

The Bylaws of the William & Mary Graduate Business School Honor Council

APPROVED APRIL 27, 2022

The Honor Code provides general rules about the governance of the Honor System. These Bylaws augment the Honor Code and provide guidelines for the Honor Council when conducting elections of officers and members, performing the duties and responsibilities of officers and members, and dealing with any business that might arise.

I. The Graduate Mason School of Business Honor Council

A. Composition: The Council will represent members in current standing (degree seeking) within the Full-Time MBA, Executive MBA, Flex MBA, Online MBA, Masters of Business Analytics students, Online Masters in Business Analytics, and Masters of Accounting Programs. The Council consists of 15 students. The Council shall attempt to recruit at least one member from each program and will seek diversity in terms of the programs represented.

B. Officers and Committees

1. Co-Chair: The Council will elect two members as Co-Chairs.
2. Secretary: the Council will elect one member as Secretary.
3. Standing committees will include:
 - a. Outreach and Education
 - b. Faculty relations
4. The Co-Chairs can appoint other committees and work groups as needed.

C. Election Procedures

1. The Co-Chairs are elected by the Council's members each year by a majority vote of the members in the spring semester. Eligible candidates for these positions must come from that same First-Year Full-Time MBA student body.
 - a. The Council will conduct elections of the Co-Chairs on or before April 15th. The Co-Chairs will be selected from the First-Year MBA student body to ensure continuity.
2. The election of student body representatives (I.A.) will be conducted on or before September 15th of each year. Representatives (I.A.) must be a member of the prescribed student body in good academic and conduct standing.
3. All graduate business students in good standing (and in the programs outlined in I.B.1 and I.B.2) not previously found responsible for violating the Honor Code will be eligible to submit a Statement of Interest (SOI) to run for the Council.
4. The Co-Chairs will advertise and hold informational meetings for interested students at least two to three (2-3) weeks prior to the date of the Council elections. The exact timing will be based upon the academic calendar. These meetings will outline the Council's responsibilities and application procedures.
5. Statement of Interest
 - a. The Statement of Interest will consist of the following: General information, the student's reasoning for their desire to join the Council, and any other appropriate questions as determined by the Co-Chairs.
 - b. Students must submit a Statement of Interest to the Co-Chairs by the deadline

established in advance and communicated to the applicants. Based on the previously communicated timeline, the Co-Chairs will distribute the submitted Statement of Interests to the applicable program student body by the following Monday.

6. Polling will be conducted using an electronic online voting system chosen by the Co-Chairs.
7. The Co-Chairs will certify the results at the end of voting on the date(s) of the Council elections. The appropriate number of candidates pursuant of their respective program's Council representation noted in Section I.A. above who hold the plurality of the votes will be considered elected the Council. The Co-Chairs will, within 7 days, publish the results of the election on their website. A candidate may request a recount or contest the election for good cause, as determined by the Co-Chairs.

D. Training

Honor Council training and orientation will be conducted within the first two (2) weeks following the announcement of the Council election results. Training will be organized and conducted by the Co-Chairs and the Director of Community Values & Restorative Practices (SARP) (or designee).

E. Duties of Members:

Attend monthly business meetings:

- a. Members will be required to attend monthly business meetings.
- b. The Secretary will take the roll at each weekly meeting, noting the absence of any member. Remote participation will be available under reasonable circumstances.
- c. Members who must miss the monthly business meeting must notify the Secretary at least one (1) hour prior to the meeting.
- d. Members will make every reasonable effort to arrive at a monthly business meeting promptly. If a member arrives more than five (5) minutes late, the Secretary will record the member as tardy. Every two (2) unexcused tardies will be counted as one (1) absence.
- e. Members who miss two (2) or more unexcused business meetings must be impeached by the Co-Chairs. Impeachment procedures are enumerated in [II.D.] below.
- f. The determination of unexcused absences will be left to the discretion of the Co-Chairs. Excused absences typically will include unforeseen issues that arise such as illness and personal emergency, scheduled academic requirements, and scheduled work commitments. Routine academic demands generally will not be considered for a reason for an excused absence.

Assist with Education Initiatives:

- g. Members of the Council will assist with the education of the Business School community by participating in student and faculty outreach as planned by the Outreach and Faculty Liaison Committees.

Participate on Committees:

- (1) Members of the Council will sit on at least one committee, both annual and ad hoc (if necessary), in order for the Council to function well and obtain its objectives.

Participate on Cases

- h. Members must participate in casework, including serving on Investigating Committees, Panel Authorization Committees, Panels, and as Procedural Advisors. Members are expected to share the workload of the Council as much as possible.

- F. Vacancies:** If a Member does not return to the university for any reason, resigns their seat, or is removed from the Council pursuant to II.D.7., the seat will be considered vacant. In the event of a vacancy, the Council must publicize the opening to the Business School student body and accept Statements of Interest for at least one week. The Council then will meet with the candidates in-person (or via Zoom). After this period, the Council will consider the applicants and elect, by a majority of the entire council, a new member who meets the requirements outlined in [I.B.] to fill the seat until the next annual election. Members will be permitted to participate in voting using electronic voting if unable to attend the meeting.

II. Graduate Mason School of Business Honor Council Officers

A. Election of Officers:

Members will elect officers of the Council annually in a scheduled or special meeting within one (1) week following the training of the new members (I.C.1.). The Co-Chairs will conduct these elections. Members of the newly elected Council, except the Co-Chairs, are eligible to run for each office. All members will have one (1) vote for each office election. Each officer will be elected by a simple majority.

- B. General Council Officers:** The General Council Officers will conduct most of the administration of the Council and serve as liaisons with the university administration. These Officers will serve in their distinctive capacities alongside the duly elected Co-Chairs of the Council.

Secretary

- a. Any member can hold the position of Secretary
- b. The Secretary will be responsible for taking minutes and attendance at any business meeting of the Council and posting meeting minutes to the Council's Box site within 48 hours of Council meetings.
- c. The Secretary will also be responsible for enforcing any policies set forth in these Bylaws regarding attendance at business meetings.
- d. The Secretary will conduct any business if the Co-Chairs are unavailable to do so. This includes, but will not be limited to, chairing Panels, meeting with Respondents and reporting parties, and meeting with members of the university administration.

- C. Committees and Committee Chairs:** Committees and committee chairs will be appointed by the Chair to carry out the business of the Council. These appointments will be made before the second business meeting of the New Council.

Outreach Committee

The Outreach Committee will be responsible for promoting the Honor Council's mission to the campus community. The Outreach Committee will be responsible for promotion and support of the Council, and honor education and prevention to the Graduate Business Students.

Faculty Liaison Committee

The Faculty Liaison Committee will be responsible for ensuring positive relations between the Council and faculty members. The Committee's primary goal will be to act as a resource for the faculty to provide information on preventing honor violations and on the potential role of faculty in the adjudication process.

Ad Hoc Committees

The Co-Chairs may appoint ad hoc committees to address any issues that arise.

D. Impeachment and Removal of Members or Officers

Impeachment

- a. "Impeachment" is defined as charging a member or officer of the Council with improper conduct, including, but not limited to, violations of the Honor Code, serious Student Conduct violations, failure to comply with these Bylaws and/or other policy set forth by the Council, and/or negligence in duties incumbent upon a member or officer of the Council.
- b. Any member of the Council may bring charges of impeachment against a Member or Officer.
- c. Prior to bringing charges of impeachment, a Member will consult the Co-Chairs regarding the process of impeachment and removal contained in these Bylaws. (If one of the Co-Chair's improper conduct is alleged, the concerned member should consult with the other Co-Chair). If both Co-Chairs are suspected of wrongdoing, the members should consult with Carlane Pittman-Hampton and/or Director of SARP or designee.
- d. Any Member can propose a motion of impeachment at any scheduled or special meeting of the Council. Said proposed impeachment will be communicated by the initiator to the Council and must be seconded by another Member to be considered. Once a proposed impeachment has been seconded, the Council may conduct the debate at that time or another scheduled time and place no later than one (1) month removed from impeachment proposal being seconded. The Council will then debate the grounds for impeachment for validity and coherence pursuant to II.D.1.a. Once deliberations are concluded, any Member can move to vote for impeachment. Only one other Member is necessary to second the motion to vote. The voting will take place immediately at that time with a 2/3 majority of Members present necessary to impeach.
- e. Any Member(s) or Officer(s) who has had another Member(s) move to impeach that Member or is waiting for an impeachment trial will be prohibited from voting on impeachment or removal from office (II.D.3.) during that period of time.

Impeachment Hearing

- f. At the next regularly scheduled meeting following a motion for impeachment of a Member or Officer, one Co-Chair will present for discussion the alleged improper conduct of the impeached Member or Officer, with the impeached Member or Officer present.
- g. All discussion will be kept strictly confidential.
- h. During the discussion, the impeached Member or Officer will have an opportunity to speak to the Council regarding the alleged improper conduct.

Vote on Removal of an Officer from Office

- i. An impeached Officer will be removed from office if and only if a minimum three-fourths ($\frac{3}{4}$) majority of those present votes for removal from office.
- j. Removal from Office will not constitute removal from the Council. An additional discussion and vote on removal from the Council must be conducted for an Officer to be removed from the Council, in the same manner as any other Member, and per the rules contained in these Bylaws for removal from the Council.

Removal of Committee Heads and Members

- k. Chairs and members of annual, ad hoc, and other committees may be removed by

the Co-Chairs at any time, without impeachment or a vote on removal.

Vote on Removal of a Member from the Council

- l. An impeached Member will be removed from the Council if and only if a minimum 2/3 majority of those present votes for removal from the Council.

Removal of an Officer from Office

- m. Removal of an impeached Officer from Office will occur immediately following the 2/3 majority vote pursuant to II.D.3.a.

Removal of a Member from the Council

- n. Removal of an impeached Member from the Council will occur immediately following the 2/3 majority vote pursuant to II.D.5.a.

III. Conducting Business: Monthly Business Meetings

A. Monthly Business

The Council will hold business meetings monthly during the academic year. The Chair will preside at these meetings. If neither of the Chairs is able to preside, the Secretary will preside.

A quorum of 50% + 1 of current Members will be required to conduct any official business at monthly business meetings.

B. Meeting Agenda

The Co-Chairs will set an agenda for each monthly business meeting. The agenda will include:

- a. A report from the Chairs.
- b. A report from the Secretary.
- c. Reports from the committee chairs, ad hoc committee chairs, and other individuals responsible for Council initiatives.
- d. Old and new business, including Council logistics, training, and case debriefs and updates.

C. Council Administrative Decisions

1. Council decisions will be made by a simple majority vote, unless otherwise specified in the Honor Code or these Bylaws. If business decisions must be made when the full Council is unable to meet, the Co-Chairs will be authorized to make such decisions as necessary, in consultation with the Secretary and any appropriate committee chair(s). The Co-Chairs will notify the entire Council of such decisions as appropriate, and as soon as possible.
2. Due to the composition of the council, including professional and online students, members may vote electronically.

IV. Policies and Procedures for Level I (Optional Early) Resolution Process

A. Early Resolution under the Honor Code

The Graduate Business Honor Council has a mechanism to resolve first-time, minor infractions of the honor code as defined in the Level I Criteria Chart.

1. If an instructor (Reporting Party) suspects a violation of the Honor Code, the party will meet or speak with the Respondent to request an explanation of the observed conduct. The Respondent will have 24 hours to respond. If, upon discussing the matter, the instructor is not

satisfied with the Respondent's explanation, or if the student does not respond, the reporting party will contact the Honor Council at masonhonor@wm.edu.

2. One of the Co-Chairs will meet with the faculty member to develop the instructor's narrative of the incident.
3. The designated Co-Chair will contact SARP to ascertain whether the student is eligible for Early Resolution.
4. If the Respondent is eligible, the designated Co-Chair and a Procedural Advisor will meet with the Respondent. The Procedural Advisor will notify the Respondent of their rights and responsibilities in accordance with Section V of the Honor Code. If the Respondent's narrative of the case aligns with instructor's narrative, the Co-Chair will notify the Respondent regarding eligibility for Early Resolution.
 - a. If the Respondent chooses Early Resolution, the Respondent can sign a Summary of Facts developed by the Co-Chair. The Co-Chair also will give the Respondent the option to opt for a three-member sanctions panel in lieu of a full six-member panel.
 - b. If Respondent's narrative contradicts the instructor's statement, further investigation will be necessary to determine the facts of the case. The Co-Chair then will refer the case for resolution via the standard honor resolution process. The Co-Chair will appoint the Investigation Committee within two working days.
5. If the case is to be resolved through the Early Resolution, the Co-Chair will convene a sanctions panel.
 - a. The maximum sanction available for Early Resolution will be Deferred Suspension for a period of two semesters.
 - b. The Respondent will be given the option to present up to two-character statements or witnesses and information the Respondent believes may constitute extraordinary factors to be considered in determining the appropriate sanctions.
6. The Presiding Chair presiding over the Sanctions proceeding will notify SARP of the sanctions imposed by the panel within one working day.
7. If at any time the Respondent withdraws their acceptance of responsibility, the Presiding Chair will refer the matter immediately to the standard Honor Code Resolution Process. The Presiding Chair will appoint a Procedural Advisor and notify the Director of SARP immediately.

V. Policies and Procedures for Level II (Full) Honor Code Resolution Process

A. Preliminary Matters:

1. Pursuant to the Honor Code, if a Respondent or Reporting Party notifies the Co-Chair(s) of a potential violation before SARP is notified, the Co-Chair will notify SARP immediately so SARP can ensure the Respondent has been provided proper notice and the opportunity to explain first as provided in the Honor Code (or that the Respondent has been provided this opportunity in good faith and has failed to respond). SARP will inform the Co-Chairs whether and when such conversation (or good faith attempt) has occurred and when the matter is ready for the Co-Chairs to proceed.
2. When SARP has indicated the matter is ready for the Council to proceed, a Co-Chair and Procedural Advisor (PA) will meet with the Respondent and provide a copy of the written allegation, the Honor Code, an honor process flow chart, and a copy of the CHAP contact form.
 - a. During this meeting, the PA will discuss with the Respondent their rights and duties

- and the investigation process as detailed in the Honor Code and will explain the role of the PA under the Code.
- b. The Co-Chair will notify the Investigating Committee Chair (ICC) when this meeting has taken place so that the investigation can begin as soon as possible thereafter.
- 3. As detailed in the Honor Code, Respondents have the right to a student advisor.
 - a. Current members of the Honor Council will not serve as a student advisor.
- 4. The PA will make a diligent effort to meet with the Reporting Party to discuss rights and duties and the Honor process as detailed in the Honor Code. The PA will also offer SARP's assistance.

B. Investigation

1. After receiving an official report, the Co-Chair will appoint an Investigating Committee (IC) of between two (2) and four (4) Honor Council members, or non-members if necessary, to collect and preserve available information related to the case.
2. Of the appointed IC members, one (1) will be designated the Investigating Committee Chair (ICC). The ICC will lead the investigation and arrange all interviews and develop a plan to procure all other relevant information. The ICC will use the Investigation Planning Form to outline the investigation plan and will consult with the Director of SARP regarding the plan prior to proceeding.
3. During all interviews, members of the IC will take notes, noting the date, time, place, and relevant witness statements. The witness or party must review and sign off on the interview notes in order to ensure their accuracy. Members of the IC may use a computer to take notes. The witness or party must then place an electronic signature in the electronic file of notes to ensure the accuracy of the notes (an email response affirming the accuracy of the notes, sent from the party's official W&M email account, will suffice as sufficient verification).
4. The Investigating Committee (IC) will meet with the Respondent, the Reporting Party, and any relevant witnesses and will obtain documents and other relevant information.
5. The ICC will request assistance from SARP if any necessary party refuses to cooperate.
6. The ICC will direct the writing of the investigative report, listing interviews and briefly describing the nature of the all relevant statements, listing all relevant documentary information.
7. If the Chair or designee grants an extension for the investigation to continue beyond the seven (7) working days allotted by the Honor Code, the justification for such an extension must be provided to both the Reporting Party and the Respondent in writing.
8. If a Respondent has medical information or documentation that they believe is relevant to the determination of judgment or sanctions, the Chair will direct the Respondent to submit the documentation to SARP¹. The Medical Review Committee (MRC) will review the documents presented by the Respondent and will provide a summary and guidance to the Council. The Council cannot receive medical documentation directly and must refer to the interpretation and guidance provided by the MRC.

C. Panel Authorization Committee (PAC)

1. If the composition of the Council includes professional and online students, the PAC meeting may take place via video conference if an in-person meeting is impractical or impossible.

¹ See <https://www.wm.edu/offices/deanofstudents/services/communityvalues/honorcodeandcouncils/process/index.php> ("How the Process Works" for more information and the pertinent procedures.

2. If the PAC finds sufficient information by at least a two-thirds (2/3) vote, the PAC will create (1) a brief written statement summarizing the committee's finding of sufficient information, and (2) an allegations sheet with the recommended allegations to be reviewed by the Chair, a list of material witnesses expected to provide information, and a summary of the alleged conduct in violation of the Honor Code. The Chair then will refer the case to a Panel.
3. If the PAC finds by at least a two-thirds (2/3) vote that more information must be collected before a final determination can be made, it will send the investigative report back to the Investigating Committee Co-Chair.
 - a. The PAC will include a transfer form detailing any information it believes is missing from the report.
 - b. The IC will have forty-eight (48) hours to collect the requested additional evidence and return the report to the PAC. If more time is needed, the ICC will file a request for an extension with the Co-Chair who will determine whether to grant an extension. If the additional information is not available, then it will be the responsibility of the PAC to decide if the available information is sufficient to refer the matter to a Panel. The ICC will consult with the Director of SARP or designee as needed.
4. If the PAC finds insufficient information, the case will be considered closed. The Co-Chair will inform the Respondent of the decision. SARP staff will inform the Reporting Party of the decision.

D. Pre-Panel

1. The ICC will prepare a case file detailing all pertinent information, including the allegations sheet, the PAC transmittal, the IC report, any documentary information or other documents necessary for the Panel proceeding. The ICC will ask SARP to prepare seven (7) copies of this file², or in the event of a three-person panel, four (4) copies: one (1) for each of the panel members, and one (1) for the Co-Chair.
2. Prior to the Panel, the Co-Chair, the PA, the Respondent, and student's advisor (if applicable) will meet to discuss the Respondent's Panel rights and duties. During this meeting the Co-Chair will provide the Respondent with paper copies of any necessary documentation as listed in the Honor Code, and, as necessary, electronic copies of these documents.
3. The Honor Code directs the Co-Chair to schedule the date, time, and place for a panel with respect for the rights and duties of the Respondent and the Reporting Party. The Co-Chair may arrange for witnesses and other parties to participate remotely via telephone or internet (e.g. Zoom) if such parties are unable to attend in person.
4. The PA will make a diligent effort to meet with the Reporting Party prior to the panel to discuss the Reporting Party's rights and duties, and answer any of the Reporting Party's questions.

E. Judgment Phase

1. Advising
 - a. The Presiding Chair and/or the Director of SARP can opt to have a designated advisor, selected by SARP, present at the proceedings. Such advisor will not actively participate in the questioning of parties or deliberations regarding judgment or sanctions, but the advisor can provide guidance to the Chair regarding proper procedures and precedent and, if necessary, how to conduct an appropriate and fair panel proceeding.

² Or, if the Panel is occurring via Zoom, the Chair will notify SARP of the number of copies needed.

2. General Procedures.

Prior to the start of the judgment proceeding, the ICC will prepare the room for the Panel by arranging chairs, distributing documentary information (case files), setting up the digital recorder and conference phone (if necessary), and ensuring that necessities (pens, highlighters, etc.) are available to each participant.

- a. Prior to the start of the proceeding, the ICC and PA will make sure all panel members, witnesses, the Respondent, and Reporting Party are present or otherwise available to participate.
 - b. If the Respondent has duly informed the Chair in advance of their desire to hold an open Panel, the Chair will do the following, in order to maintain proper and effective functioning of the Honor proceeding as protected under the Student Code of Conduct and the Honor Code and maintain fundamental fairness during the proceedings as described by the Honor Code:
 - i. Prior to the start of the proceeding, the Chair will instruct all attendees of the requirement to remain silent and respectful of the proceedings, and that failure to comply with these instructions can result in removal from the proceeding (SARP will provide written instructions to be read by the Chair at the proceeding).
 - ii. In the event that a disruption is egregious enough to warrant student conduct charges where applicable, the Chair can refer the student to SARP for consideration of student conduct allegations.
 - c. In accordance with the Panel script, the Chair will record an introduction to the recording. This recording will include the date, time, and place of the proceeding; the allegations and the names of the Respondent, the student advisor, the PA, the ICC, the Panel members, the Panel Secretary, and the Chair.
 - d. The PA will be present at the panel for the benefit of the Respondent, the Reporting Party, and the Chair. The PA will not speak during the proceedings but may make requests to correct procedural errors and maintain the Honor Council Panel process.
 - e. During the Panel, and pursuant to the standards provided in the Honor Code, the Chair may limit the presentation of new information if it is not relevant, if it is repetitive, and/or does not contain adequate indications of reliability. Additionally, the Chair may limit presentation of new documentary and/or new tangible information if it is not relevant and/or it offers no adequate authentication or indication of reliability.
 - f. The Chair will bring the Respondent and student advisor (if applicable) into the room for the introduction of the panel, reading of the allegation(s), and the Respondent's entry of a response to the allegation(s).
 - g. Following these procedures, the Reporting Party will be given an opportunity to present an opening statement.
- ## 3. Participation of the Reporting Party
- a. The Reporting Party will make their statement first. The Reporting Party will begin by making a statement but may request that the ICC begin questioning in lieu of a statement. If the Reporting Party chooses to make a statement, then the ICC will question the Reporting Party immediately following this statement. The Chair will question the Reporting Party next, then the Panel will question afterward, and finally the Respondent and/or student advisor (if applicable).
 - b. After the Reporting Party's has given their statement (or relayed information through questioning), the Chair will offer an opportunity for final questions to first the ICC, the Respondent, and finally the Panel.
 - c. After the Reporting Party is finished speaking and all questions have been asked, the Chair will encourage the Reporting Party to remain for the duration of the proceeding. If the Reporting Party chooses to leave, the Chair will ask the party to privately leave a

- phone number if the panel needs to contact the party for further information.
4. Participation of Material Witnesses
 - a. The Chair will call any material witnesses.
 - b. Each witness will either provide a statement or request that the ICC begin questioning in lieu of a statement. If a witness chooses to make a statement, the ICC will question the witness immediately following their statement. The Chair then will question each witness, followed by the Panel, the Respondent and/or student advisor (if applicable), and the Reporting Party.
 - c. After each witness has made a statement (or provided information through questioning), the Chair will offer an opportunity for final questions first to the ICC, then the Respondent, and finally the Panel.
 - d. The Chair will excuse each witness after their portion of the proceeding and will request from the witness privately their phone number in case the panel desires to contact them for further information.
 5. Participation of the Respondent
 - a. The Respondent will participate last. The Respondent will begin by making a statement but may request that the ICC begin questioning in lieu of a statement. If the Respondent chooses to make a statement, then the ICC will question the Respondent immediately following this statement. The Chair will question the Respondent, followed by the Panel, the Respondent's Student advisor (if applicable), and the Reporting Party.
 - b. After the Panel has questioned all parties, the Chair will excuse the ICC.
 - c. If the Reporting Party has chosen to remain, the Chair will offer the party the opportunity to present a closing statement prior to the Respondent's opportunity to present a closing statement. The Chair may instruct the Reporting Party regarding the purpose of a closing statement.
 - d. Before closing the Judgment Phase of the proceeding, the Chair will instruct the Panel that the Respondent student is to be found not responsible unless at least five of the six (5 of 6) members (at least two of three in the case of a three-person panel) find responsibility beyond a reasonable doubt. The Chair will read from the Honor Code the definition of reasonable doubt.
 - e. The Chair then will declare the proceeding closed, excuse the Reporting Party (if still present), and leave the room with the Respondent and the student advisor (if applicable) to allow the Panel to deliberate. The Panel may confer with the Chair and representatives from SARP for questions regarding case precedent or interpretation of the Code.

F. Judgment Deliberations

1. The Panel will hold judgment deliberations in private. The panel will not record the deliberations.
2. After completing discussion and conducting a final vote, thereby reaching a judgment, the Panel Secretary and panel members will write a rationale for the judgment to be uploaded to the student's casefile in Advocate.
3. The Panel will inform the Chair when it has reached a judgment and completed the rationale.
 - a. If the panel finds the Respondent responsible for one or more violations, the Chair will inform the Respondent and instruct them that the panel will proceed to the sanctions phase of the proceeding. Typically, this will occur immediately, but, in the Chair's discretion, the Sanctions phase can be postponed due to the length of time taken in the Judgment phase, the emotional state of the Respondent, or for other good cause. If the Chair postpones the Sanctions phase, the Chair will work diligently to reschedule the Panel within five working days.

- b. If the panel finds the Respondent not responsible on all violations, the Chair will deem the case closed and excuse the Panel and will inform the Respondent of the judgment. The Chair will inform the Respondent that SARP will notify them in writing within the next two working days to document the decision officially.

G. Sanctions Phase

1. If the panel finds the student responsible on one or more violations, the Chair will convene the Sanctions Phase if time permits. The Chair will open the sanctions phase and report the panel's judgment for the recording. The Chair will explain that the sanctions proceeding is not for reassessment of responsibility, but for determination of appropriate sanction(s).
2. The Chair will open the letter containing the Respondent's prior record of Honor or Student Conduct violations provided by SARP.
3. The Chair will offer the Respondent an opportunity to present an opening statement, highlighting any extraordinary circumstances regarding the violation or the matters affecting the student at the time of the violation.
4. The Chair will offer the Respondent an opportunity to present up to two character witnesses, who will speak to the Respondent's character and contribution to the university community and, if known, the Respondent's learning, insight and remorse post-incident. Character Witnesses will be limited to speaking only about these matters and will not be permitted to introduce documentary information. The Panel and Co-Chair may ask each character witness for more information to gain further insight into the character of the Respondent.
5. The Respondent will be permitted to make a brief closing summary no longer than ten minutes.
6. The Chair will remind the panel that sanction determination begins with suspension from the university, but the panel may deviate from the presumed sanction at its discretion if it finds extraordinary circumstances exist; any sanction must be agreed to by a vote of at least four of the six (4/6) panel members (or, at least 2 of 3 panel members in the case of a three-person panel).
7. The Chair will declare the proceeding closed and instruct the Respondent and student advisor (if applicable) to exit the room/Zoom session.
8. The Chair will instruct the Respondent that the Chair will provide the sanction decision in a sanction delivery meeting to be scheduled no more than two working days following the proceeding. The Chair and a member of SARP staff will inform the Respondent of the sanctions and appeal options at the meeting.

H. Sanctions Deliberations

1. The panel will hold the sanctions deliberations in private and will not record the deliberations.
2. The Panel Secretary, with assistance from the panel, will write a rationale explaining the reason(s) behind the sanction. This rationale will be uploaded to the student's case record in Advocate.
3. The panel will inform the Chair when a decision is made.

I. Post-Panel

1. The Panel Secretary will prepare the written panel notes and rationale for uploading to the student's case record in Advocate no later than forty-eight (48) hours of the proceeding. Upon uploading the notes/rationale document, the Panel Secretary will email SARP@wm.edu to inform them. The Chair will deliver all panel materials, including the recorder, all casefiles, and notes, to SARP the first working day following the proceeding.
2. The Panel Secretary will complete and send thank you notes/emails to all witnesses involved in both judgment and sanctions phases.

3. The Panel Secretary will remove any writing pertaining to the case on the whiteboard of the room where the panel takes place and will return to the room furniture to its original configuration.
4. The Panel Secretary will, at the end of each case, create a brief summary of the case in a manner that does not identify the student, to include the allegations, a short summary of the facts of the case, the findings, and sanctions imposed; this information will be used by the Honor System Advisory Committee, provided to student media publications, and will be posted on the Honor Council website at the end of each semester. The Panel Secretary will email this summary to SARP@wm.edu.

VI. Other Proceedings

- A. Reinstatement Panels:** Per requirements detailed in the Student Handbook, a student who receives a suspension as sanction for an Honor Code offense must petition for reinstatement to the university through a reinstatement panel.
1. A panel of consisting six (6) members will sit each reinstatement panel. Of those six (6) members, at least three (3) members will have served on the student's original panel, when possible. If three (3) original panel members are unavailable, the Presiding Chair will appoint replacement members. The Presiding Chair will appoint one member to serve as Panel Secretary.
 2. The Chair will record an introduction to the recording which includes the date, time, and place of the proceeding; the petitioner's name; the original violation of the Honor Code for which the respondent was found responsible; the student advisor's name (if applicable); the Investigating Committee Chair's name; the members sitting the reinstatement panel, the reinstatement Panel Secretary, and the Chair.
 3. The Chair will bring the respondent and student advisor (if applicable) into the proceeding for introduction to the reinstatement panel.
 4. The Chair will remind the respondent and each witness that they must participate "fully and truthfully" and must answer all direct questions and not withhold any information unless as a student, the respondent invokes the right against self-incrimination as provided in the Honor Code. The Presiding Chair will secure acknowledgment and affirmation from each witness that the witness will comply with these instructions.
 5. The Chair will offer the respondent an opportunity to make an opening statement.
 6. The Chair will offer the respondent an opportunity to present character witnesses, who may provide statements as to the petitioner's character, reflection, and the growth and development the witness has observed in the respondent post-incident. The Chair may limit the total number of character witnesses allowed to participate, to no more than two (2).
 7. The Chair will offer the respondent an opportunity to make a closing summary and argument.
 8. The Chair will instruct the readmission panel that reinstatement requires the agreement of at least four of the six (4/6) panel members and then will declare the proceeding closed and leave the proceeding room with the respondent and student advisor (if applicable).
 9. The reinstatement panel will deliberate in private and will not record the deliberations. The reinstatement panel will inform the Presiding Chair when it has decided on reinstatement. The Presiding Chair will inform SARP of the decision and its written rationale within 48 hours, and SARP will contact the respondent to inform them of the decision within two working days following this notification.
 10. If denied reinstatement, a respondent may reapply for reinstatement during the next

academic term; either the spring, summer, or fall.

11. The Panel Secretary will upload to Advocate the typed notes of statements and the rationale for the decision; copies of letters sent to the witnesses; the original copies of any documentary information considered. The Panel Secretary will bring all hard copies of the files, all notes, and the digital recorder to SARP by the first working day following the proceeding;

VII. Amendments

A. Amendments to the Bylaws

1. Any Member of the Council can propose an amendment to these Bylaws in writing (or via email to the masonhonor@wm.edu email account), etc.). The Member who proposes an amendment will communicate the proposed amendment to the Council. If a proposed amendment is not made during a Council meeting, The Chairs will share the Amendment in writing with the entire Council within two working days. If a Member seconds the proposed amendment, the Chairs will schedule a meeting to discuss the proposal within four weeks.
2. The Member proposing the amendment will draft any proposed ideas into formally proposed amendments for presentation, discussion, and debate at the subsequent business meeting.
3. The Council meeting to debate a proposed amendment must take place no later than four working weeks. the Council will then debate the amendment for validity and congruence with the Honor Code at this meeting. Quorum for a proposed amendment meeting will be pursuant to Section III.A.2. of these Bylaws.
4. The proposed amendment may be modified by the Council by a consensus.
5. Any Member except the Member who proposed the amendment may move to vote on the proposed amendment up for debate. Another Member except the Member who proposed the amendment may second the motion to vote.
6. All members will have one (1) vote for the proposed amendment. A two-thirds ($\frac{2}{3}$) majority of the voting Members is necessary for the amendment to pass.
7. Once an amendment has been passed by the Council, the Chairs will forward the amended Bylaws for consideration by the Honor System Advisory Committee in accordance with Section XIII.D.2 of the Honor Code.

Graduate Business Honor Council

Case Disposition and Sanctions Criteria

Level I Criteria	Means for Resolution	Grading Consequences	Sanctions
<ul style="list-style-type: none"> Plagiarism in the form of inadequate paraphrasing or direct use of another's words, without quotation marks, with intent to deceive or intent to disregard proper scholarly procedure, affecting an insignificant portion of the work; source is cited. Unauthorized collaboration on a homework assignment. Plagiarism: Inadequate paraphrasing or direct use of another's words, without quotation marks, with intent to deceive or intent to disregard proper scholarly procedure, affecting a significant portion of the work; source is cited. Plagiarism: Direct use of others' words, without quotation affecting a minor portion of the work; source is not cited. Submitting one work for two courses without advanced permission from the current instructor Providing work to another student and/or enabling another student's dishonesty 	<ul style="list-style-type: none"> Faculty/Student Early Resolution with referral to Honor Council for determination of sanctions <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> Either party may opt for formal review and resolution by the Honor Council 	<ul style="list-style-type: none"> Reduced grade on the work <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> A failing grade or grade of zero on the work 	<ul style="list-style-type: none"> Deferred Suspension for one full academic semester (Early Resolution). Deferred Suspension for one academic year (Full Formal Process) <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> The instructor or the Council may require student to re-submit the work for no additional credit, may require the student to confer with the Writing Resource Center, or may refer the student to a time management/study skills consultation in the Dean of Students Office.

Level II Criteria	Means for Resolution	Grading Consequences	Sanctions
<ul style="list-style-type: none"> • Plagiarism: Direct use of others' words, without quotation, affecting a significant portion of the work; source is not cited • Inventing or falsely attributing the sources used in a paper or other work • Cheating on an examination • Falsifying data or research • Submitting a fraudulent excuse to receive an extension on an assignment or examination • Bringing materials or equipment into a room where an exam is being given in contradiction of school/department or the instructor's course policies • Using or viewing any materials or equipment, including a cell phone or other electronic device, during an examination without explicit instructor authorization • Enlisting another to take an examination for you; taking an exam for someone else • Unauthorized collaboration on a take-home exam or paper • Submitting a paper, project, thesis or other assignment as one's own that has been significantly created by someone else, whether the work has been purchased, borrowed, found, etc. • Soliciting another to participate in unethical behavior • Any prior violation of the Honor Code. 	<ul style="list-style-type: none"> • All Level II violations must be referred to the Honor Council for investigation and, if necessary, hearing. 	<ul style="list-style-type: none"> • Failing grade in the course or a course grade reduction 	<ul style="list-style-type: none"> • Deferred Suspension, Suspension, or Permanent Dismissal <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> • Other appropriate educational requirements.