedestrian.

### CROSSWALKS

Whether or not a pedestrian has the right of way or is crossing with a walk signal, it is still important to look carefully in all directions. Never assume a driver sees you or knows the rules. **Do not walk and text at the same time; this can inhibit your ability to pay attention to the surroundings. Be alert at all crosswalks.**

### JOGGING

Take a friend, wear light-colored clothing and face traffic.

### HITCHHIKING

In addition to being hazardous, hitchhiking is forbidden by Northampton city ordinance.

### CARRY A CELL PHONE

In order to report an emergency promptly from your cell phone, program the Department of Campus Safety phone number into your phone: **413-585-5555**.

*Updated July 2023*

## Security Precautions for Students

Take responsibility for security in your campus house. Exterior doors to houses should be closed and locked at all times, and doors to student rooms should be locked whenever the room is unoccupied and at night. Always question unfamiliar people who are inside or who are trying to enter the house. Visitors should be greeted at the front door. Report any problems with or malfunctioning of the house exterior doors to Facilities Management immediately, ext. 2400 Monday - Friday 8:30 am to 4:30 pm. After hours and weekends call Campus Safety at ext. 2490.

When walking, especially at night, use lighted and well-traveled roadways and walking routes. In particular, avoid the athletic fields and path along Paradise Pond at night.

In general, when walking after dark, walk in pairs or in groups, not alone.

Have your OneCard ready to open the door as soon as you arrive at your destination.

Keep your friends informed of your plans and whereabouts when you are away from your house and especially when you are away from campus.

The campus has more than [80 blue light phones \(https://www.smith.edu/about-smith/campus-safety/crisis-response\)](https://www.smith.edu/about-smith/campus-safety/crisis-response). Their use is not restricted to emergencies; use them to report incidents or suspicious people, or to ask for assistance or an escort. Simply lift the receiver or push the red button of any blue light phone. The phone will signal Campus Safety automatically and direct someone to you.

## Trespassing on the College Campus

The college, as the lawful owner of the buildings and premises of the Smith College campus, has the right and obligation to control or limit access to the campus by any individual. No student may authorize or permit an individual who has been excluded from any college building or facility or from the college premises by the college administration or Campus Safety - whether or not a formal trespass notice has been served on that individual - to enter upon or remain on college premises contrary to such instructions. A trespass notice or other order excluding an individual from part of or all of the campus may be withdrawn or modified only by the authorized college administrative office from which it was issued (e.g. Campus Safety).

*Updated August 2023*

## Personal Possessions

### Liability

The college assumes ***no liability for loss of or damage to personal possessions of students and/or their guests on college property, including loss by fire, water, theft or any other cause.*** Students should exercise discretion and common sense in bringing valuable belongings to the college. Students should insure their personal property either through their parent's homeowner's insurance policy, or a student personal property policy. [Find out more about personal property insurance \(https://www.smith.edu/student-life/residence-life/living/third-party-vendors\)](https://www.smith.edu/student-life/residence-life/living/third-party-vendors).

The college encourages students to keep doors to their rooms locked at all times.

### Pets

No pets are permitted in college houses or academic buildings. Pets must be removed immediately (24 hours) or within a designated time frame as outlined by college staff. Violators will be subject to fees and referral to the College Conduct Board. [Exceptions to this policy \(https://www.smith.edu/sao/handbook/policies/serviceanimals.php\)](https://www.smith.edu/sao/handbook/policies/serviceanimals.php) for students who need service or support animals are outlined by the [Office of Disability Services \(https://www.smith.edu/about-smith/disability-services\)](https://www.smith.edu/about-smith/disability-services).

Students are permitted to have a fish (1 fish) inhabiting a small bowl (1 gallon or less). It is the student's responsibility to make plans for the care of the fish during the interim and break periods.

*Updated July 2023*

## Shipping Belongings to Smith

You may want to send trunks and boxes to the college after you have received your housing assignment.

Small boxes can be sent by USPS; large boxes and trunks should be sent via UPS or FedEx. All packages should be prepaid and insured. If you have any questions please contact mail services at [mailservices@smith.edu](mailto:mailservices@smith.edu) (<mailto:mailservices@smith.edu>)

Your letters and packages must be addressed in the following manner:

#### (Registered Name)

Smith College  
1 Chapin Way, Unit #XXXX  
Northampton, MA 01063

**Do not use the term "P.O. box" number.** Your items will not get to you if addressed this way.

Please do not ship your items more than one week prior to your arrival on campus.

Your items will be held for you at Mail Services, located on the lower level of the campus center.

Please visit [www.usps.com](http://www.usps.com/) (<http://www.usps.com/>) , [www.ups.com](https://www.ups.com/us/en/global.page) (<https://www.ups.com/us/en/global.page>) and [www.fedex.com](https://www.fedex.com/global/choose-location.html) (<https://www.fedex.com/global/choose-location.html>) to locate your nearest processing location.

## Summer Storage (see Trunk Rooms)

Each house has limited storage areas that may be used to store a small number of items. These areas are not secure, and no item that has any value, real or sentimental, should be left in a storage area. The college will not accept any responsibility for any loss or damage to any item, including bicycles left in storage over the summer, regardless of the cause of the loss. Items that are not properly labeled or which do not belong to residents will be discarded. Students are urged to bring all items of any value home during the summer, or to use locally available commercial storage facilities. The College strongly encourages students to use private off-campus storage companies and facilities. Information regarding private storage companies will be available to all students during the spring semester. For the most current trunk room information, please see the [Trunk Room Storage website \(https://www.smith.edu/student-life/residence-life/living/break-housing/storage\)](https://www.smith.edu/student-life/residence-life/living/break-housing/storage).

The college is unable to allow students to bring luggage or furniture to campus in advance of the college's official opening. The Smith campus is exceptionally busy during July and August, with summer programs, renovation projects, and with preparation of buildings for the opening of the college.

## Hazing - Prohibition Statute of the Commonwealth of Massachusetts

The college is required to make the following information available to all students.

### **G.L. CHAPTER 269, SEC. 17 - 19 AN ACT INCREASING THE PENALTIES FOR HAZING**

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

Chapter 269 of the General Laws is hereby amended by striking out sections 17 to 19, inclusive, and inserting in place the following three sections:

#### **Section 17**

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than \$3,000 or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing," as used in this section and in sections 18 and 19, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance or any other brutal treatment or forced physical activity that is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest and extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

#### **Section 18**

Whoever knows that another person is the victim of hazing as defined in section 17 and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than \$1,000.

#### **Section 19**

Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections 17 and 18; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections 17 and 18 to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or evidence of any unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections 17 and 18 to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually to the institution an attested acknowledgment stating that such group, team or organization has



received a copy of this section and said sections 17 and 18, that each of its members, plebes, pledges or applicants has received a copy of sections 17 and 18, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections 17 and 18.

Each institution of secondary education and each public or private institution of postsecondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and sections 17 and 18.

Each institution of secondary education and each public or private institution of postsecondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full-time student enrolled by it of the provisions of this section and sections 17 and 18 and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of regents and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

*Amended December 1987*

## **Student Government Association**

### **The Association**

The Student Government Association is charged with the responsibility for overseeing student organizations and acting as a means for students to govern their non-academic lives and academic interests. The SGA serves as a:

- I. proactive representative of SGA organizations and the student body at large,
- II. liaison and facilitator to ensure that the administration is held responsible for meeting students' needs,
- III. body which honors the diversity and evolving concerns of our student body at large by working for their direct benefit,
- IV. advocate for active cooperation in the work of self-governance, and
- V. body to enact and enforce laws according to the Grant of Powers.

Each student is a member of the association at large, which elects all officers. The officers comprise the cabinet, which oversees general policy making. Through the work of various elected and appointed officers and committees, the SGA represents the views of the student body to the trustees, the administration and various college committees.

In addition to the SGA Cabinet, on-campus students will elect representatives to the senate through their respective houses. Off-campus students will elect representatives to the senate during the fall all-college election. A detailed explanation of rules and procedures of the SGA is found in the SGA Constitution (<https://www.smith.edu/sao/handbook/sga/constitution.php>).

Nominations and elections for all-college positions are held in the spring. Nominations and elections of senators are held in the fall.

### **The Grant of Powers to the Student Government Association**

The president and the faculty of Smith College, empowered by the trustees, authorize the Student Government Association to exercise the following privileges and responsibilities:

1. The maintenance of quiet and order in the residential buildings and a shared responsibility in academic buildings. Power to legislate regarding residential quiet hours is included in the provision.
2. Responsibility for the management of student meetings and entertainment. (Control of the number and type of entertainment, because of their bearing upon the academic work and the reputation of the college, remains in the hands of the faculty and officers of the college with the understanding, of course, that recommendations of the association shall have great weight.)
3. Responsibility for supporting a system of fire drills and enforcing rules of fire prevention.
4. The making of house regulations so far as they are in accord with the necessary authority exercised by the head resident and officials of the college, as well as with local, state (Commonwealth) and federal laws.
5. Power to deal with cases of discipline arising from infractions of the rules of the association and such other cases as are referred to it by officers of the college. In general, all cases of discipline, except those having to do with academic matters and those coming within the jurisdiction of the Academic Honor Board, the Civil Rights Grievance Procedures or the Commonwealth, shall be so referred. The association shall have the power of imposing penalties to enforce its decisions, with

the understanding that the penalty of suspension or dismissal may be imposed only after ratification by the president of the college. Offenses which, if repeated, may lead to suspension or dismissal shall be reported by the chair of the Conduct Board to the dean of the college.

6. Responsibility for supervising student extracurricular activities as follows:
  - a. For chartering and organizing student activities;
  - b. For having accounts of student organizations audited;
  - c. For dealing with issues concerning student organizations and extracurricular activities, except for questions affecting the welfare of the whole college (students, administration, staff and faculty) or the relations of the college with the outside world.
7. Responsibility for appointing a student curriculum committee as its representative on academic matters.
8. The making and enforcement of regulations on matters not specified above and not affecting the academic work of the college (except as designated in the academic honor system), its health regulations, its financial affairs or its public relations.
9. Responsibility, with the administration and faculty, for maintaining an academic honor system.

Any questions about jurisdiction shall be referred to the student affairs office. The president and the faculty reserve the right to revoke all or any part of these authorizations at any time if the exercise of them by the Student Government Association shall prove to be unsatisfactory or impracticable.

Approved by the Committee on Community Policy, February 3, 1994

## **Constitution of the Student Government Association of Smith College**

### **Articles I - V**

#### **ARTICLE I. NAME**

The name of the association shall be the Student Government Association (SGA) of Smith College.

#### **ARTICLE II. PURPOSE**

The purpose of this association shall be to encourage active cooperation in the work of self-governance, to enact and enforce laws according to the Grant of Powers, and to ensure the representation of the views and perspectives of the student body in the governance of the college.

#### **ARTICLE III. MEMBERSHIP**

All undergraduate students of Smith College are members of the SGA.

#### **ARTICLE IV. CABINET**

### **Section 1. Purpose**

The purpose of the SGA Cabinet shall be to act as a direct link between students and the administration in order to keep students informed as to college initiatives and administrative changes, ensure that the administration and faculty are aware of student opinions, concerns and suggestions, and advocate for greater student representation and input in governing decisions affecting the student body. The Cabinet will work in conjunction with the student Senate in order to accomplish initiatives and increase the accessibility of information for all members of the association. The Cabinet will also support events, groups, and individuals that benefit the Smith College community. Cabinet shall work to ensure the financial stability of the SGA, support all SGA committees, and be a pro-active force on campus, aware of and responsive to student concerns.

### **Section 2. Members**

The Cabinet of the SGA shall consist of ten members:

- A. The President of the SGA, who shall serve as chair;
- B. The Vice President of the SGA;
- C. The Secretary of the SGA;
- D. The Vice President of finance);
- E. The Chair of the House Presidents' Association;
- F. The Chairs of Class Presidents' Association;
- G. The Chair of the Committee on Appointments (vice chair of the Committee on Elections);
- H. The Chair of Curriculum Committee;
- I. A representative of the Student Power Coalition.

## Section 3. Impeachment

- A. The SGA Cabinet can impeach any of its members by a two-thirds majority vote of the Cabinet's membership following an investigation and public hearing conducted by the Committee on Elections. Any member of the constituency may initiate proceedings by gaining the support of 25 percent of that constituency, in the form of a signed petition. Possible grounds for impeachment are suspension, dismissal, permanent separation, negligence, dereliction of duty, and other infractions deemed sufficient by any member of the SGA Cabinet.

### ARTICLE V. STUDENT SENATE

#### Section 1. Purpose

The purpose of the Senate shall be to enact legislation within the framework of the Grant of Powers. The Senate shall provide a forum for all members of the student body to voice opinions and concerns. The Senate will keep all students informed about the activities of the SGA, as well as to charter, support, and review all organizations of the SGA. The Senate shall, in conjunction with the SGA Cabinet, accomplish initiatives and increase accessibility to information for all members of the Student Government Association by being a pro-active force on campus, soliciting and addressing student concerns.

#### Section 2. Members

- A. The Vice President of the SGA, who shall serve as chair;
- B. The President of the SGA, who shall serve as a non-voting member;
- C. The Secretary of the SGA;
- D. Class and Ada Vice Presidents as voting members;
- E. The Chair of Chartering Committee (Vice-Chair of Finance Committee) as a non-voting member;
- F. The Chair of the Committee on Elections;
- G. The Vice-Chair of the Committee on Appointments
- H. The Chair of the Sustainability Committee;
- I. The Vice-Chair of the Curriculum Committee;
- J. A representative of the Student Power Coalition;
- K. A representative of the House Presidents' Association;
- L. The senators which will include:
  1. All-Campus Senators;
  2. Ada Senators or designees from Ada Cabinet;
- M. The remaining undergraduate student body as non-voting members.

*Amended and Restated as of April 21, 2023*

## Articles VI - XI

### ARTICLE VI. CURRICULUM COMMITTEE

#### Section 1. Purpose

The purpose of the Curriculum Committee is to act as a direct liaison between students, faculty, and the administration in regards to questions of academic policy and concerns. The Curriculum Committee will keep the senate and campus at large informed of curriculum concerns and changes, hold forums for the discussion of questions of academic policy, and advocate for the improvement of curricular and academic conditions, concerns, and problems of the student body.

#### Section 2. Members

The Curriculum Committee shall consist of:

- A. The Chair;
- B. The Vice-Chair;
- C. The Secretary;
- D. The Ada Vice President or an appointee from the Ada Cabinet;
- E. At least one senator;
- F. A representative from each class year;
- G. At least four appointed members selected from the student body at large;
- H. One graduate student may sit on the committee.

**ARTICLE VII. COMMITTEE ON ELECTIONS****Section 1. Purpose**

The purpose of the Committee on Elections is to supervise all-college and class elections. The Committee on Elections will supervise the balloting on all-college referendums and provide guidance for senator elections. The Committee on Elections will also oversee the response to campaign rule infractions, run candidate disqualification hearings, and oversee internal SGA impeachment proceedings.

**Section 2. Members**

The Committee on Elections shall consist of:

- A. The Chair;
- B. The Vice-Chair (Chair of the Committee on Appointments);
- C. The secretary;
- D. Two to three additional members.

**Section 3. Impeachment**

The Committee on Elections can impeach any of its members by a two-thirds majority vote of its members. Any member of the Committee on Elections may initiate an impeachment vote. An impeachment vote for the Vice-Chair of the Committee on Elections (Chair of the Committee on Appointments) must be referred to the Committee on Appointments. Possible grounds for impeachment are suspension, dismissal, permanent separation, negligence, dereliction of duty, and other infractions deemed sufficient by any member of the Committee on Elections.

**ARTICLE VIII. COMMITTEE ON APPOINTMENTS****Section 1. Purpose**

The purpose of the Committee on Appointments is to appoint students to standing, ad hoc, and newly formed college or SGA committees.

**Section 2. Members**

The Committee on Appointments shall consist of:

- A. The Chair (Vice-Chair of Elections);
- B. The Vice-Chair;
- C. The secretary;
- D. Two to three additional members.

**Section 3. Impeachment**

The Committee on Appointments can impeach any of its members by a two-thirds majority vote of its members. Any member of the Committee on Appointments may initiate an impeachment vote. The Committee on Elections must be officially notified if the Chair of the Committee on Appointments (Vice-Chair of the Committee on Elections) is impeached. Possible grounds for impeachment are suspension, dismissal, permanent separation, negligence, dereliction of duty, and other infractions deemed sufficient by any member of the Committee on Appointments.

**ARTICLE IX. FINANCE COMMITTEE****Section 1. Purpose**

The purpose of Finance Committee is to serve as a primary resource for student organizations and evaluate the allocation of the student activities fee (SAF) that is designated for student organizations. Finance committee will assist and advocate for student organizations to receive funding from alternative sources and advise organizations and their treasurers on financial matters.

**Section 2. Members**

The Finance Committee shall consist of:

- A. The Chair;
- B. The Vice-Chair (chair of Chartering Committee);
- C. Six to eight members-at-large;
- D. One member from the SGA Cabinet;
- E. The President of the SGA.

**ARTICLE X. CHARTERING COMMITTEE****Section 1. Purpose**

The purpose of the Chartering Committee is to read and review all legislation, guidelines, bylaws, and amendments prior to any vote in Senate and ensure coherency in all documents of governance. The Chartering Committee will also assist potential organizations in the chartering process and current organizations in updating their charters.

**Section 2. Members**

The Chartering Committee shall consist of:

1. The Chair (Vice-Chair of Finance);
2. The Vice-Chair;
3. At least three senators.

**ARTICLE XI. STUDENT POWER COALITION (SPC)****Section 1. Purpose**

The purpose of the Student Power Coalition (SPC) is to make visible the ongoing white supremacy, patriarchy, homophobia and other forms of oppression on this campus. SPC will develop and maintain student power, particularly of historically, institutionally, culturally disempowered communities, perform outreach and collaboration with other student committees, clubs, or organizations, and provide care and pursue necessary action or resources to preserve or improve the wellbeing of committee members. SPC will position itself as a collective committed to the care and protection of the student body, but also to engage in monitoring administration to hold those in power accountable for harmful/uninformed decisions and actions.

**Section 2. Members**

SPC will maintain a culture of horizontal leadership. Membership will be made up of both Senators and other members of the student body.

*Amended and Restated as of April 21, 2023*

**Articles XII - XV****ARTICLE XII. CLASS PRESIDENTS' ASSOCIATION (CPA)****Section 1. Purpose**

The purpose of the Class Presidents' Association will be to collaborate on recurring programming and class events. The CPA will act as one another's advisors on matters of leadership styles as well as establish and pass down institutional memory within the SGA. Its membership will maintain a thorough record of the Class Presidents' Association and Class Cabinets' proceedings to pass down to future Class Presidents.

**Section 2. Members**

The Class Presidents' Association shall be chaired by the Ada President(s) and an internally elected chair. The chair of the Class Presidents' Association may not be in their first semester. The Class Presidents' Association shall consist of:

- A. The Chair(s);
- B. The Ada President(s).
- C. An internally elected Chair.
- D. The remaining Class Presidents.

**Section 3. Impeachment**

The Class Presidents' Association may not impeach any of its members from their respective class cabinet but may vote to impeach the chair of the CPA from their position as chair or advise impeachment to one of its members' respective class cabinets if a serious infraction occurs. A two-thirds majority of the Class Presidents' Association is required to impeach the chair or to sign on to a recommendation of impeachment. Any member of the CPA may initiate a vote to impeach or advise impeachment. Possible grounds for advising or executing impeachment include but are not limited to poor attendance at meetings as outlined in the Bylaws, suspension, dismissal, permanent separation, negligence, dereliction of duty, and other infractions deemed sufficient by any member of the Class Presidents' Association.

**ARTICLE XIII. CLASS CABINETS****Section 1. Purpose**

The purpose of class cabinets will be to act as a liaison between the SGA, the administration, and the appropriate class. Class cabinets will also organize class activities and fund-raising events to promote class and inter-class unity.

## Section 2. Members

Each class cabinet, the senior class, junior class, sophomore class, first-year class, and Ada Comstock Program, shall consist of at least the following:

- A. The President;
  - 1. The former first-year class president shall become the acting first-year class president until the election of the new first-year class president.
  - 2. The Ada Comstock Program may choose to elect Ada Co-Presidents.
- B. The Vice-President;
- C. The Secretary;
- D. The Treasurer;
- E. The Historian;
- F. The Social Chair.

## Section 3. Advisors

The Director of Student Engagement or their designee will serve as advisor to all Class Cabinets and the Ada Cabinet.

### ARTICLE XIV. HOUSE PRESIDENTS' ASSOCIATION (HPA)

#### Section 1. Purpose

The purpose of the House Presidents' Association is to act as an avenue of communication between the administration and the houses on matters of residence at Smith College by considering problems and questions regarding residential affairs raised by both the students and the administration and recommending measures for consideration and action to the appropriate college or SGA committee. The House Presidents' Association will discuss concerns relating to the functioning of the houses in order to improve guidance for house governance and act as an avenue of communication between the SGA and the houses.

#### Section 2. Members

The House Presidents' Association shall consist of:

- A. The Chair, chosen from among the house presidents;
- B. The Vice Chair, chosen from among the house presidents;
- C. The Secretary, chosen from among the house presidents;
- D. All other house presidents.

### ARTICLE XV. ACADEMIC HONOR BOARD

#### Section 1. Purpose

The purpose of the honor board is to preserve the academic integrity of all students, provide a safe and confidential environment where students may discuss possible infractions of the honor code, and uphold the academic standards and intellectual integrity of the college.

#### Section 2. Members

The Academic Honor Board shall consist of:

- 1. The chair;
- 2. The secretary;
- 3. One representative from the sophomore, junior, and senior classes, and one from the Ada Comstock Scholars Program;
- 4. Three members of the faculty;
- 5. The dean of the college;
- 6. The dean of the class of the student called before the board who shall serve as a non-voting member.

*Amended and Restated as of April 21, 2023*

## Articles XVI - XX

### ARTICLE XVI. COLLEGE CONDUCT BOARD

#### Section 1. Purpose

The purpose of the conduct board is to provide a non-biased panel of peers to adjudicate non-academic violations of the Smith College Code of Conduct and other college policies and to sanction said violations in an educational and/or punitive manner.

## Section 2. Members

The College Conduct Board shall consist of:

- A. The Chair;
- B. The Vice-Chair;
- C. Generally fourteen additional members.

### ARTICLE XVII. FIVE COLLEGE STUDENT COORDINATING BOARD (FCSCB)

## Section 1. Purpose

The purpose of the Five College Student Coordinating Board is to encourage students to make full use of the opportunities and resources of all campuses. FCSCB will improve communication about issues each campus faces and means to address the issues, sponsor events to encourage interaction, assist in the advertisement of events and activities at other campuses, and meet student needs and concerns.

## Section 2. Members

The Five College Student Coordinating Board shall consist of:

- A. Three student representatives from each of the five institutions;
- B. The President of the SGA and the Secretary of the SGA as the delegates from Smith.

### ARTICLE XVIII. IMPEACHMENT

Any body described in the Constitution can impeach any of its members by a two-thirds majority vote of the respective body's membership. Any member of the constituency may initiate an impeachment vote and all members of the constituency will have a vote, even non-voting members. Possible grounds for impeachment are poor attendance at meetings as outlined in the bylaws, suspension, dismissal, permanent separation, negligence, dereliction of duty, and other infractions deemed sufficient by any member of the body. Any member impeached by a body will also be removed from their roles as representatives for that body.

Exceptions to this clause are SGA Cabinet, the Class Presidents' Association, and Committee on Elections. Details for these bodies are described under their respective clauses in this constitution. The Committee on Elections must be officially notified of any impeachment proceedings.

### ARTICLE XIX. RECALL

Should 25 percent of an elected officer's constituency petition for recall of an all-college election within five school days of public notification of election results, the Committee on Elections will conduct an investigation to see if such an action is merited. If the committee deems such action is warranted, they shall administer a recall vote for any position.

### ARTICLE XX. REFERENDUM

Any petition signed by 15 percent of the association at large must be submitted for a referendum. If the measure is approved by a simple majority (more than half) affirmative vote of the association, it shall be sent to the appropriate committee for implementation.

### ARTICLE XXI. BYLAWS

- A. Bylaws contain the procedures and rules for the SGA. All procedures not discussed in the constitution, bylaws, or properly adopted rules of order shall be referred to the most current edition of Robert's Rules of Order.
- B. The bylaws shall be approved by two-thirds of the senate membership.
- C. Amendments to the bylaws shall be approved by two-thirds of the senate membership.

### ARTICLE XXII. AMENDMENT

- A. The cabinet or a voting member of the senate may propose an amendment to the constitution.
- B. An amendment may also be proposed by 20 percent of the association.
- C. Such an amendment shall be approved by two-thirds of the senate membership. Following senate approval, and at least one week before the final vote is taken, the text of the amendment shall be presented to the college. The vote shall be administered by the Committee on Elections.
- D. An amendment to the constitution shall be ratified by a two-thirds affirmative vote of the voting constituents.

### ARTICLE XXIII. RATIFICATION

The ratification of the SGA constitution shall be by an affirmative vote of two-thirds of the association at large.

*Amended and Restated as of April 21, 2023*

## Bylaws of the Student Government Association of Smith College

## Articles I - II

### PREAMBLE

The Bylaws to the Student Government Association (SGA) Constitution intend to outline the policies and procedures of all SGA activity. In order to ensure that our policies are clear and accessible to the student body, every effort will be made to assure that these Bylaws remain updated and accurate to the actual practices of the SGA. Being that the purpose of the SGA is to encourage active cooperation and engagement, it is necessary that our procedures are transparent to allow students access to their own government.

### ARTICLE I. CABINET

#### Section 1. Members

##### A. The president of the SGA;

1. The student shall be a rising senior and elected in a spring all-college election for a term of one year and not subject to re-election and not eligible for a split ticket position.
2. The student shall have served on SGA for at least two semesters. The student must have either been a member of Senate, SGA Cabinet, an SGA committee, or a Class-year Cabinet.
3. The student shall be enrolled and on campus for the full year. A student either studying abroad or graduating early is not eligible to run for this position.
4. The term shall begin following the regular spring election. It shall end on the last day of the spring election in the following academic year. The student shall be available for counsel to the successor for the remainder of the academic year.
5. The student shall call, create an agenda for, and preside over all meetings of the Cabinet. The agenda shall be distributed to all members of cabinet before the meeting.
6. The student shall not have a vote in any cabinet meetings except in the case of a tie.
7. The student shall be responsible for receiving petitions and requests from the student body and directing questions to the appropriate student or administrative body for action.
8. The student shall be responsible for maintaining regular communications between the administration and the student body.
9. At least once a semester, the student shall call for reports from the students on college and cabinet committees, and shall conduct investigations or surveys on issues that become necessary.
10. The student shall sit on college and ad hoc committees at the discretion of the president of the college, including but not limited to: ACRA, Bias Complaint Committee and the Impact Awards Selection Committee.
11. The student shall sit on the Five College Student Coordinating Board.
12. The student shall attend Senate and Finance Committee meetings.
13. The student at a minimum shall meet weekly with the Director of the Office of Student Engagement, every two weeks with the dean of the college, monthly with the President of the college, and as necessary with other members of the college community.
14. The student shall be responsible for actively pursuing their degree at the discretion of the dean of the senior class and the director of student engagement, in accordance with the academic standards of Smith College.
15. In the event that the office of President is vacated, it shall be filled, for the remainder of the term, by the vice-president of the SGA.
16. The student shall be responsible for documenting and maintaining SGA cabinet meeting attendance policies.

##### B. The Vice-President of the SGA; [See Article II];

##### C. The Chair of Public Relations (PR) Committee (Secretary of the SGA);[See Article XX]

##### D. The Chair of the Committee on Appointments (Vice Chair of the Committee on Elections);

##### E. The chair of the Finance Committee (Vice President of Finance); [See Article V]

##### F. The chair of the House Presidents' Association; [See Article III]

##### G. The Ada Comstock Program President(s); [See Article X]

#### Section 2. Duties and Powers

- ##### A.
- At cabinet meetings, all positions, except for the SGA President shall have a vote. In the case of a tie, the SGA president shall have a vote.



- B. A quorum shall consist of two-thirds of the voting members of the cabinet. A quorum must be present to conduct any vote.
- C. All proceedings of the Cabinet shall be confidential as deemed necessary.
- D. All Cabinet agendas must be presented to all members of the cabinet prior to all cabinet meetings. This will ensure that all members of cabinet are aware of any proceedings so that they may request to be added to the agenda if necessary.
- E. All cabinet minutes shall be distributed to all members of the cabinet or available in the Cabinet Shared Drive.
- F. A weekly written report or verbal update in Senate based upon the minutes must be produced and distributed to the senate by the Chair of PR Committee, and shall be available in the Senate minutes.
- G. The Cabinet shall consider any question referred to it by the administration, any committee of the Senate, organizations, or members of the student body, and shall refer pertinent issues to the Senate for legislation, and to the administration for policy resolution.
- H. The Cabinet shall ensure the financial stability of the SGA. With Finance Committee and the appropriate administrative body, it shall manage and oversee the SGA reserve account.
  - a. The operating budget shall be approved in the first Cabinet meeting of the academic year and any allocations unmentioned in the budget shall come before the Cabinet for a vote.
- I. All cabinet members shall return to campus approximately two weeks prior to the start of the academic year to participate in an orientation and training program.
- J. The SGA Urgent Response Team;
  - a. In the event that a situation demands a public statement from the SGA, as deemed necessary by two members of the SGA Cabinet or one member of the Urgent Response Team, the Urgent Response Team shall convene that day before midnight.
  - b. The Urgent Response Team will be composed of the SGA President, Chair of Public Relations Committee, the Chair of CPA, or any position designee, and, on invitation, the advisor of the SGA. Any other relevant individuals may also be invited at the discretion of the Urgent Response Team.
  - c. The Team will craft a response that will be given to the members of Cabinet for large-scale feedback for 24 hours before being shared.

## ARTICLE II. STUDENT SENATE

### Section 1. Members

- A. The Vice President of the SGA;
  - 1. The student shall be a rising junior or senior elected in the spring all-college election for a term of one year and not subject to re-election and not eligible to be a split ticket position.
  - 2. The student shall have been a member of the Senate for a minimum of two semesters prior to the election.
  - 3. The student shall be enrolled and on campus for the full year. A student either studying abroad or graduating early is not eligible to run for this position.
  - 4. The term shall begin following the regular spring election. It shall end on the last day of the spring election in the following academic year. The student shall be available for counsel to the successor for the remainder of the academic year.
  - 5. The student shall call, preside over, and set the agenda for all Senate meetings.
  - 6. The student shall meet weekly with the Director of Student Engagement and biweekly with the Dean of Students.
  - 7. The student should handle the correspondence of the Senate.
  - 8. The student shall have a vote in the Senate only in the case of a tie.
  - 9. At the student's discretion, the student shall call for reports from students on all-college and Senate committees and shall conduct any investigations or surveys on issues that become necessary.
  - 10. The student shall sit on college and ad hoc committees at the discretion of the president of the college.
  - 11. The student shall fill the office of president of the SGA if it is vacated.
  - 12. In the event that the office of vice president of the SGA is vacated, it shall be filled for the remainder of the term by a member of the senate who shall be self-nominated and elected by a simple majority of its membership. The student must have been a senator for at least one full semester and must have attended Smith College for at least two semesters. If the newly elected vice president previously held another position in the Senate body, there will be an election within Senate to fill that position. In the event that no senate member is self-nominated and/or elected, the office of the vice president of the SGA shall be assumed by the Senate parliamentarian.
  - 13. The student shall meet with the SGA president as necessary.

14. The student shall sit on SGA Cabinet.
  15. The student shall dedicate 30 minutes of every meeting to an Open Forum, where Senators, Committee Chairs, Vice Presidents and other members of the Association can discuss concerns relevant to the well-being of the greater Smith community. Before Open Forum begins, the student shall take names of any Senate or community member and receive a time estimate of the anticipated discussion. Open Forum shall not last longer than 30 minutes without extension.
  16. The student shall be responsible for documenting and maintaining SGA Senate meeting attendance policies.
- B. The Secretary of the SGA as a voting member [See Article I];
- C. The Chair of Chartering Committee (parliamentarian of the student senate) as a non-voting member [see Article XIII];
- D. Senators
1. Senate will consist of the following members:
    - a. All Campus Senators;
      1. Senators regardless of class year or area will be elected in the All Campus Elections to represent the student body; minimum of 15 and a maximum of 30 Senators in the Spring All Campus Elections, and the remainder 15 in the Fall All Campus Elections. In the case that not all 15 spots are filled in the Spring All Campus Election the vacant spots shall be added to the ballot in the Fall All Campus Elections.
      2. A minimum of two Ada senators will be elected to specifically represent the Ada Comstock Program.
      3. In the event that a senatorial office is vacated, it shall be filled, for the remainder of the term, through an application process run by the SGA vice-president and the Elections and Appointments Committee Chair.
    - b. SGA Cabinet;
      1. The President of the SGA, who shall serve as a non-voting member;
      2. A representative of the House Presidents' Association as a voting member;
      3. The Senate term of the Cabinet members shall be equal to that of their Cabinet terms.
    - c. Representatives from standing committees;
      1. Each standing committee, namely, Committee on Elections, Committee on Appointments, Curriculum Committee, Finance Committee, the Student Power Coalition, and Sustainability Committee, shall have at least one member of their organization or committee as a voting member of Senate. If at least one member of their organization or committee is not already a voting member of senate, they must elect one of their members to be a voting member of senate.
      2. In the event that a representative from a standing committee is unable to fulfill their duties as a senator, a replacement may be elected through their respective organization.
    - d. The vice chair of chartering of the Finance Committee as a voting member [see Article V];
    - e. The Chair of the Committee on Elections as a voting member [see Article IX];
    - f. The Vice-Chair of the Committee on Appointments as a voting member [see Article X];
    - g. The Vice Presidents of the Class Cabinets as voting members [See Article XI];
      1. Class presidents are responsible for ensuring the vice president attends all meetings. If the vice president cannot attend, the Class President must send a representative from their class cabinet as a voting member;
    - h. Non-voting members;
      - i. All members of the association shall be non-voting members of the Senate. All are encouraged to attend Senate meetings and/or confer with their respective senators.
  2. The following individuals are encouraged to attend Senate meetings on a regular basis:
    - a. Representatives of chartered organizations;
    - b. Coordinators of house events;
    - c. Head(s) of Student Academic Advisers;
    - d. Representatives of Student Athlete Advisory Council
    - e. Head(s) of New Students (HONS);
    - f. Representatives from Unity Presidents Council.

## SECTION 2. DUTIES AND POWERS

- A. The Senate shall meet weekly and be open to all students.
- B. The Senate shall enact legislation within the framework of the Grant of Powers. All pieces of legislation must be made public

to the senators and their constituents at least one week before the vote is conducted.

- C. It shall consider suggestions referred to it by the cabinet, by any Senate member or any committee of the Senate, or by any member of the association.
- D. It shall elect committees (ad hoc or permanent) for purposes of investigating suggestions or recommendations presented to it by any member of the association. These committees shall report to the Senate at the discretion of the chair on the results of their investigations or activities and shall submit written reports as requested.
- E. The Senate has the power to endorse and create resolutions to be passed on to the appropriate administrators. These resolutions will be passed through a two-thirds majority of the Senate and must have the endorsement of at least one member of the SGA Cabinet.
- F. All voting members shall sit on all-college, standing, and ad hoc committees. Senators and members of the association shall fill committee positions.
- G. The Senate shall inform students about the activities of the SGA through its members and affiliates.
- H. Any organization that desires to receive support from the student activities fee (SAF) must be approved by the senate. Any organization whose charter has been accepted by a two-thirds majority of the Senate shall be considered chartered.
- I. The senate shall review and approve the budget proposed by the ORC before the SAF is submitted to the association for approval.
- J. The cabinet and senate shall confer together once a semester as one large body to be informed of their respective activities. This meeting will be called and presided over by the president of the SGA.

### SECTION 3. MEETINGS

- A. All senate meetings shall be open to all members of the association. Minutes shall be posted online on the Smith Social Network.
- B. All senate meetings shall reserve time for any member(s) of the association to voice any concerns or announcements.
- C. All senate committees have the right to report their activities to Senate at any Senate meeting.
- D. All people or groups requesting to be placed on the agenda must request time during Open Forum or have a Senator request time for said group or individual.
- E. The senate shall meet once a week.
- F. Quorum must be met in order to vote on any issue at a senate meeting. Quorum shall consist of two-thirds of the voting members of the senate.
- G. Attendance at senate meetings shall be mandatory for all senators. Senators may miss up to two meetings per semester provided that they have been granted approval to be excused by the chair of the senate. After two unexcused absences in a given semester, the senator shall be replaced through an appointment process through senate. Such an election is subject to approval by the Committee on Appointments. Excused absences are to be decided at the discretion of the chair of the senate. Emergency situations will be decided on a case-by-case basis.
- H. Senate shall vote on any items to add to the following week's agenda before the current meeting ends.

*Updated August 2023*

## Articles III - IV

### ARTICLE III. CURRICULUM COMMITTEE

#### Section 1. Members

The Curriculum Committee shall consist of;

- A. The chair;
  - 1. The student shall be elected in the spring all-college election for a term of one year. The student shall have been a member of the Curriculum Committee for at least one year.
  - 2. The term shall begin at the SGA Cabinet meeting following the regular spring election. It shall end on the last cabinet meeting before the next year's spring election in the following academic year. The student shall be available for counsel to the successor for the remainder of the academic year.
  - 3. The chair shall meet regularly with college faculty and administrators. This includes meeting monthly with the Provost, meeting regularly with the dean of the college and dean of students, and attending Faculty meetings.
  - 4. The student shall set the agenda and preside over meetings of the Curriculum Committee.
  - 5. In the event that the office of chair of the Curriculum Committee is vacated, or the student goes abroad, it shall be filled by the vice-chair of the Curriculum Committee.

6. In the event that no chair is elected in the spring campus-wide elections or the seat is vacated prior to fall elections, an interim chair shall be elected from within the committee to serve until a new chair can be elected.
  7. The student shall sit on SGA Cabinet.
- B. The vice chair;
1. The student shall be a member of the Curriculum Committee, elected in the fall from the committee's membership for a term of one year and shall attend weekly Senate meetings.
  2. The vice chair shall accompany the chair to administrative meetings and shall help advise the chair on the priorities and proceedings of the committee, as well as lead meetings when necessary.
- C. The secretary:
1. The student shall be responsible for all the correspondence and taking minutes of Curriculum Committee meetings, and shall be responsible for ensuring that the records and documents related to the work of the committee are saved digitally to the committee's Google Drive for access by future committees.
- D. The Ada vice-president or a designee from the Ada Comstock Scholars class.
- E. At least 1 senator, elected by the senate.
- F. A student from each class year should be present on the committee. If these representatives cannot be recruited from senate or the student body by the first meeting of the school year, the committee should turn to the Committee on Appointment to appoint members.
- G. Additional non-senate members may be appointed by the Committee on Appointments.

## Section 2. Duties and Powers of the Curriculum Committee

- A. The chair of the Curriculum Committee shall be a liaison to the chair of the Committee on Academic Priorities and the Committee on Academic Priorities. The committee will meet biannually with the Committee of Academic Priorities and the Faculty Council.
- B. The committee shall host forums when necessary to discuss educational policy issues.
  1. The forums shall be held as necessary and shall be open to the entire college community.
  2. Any member of the college community may propose business for the agenda. The chair is responsible for publishing the agenda prior to the forum.
  3. The chair shall be responsible for relaying any proposals made during the forums to the appropriate bodies for consideration.
- C. To appoint committees to investigate suggestions and implement programs regarding educational policy. These committees may be ad hoc or permanent.
- D. To keep the senate and campus at large informed of curriculum concerns and changes. To assist the administration with the college's mandatory faculty teaching evaluations each semester. Members of the committee shall meet with the dean of the college and with other administrators involved in planning and altering these evaluations.
- E. The Committee shall regularly gather input from the student body to aid in agenda setting and decision making. The Committee shall be responsible for representing the campus community, rather than relying solely on the opinions of its members.
- F. The committee will select the Faculty Teaching Award winners. The chair is non-voting and will present winners on Rally Day.
- G. The Committee may appoint members to act as a liaison to different offices and centers, including but not limited to the Shared Center, Jacobson Center, Global Studies Center, or Spinelli Center.

## ARTICLE IV. COMMITTEE ON ELECTIONS

### Section 1: Members

- A. The chair;
  1. The student shall call and preside over all meetings of the committee.
  2. The student shall receive all nominations for SGA offices, class offices, and select committee positions.
  3. The student shall sit on Senate as a voting member.
  4. In the event that the office of Chair of the Committee on Elections is vacated, it shall be filled, for the remainder of the term, by the Elections Vice-Chair.
  5. In the event that neither the office of the Chair of the Committee on Elections or the office of the Elections Vice-Chair are filled following the spring election, the Chair of the Committee on Elections shall be specially- appointed by the incoming SGA Cabinet in the last cabinet meeting of the spring semester.

6. The student shall be elected in the spring all-college election. The student shall have been a member of an SGA organization for no less than two semesters.
  7. The term shall begin at the SGA Cabinet meeting following the regular spring election. It shall end on the last cabinet meeting before the next year's spring election in the following academic year. The student shall be available for counsel to the successor for the remainder of the academic year.
  8. The chair may run for and be elected to the same office for more than one term. However, if the student runs in the spring elections for an all-college position while chair, they must delegate their responsibilities as chair to the Vice-Chair for the duration of the voting and campaigning process.
- B. The vice chair;
1. The student shall be elected by the committee, from its membership, at the first meeting of the committee.
  2. The student shall assist the chair in orchestrating and conducting all-college elections.
  3. The student shall sit on senate as a voting member.
  4. In the event that the office of vice-chair is vacated, it shall be filled for the remainder of the term, by a member of the committee, elected by a simple majority of the committee.
- C. The secretary;
1. The student shall record all minutes of official Committee on Elections meetings.
  2. In case of absence, any member from the committee can take the responsibility of recording minutes or notes.
  3. The student shall be elected by a simple majority of the committee, from its membership, at the first meeting of the committee.
  4. In the event that the office of secretary is vacated, it shall be filled, for the remainder of the term by a member of the committee, elected by a simple majority of the committee.
- D. Two to three additional members to be chosen by the senate from its membership and from the association at large. The number of the additional members elected shall be determined by the Committee on Elections chair prior to elections.

## Section 2. Duties and Powers

- A. The committee shall establish and publicize the election timeline at least three (3) weeks in advance.
- B. The committee shall supervise all-college and class elections, and supervise the balloting on an all-college referendum.
- C. The committee is responsible for designing election campaigns and working with the Secretary to distribute materials throughout campus.
- D. The committee shall appoint or elect students, as decided, to ad hoc or newly formed committees.
- E. The committee shall act according to their guidelines as approved by the senate.
- F. The committee shall work with the outgoing chair and vice-chair of the Conduct and Academic Honor Board in the application process for incoming members.
- G. Eligibility is at their discretion. Questions of eligibility can be directed to the chair and decided upon by the committee

## Section 3. Campaign Guidelines

Campaigning includes any activity promoting a candidate for the position the student is seeking. This can be done by the candidate or any person on candidate's behalf. Please note that all candidates are fully responsible for any campaigning performed on their behalf, even if it is unbeknownst to them.

- A. Sanctioned Campaigning
1. Banners, chalking, social media, any Internet website, and public announcements are examples of sanctioned campaigning.
  2. Any form of sanctioned campaigning is optional.
  3. Any questions regarding what is considered sanctioned or not must go through the Committee on Elections Chair.
  4. Each candidate is allowed the creation of one banner, which will be hung in the Campus Center.
    - a. Only the Campus Center Staff shall hang them.
    - b. No banners shall be allowed to hang on or within any other Smith College campus building. If they are found, they will be removed immediately and a strike will be given to the respective candidate.
    - c. Banners can be obtained at the Campus Center Resource Room (CC 203).
    - d. Banners must not be longer than 8 feet long. This includes the 1 foot of empty space at the top, which will be used for hanging purposes.

- e. Banners must be decorated portrait style (not landscape) due to the manner in which they will be hung in the Campus Center.
  - f. Nothing may be attached to the bottom of the banner and glitter is strictly prohibited.
  - g. The SGA Office Manager or a student worker in the SGA office must approve banners prior to their hanging.
  - h. It is not guaranteed that the candidate's banner will be hung due to limited space in the Campus Center.
  - i. Uncontested positions will have lowest priority; All-Campus SGA positions will have highest.
  - j. Collaboration with other candidates on banners is permitted (i.e. running mates). However, they will be limited to one banner.
5. Email campaigning in any manner is not permitted.
- a. One-on-one real time conversations are highly encouraged.
  - b. If an email is sent, a strike will be given to the respective candidate.
6. Electronic Campaigning.
- a. Campaigning within online forums and social networking sites, such as Facebook, Twitter, Instagram, is permitted.
  - b. All candidates and those who are campaigning on the candidate's behalf must include their own name onto every advertisement and with every conversation (i.e. every post on Facebook).
  - c. Every Facebook and Instagram post, page, and photo must have a tag to the Elections and Appointments page.
7. Chalking is permitted. All chalking must be consistent with the Smith College policy on chalking.
- a. All chalking is ONLY allowed on asphalt sidewalks.
  - b. No chalking is to be done on brick surfaces, stairs leading to buildings, or the buildings themselves.
  - c. All chalking must be signed in accordance to the Student Handbook rules.
  - d. This is in accordance with the Smith College Chalking Policy, and failure to comply will result in immediate disqualification.
8. Debates and coffee hours (independent of the SGA sponsorship) can be held at the discretion of the candidates, but are subject to the approval of the Committee on Elections Chair.
- a. This includes all house teas, organization meetings and any other campus events or gatherings at which the main focus will be on the candidate.
  - b. The Committee on Elections must be notified of attendance at said meetings. Failing to comply will result in a strike.
9. Campaigning is strictly prohibited from taking place inside any campus computer lab or library.
10. It is the responsibility of the candidate to remove all campaign material once elections are over.
11. Non-Sanctioned campaigning materials include the following: table tents, mailbox stuffers, etc. Fliers are only permitted on public boards.
12. Hatch Act
- a. Those in a position of power, including but not limited to a seat of the SGA Cabinet, SGA Senate, Organization executive boards and Residence Life are not allowed to use that power to advance their campaign. Examples of this include but are not limited to:
    - i. Using organization time to campaign
    - ii. Using organizational resources such as printing for their own campaigns
    - iii. Using an organization's money to fund their own campaign
    - iv. Using an organization's code to reserve space for their own campaign talks or meetings
  - b. Violation of the Hatch Act will be considered a strike against the candidate.

## Section 5. Campaign Finances

### A. Campaign Budget Forms

- 1. Candidates must download and submit a mandatory campaign budget form from and to the Smith Social Network.
  - a. Budgets or receipts submitted after the start of the campaign period are considered late and will not be accepted, no exceptions.
  - b. Candidates do not need to include taxes on their budget forms.
  - c. Budgets received late or not received at all will result in the disqualification of the candidate.

- d. Any and all problems with budgets shall be resolved before campaigning begins.
- e. The Committee on Elections will email and phone each candidate with any potential problems. The candidate has 24 hours to resolve the issue with the Committee on Elections.
- f. If the candidate fails to return the committee's emails or phone calls, the candidate will be disqualified and removed from the ballot.
- g. Every candidate MUST submit a budget form, even if campaigning materials are not purchased. This shall include a list of every item planned for use and its origin.

**B. Campaign Materials and Monetary Limit**

- 1. All supply purchases must be recorded and documented with proof of a valid receipt.
- 2. There is a \$10 limit for ALL candidates.
- 3. If a candidate exceeds the budget, the Committee on Elections reserves the right to confiscate those items that went over budget. Choice of items is at the discretion of the Committee on Elections.
- 4. Candidates will not be reimbursed by the SGA for campaign purchases.

**C. Donations**

- 1. The total estimated value of all campaign donations must not exceed \$10.
- 2. Donations includes any items taken or borrowed from houses, acquaintances, family, or Org offices, etc.
- 3. All donations must be noted on the campaign budget form, which must be turned in at the proper time.
- 4. Candidates must provide proper price quotes for all donations.

**D. All budget forms shall be approved by the Committee on Elections prior to the start of campaigning**

## **Section 6. Write-In Candidates**

- A. A write-in candidate is defined as someone whose name does not appear on the official ballot, but may still be elected.
  - 1. Write-in candidates are subject to all Elections guidelines regarding campaigning, especially "word of mouth" campaigning (phone, email, etc.).
  - 2. Write-in candidates may not make a banner or use any other form of sanctioned campaigning.
  - 3. In order for a write-in ballot to be counted, the position must be a contested one with at least one official candidates (i.e. approved candidates).
- B. Violation of any one of these regulations will result in the nullification of all votes cast for a write-in candidate.

## **Section 7. Runoff Elections**

- A. A runoff election shall take place within the week following the release of the official results from the Committee on Elections.
  - 1. Runoff elections shall take place in the event of a tie or when the Committee on Elections deems it necessary as a result of extenuating circumstances (i.e. campaign slander, the unexpected drop out of a candidate).
  - 2. No form of campaigning will be allowed for a runoff election; the student body shall be notified by the SGA of the new election.
    - a. The position(s) for which the student body shall vote will be included in said notification.
  - 3. No budget forms shall be required for candidates, as no campaigning is allowed.
- B. The polls for the runoff election shall be open for 12 consecutive hours from 9 a.m.–9 p.m. EST of one day.
- C. This timeline for the runoff election is at the discretion of Committee on Elections.
- D. In the event that "Abstain" wins a race over the student(s) running:
  - 1. If "Abstain" wins in the Spring Elections the position will be deferred to the Fall elections.
  - 2. If "Abstain" wins in the Fall Elections the candidate with the most votes will win the position.
  - 3. For Class Cabinet positions, "Abstain" can still win in the Fall, as elections within the Student Representatives from houses can still occur to fill positions.
    - a. This will occur at the discretion of the Elections and Appointments Committee.

## **SECTION 8. Code of Conduct and Responsibility**

- A. It is the responsibility of each candidate to run a fair and honest campaign.
- B. A serious breach of election rules can result in a College Conduct Board referral.
- C. A student may not run for or hold an elected position while on Academic Probation.

## Section 9. Failure to Comply

- A. Failure to attend the mandatory candidates' meeting, or to send a proxy in the event of a candidate's absence, will result in the disqualification of the candidate.
- B. Failure to comply with any campaign regulations as stated in these guidelines will result in a strike from the Committee on Elections in the form of an email.
- C. The Committee on Elections must be notified of all campaigning violations throughout the campaigning and voting period. Subsequent action is at the discretion of the Elections and Appointments Committee.

## Section 10. Proxies

- A. Proxies are only allowed in the event that the candidate is running from abroad.
- B. Proxies are subject to all rules and regulations regarding campaigning; the proxy is fully responsible for the respective candidate's campaign.
  - 1. In essence, the proxy and the candidate are one and the same during campaigning. Any violations from either end will result in the same consequences as any other candidate.

## Section 11. Strike System

- A. Strikes are to be given out at the discretion of the Committee on Elections, in the event of campaign violations.
- B. Candidate will be notified of strikes via email. Only three strikes will be given. In the event of a third strike, the candidate will be disqualified. Strikes cannot be disputed, unless they result in the disqualification of the candidate. In the event of a disqualification, an appeal may be filed if the candidate sees fit.
  - 1. If a disqualified candidate is reinstated via the Board of Appeals, then upon their first strike, they shall be disqualified indefinitely.
- C. The strike system does not apply to breaches of Smith College Policy, as outlined above.

## Section 12. Appeals

- A. If a candidate has reason to believe that they have been disqualified unfairly, the student may submit a written statement to that effect to the Committee on Elections within 24 hours of the notification of the disqualification.
  - 1. The Committee on Elections will meet within 24 hours of the receipt of said statement to review and reconsider the case in question.
- B. If the Committee on Elections cannot come to a decision, or if the candidate wishes to make a second appeal, a SGA Board of Appeals, convened for this purpose, will hear the case. The Board shall consist of the SGA President, SGA Vice-President, SGA Secretary, the Chair of Finance Committee, the Conduct Board Chair, and the Chair and Vice-Chair of the Committee on Elections.
  - 1. If any of the above mentioned members of the Board of Appeals was a candidate during the elections, the student will be excluded from the proceedings of the Board.
  - 2. The decision of the SGA Board of Appeals is final.

## Section 13. Disclaimer

The Committee on Elections, as well as the Smith College Student Government Association, cannot be held responsible for any slander or libel that occurs during campaigning. It is expected that all participants will be acting within the Smith College Code of Conduct. There will be action taken for any accusations of such occurrence.

*Updated August 2023*

## Articles V - VII

### ARTICLE V. COMMITTEE ON APPOINTMENTS

#### Section 1. Members

- A. The chair;
  - 1. The student shall call and preside over all meetings of the committee.
  - 2. The student shall receive all nominations for SGA offices, class offices, and select committee positions.
  - 3. The student shall be the Vice Chair of Elections, elected in the spring all-college election. The student shall have been a member of the Smith Student Government Association for no less than one semester prior to the election.
  - 4. In the event that the office of Chair of the Committee on Appointments is vacated, it shall be filled, for the remainder of



the term, by the Vice-Chair of the Committee on Appointments.

5. The term shall begin at the last cabinet meeting of the academic year following the regular spring election. It shall end on the last cabinet meeting in that same academic year. The student shall be available for counsel to the successor for the remainder of the academic year.
6. The chair may run for and be elected to the same office for more than one term. However, if the student runs in the spring elections for an all-college position while chair, they must delegate their responsibilities as chair to the Vice Chair for the duration of the voting and campaigning process.
7. The student shall sit on SGA Cabinet.

B. The vice chair;

1. The student shall be elected by the committee, from its membership, at the first meeting of the committee.
2. The student shall sit on senate as a voting member.
3. In the event that the office of vice-chair is vacated, it shall be filled for the remainder of the term, by a member of the committee, elected by a simple majority of the committee.

C. The secretary;

1. The student shall record all minutes of official Committee on Appointments meetings.
2. In case of absence, any member from the committee can take the responsibility of recording minutes or notes.
3. The student shall be elected by a simple majority of the committee, from its membership, at the first meeting of the committee.
4. In the event that the office of secretary is vacated, it shall be filled, for the remainder of the term by a member of the committee, elected by a simple majority of the committee.

- D. Two to three additional members to be chosen by the senate from its membership and from the association at large. The number of the additional members elected shall be determined by the Committee on Appointments chair prior to elections.

## ARTICLE VI. FINANCE COMMITTEE

### Section 1. Members

The Finance Committee shall consist of;

A. The chair:

1. The Vice President of Finance shall be the chair.
2. The student shall call and preside over all meetings of the committee.
3. The student shall be a non-voting member of the committee, except in the case of a tie.
4. The student shall be responsible for providing appropriate budgeting information, such as past funding applications, whether the org is in it's zeroeth year, etc., about each chartered organization to each member of the committee.
5. The student shall be an advisor to the budgeting, fundraising, and chartering processes of all organizations through regular communication with the chair of Rules Committee.
6. The student shall serve as a resource to all chartered organizations for all financial and event planning matters.
7. The student shall have the power to call for audits of organizations, and shall assist and advise organizations that are in debt.
8. The student shall have weekly office hours.
9. The student shall supervise the operational finances of the SGA.
10. The student shall prepare the SAF budget including the SGA operating budget for the following year.
11. The student shall oversee the allocation of SAF monies.
12. The student shall sit on Cabinet.
13. The student shall have weekly meetings with the Director of the Office of Student Engagement.
14. The student shall present any changes of the bylaws to the SGA Senate.
15. The student shall be elected in the spring all-college election for a term of one year.
16. The student may be elected for no more than two terms.
17. The term shall begin at the last cabinet meeting of the academic year following the regular spring election. It shall end at the last cabinet meeting in the following academic year. The student shall be available for counsel to the successor for the remainder of the academic year.
18. The student shall have served on the committee for no less than two semesters prior to assuming office.

19. The student shall be a rising junior or senior.
  20. The student may not hold a leadership position (Executive Board, Executive Council, etc.) in any campus organization.
  21. In the event that the office of chair of the Finance Committee is vacated, it shall be filled, for the remainder of the term, by the Vice Chair of Finance.
- B. The Vice Chair of Finance;
1. The Chair of Chartering Committee shall be the Vice Chair of Finance [see Article VI].
  2. The student shall be a voting member of the committee.
  3. The student shall be responsible for providing information on the status of each organization's charter to each member of the committee.
  4. The student shall assist the Finance Committee Chair in the training of the new Finance Committee.
  5. In the event that the office of Vice Chair of Chartering is vacated, it shall be filled, for the remainder of the term, by a member of the committee who shall be self-nominated and elected by a simple majority of the committee.
- C. Six to eight members-at-large;
1. Two or three members of the association at large shall be selected through the Senate. All shall be elected for a term of one year.
  2. Four or five members of the association at large shall be appointed by the Committee on Appointments in the spring. They shall be elected for a term of one year.
  3. They shall attend all meetings called by the Chair and are eligible for impeachment after two unexcused absences.
  4. In the event that a position of member-at-large is vacated, it shall be filled from the body of which the member was from.
  5. Treasurers of organizations, classes, and houses are encouraged to sit on Finance Committee.
- D. A representative from Cabinet;
1. The student shall attend all meetings of the committee.
  2. The student shall be a voting member of the committee at these meetings.
- E. The SGA President shall serve as a non-voting member.

## Section 2. Duties and Powers

- A. To serve as a primary resource for chartered student organizations, individuals, and the SGA on subjects including, but not limited to, financial matters and event planning.
- B. To assist individuals and organizations in the SGA funding process or in finding and advocating for other funding available related to their goals.
- C. To work with the Cabinet and the appropriate administrative body to oversee and manage the SGA reserve account and all other rollover funds.
- D. To have responsibility for all financial matters under the jurisdiction of the senate.
  1. To allocate monies to chartered student organizations requesting funds in their charters.
  2. To advise organizations' treasurers throughout the year.
  3. To allocate the monies from the five (5) funds (Student Organization Fund, Equipment Fund, Organization Conference Fund, Sawyer Fund, and the 5 College Organization Fund) as efficiently as possible.
- E. To present the Student Activities Fee.
  1. The Finance Committee, in conjunction with the director of the Office of Student Engagement, shall be responsible for determining the SAF and any potential increases, based on the rate of inflation, new line items added to the core of the budget, requests from the SGA Cabinet, and/or the results of the budgeting process earlier that year.
  2. The Finance Committee shall be responsible for educating the Senate on the nature of the SAF, giving reasons for the increase, and assisting in the publicity campaign to educate the association at large.
  3. Senate must approve the SAF by a two-thirds majority. Final passage of the SAF is contingent upon a vote by a majority (50%+1) of the students who vote in a special election held in the Fall semester before the end of October.
  4. Should the student body not approve the budget, it will be returned to the Finance Committee for revision. The Vice President of the SGA and the Vice President of Finance reserve the right to decide further action. Students wishing to express a position concerning the entire budget may do so by circulating a petition to be presented to the SGA Treasurer if signed by 15 percent of the Association at large. This may only be done on occasions when the budget does not pass.

5. The Senate must be apprised of all funding policy changes made by the Finance Committee.

#### F. Appeals

1. Any organization wishing to appeal the decision of the Finance Committee must submit a request in writing within five days of notification of the decision.
2. Grounds for appeal include extreme bias on the part of the Finance Committee or violation of procedure. Appeals shall not be filed based solely on a disagreement with the decision of the Finance Committee.
3. An appeals board shall convene to reexamine the decision. The appeals board shall consist of the SGA President, the Finance Committee Chair, and three of the five Class Presidents, to be appointed by the SGA President. The SGA President shall grant appeals.
4. Any additional monies awarded to organizations in the appeals process shall be allocated from the appropriate fund and shall not decrease the allocation of any other organization. The Director of the Office of Student Engagement shall advise the appeals board.

#### G. Rights and responsibilities of organizations or those submitting a budget for a specific event to the Finance Committee include:

1. Submitting a budget proposal to the Finance Committee of Monday at 5pm for the Finance Committee to review the budget prior to the event
2. Organizations and individuals should be aware that they may be asked by the committee to fundraise a certain amount of their budget.

#### H. Rights and responsibilities of the Finance Committee:

1. The Finance Committee shall meet once a week to review all budgets submitted before the weekly deadline of Monday at 5pm.
2. The Finance Committee is responsible for enforcing all rules and guidelines regarding budgeting and funding procedures.
3. The Finance Committee shall be responsible for the elimination of bias within its members and the equitable allocation of funding across organizations and individuals, without regard to political bent or personal interactions.
4. The Finance Committee, with the approval of the Senate and the SGA Cabinet, reserves the right to deny funding to any organization that does not comply with the provisions of its charter, with the Finance Committee funding policies, or with the rules of compliance set forth by the Finance Committee in exceptional circumstances.
5. The Finance Committee shall have the responsibility of reaching a two-thirds quorum of the voting members of the committee at the occasion of any funding application.

## Section 3. Student Organization Fund

#### A. Guidelines

1. Any chartered student organization may apply for funding from the Student Organization Fund with the exception of those that already are awarded percentage funding through the Finance Committee including Unity Organizations, Club Sports, Debate, and Model United Nations as determined by the committee.
2. Events funded may include on-campus or off-campus events, including 5-College events to which student organizations may want to contribute.
3. Funding shall be distributed as consistently as possible amongst the organizations that apply.
4. Any organization wishing to go to a conference that is necessary to maintain national affiliation may apply to this fund.
5. Allocations must abide by the Finance Committee's funding policies.
6. Organizations not eligible for SAF support include:
  - a. Organizations not consistent with the Smith College Rights Policy on Academic Freedom, the Social Code of Conduct, the Smith College Academic Honor Code, and state, federal, or local laws.
  - b. Organizations not chartered by the SGA.
  - c. Organizations that do not adhere to the mission(s) or purpose(s) stated in their charters.
  - d. Organizations not recognized for the current budgeting semester with the Office of Student Engagement.
  - e. The chair withholds the right to ask an organization to reapply for funding if they and the Committee feel the event has changed significantly.

#### B. Procedures

1. The Chair shall make available the following documents at treasurer trainings in the fall and spring:

- a. Finance Committee Funding Policies
- b. Weekly deadline for budget
- c. Sample event budget
- 2. The Finance Committee will vote upon the allocations and will inform the organization of their decisions.
- 3. Fundraising money will remain with the organization as long as these funds are not needed to cover organization debt.
- 4. In reviewing requests for funding, the members of the Finance Committee should take into consideration the following questions:
  - a. How much funding has this organization received in the last two years?
  - b. Is the organization in good standing with the Controller's Office?
  - c. Has the organization accrued debt in the past five years? If so, to what extent and by what means has the organization worked to pay off the debt?
  - d. How many members does the organization have?
  - e. Does the organization sponsor many smaller events or have a few large events?
  - f. What sort of history does each event have? Is it a new event? Has it been happening each year for many years?
  - g. How many students and/or individuals will each event reach? How much money has been allocated for publicity? Does the organization do general programming that reaches a large number of students, or internal programming that affects only its members?
  - h. How many other organizations will be planning similar events? Can the Finance Committee help these organizations in communication so that more joint events can be held?
  - i. The committee is strictly held to all funding policies except in the event of exceptional circumstances.
- 5. Things to remember:
  - a. Just because an organization wants to hold many events doesn't mean that the Finance Committee can afford to support all of them.
  - b. All organizations must be given an opportunity to hold events.
  - c. All organizations that contribute to diversity at Smith should be supported.
  - d. These guidelines shall apply to all organization funding.

#### C. Reallocations

- 1. Any funded organization that decides to use funds allocated for a different purpose than originally stated must inform the Finance Committee and receive approval from the Chair.
- 2. Funds may only be reallocated to something that was asked for in the original budget and must be in line with the funding policies.
- 3. Requests for reallocating funds to a new event must be approved by the Finance Committee, although they need not submit a new budget.

#### D. Audits

- 1. The Finance Committee may request to audit any organization at any given time by notifying them and the Office of Student Engagement via email.
- 2. The Finance Committee shall not exhibit bias when auditing organizations.

#### E. Organization Conference Fund

- 1. Guidelines:
  - a. Any organization wishing to go to a conference that is not necessary to maintain national affiliation may apply to this fund.
  - b. Funding shall be allocated on a first-come-first-serve basis.
- 2. Procedures
  - a. The Finance Committee shall determine how much is available from the Student Organization Fund at the beginning of each year.
  - b. Any organization applying to this fund must apply through the SGA Universal Funding Application on the Smith Social Network.
  - c. The committee is strictly held to all funding policies except in the event of exceptional circumstances.

#### F. Zero-Year Organization Funding

## 1. Guidelines:

- a. A zero-year organization shall be any organization that has not been chartered for two semesters, including the semester they were chartered in and the following semester. An organization must be chartered before the final four weeks of the semester for a semester to count as their first.
- b. Organizations must have their charter passed and the Organization Recognition Form turned in to the Office of Student Engagement prior to applying to the fund.
- c. An organization must apply for funding for a specific event, programming supplies, or equipment.
- d. The maximum amount that an organization may be allocated is \$200 a semester from any fund.

## 2. Procedures:

- a. Organizations must apply for these funds through the SGA Funding Application through the Smith Social Network.
- b. The Finance Committee will review the application, reach a decision, and inform the organization of that decision in a timely manner.
- c. The Vice Chair of Chartering will work with the Chair and the Director of the Office of Student Engagement to ensure that an account is set up at the college in the name of the organization.

## G. Matching Program

## 1. Guidelines:

- a. The matching program allows organizations with significant debt to work with the Finance Committee to have ½ of their debt covered, up to \$4000 of debt, by matching funds raised by the organization.

## 2. Procedures:

- a. Organizations must register for the matching program at any point during the academic year by submitting a matching program application through the social network:
  - i. The reason for their debt
  - ii. Their plan for paying it down and anticipated timeline
  - iii. How they will be financially accountable in the future to ensure that this does not happen again.
- b. Organizations will hear from the Chair regarding their acceptance into the program.
- c. Once the organization has raised their 50% of the debt, they must contact the Finance Committee Chair to have the remaining 50% transferred to their budget.
- d. Any organization applying to this fund must apply through the Matching Program Application on the Finance Committee's Social Network Page.

## Section 4. Equipment Fund

## A. Guidelines:

- 1. Any chartered organization may apply for funding from the Finance Committee Equipment Fund.
- 2. Funding requests must be for equipment that will last a minimum of five (5) years.
- 3. Orgs applying for equipment funding must present a list of all equipment requested and received through the equipment fund and the dates of these allocations.
- 4. Funding shall be distributed as consistently as possible amongst the organizations that apply.
- 5. Allocations must abide by the Finance Committee's funding policies.

## B. Procedures:

- 1. The chair shall record the amount of monies in the Equipment Fund budget and must inform the committee routinely of the balance.
- 2. Organizations must apply for these funds through the SGA Funding Application through the Smith Social Network.

## Section 5. Sawyer Fund

## A. Guidelines:

- 1. Any student or organization may apply for the Sawyer Fund for funding for free and open on-campus events.
- 2. The funds shall come from the Sawyer Fund Endowment. The funds may change significantly from year to year depending on the success of the endowment.
- 3. Funding shall be mostly reserved for large events on campus for which the Student Organization Fund is unable to cover.

4. Allocations must abide by the Finance Committee's funding policies.

B. Procedures:

1. Anyone applying to this fund must apply through the SGA Universal Funding Application on the Smith Social Network.

## Section 6. Individual Conference Fund

A. Guidelines:

1. Any individual student may apply for conference funding for financial support in order to attend a conference.
2. The funds, as decided by the Finance Committee, shall come from the SGA Budget and be combined with the funding available through the Lazarus Center for Career Development.
3. Funding shall be allocated on a first-come-first-serve basis.
4. Allocations must abide by the Finance Committee's funding policies.

B. Procedures:

1. The Finance Committee shall determine how much is available at the beginning of each year and transfer to the Lazarus Center for Career Development.
2. Anyone applying to this fund must apply through the Universal Conference Fund Application on the Smith Social Network.
3. The remaining funds will roll back into the SGA budget at the end of the year.

## Section 7. Five College Organization Fund

A. Guidelines:

1. Any student who is a member of a funded student organization or group associated with Amherst College, Hampshire College, Mount Holyoke College, or University of Massachusetts Amherst may apply for funding from the Five College Organization Fund.
2. Its purpose is to cover qualified expenses throughout the year covered by the affiliated institution for its own students, but unavailable to Smith students.
3. If there exists a student organization at Smith that has the same or similar purpose as the Five College organization, funding will not be provided at the discretion of the Finance Committee.
4. Allocations must abide by the Finance Committee's funding policies.

B. Procedures:

1. The Finance Committee shall determine how much is available at the beginning of each year from the Student Organization Fund.
2. Anyone applying to this fund must apply through the Universal Funding Application on the Smith Social Network.
3. Finance Committee will review retroactive applications for this fund under the condition that they are submitted within the same academic year the expenses were incurred.

## ARTICLE VII. CHARTERING COMMITTEE

### Section 1. Member

A. The chair;

1. The chair shall be the Parliamentarian of Senate. [See Article II]
2. The chair shall be the Vice Chair of Finance.
3. The chair shall only vote in Chartering Committee in the event of a tie.
4. The student shall have weekly office hours with the Chair of Finance.
5. The chair shall be responsible for any and all communication regarding organization chartering, organization recognition, and constitutional or charter amendments to organizations.
  - a. The chair shall be responsible for ensuring that the primary contact of any organization wanting to be recognized or chartered or update their constitution understands the process and has access to the example charter.
  - b. The chair shall respond to emails in a timely manner.
6. The chair shall be responsible for providing information on the status of each organization's charter to each member of Chartering Committee
7. The chair shall act as an advocates for all student organizations who bring a charter before the Senate.
  - a. If in any case the representative from an organization cannot attend a Senate meeting to present their charter, the

chair can present the org in their place.

8. The chair shall be responsible for documenting any bylaw and constitutional change regarding the Smith SGA.
  - a. If committees, Senate, organizations, etc. would like to make bylaw or constitutional changes, it is the job of the chair to work with said people to detail these changes in a proposal and edited bylaws or constitution in order to be presented to Senate.
9. The student shall be elected in the spring by a simple majority of the outgoing senate. The student may run for and be elected for up to two terms.
10. The student shall have served as a senator for a minimum of one semester prior to election.
11. The term shall begin following the regular spring election. It shall end on the last day of the spring election in the following academic year. The student shall be available for counsel to the successor for the remainder of the academic year. The term shall begin at the last cabinet meeting of the academic year following the regular spring election. It shall end on the last cabinet meeting in that same academic year.
12. The student shall be available for counsel to the successor for the remainder of the academic year. The student shall be a non-voting member of the senate.
13. The student shall be available to the vice president and the members of senate for consultation regarding matters of parliamentary procedure.
14. The student shall be responsible for any bylaw and constitutional change regarding SGA.
  - a. If committees, senate, orgs etc. would like to make bylaw or constitutional changes, it is the job of the parliamentarian/chair to work with said people to detail these changes in a proposal and the edited bylaws in order to be presented to the senate to be voted on.
15. The student shall make known to the vice president or the senate any improper procedures that interfere with the rights of any individual or group.
16. The student shall preside as chair of the Chartering Committee.
17. In the event that the office of parliamentarian is vacated it shall be filled by a member of the current senate who shall be self-nominated and elected by a simple majority of the senate membership.
18. The student shall preside over the senate in the temporary absence of the chair of senate.
19. The Parliamentarian shall adjourn the Senate meeting after the Vice President announces the end of Open Forum.
20. The student shall be responsible for coordinating and maintaining 7 Sisters Coalition relationships (along with the SGA Secretary) and is a member of the 7 Sisters Coalition Coordinating Board.

#### B. Members-at-large;

1. There shall be no fewer than three members-at-large in Chartering Committee.
2. The members of the association at large shall be selected through the Senate. They shall be elected for a term of one year.
3. They shall serve as voting members of the committee but shall not vote on any issue pertaining to an organization with which they are affiliated.
4. They shall attend all meetings called by the chair, and are eligible for impeachment after two unexcused absences.
5. In the event that a member-at-large position is vacated, it shall be filled from Senate.
6. A vice chair shall be elected from among the membership.
  - a. The student shall assist the chair in their responsibilities.
  - b. The student shall record and publish the minutes.
  - c. Minutes which discuss specific matters of legislation, guidelines, bylaws and amendments shall be distributed to the appropriate committees.
  - d. All minutes shall be publicly available on request.

## Section 2. Duties and Powers

- A. To read and review all charters of organizations wanting to be recognized or chartered or have their charter amended.
  1. The organization's members have the ultimate decision in the content of their charter. It is not the duty of the Chartering Committee or the Senate to interfere with the wishes of the organization, so long as those wishes are consistent with Chartering Committee, SGA, and Smith College policies.
  2. The Chartering Committee will check for proper grammar and spelling, consistent language, punctuation, and syntax.
  3. The Chartering Committee will check that the charter contains the following sections:

- a. Name
  - b. Purpose
  - c. Goals (optional)
  - d. Membership
  - e. Includes the Hazing and Non-Discrimination Clauses
  - f. Removal (optional)
  - g. Meetings
  - h. Executive Board (or equivalent)
  - i. Includes an officer with the role of primary contact and an officer with the role of treasurer
  - j. Organization Advisor (optional)
  - k. Elections
  - l. Method to Impeach Officers
  - m. Funding
  - n. Ratification / Amendments
  - o. Affiliations
4. The Chartering Committee will check that the charter is consistent with the Smith College Rights Policy on Academic Freedom, the Social Code of Conduct, the Smith College Academic Honor Code, and state, federal and local laws.
  5. The Chartering Committee will communicate recommendations for the charter to the organization, and the Chair of the committee will meet with the organization to review these recommendations as necessary in a timely manner.
- B. To approve or deny the formation of recognized organizations with a majority vote within Chartering Committee.
1. In the event of a tie, Chartering Committee will bring the organization to Senate to be voted on.
- C. To approve or deny amendments to charters of recognized or chartered organizations.
1. In the event of a tie, Chartering Committee will bring the proposed amendment to Senate.
  2. If the proposed amendment comes from a chartered organization and the committee feels the amendment is significant enough to substantially change the purpose of the organization, Chartering Committee will bring the proposed amendment to Senate.
- D. To approve or deny bringing organizations wishing to be chartered to Senate.
1. These organizations may or may not be recognized. If they are recognized, they must have been recognized for at least two semesters before beginning the process of becoming chartered.
  2. A two-thirds majority vote of the SGA Senate is required to charter an organization.
- E. To bring organizations and amendments to Senate in the situations described previously.
1. The organization will present to Senate one week.
  2. The next week, Senate will vote.
  3. Senate has the power to deny, recognize, or charter organizations, and to deny or approve amendments to organization charters.
  4. Chartering Committee can make a recommendation to Senate prior to the vote.
- F. To read and review all legislation, guidelines, bylaws and amendments prior to a vote in Senate.
1. To work with the appropriate committee or group of students on proposed legislation.
  2. They shall not have the authority to prevent legislation from being presented to and voted upon by Senate or the student body.
  3. To check for consistency with the constitution, bylaws, and other pieces of legislation.
  4. To consider the implications when reviewing the document(s).
  5. To make recommendations of approval or dismissal based upon the findings of the committee.
- G. To meet once a week.
1. Chartering Committee will review all charters submitted to the Chair before that week's meeting.
  2. Chartering Committee shall reach a two-thirds quorum of the voting members of the committee at the occasion of any vote.
- H. Chartering Committee shall be responsible for the elimination of bias within its members, without regard to political bent or



personal interactions.

## Section 3. Chartered and Recognized Organizations

### A. Responsibilities of organizations

1. All organizations must be consistent with the Smith College Rights Policy on Academic Freedom, the Social Code of Conduct, the Smith College Academic Honor Code, and state, federal, and local laws.
2. No student organizations may exclude any members for any reason except for on the basis of measurable skills.
3. Membership in any student organization shall be open to all students in good standing currently enrolled at any of the Five Colleges regardless of race, color, creed, religion, national/ethnic origin, sex, sexual orientation, age, or with regard to the bases outlined in the Veterans Readjustment Act and the Americans with Disabilities Act.
4. In order to retain active standing, chartered organizations must submit an Organization Recognition Form through the Smith Social Network each year, and their primary contact must attend training each semester.
5. All organizations must update their charter every three years, in which their status will be reviewed by Chartering Committee.

### B. Rights of organizations

1. Active, recognized and chartered organizations are entitled to:
  - a. A table at the Organization Fair.
  - b. Use of SGA Vans.
  - c. A number of free copies from the SGA Office as determined by the SGA Office Manager and the Director of the Office of Student Engagement.
  - d. Apply for storage space in the Resource Room.
  - e. A Smith College email account for the organization.
  - f. Space on the Smith Social Network.
  - g. Reserve space on campus.
  - h. Use of the Smith College name and logo.
2. Chartered organizations are additionally entitled to apply for funding through Finance Committee.

### C. Amendments to charters must be approved by Chartering Committee.

- a. Amendments must be submitted to the chair of Chartering Committee to be brought to Chartering Committee for voting. They must comply with the Method to Amend article in the organization's existing charter.

### D. Becoming recognized or chartered

1. The organization cannot fulfill the same purpose as any other existing organizations.
2. The organization must provide a demonstrable benefit to the Smith community.
3. There must be demonstrated student interest for the organization.
  - i. Organizations wishing to be recognized must submit a list of 10 interested members to the Chartering Committee when undergoing the recognition process.
  - ii. New organizations wishing to be chartered must submit a list of 15 interested members to the Chartering Committee when undergoing the chartering process.
4. An organization wanting to become recognized or chartered must
  - i. Draft a charter and submit it to the chair of Chartering Committee to be brought to Chartering Committee for voting.
  - ii. If not a currently recognized organization, submit a list of interested members to the chair of Chartering Committee.
  - iii. Respond to emails from the Chartering Committee.
  - iv. If wanting to become chartered, present to Senate after being approved by Chartering Committee.
5. A newly recognized or chartered organization must file recognition forms with the director of the Office of Student Engagement to become active.
6. Once active, a newly chartered organization will be subject to a trial period in which they are a "zero-year organization."
  - i. A zero-year organization shall be any organization that has been chartered for less than two semesters, including the semester they were chartered in and the following semester.
  - ii. Zero-year organizations will be limited to receiving \$200 from Finance Committee per semester.

*Updated August 2023*

## Article VIII

### ARTICLE VIII. PUBLIC RELATIONS COMMITTEE (PR COMMITTEE)

#### Section 1. Members

##### A. The chair;

1. The Secretary of SGA shall be the chair.
2. The student shall be a rising sophomore, junior, or senior, elected in the spring all-college election for a term of one year.
3. The student shall be enrolled and on campus for the full year. A student either studying abroad or graduating early is not eligible to run for this position.
4. The term shall begin at the cabinet meeting following the regular spring election. It shall end on the last cabinet meeting in the following academic year. The student shall be available for counsel to the successor for the remainder of the academic year.
5. The student shall record minutes of Senate meetings and make them available on the SGA Social Network Page.
6. The student shall handle cabinet communications, including but not limited to the SGA email account and social media.
7. The student shall be responsible for SGA publicity.
8. The student may choose to publish SGA news and publicize events through a newsletter, established relationship with the Smith Sophian, and other forms of social networks, i.e. Facebook, the SGA website on the Smith College SGA page and Smith Social Network, Twitter, and Instagram.
9. The student will form and run a Public Relations Committee of senators to aid with maintaining SGA's visibility both on and off campus.
10. The student shall be responsible for coordinating and maintaining 7 Sisters Coalition relationships and is a member of the 7 Sisters Coalition Coordinating Board.
11. The student shall sit on the Five College Student Coordinating Board.
12. If the student is unable to attend, they are responsible for appointing an alternate member of the Cabinet or the Vice Secretary to accompany the SGA president.
13. In the event that the office of Chair of PR is vacated, it shall be filled, for the remainder of the term, by the Vice-chair of PR.

##### B. The Vice Chair;

1. The student shall sit on the Public Relations Committee.
2. The student shall be enrolled and on campus for the full year. A student either studying abroad or graduating early is not eligible to run for this position.
3. The student shall be elected in the fall from the committee's membership for a term of one year.
4. The student shall maintain public SGA bulletin boards. This can be in accordance with the help of the SGA Office Manager.
5. The student will assist in running Public Relations Committee meetings and ensuring PR initiatives are divided amongst committee members.
6. If the secretary is unable to attend a Cabinet or Senate meeting, the student shall stand-in for the secretary and is responsible for communicating with the secretary.
7. If the SGA secretary is unable to attend a Five-College Student Coordinating Board, the vice secretary is to accompany the SGA president.

##### C. At least three members-at-large.

*Updated August 2023*

## Articles IX-XI

### ARTICLE IX. STUDENT POWER COALITION (SPC)

#### Section 1. Members

The committee can (but does not have to) consist of;

##### A. Representative(s);

1. The representative(s) shall be a rising sophomore, junior, or senior elected through an internal election, by existing

members only. If the position is not filled at the end of the Spring, then the representative shall be chosen in the fall through an internal election.

2. The representative/co-representatives will include at least one member of the SGA.

**B. Infantry Organizer(s)**

1. Ensures roles and responsibilities are filled and met.
2. Pinpoint person for campaign participants and roles.
3. A rotating person who helps hold people accountable.
4. Helps organize and structure projects, meetings, etc..

**C. Advisor(s)**

1. Are students who have been part of the Student Power Coalition's recent history, most likely seniors.
2. Shares knowledge from previous SPC experience.
3. Ensures that SPC's actions and decisions are informed by institutional memory.

**D. Historian(s)**

1. Conducts archival research to provide historical context to SPC.
2. Keeps track of and archives SPC events and initiatives, ensuring that all relevant material is archived for future reference.
3. Inducts new members by orienting through providing materials of organizations history.

**E. Radical Imagination Team**

1. The SPC will include a core group within SPC that is charged with the responsibility of envisioning the future of the committee and it's ever evolving intention.
2. Helps build and establish SPC on campus, and student power in general.
3. Builds a living definition of student power.

F. The committee will be made up of SGA and non-SGA members.

## **Section 2. Duties and Powers**

A. The Student Power Coalition is autonomous within the SGA.

1. No one has a say in what the committee does, all decisions will be made internally.
  - a. SGA will have no decision-making power over SPC activities or decisions.

B. Standards of communication with SGA, administration, and the student body will be decided internally within SPC.

C. The Community Organizer(s) organizes community building events for SPC and the campus at large.

D. The SPC will operate as a network between other student organizations that are relevant to the mission of student power.

E. The committee must position itself every term as not only an advocacy group and a liaison between the student body and administration, but also engage in monitoring administration to hold those in power accountable to harmful/uninformed decisions and actions.

F. Community building/Outreach Coordinating

- a. To be taken up by the entire committee membership.
- b. Recruitment of both SGA and non-SGA members.
- c. Publicizing the SPC to the student body.

## **ARTICLE X. SUSTAINABILITY COMMITTEE**

### **Section 1. Members**

A. The chair of the Sustainability Committee;

1. The chair shall be a rising sophomore, junior, or senior, elected in the spring all-college election for a term of one year and subject to re-election. If the position is not filled at the start of the fall, then the chair shall be chosen in the fall all-college election.
2. The term shall begin at the last cabinet meeting of the academic year following the regular spring election. It shall end on the last cabinet meeting in that same academic year. The student shall be available for counsel to the successor for the remainder of the academic year.
3. The chair shall sit on Senate as a voting member.
4. The chair shall call, create an agenda for, and preside over all meetings of the Sustainability Committee.

5. The chair shall be responsible for maintaining regular communications between all administrative staff that work on environmental sustainability at Smith.
  6. At the start of each semester, the chair shall call a meeting with the Sustainability Committee to create open channels of communication and to outline semester goals to foster sustainability awareness.
  7. The chair shall be responsible for receiving sustainability-related requests and recommendations from the student body and student organizations directing questions to the appropriate student or administrative body for action in a timely manner.
  8. The chair shall continue to monitor the progress in administrative changes towards making Smith College a more sustainable campus.
  9. In the event that the office of chair of the Sustainability Committee is vacated, the vice-president of the Sustainability Committee shall fill it.
- B. The vice-chair;
1. The student shall be a member of the Sustainability Committee, elected in the fall from the committee's membership for a term of one year.
  2. In the event that the office of vice-chair of the Sustainability Committee is vacated, another committee member, who shall be self-nominated and elected by a simple majority of the Sustainability Committee, shall fill it.
- C. The secretary;
1. The student shall be a member of the Sustainability Committee, elected in the fall from the committee's membership for a term of one year.
  2. The student shall be responsible for all correspondence and minutes from the Sustainability Committee
- D. The members of the Sustainability Committee
1. Members of the Sustainability Committee shall be selected from the current senate body and organizations that address sustainability.
  2. The committee chair will work with the chair of the appointments committee to select up to three members-at-large at least.
  3. Members shall sit on meetings, no less than two times each month, called by the committee chair.
  4. Members shall be active liaisons, between their respective organizations, CEEDS and Senate, to campus-wide sustainability related events and challenges.
  5. Members shall creatively promote sustainability and awareness in their organizations, the Senate and the student body at large.

## ARTICLE XI. HOUSE PRESIDENTS' ASSOCIATION

### Section 1. Members

The House Presidents' Association shall consist of;

- A. The chair;
1. The student shall be elected from among the membership of the House Presidents' Association in the fall.
  2. The student shall serve for one year. The student may run for and be elected to the office for no more than two terms.
  3. The student shall sit on the SGA Cabinet.
- B. The vice chair;
1. The student shall be elected from among the membership of the House Presidents' Association in the fall.
  2. The student shall conduct meetings in the absence of the chair.
- C. The secretary;
1. The student shall be elected from among the membership of the House Presidents' Association in the fall.
  2. The student shall record minutes of the meeting.
- D. All house presidents duly elected by their respective houses, including houses for Ada Comstock Scholars.
- E. A representative will be chosen to sit on SGA Senate.
- F. If a house does not elect a House President or House Council, Residence life staff- shall be responsible for representing a House.

### Section 2. Duties and Powers

- A. Meetings of the house presidents shall be held once a week for the purposes of discussing concerns relating to the

functioning of the houses.

- B. House presidents as a group shall recommend measures for consideration and action by the college committee dealing with community policy.
- C. House presidents shall act as an avenue of communication between the administration and the houses on matters of residence at Smith College.
- D. House presidents shall consider problems and questions referred to them by the administration, individual houses, or students.
- E. On occasion, the body of house presidents may be called upon to transmit information from other organizations to the members of the houses or to conduct elections, referendums, or surveys as requested by the cabinet or the senate.
- F. All house presidents shall return to campus approximately seven to ten days prior to opening convocation to participate in an orientation and training program.

*Updated August 2023*

## Articles XII - XVI

### ARTICLE XII. CLASS PRESIDENTS' ASSOCIATION

#### Section 1. Elections

The senior, junior, sophomore, and Ada (Co-)President(s) shall be elected by their respective constituencies in the spring and begin serving on the CPA. The Acting First-Year President shall remain on the CPA until the Sunday after the next first-year President is elected. After the spring election and before the conclusion of the spring semester, the newly elected members shall meet with their predecessors. Additionally, the newly elected members shall convene with the outgoing members of the CPA for a transition meeting, called and presided over by the outgoing CPA Co-Chairs, for the purpose of electing a new Class Chair.

#### Section 2. Members

- A. The Chairs;
  - 1. The Ada (Co-)President(s) Chair(s);
  - 2. The Class Chair;
    - a. The student shall not be an Ada Comstock Scholar or a first-semester first-year.
    - b. The student shall have been a member of an SGA organization for at least one semester prior to being elected as Chair.
    - c. The student shall be enrolled and on campus for the full year. A student either studying abroad or graduating early is not eligible to run for this position.
    - d. The term shall begin after the first meeting of the Class Presidents' Association in which members will nominate or self-nominate and elect a member as Chair with a simple majority vote.
  - 3. The students shall call, preside over, and set the agendas for all CPA meetings.
  - 4. The students should handle the correspondence of the CPA.
  - 5. In the event that the office of Chair of the CPA is vacated, it shall be filled for the remainder of the term by another member of the CPA who shall be nominated or self-nominated and elected by a simple majority of the membership. If no remaining member is willing or able to fill the position of Chair, the Ada President(s) will be the sole Chair(s).
  - 6. The students shall serve on SGA Cabinet as voting members.
- B. All other Class Presidents.

#### Section 3. Duties and Powers

- A. The CPA shall meet at least once every other week at the discretion of the Chairs.
- B. The CPA shall collaborate on programming and shall inform students about the activities of the CPA through its members and affiliates. When necessary, the CPA shall collaborate on briefs and advertisements to be distributed to the SGA Cabinet, SGA Senate, or general student body, with relevance to the CPA and its constituencies.
- C. It shall consider suggestions referred to it by the SGA Cabinet, by any SGA Senate member or any committee of the SGA Senate, by any member of the administration or faculty, or by any other member of the association.
- D. The CPA shall maintain a thorough record of all CPA, Class, and Ada Cabinet proceedings and shall keep all CPA materials centrally accessible in the CPA Google Drive or on a similar platform, as decided upon by the membership.
- E. Attendance shall be recorded by the Chairs at each meeting of the CPA and should a member miss  $\frac{1}{3}$  or more of said meetings in a semester, their attendance may serve as grounds for a recommendation or vote of impeachment.

- F. Before the members of the CPA complete their respective terms, they shall collaborate on exit letters, handbooks, and manuals for the newly elected CPA members.

## ARTICLE XIII. ADA CABINET

### Section 1. Members

All Ada Cabinet members must be elected or appointed by the Student Government Association (SGA) Committee on Elections and the Committee on Appointments. All members of the Ada Cabinet shall be elected during the general Spring election. After which, any unfilled seats shall be elected during the general Fall Election. Any seats remaining after the Fall election shall be appointed through the Committee on Appointments. Ada Cabinet Members cannot be appointed by Administration. Additional members shall be appointed internally by the Ada Cabinet to serve in ad hoc committees as non-voting members created based on the needs of current Ada Comstock Scholars.

#### A. Ada President(s)

1. The Ada Presidential candidate(s) must be a current Ada Comstock Scholar;
2. The Ada Presidential candidate(s) may choose to run for election as an individual or as a pair;
3. The Ada Presidential candidate(s) must have held a prior position on the Ada Cabinet for one full academic year prior to running for the Ada (Co-)President(s) position;
4. The Ada (Co-)Presidents shall have one vote, despite whether there is one Ada President or two Ada Co-Presidents;
5. The Ada (Co-)President(s) shall serve on the Ada Cabinet, the CPA (Class Presidents' Association, see Article XII) and SGA Cabinet (as representatives of CPA). In the event that there are Ada Co-Presidents, both shall serve on Ada Cabinet, CPA and SGA Cabinet;
6. The Ada (Co-)President(s) is responsible for attending Ada Stakeholders meetings;
7. The Ada (Co-)President(s) shall act as a liaison between the SGA, the administration, the Ada Comstock Program and the Ada Stakeholders;
8. In conjunction with the Ada Social Chairs, the Ada (Co-)President(s) shall oversee the Ada Program events and fundraisers hosted by the Ada Cabinet;
9. In conjunction with the Ada Secretary, the Ada (Co-)President shall keep a record of Ada Program events, finances, fundraising, calendar and any other relevant materials to be submitted to both their successor(s) and the archives at the close of their term;
10. The Ada (Co-)President(s) term shall begin following their election. It shall end at the last Ada Cabinet meeting in the following Spring term. The last meeting of the term shall serve as a transition meeting with both the outgoing and incoming Ada Cabinet members present;
11. In the event that the Ada (Co-)President(s) either resigns or is impeached (see SGA Constitution) the remaining Ada Co-President shall serve as the Ada President for the remainder of their term. In the event that there is not a remaining Ada Co-President, the Vice President shall serve as the Ada President for the remainder of the term.

#### B. Ada Vice President

1. The Ada Vice Presidential candidate must be a current Ada Comstock Scholar;
2. The Ada Vice Presidential candidate must have held a prior position on the Ada Cabinet for one full academic semester prior to running for the Ada Vice President position;
3. The Ada Vice President shall serve on Ada Cabinet and SGA Curriculum Committee;
4. The Ada Vice President shall work in conjunction with the Ada (Co-)President(s) on Ada Cabinet initiatives, such as Ada Cabinet projects.

#### C. Ada Secretary

1. The Ada Secretary candidate must be a current Ada Comstock Scholar;
2. The Ada Secretary shall serve on the Ada Cabinet;
3. The Ada Secretary shall record minutes at each Ada Cabinet meeting;
4. The Ada Secretary shall upload the recorded minutes to the Ada Comstock Program Smith Social Network only after the minutes have been voted upon;
5. The Ada Secretary shall register all meetings and events hosted by the Ada Cabinet on the Ada Comstock Program Smith Social Network;
6. The Ada Secretary shall document the history of the organization through meeting minutes, Ada Comstock Program votes, event posters, fliers, and identified photographs of org leaders, members, and events in a folder named with the organization name and year. The student shall provide [specialcollections@smith.edu](mailto:specialcollections@smith.edu)

(<mailto:specialcollections@smith.edu>) with access in order to be recorded in the College Archives.

#### D. Ada Treasurer

1. The Ada Treasurer candidate must be a current Ada Comstock Scholar;
2. The Ada Treasurer shall serve on the Ada Cabinet;
3. The Ada Treasurer is encouraged to serve on the SGA Finance Committee;
4. The Ada Treasurer must attend Treasurer Training at the beginning of the academic year and keep up with all updates sent directly to class and organization treasurers through the year from the Office of Student Engagement;
5. The Ada Treasurer shall maintain and manage the Ada Program funds;
6. The Ada Treasurer shall communicate with the SGA Vice President of Finance for advice and support regarding Ada Cabinet finances.

#### E. Ada Social Chairs

1. The Ada Social Chair candidate(s) must be a current Ada Comstock Scholar;
2. The Ada Social Chairs shall serve on the Ada Cabinet and up to two Ada Social Chairs shall serve at a given time;
3. The Ada Social Chairs shall oversee and preside over the events hosted by the Ada Cabinet for the Ada Comstock Program, at the discretion of the Ada Cabinet;
4. The Ada Social Chairs shall serve as a point of contact between the Ada Cabinet and Smith College staff when organizing and orchestrating events and activities hosted by the Ada Cabinet;
5. The Ada Social Chairs shall manage and maintain the Ada Comstock Program social media account(s) in order to document events for promotional and archival purposes.

#### F. Ada Senators

1. The Ada Senate candidate(s) must be a current Ada Comstock Scholar;
2. The Ada Senators shall act as a liaison between Ada Comstock Scholars, Ada Cabinet and SGA Senate;
3. A minimum of four Ada Senators shall be elected to specifically represent the Ada Comstock Program;
4. The Ada Senators shall serve on SGA Senate;
5. The Ada Senators are each invited to serve on Ada Cabinet and a minimum of one Ada Senator shall serve on Ada Cabinet at all times;

## Section 2. Duties and Powers

- A. The Ada Cabinet is an extension of the broader Student Government Association and is therefore a self-governing body protected under the Constitution and Bylaws of the Student Government Association of Smith College;
- B. The Ada Cabinet is responsible for representing and advocating on behalf of the current Ada Comstock Program and Ada Comstock Scholars;
- C. The Ada Cabinet shall be in regular communication with Ada Comstock Scholars and adjust Ada Cabinet initiatives according to the expressed need of Ada Scholars at large;
- D. The Ada Comstock Program funds shall be utilized at the discretion of the Ada Cabinet. The utilization of any Ada Program funds will be voted on by the Ada Cabinet. Spending of funds above \$500 for a single purpose will be voted on by the entire Ada Comstock Program;
- E. Ada Comstock Program events hosted and funded by the Ada Cabinet will be conducted at the discretion of the Ada Cabinet in response to the needs of current Ada Comstock Scholars.

## Section 3. Cabinet Meetings

- A. The Ada Cabinet meetings shall be held weekly. The time and place of Ada Cabinet meetings are at the discretion of the Ada Cabinet;
- B. Members of the Smith community who do not serve on the Ada Cabinet shall be invited to be a guest at an Ada Cabinet meeting by a  $\frac{2}{3}$  majority Ada Cabinet vote, per meeting basis;
- C. Guests attending Ada Cabinet meetings shall not have a vote;
- D. Members of the Ada Cabinet may choose to host open hours at the discretion of the Ada Cabinet;

## ARTICLE XIV. CLASS CABINETS

### Section 1. Class Elections

Each class must elect at least the following positions to sit on Class Cabinet. The senior, junior, and sophomore Presidents shall be elected in the spring semester. The remaining senior, junior, and sophomore Class Cabinet members shall be elected in the following fall semester. The first-year class officers shall be elected in the fall. They may run for and hold an office only for a class of which they are a member. The first-year class President shall become Acting President of the incoming first-year class following the student's term as President. Candidates for class office shall be self-nominated. A class officer may run for and be elected to the same office for more than one term. However, the terms may not be consecutive.

## SECTION 2. DUTIES AND POWERS OF OFFICERS

### A. Class President

1. The student shall be responsible for maintaining communication within the class, including through meetings with the class representatives.
2. This position is not eligible to be a split ticket, with the exception of the Junior Class President. [See Section 3-E].
3. The student shall be enrolled and on campus for the full year. A student either studying abroad or graduating early is not eligible to run for this position. [See Section 3-E]
4. The student shall act as a liaison between the SGA, the administration, and the class.
5. The student shall sit on the Class Presidents' Association.
6. The student shall organize class events and fund-raisers.
7. The student shall chair weekly Class Cabinet meetings.
8. The student and Class Treasurer shall keep a record of class events, finances, fundraising, calendar and any other relevant materials to be submitted to their successor once their term is over.
9. The term shall begin at the last Class Presidents' Association meeting of the academic year following the regular spring election. It shall end on the last Class Presidents' Association meeting in that same academic year, with the exception of the first-year President [See Section 3-E]. The student shall be available for counsel to the successor for the remainder of the academic year.
10. In the event that the office of President is vacated, it shall be filled by the Vice President.

### B. Class Vice President

1. The student shall be responsible for maintaining communication with their respective class in conjunction with the President and other relevant members of Class Cabinet.
2. The student shall be a senator for the duration of the term and shall provide weekly minutes of the SGA Senate meetings to their Class Cabinet.
3. If the class decides to hold meetings with the class representatives, the student shall call, preside over and, in conjunction with the Class President, set the agenda for class representative meetings.
4. The student shall fill the office of President if it is vacated.
5. In the event that the office of Vice President is vacated, it shall be filled by a student who shall be self-nominated and appointed by the Committee on Appointments.

### C. Class Treasurer;

1. The student shall be in charge of the finances for the appropriate class.
2. The student shall receive treasurer training from the Assistant Director of Student Engagement within the first 6 weeks of their term.
3. In the event that the office of Treasurer is vacated, it shall be filled by a student, who shall be self-nominated and appointed by the Committee on Appointments.

### D. Class Secretary;

1. The student shall record minutes of the Class Cabinet and the class representative meetings if they occur.
2. In the event that the office of Secretary is vacated, it shall be filled by a student who shall be self-nominated and appointed by the Committee on Appointments.

### E. Class Historian;

1. The student shall document the history of the organization through event posters, fliers, and identified photographs of Class Cabinet leaders, class members, and events in a folder named with the organization name and year. The student shall provide [specialcollections@smith.edu](mailto:specialcollections@smith.edu) (<mailto:specialcollections@smith.edu>) and The Madeleine with access in order to be recorded in the College Archives and the yearbook.
2. In the event that the office of Historian is vacated, it shall be filled by a student who shall be self-nominated and appointed by the Committee on Appointments.



F. Class Social Chair(s);

1. The student shall help with the organization of class social activities by coordinating with the necessary agencies, setting up for events, cleaning up after events, reserving spaces through the Social Network, and planning logistics of event promotion.
2. In the event that the office of Social Chair is vacated, it shall be filled by a student, who shall be self-nominated and appointed by the Committee on Appointments.

G. Class Representatives;

1. One class representative shall be elected for every house or house complex, as defined in each house's constitution. If a house has more than 20 students of a certain class, then they may choose to elect an additional class representative. If houses have few of a certain class, then they may choose to coordinate responsibilities between two or three houses.
2. The student shall have certain responsibilities including but not limited to, maintaining communication between their respective Class Cabinet and the classmates in their house, attending class representative meetings should they occur, and volunteering at class events.

### Section 3. Specific Class Responsibilities

A. Senior Class President

1. The student shall sit on the Committee on Honorary Degrees and help organize Rally Day, the Smith Ring Ceremony, and Commencement.
2. The student shall be responsible for planning Senior Ball, Senior Week and other related activities with the Senior Class Cabinet.
3. The student shall be responsible for certain duties pertaining to commencement weekend.
4. Upon graduation, the student shall serve as the Class President for the Alumnae Association of Smith College for five years.

B. Senior Class Vice President

1. The Senior Class Vice President shall serve as the Class Vice President for the Alumnae Association of Smith College for five years upon graduation.

C. Senior Class Treasurer

1. The senior class treasurer shall serve as the Class Treasurer for the Alumnae Association of Smith College for five years upon graduation.

D. Senior Class Secretary

1. The senior class secretary shall serve as the Class Secretary for the Alumnae Association of Smith College for five years upon graduation.

E. Junior Class President

1. The student shall sit on various committees, including but not limited to the Committee on Honorary Degrees.
2. May serve as Head of Junior Ushers during Reunion.
3. The president may be elected as a split-ticket position as two candidates running together with one candidate serving as Junior Class President for the fall semester and the other serving in the spring.

F. Sophomore Class President

1. May serve as Head of Sophomore Push during Reunion.
2. The student shall serve on the Smith Ring Committee
3. The student shall be responsible for planning the Meet Your Major event.

G. First-Year Class President

1. The term shall begin at the first cabinet meeting of the academic year following the fall election. After the general Spring election, the student shall be Acting First-Year Class President until the position is elected. The student shall be available for counsel to the newly elected first-year class President for the remainder of the semester.
2. The student shall assist in the organization of activities relating to the incoming class.
3. The student shall keep a record of class events, finances, fundraising, calendar and any other relevant materials to be submitted to the newly elected first-year Class President once their term is over.
4. The student shall be responsible for all duties of the first-year Class President until the Sunday following the election of the new first-year Class President.

### ARTICLE XV. ACADEMIC HONOR BOARD

## Section 1. Mandate

The Academic Honor Board is the body that adjudicates infractions of the Academic Honor Code. These infractions include, but are not limited to, cases of academic dishonesty (plagiarism, failure to cite properly, cheating) and time violations on exams (overtimes). The Academic Honor Board provides a safe and confidential environment for students, faculty and administrators to report suspected infractions. The Academic Honor Board prescribes sanctions in cases of honor code violations by assigning penalties appropriate to the infraction. The Academic Honor Board maintains confidentiality in all cases and expects all those involved in a particular case to respect the obligation of confidentiality in order to maintain the integrity of its work.

## Section 2. Membership, Duties, Advisers, and Quorum

The Academic Honor Board shall consist of chair, a secretary, and a vice secretary (non-voting members) along with 8 voting members:

### A. The chair;

1. The student shall be a senior except if vacated and filled by the secretary of the board.
2. The student shall preside over the board.
3. The student shall have served as secretary the previous year.
4. The student shall be in good academic and honor board standing.
5. The student shall receive all reports of alleged violation of the honor code.
6. In partnership with the Dean of the College, the student shall be responsible for the introduction of the Academic Honor System to the new students.
7. In the event that the office of chair is vacated, it shall be filled by the secretary of the board.
8. The secretary of the board shall preside in the absence of the chair.
9. The student shall be a non-voting member.
10. The student shall meet with the SGA President once a semester.

### B. The secretary;

1. The student shall be a junior.
2. The student shall be elected in the spring all-college election of the student's sophomore year.
3. The student shall be in good academic and honor board standing.
4. The student shall record the minutes.
5. The student shall serve as chair the student's senior year.
6. The student shall be a non-voting member.
7. In the event that the secretary cannot attend a meeting, notes shall be taken by the Vice Secretary.
8. In the event that the office of secretary is vacated, another all-college election shall be held as soon as possible.

### C. The Vice Secretary;

1. The student shall be a sophomore.
2. In the spring of the student's freshman or sophomore year, they shall be elected in an all-college election.
3. The student shall be in good academic and honor board standing.
4. The student shall copy and prepare the materials for the meetings.
5. The student shall serve as the secretary the following year (their junior year).
6. The student shall be a non-voting member.
7. In the event that the secretary cannot make a meeting, the student will take the minutes.
8. In the event that the office of Vice Secretary is vacated, another all-college election shall be held as soon as possible.

### D. One representative each from the sophomore, junior, and senior classes, and from the Ada Comstock Scholars class;

1. They shall be self-nominated from the association at large.
2. They shall be appointed by the Committee on Appointments.
3. They shall be in good academic and honor board standing.
4. They shall be voting members

### E. Three members of the faculty;

1. They shall be appointed by the president of the college, or his or her designee, for a one- or two-year term.

2. They shall be voting members.
- F. The dean of the college;
  1. They shall be a voting member.
  2. If they cannot attend a meeting, the associate dean of the college will take their place and serve as a voting member

The honor board adviser, an administrator who is appointed by the dean of the college, works with the chair to process all reports of infractions. The dean of the class of the person called before the board serves as an adviser for the student and is present during the hearing, if one is called.

A quorum of the Academic Honor Board consists of five members of the full board: chair or secretary; two student representatives; one faculty representative; and the dean of the college or a designee. A quorum is authorized to conduct business on behalf of the full board.

### Section 3. Types of Hearings

Once the chair reviews the report of an infraction, the chair will consult with the honor board adviser to determine what type of hearing should take place.

- A. Academic Honor Board Hearing -- The full board or quorum will hear the case and determine responsibility and any sanctions for honor code violations brought forward by members of the Smith College community.
- B. Administrative Settlement -- For students who admit responsibility for violating the honor code and for certain types of infractions (such as overtimes), the chair and honor board adviser will determine the appropriate sanctions; there will be no hearing.

If an infraction is reported outside of the normal academic year, and the Academic Honor Board cannot be convened (such as after spring exams but before commencement), the dean of the college or designee will convene an administrative hearing. The dean of the college or designee will constitute the membership of the administrative hearing to adjudicate the alleged infraction.

### Section 4. Jurisprudence and Noncompliance

- A. The Academic Honor Board has jurisdiction over all alleged infractions of the honor code by students in Smith courses on or away from campus.
- B. Proceedings of the Academic Honor Board shall take precedence over all non-academic activities and may, in extreme cases, need to take precedence over academic activities. Board members, students who are the subjects of a complaint, and all advisers and witnesses notified by the board shall appear at times designated by the board and shall be excused from other obligations to participate in board proceedings.
- C. The chair, secretary and the honor board adviser may change or modify its rules and procedures. This includes those in this Article, depending on the circumstances or cases before it, in review with the SGA senate and dean of the college (or designee).
- D. The quorum of the Academic Honor Board is authorized to conduct business on behalf of the entire board.
- E. The chair and honor board adviser will adjudicate administrative settlements with a signed agreement by the student who is the subject of the infraction.
- F. The dean of the college or designee has the right to call an administrative hearing to adjudicate an honor code infraction.
- G. The failure of a student to comply with the requests of the Academic Honor Board and its designees may result in appropriate sanctioning. Repeated noncompliance will result in additional sanctions such as, but not limited to, the student being barred from registering for the next semester or receiving a diploma and/or participating in commencement activities until the student complies with all requests to the board satisfaction. The Academic Honor Board shall notify the registrar and the class deans of noncompliance with any of its decisions.
- H. In the event that a student called before the Academic Honor Board fails to appear at a scheduled hearing, the board has the right to meet without the student. The board shall not find the student responsible for the violations in question solely because of the noncompliance, however, the board may elect to make a separate charge of noncompliance to be heard at a future and separate hearing.
- I. The Academic Honor Board and its designees have the authority to impose sanctions. Parents may be notified of the student's infractions(s) at the discretion of the board.
- J. Sanctions of suspension, dismissal, or permanent separation (expulsion) may only be recommended through an honor board hearing; only the president of the college may impose such sanctions.

### Section 5. Reports of Honor Code Infractions

- A. The Academic Honor Board strongly recommends that students self-report any violations of the Honor Code.
- B. Members of the Smith College faculty and administration may refer cases to the Academic Honor Board.
- C. Any student has the right to submit a report to the Academic Honor Board.
- D. All reports should be made in writing via Smith's email to the chair.

## Section 6. Student Rights

- A. A student called before the Academic Honor Board shall have the following rights:
  - 1. The right to discuss the complaint with the chair prior to the appointment of a hearing.
  - 2. The right to accept or contest responsibility of the infraction
  - 3. The right to a hearing.
  - 4. The right to have the class dean who will serve as an adviser.
  - 5. The right to appeal the final decision (hearings only).
- B. A student called before the Academic Honor Board has the following responsibilities:
  - 1. Upon formal notification of a complaint by the chair, the student must meet with the chair.
  - 2. The student shall prepare a written response to the alleged infraction.
  - 3. The student must meet with the class dean to discuss the alleged infraction.
  - 4. The student called before the Academic Honor Board shall appear at the time the hearing is scheduled by the board.
  - 5. The student shall provide honest and forthright responses to all questions. The Academic Honor Board may incite/suggest penalties, including suspension or dismissal, for any student who is not truthful or who intentionally misleads the board.

## Section 7. Honor Board Hearings

- A. Prior to the Hearing
  - 1. The Academic Honor Board shall provide written notification to the student, informing the student of the specifics of the honor code violation. The chair will schedule a meeting with the student to review their rights, options and next steps.
  - 2. Based on the information gathered and the severity of the alleged infraction, the chair in consultation with the honor board adviser shall decide if there should be a hearing or a settlement.
  - 3. When and if the honor board decides that a hearing shall continue, the board shall request a typed statement responding to the alleged infraction from the student.
  - 4. If a hearing is not necessary, the board shall provide written notification to the student who is the subject of the complaint.
  - 5. If a hearing is deemed necessary, the chair or the secretary or the honor board adviser shall schedule the hearing and notify all concerned persons of its time and place.
- B. Hearings
  - 1. Normally, a hearing will be held at the earliest convenience of those involved, including members of the honor board.
  - 2. Hearings shall, in the ordinary course, be held in private including the honor board or its quorum. The honor board in consultation with the honor board adviser may permit designated members of the administration or the college community to observe proceedings.
  - 3. Members of the honor board may be removed or recuse themselves from sitting on a particular case for reasons of conflict of interest or otherwise.
  - 4. The secretary shall take minutes of the deliberations at the hearing.
  - 5. The chair shall summarize the complaint and inform the student who is the subject of the complaint of the specific nature of the complaint or alleged infraction.
  - 6. The chair shall make decisions regarding procedural questions arising during the hearing. Such determinations may be modified only by a majority vote of the present members of the honor board.
  - 7. The student who is the subject of the complaint is expected to be present throughout the hearing and may consult with the class dean or designee during the testimony.
  - 8. The student will read and sign their statement.
  - 9. The honor board may question the student.
  - 10. The student shall provide honest and forthright responses to all questions.

11. Following the conclusion of the hearing, the members of the board shall deliberate privately and reach a consensus on the decision of whether the student is responsible for violating the honor code. If the student is found responsible for one or more infractions, the board shall then reach a consensus on sanction(s) for the student.
12. Upon the completion of hearings and deliberations, the Academic Honor Board shall make a written decision normally within 72 hours. The decision along with any recommendations and sanctions will be made available to the student and others deemed appropriate by the board. The decision will remain in the honor board's confidential files for seven years.
13. The board may consider any testimony or evidence it deems helpful or relevant. The board's decisions are based on information brought before it at the hearing or in written statements that have been submitted to the board regarding the case.

#### C. Appeals

1. Appeals may be made only on the grounds of gross error in procedure, violation of the student's rights, new evidence, or extreme bias on the part of the honor board. Appeals may not be filed solely based on disagreeing with the board's decision.
2. Appeals of decisions of the Academic Honor Board shall be made in writing to the dean of the college within seven days of the date on the board's decision letter.
3. The dean of the college shall appoint an appeal board to review the appeal.
4. If the appeal board determines that the Academic Honor Board's decisions should be modified, it will make new recommendations and alert the dean of the college who will contact the student.

## Section 8. Administrative Settlement

#### A. Proceedings

1. An Administrative Settlement is an agreement with the student, who is the subject of the complaint, and the Academic Honor Board. The student, who is the subject of the complaint, has accepted responsibility for the honor code infraction(s), has agreed to the settlement, has no new evidence, and sees no bias in the process. Students agreeing to Administrative Settlements will sign an agreement waiving their right to an Academic Honor Board Hearing and appeal process. By signing this statement, students accept the outcome of the Administrative Settlement. An Administrative Settlement cannot result in recommendation for suspension, dismissal or permanent separation from the college.
2. The chair may offer the Administrative Settlement as an option to some students.
3. A student does not have to accept the offer for an Administrative Settlement if a hearing is preferred.
4. For serious honor code infractions, the Administrative Settlement may not be an option for students, and a hearing may be required.

#### B. Post-Settlement Actions

1. Since the student has accepted responsibility for the honor code infraction, the chair and honor board adviser will determine sanctions for approval by the dean of the college.
2. Following approval, the chair shall make a written decision normally within 72 hours. The decision will be made available to the student and others deemed appropriate by the board. The decision will remain in the honor board's confidential files for seven years.

## Section 9. Sanctions and Academic Policies

- A. Normally the Academic Honor Board issues a sanction that affects the grade of the assignment in question and/or the final grade of the course.
- B. Students found in violation of the honor code will not be allowed to drop or change the grading option for the course in question.
- C. If a student fails a course as a result of an honor board sanction the student may not use AP/IB or prematriculation credit to make up any credit shortage created by that failure.
- D. If a student taking a course with the S/U option is found to have committed a serious infraction, the Academic Honor Board reserves the right to change the grading option to a letter grade.
- E. In the event that a student called before the Academic Honor Board fails to appear at a scheduled hearing, the board shall not find the student responsible for the infraction(s) in question solely because of the noncompliance. However, the board may elect to make a separate charge of noncompliance to be heard at a future and separate hearing.
- F. In the case of a very serious infraction or in the case of repeated offenses, the Academic Honor Board may recommend to the president of the college that the student be suspended or permanently separated from the college (expelled).
- G. Sanctions of suspension, dismissal, or permanent separation (expulsion) may only be recommended through an honor board

hearing for review and approval by the president of the college.

## **COLLEGE CONDUCT BOARD**

### **Section 1. Members**

There shall be approximately seventeen (17) and no fewer than fourteen (14) members on the conduct board. There should be an approximately equal number of juniors and seniors. Positions are also available to Ada Comstock Scholars who have completed the appropriate number of credits. Positions are appointed in the spring by the current chair and the current vice chair following an application process monitored by the Elections and Appointment Committee. The incoming chair and vice chair may attend interviews but are not involved in the appointment of new members. If positions remain unfilled, appointments may be made as necessary by the current chair and current vice chair, with approval from Elections and Appointments Committee.

### **Section 2. Term of Office Members**

- A. The term of office of the conduct board is one year if elected as a rising senior or as a current senior and two years if elected as a rising junior or as a current junior. "Rising senior" is defined as any student who will have accrued 96 credits by the end of the spring semester in which the appointment is being sought. "Rising junior" is defined as any student who will have accrued 64 credits by the end of the spring semester in which the appointment is being sought.
  1. Each board member is responsible for sitting on assigned hearings, attending mandatory trainings and meetings, and adhering to the conduct board bylaws including the confidentiality code.
  2. Membership is contingent upon maintaining good academic and social standing with the college.
  3. If a member does not fulfill the responsibilities as outlined in these bylaws, or if a member is placed on academic or disciplinary probation, the board member may be removed from their position by the chair and vice chair, in consultation with the conduct board adviser.
  4. When a conduct board member resigns, the chair and vice chair may decide whether the student is to be replaced. If it is decided to replace the student, the chair and vice chair will hold interviews and appoint a new member.
  5. The chair shall meet with the SGA President once a semester.
- B. The incoming chair and incoming vice chair shall be appointed by the outgoing current chair, outgoing current vice chair, and the conduct board adviser and must have a minimum of one semester of previous board experience.
  1. If the chair resigns or is otherwise unable to complete their responsibilities as chair, the vice chair shall become chair. A new vice chair shall be appointed by the new chair and the conduct board adviser from the remaining members. A new member may then be appointed to replace the member chosen to be vice chair by the new chair and new vice chair through the application and interview process.
  2. The Chair of the Conduct Board shall meet with the SGA President once a semester, at the President's discretion, to converse on any trends or events that are affecting the students and the code of conduct, so long as it does not break confidentiality.

### **Section 3. Types of Hearings**

- A. Conduct Board Hearing - five-member panel of students, with the support of a conduct board advisor, hearing cases and determining responsibility and sanctioning for policy violations brought forward by members of the Smith College community.
- B. Administrative Settlement - an administrator sanctioning meeting with a student admitting responsibility for policy violations brought forward by members of the Smith College community.
- C. Administrative Hearing - to follow the procedures of the Conduct Board Hearing, used at the discretion of the Dean of Students. For example, but not limited to when there is a clearly demonstrated need for expediency or when the Conduct Board cannot be convened due to academic year timing. In rare instances, the conduct board may refer cases directly to the conduct board adviser.

### **Section 4. Jurisdiction**

- A. The chair, vice chair, and the conduct board adviser may change or modify its rules and procedures, including those in this Article VIII, to apply to particular facts, circumstances or cases before it, in review with the SGA cabinet.
- B. Five members of the conduct board (excluding the adviser) will constitute the number needed to conduct a conduct board hearing. One member of the administration, approved by the Chair of the Conduct Board and adviser to the Conduct Board, can adjudicate an administrative settlement with a signed agreement by the student who is the subject of the complaint.
- C. The college conduct board has jurisdiction over alleged infractions of all nonacademic rules committed by Smith College students, on or away from campus.
- D. A member of the administration designated by the dean of the college, usually the dean of students, will serve as the conduct

board adviser and be consulted for information, advice, and consultation regarding the processes of the conduct board.

- E. A college administrator selected by the conduct board adviser will advise each conduct board hearing in the role of hearing adviser.

## **Section 5. Referrals**

- A. Members of the Smith College faculty and administration may refer cases to the conduct board including those reporting to the college from outside of the Smith College community. All referrals should be made in writing and sent to the chair in care of the conduct board adviser.
- B. The residence life student staff member, area director, or house president may refer cases to the conduct board.
- C. Any student has the right to refer a case to the conduct board.

## **Section 6. Powers, Decisions and Effects of Noncompliance**

- A. The conduct board and its designees have the authority to enforce its decisions and to impose sanctions. The conduct board's authority includes, but is not limited to, the ability to issue oral or written reports, to order disciplinary probation or transfer of living arrangements or to order other appropriate sanctions. Parents may also be notified of the student's violation(s) at the discretion of the board and the dean of the students' designee.
- B. Sanctions of suspension, dismissal, or permanent separation may only be recommended through a conduct board hearing, and only the president of the college may impose such sanctions.
- C. In the event that a student called before the conduct board fails to appear at a scheduled hearing, the board will meet without the student. The board shall not find the student responsible for the violations in question solely because of the noncompliance, however, the board may elect to make a separate charge of noncompliance to be heard at a future and separate hearing.
- D. An administrative settlement may be offered when the student who is the subject of the complaint has accepted responsibility for alleged policy violation(s) and has signed an acknowledgment that such is true and that there is no basis for appeal (as appeals may be made only on the grounds of gross error in procedure, violation of the student's rights, new evidence, or extreme bias on the part of the conduct board). A student does not have to accept the offer for an Administrative Settlement if a Conduct Board Hearing is preferred.
- E. The failure of a student to comply with the requests of the conduct board and its designees may result in appropriate sanctioning. Repeated noncompliance will result in additional sanctions such as, but not limited to, the student being barred from registering for the next semester or receiving a diploma and/or participating in commencement activities until the requests have been complied with. The conduct board shall notify the registrar and the dean of the students of noncompliance with any of its decisions.

## **Section 7. Rights and Responsibilities of a Student Called For a Conduct Board Hearing**

- A. A student called before the conduct board shall have the following rights:
  1. The right to be provided with a copy of the complaint prior to the appointment of a hearing;
  2. The right to present evidence supporting the student's version of the alleged complaint;
  3. The right to a hearing;
  4. The right to accept or contest responsibility for the violations of the alleged complaint;
  5. The right to present up to three witnesses, who may be members of either the Smith College community or of the student's immediate family, who have knowledge of the student's character or the alleged infraction;
  6. The right to have an adviser of their choosing. The adviser may not be connected in any way to the specific case in question except through her or his role as adviser to the student who is the subject of the complaint. The adviser may not participate in the proceedings;
  7. The right to be present throughout the hearing and to consult with a chosen adviser during their testimony;
  8. The right to appeal the final decision of the conduct board.
- B. A student called before the conduct board has the following responsibilities:
  1. Upon formal notification by the conduct board of a complaint, a student shall submit to the board a written response to the complaint within 48 hours of such notification. Personal statements submitted to the board beyond the stated due date will not be accepted unless otherwise noted.
  2. The student called before the conduct board shall appear at the time the hearing is scheduled by the board. The student is required to ensure that the chosen adviser and witnesses are available on the date the hearing is set.

## Section 8. The Rights of a Person Filing a Complaint In a Conduct Board Hearing

A person who has filed a complaint and comes before the conduct board shall have the following rights:

- A. The right to review the statements of the student who is the subject of the alleged infraction;
- B. The right to present evidence supporting the complainant's version of the alleged complaint;
- C. The right to be notified of receipt of the complaint by the chair of the conduct board within 48 hours.
- D. The right to appeal a final decision of the conduct board.

## Section 9. The Procedure of a Conduct Board Hearing

### A. Proceedings

- 1. The definition of "proceedings" encompasses the investigation, hearing, deliberation, and if necessary, the appeal process. The definition of "written communication" and/or any mode of communication referred to hereon in this document shall be primarily through email correspondence, unless otherwise specified by the board.

### B. Prior to the Hearing

- 1. The conduct board shall provide written notification to the student or group of students who is the subject to the complaint, informing the student or students of the specifics of the complaint. Note that from here on in this document the "student who is the subject of the complaint" may also refer to groups of students who are the subjects of the complaint.
- 2. The board shall request a typed statement responding to the complaint or alleged infraction from the student who is the subject of the complaint, which should be submitted to the person in charge of conduct board scheduling within 48 hours.
- 3. The chair in consultation with conduct board adviser will consider, based on the substance of information gathered and the statement of the student who is the subject of the complaint, whether a hearing is necessary. If either the board or the student who is the subject of the complaint determines a hearing is needed, one shall be called. The board may also appoint a third party investigator to interview and gather further information and present findings to the board.
- 4. If a hearing is not necessary, the board shall provide written notification to the student who is the subject of the complaint. If a hearing is deemed necessary, the chair or the conduct board adviser shall schedule the hearing and notify all concerned persons of its time and place. Normally a hearing will be held at the earliest convenience of those involved, including members of the conduct board.

### C. Hearings

- 1. Hearings shall, in the ordinary course, be held in private including five members of the board, the hearing adviser, the student who is the subject of the complaint, the person filing the case, and all appropriate advisers and witnesses. The conduct board in consultation with the conduct board adviser may permit designated members of the administration or the college community to observe proceedings.
- 2. A record of all hearings shall be made by the conduct board by digital tape recording or by another method determined by the board, which will be destroyed along with hearing notes following the appeal process.
- 3. The chair shall summarize the complaint and inform the student who is the subject of the complaint of the specific nature of the complaint or alleged infraction.
- 4. The student who is the subject of the complaint may be present throughout the hearing and may consult with a chosen adviser during the testimony.
- 5. The conduct board may call any witnesses whose testimony bears on the case.
- 6. The conduct board may hear and question each witness separately.
- 7. The conduct board insists on honest and forthright responses to its questions, and may recommend penalties, including suspension or dismissal, for any witness who is not truthful or who intentionally misleads the board. All students who testify before the board will be expected to attest to the truthfulness of their testimony.
- 8. The conduct board maintains confidentiality in all cases and expects all those involved in a particular case to respect the obligation of confidentiality in order to maintain the integrity of the proceedings.
- 9. Participants of the hearing may ask the conduct board chair to direct questions to a witness on their behalf.
- 10. Following the conclusion of the hearing, the members of the board shall deliberate privately and reach a consensus on the decision of whether it is more likely than not that the student who is the subject of the complaint is responsible for each separate violation for which they have been called before the board. Thus, the burden of proof is more likely than not to be responsible for committing a violation. If the student who is the subject of the complaint is found responsible for one or more violations, the board shall then reach a consensus on sanction(s) for the student. The hearing adviser is



present solely to advise the board and ensure that procedure is followed but may be asked for her or his opinion if deemed appropriate by the board.

11. Upon the completion of hearings and deliberations, the conduct board shall make a written decision normally within 72 hours. The decision will be made available by the designee to the student who is the subject of the complaint, the associate dean of students, and others deemed appropriate by the board. The decision will remain in the conduct board's confidential files for seven years.
12. Proceedings of the conduct board shall take precedence over all non-academic activities and may, in extreme cases, need to take precedence over academic activities. Board members, students who are the subjects of a complaint, and all advisers and witnesses notified by the board shall appear at the times designated by the board and shall be excused from other obligations to participate in board proceedings.
13. Members of the conduct board may be removed or recuse themselves from sitting on a particular case for reasons of conflict of interest or otherwise.
14. Formal rules of evidence or procedure shall not apply to hearings of the conduct board. The board may consider any testimony or evidence it deems helpful or relevant. The board's decisions are based on information brought before it at the hearing or in written statements that have been submitted to the board regarding the case.
15. The chair shall make decisions regarding procedural questions arising during the hearing. Such determinations may be modified only by a majority vote of the present members of the conduct board.

#### D. Post-Hearing Actions and Appeals

1. The conduct board may take such actions as are necessary to enforce its decisions.
2. Appeals of decisions of the conduct board shall be made in writing to the appeal board, c/o the dean of the students, within seven days of the date on the board's decision letter.
3. An appeal board shall be composed of three members: the dean of the students or the chosen designee, chair; one student member of the cabinet appointed by the SGA president; and one member of the administration appointed by the dean of students.
4. The appeal board shall review the evidence presented to the conduct board, including the digital record of the hearing, and may take whatever additional steps it deems necessary to review the case according to the grounds for appeal as specified in Section 9, D-6.
5. If the appeal board determines that the conduct board's actions or decisions should be modified, it will, before making a decision, send its recommendations for modifications to the conduct board for its reconsideration. The appeal board will make its final decision following the action on reconsideration by the board.
6. Appeals may be made only on the grounds of gross error in procedure, violation of the student's rights, new evidence, or extreme bias on the part of the conduct board. Appeals may not be filed solely based on disagreeing with the board's decision.

## Section 10. Administrative Settlement

#### A. Proceedings

1. The definition of an Administrative Settlement is a conversation with the student who is the subject of the complaint and an administrator designated by the Conduct Board. The student who is the subject of the complaint has agreed to the settlement process, has accepted responsibility for the alleged policy violation(s), has no new evidence, and sees no bias in the process. Students participating in Administrative Settlements will sign an agreement waiving their right to a Conduct Board Hearing and appeal process, accepting the outcome of the Administrative Settlement. An Administrative Settlement cannot result in removal from housing or recommendation for suspension, dismissal or permanent separation.

#### B. Post-Hearing Actions

1. The designee will submit the outcome of the settlement and sanction recommendations to the chair of the Conduct Board and the dean of students for approval.
2. Following approval, the designee shall make a written decision normally within 72 hours. The decision will be made available by the designee to the student who is the subject of the complaint, the dean of students, and others deemed appropriate by the board. The decision will remain in the conduct board's confidential files for seven years.

## Section 11. Sanctions

While it is not possible to provide a complete list of sanctions for every type of infraction, the following list indicates the scope of conduct authority for the College Conduct Board and their designees.

- A. Warning: Notice orally or in writing that continuation or repetition of prohibited conduct may be cause for additional

disciplinary action.

- B. Disciplinary warning: This sanction will be in effect for a period of time to be determined by the board. Should a student who has been assigned this sanction be found responsible for another violation of the Code of Student Conduct of the same or different nature while this sanction is in effect, the conduct board may impose an additional sanction to reflect a repeated offense.
- C. Apology: Letters of apology to individuals, houses, and/or the entire Smith community designed to help the student reassess the effects of their actions. These letters will be kept as part of the student's conduct board records and will not be made public unless with the specific permission of the student.
- D. Reflection: reflection papers offer a student time to reflect on a topic and write a clear, well developed response that demonstrates that they have thought about the issue and considered all of its aspects.
- E. Restitution: Charge for damages.
- F. Loss of authority: Removal from appointed or elected office or position of authority.
- G. Removal from a college house: Permanent or temporary removal from a college house.
- H. Disciplinary probation: This sanction will be in effect for a period of time determined by the board. Should a student who has been assigned this sanction be found responsible for another violation of the Code of Student Conduct of the same or different nature while this sanction is in effect, the conduct board will be made aware of the student's standing on disciplinary probation and may impose additional sanctions to reflect a repeated offense. A student's status on disciplinary probation may have an impact on their ability to participate in certain activities connected with or related to the college both on and off campus.
- I. Loss of privilege: Including but not limited to eligibility for housing lottery, participation in parties where alcohol is served, school-sponsored excursions, and forfeiture of use of a college facility (e.g., Davis Center).
- J. In addition, the College Conduct Board does not suspend, dismiss, or permanently separate, but can make a recommendation to the President of the College to do so:
  - 1. Suspension: The rights and privileges of being a student at Smith College are suspended for a specified period of time. The individual may not participate in academic activities and is required to leave campus. The student is restricted from campus during their suspension.
  - 2. Dismissal: The individual is no longer a student at Smith College and must leave the campus. The individual may apply for readmission but should not expect the application to be considered for one full semester after dismissal. The individual may be expected to provide evidence satisfactory to the college indicating readiness to resume their college career and fulfill standards of responsible conduct and citizenship. The student is restricted from campus during their dismissal.
  - 3. Permanent separation: The individual is no longer a student at Smith College and must leave the campus. The student is not eligible for readmission. The student is restricted from campus during their separation.

*Updated August 2023*

## **Federal Disclosure Requirements & Consumer Information**

Smith College does not have a single office or administrator that responds to all consumer information questions. If you have questions about a particular federal disclosure requirement or other specific consumer information, please visit the subject link on the [Smith College Consumer Information page \(https://www.smith.edu/about-smith/consumer-information\)](https://www.smith.edu/about-smith/consumer-information).

## **Errata & Changes**

Changes to the handbook sometimes happen after the handbook is posted. In such cases, except when the changes do not change the meaning of the policies involved (changing contact info, typos and other minor inconsequential changes), those changes will be chronicled here.

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The Office of Student Affairs is responsible for maintaining the handbook and welcomes your suggestions, in person or by email to [studentaffairs@smith.edu](mailto:studentaffairs@smith.edu) (<mailto:studentaffairs@smith.edu>).