

Constitution of the Northeastern University College Democrats

Preamble

In order to promote a better America, with equality, opportunity, and freedom within a just and strong society, we dedicate ourselves to organizing the participation of Democratic college students at Northeastern University. In this mission, we call for full participation of all Northeastern University students, regardless of sex, gender identity, gender expression, race, ethnicity, national origin, religion, disability, socioeconomic status, or sexual orientation.

Understanding the importance of participation in the Democratic Party to the preservation of our values and principles, we, Democratic college students, do hereby associate ourselves and adopt this Constitution as the Northeastern University College Democrats.

Article 1: Name

The name of this organization shall be the Northeastern University College Democrats, hereafter referred to in this document as the "College Democrats."

Article 2: Purpose

The College Democrats pledges itself to support the philosophy and candidates of the Democratic Party. Furthermore, the College Democrats declares its intention to support all efforts to increase the participation of college students in Democratic affairs. To these ends, the College Democrats shall educate and train its members so that they may be better able to:

1. Educate students about the philosophy of the Democratic Party;
2. Assist in the election of local, state, and national Democratic candidates;
3. Effect political change on the local, state, and national level.

Article 3: Affiliation

The Northeastern University College Democrats is affiliated with the College Democrats of Massachusetts and the College Democrats of America.

Article 4: Membership

Section 1: Membership in the College Democrats shall be open to any full-time undergraduate student currently enrolled in Northeastern University or on co-op.

Section 2: Graduate students, part-time undergraduate students, College of Professional Studies students, and non-Northeastern affiliates may become associate members by paying a membership fee of at least \$0.01. Associate members are not eligible to vote or hold office.

Section 3: A full member must have attended at least four meetings within the prior 365 days and have paid their \$5.00 membership contribution to the Treasurer in order to be eligible to vote.

Section 4: College Democrats will maintain a membership of at least twelve members at all times.

Article 5: Advisor

Section 1: The advisor to the College Democrats must be a full-time faculty or staff member at Northeastern University.

Section 2: The advisor will be responsible for financial oversight by signing all financial forms for the Student Activities Business Office.

Article 6: Duties of the Executive Board

Section 1: All officers will be responsible for knowing and understanding the information in the Student Organization Handbook, the Code of Student Conduct, the Guide to Residence Hall Living, and all other published university policies.

Section 2: All officers must be full-time undergraduate students at Northeastern University.

Section 3: The Executive Board shall be composed of the President, Vice President, Treasurer, Communications Director, Political Director, and Parliamentarian. All positions will be elected in accordance with the Article titled "Elections."

Section 4: The Executive Board may establish committees to accomplish the goals of the College Democrats.

Section 5: The Executive Board shall determine the agenda and policy of the College Democrats as well as coordinate all activities and events.

Section 6: A transition meeting shall take place no more than two weeks after the General Election.

Section 7: The Executive Board shall serve until the end of the semester as set by the University that they served in or directly after the transition meeting, whichever occurs last.

Section 8: The Executive Board shall make a copy of the constitution available to all members..

Section 9: The Executive Board shall only schedule general meetings during the Fall and Spring semesters; general meetings shall not occur over the Summer semesters.

Section 10: The Executive Board can appoint a willing full-time Northeastern undergraduate student member to an appointed position on the Executive Board, by one-half of the Board plus one voting in favor; the Board shall not appoint any position that is specifically outlined in an officer's list of duties.

Article 7: Executive Board Positions

Section 1: All Executive Board members must maintain active involvement in all of the College Democrats activities and endeavors and have access to campus during their terms in order to fulfill all necessary duties.

Section 2: Duties of the President. The President shall:

1. Be the Chief Executive Officer of the College Democrats;
2. Define the agenda of the College Democrats during their tenure;
3. Carry out the mandates, policies, and directives of the Executive Board;
4. Preside over all meetings of the College Democrats;
5. Serve or designate a representative on the respective Student Organization Leadership Council;
6. Keep the College Democrats Advisor up-to-date, keeping in mind the Advisor's schedule;
7. Delegate powers as needed to any member.

Section 3: Duties of the Vice President. The Vice President shall:

1. Assist the President in the performance of their duties, including brainstorming ideas and evaluating the progress of the Executive Board and organization as a whole;

2. Act as President when the President is unable to perform their duties; assume the office of the President upon the President's death, resignation, removal, or inability to perform duties;
3. Take on projects determined by the Executive Board;
4. Delegate powers as needed to any member.

Section 4: Duties of the Treasurer. The Treasurer shall:

1. Direct fundraising activities and prepare all grant requests;
2. Manage Student Activities Business Office accounts;
3. Attend all Center for Student Involvement and Student Activities Business Office mandatory workshops;
4. Perform such duties as the President may assign and take on projects determined by the Executive Board;
5. Manage all finances;
6. Collect membership contributions of \$5.00.

Section 5: Duties of the Communications Director. The Communications Director shall:

1. Manage and have access to all online accounts, and ensure any communication to College Democrats accounts are received by the appropriate officer;
2. Coordinate all promotion and publicity activities;
3. Can remark publicly on behalf of the College Democrats
4. Perform such duties as the President may assign and take on projects determined by the Executive Board;
5. Record all minutes of the Executive Board meetings, email them out to the executive board, and make them available to members once approved;
6. Record all minutes of the general meetings and email them to members in the next email;
7. The Communications Director shall be the only board member to authorize the creation of a social media or other web account, and make a reasonable attempt to keep handles consistent;

8. Delegate powers as needed to any member.

Section 6: Duties of the Political Director. The Political Director shall:

1. Serve as a liaison between the College Democrats and other local and statewide political and student organizations, including but not limited to area political campaigns, activist groups, elected officials, and campus organizations;
2. Organize political events of the College Democrats;
3. Perform such duties as the President may assign and take on projects determined by the Executive Board;
4. Delegate powers as needed to any member.

Section 7: Duties of the Parliamentarian. The Parliamentarian shall:

1. Advise the Executive Board on the procedures laid out in the College Democrats Constitution, bylaws, and parliamentary procedures;
2. Create, print, and bring an sufficient number of ballots to the general election, taking into consideration the number of eligible voters and the possibility of spoiled ballots;
3. Announce who is eligible to vote before elections take place, as voting quorum must be met;
4. Announce and provide a copy of any amendment to this document that is approved by the Executive board to members; copies of proposed changes to College Democrats bylaws or parliamentary procedures shall also be provided to members.
5. Ensure the College Democrats follows proper procedures and take adequate steps to redress any procedural issues;
6. Ensure the Executive Board and members are aware of this document under which the College Democrats is operating by making the document available to members;
7. Perform all secretarial duties and maintain membership records, including maintaining attendance records of general meetings.

Article 8: Appointed Positions

Section 1: Requirements for Appointing Members of the Executive Board.

1. The Executive Board may appoint a full club member not already holding an elected office to the Executive Board provided that:
 - a. The Executive Board decides by simple majority that there is a need for the position,
 - b. The Executive Board defines the position clearly in the bylaws,
 - c. The Executive Board clearly provides the opportunity to apply to all club members at least a week before it decides to appoint, and
 - d. The Executive Board votes by simple majority to confirm an applicant for the position.

2. Appointed positions must either be currently enrolled at Northeastern or on co op in the Boston area for the semester in which they plan to serve. Departure from the Boston area for a semester abroad shall automatically result in the forfeiture of the appointed position.

Section 2: Term limits of Appointed Members of the Executive Board.

1. Term lengths for appointed positions shall be specific to each position and enumerated in the bylaws; however, term lengths shall not be longer than one cumulative semester. When applicable, summer terms and winter breaks shall not count toward this total.

Article 9: Elections

Section 1: Elections will be sufficiently publicized to all members, the Executive Board will provide two weeks notice prior to any election.

Section 2: Elections shall occur at the last meeting of each Fall and Spring semester.

Section 3: The highest ranking Executive Board member not running for a position shall appoint a Chair of the elections who may be the Advisor, a Graduate student, or a general member who is not running for any office. For the purposes of this section, rank shall be defined as the sequential order in which Executive Board positions were elaborated in Article 7 (e.g. President, Vice President, Treasurer, etc.). If all Executive Board members are running for positions, the Parliamentarian shall appoint a Chair, who may not be the Parliamentarian.

Section 4: Full members not disqualified by the term limits enumerated in Article 11 may run for an Executive Board position provided that they are planning to be enrolled at Northeastern or on co op in the Boston area for the semester that they would serve on the Executive Board.

Section 5: Voters must be full members; however, residence in the Boston area is not required to vote.

Section 6: Nominations open at the general meeting prior to the week of elections, where nominations are verbally made; nominations close just before candidates' speeches take place, allowing nominations to be made amongst those in attendance on election day.

Section 7: Ballots shall be preprinted with candidates' names who were nominated during the week prior to elections, a blank area for write-ins, and a "No Confidence" option; eligible voting members shall receive one secret ballot; voting eligible members may write-in any other member of their choosing except those ineligible as outlined in the Article titled "Term Limits."

Section 8: Voting eligible members may ask for up to one replacement ballot if they spoil their ballot; the Chair will collect and destroy the spoiled ballot before the member receives one replacement.

Section 9: Speeches, questions, voting, and vote counting will be moderated and overseen by the Chair of the election.

Section 10: Quorum for elections shall be one-half plus one of the eligible voting members for the semester in which the vote will take place.

Section 11: Election Day Procedure not specified in this Constitution shall be enumerated in the bylaws.

Section 12: Determination of a Winner and No Confidence

1. A candidate is voted into office with a simple plurality of the voting membership so long as the number of votes for the top candidate outnumbers "No Confidence" votes.
2. If votes for the top candidate does not outnumber "No Confidence" votes, the position will be considered vacant and the new Board shall follow the procedures outlined in the section titled "Filling vacancies" in the Article titled "Vacancies."

Article 10: Term Limits

Section 1: No member shall be an officer for more than four consecutive terms.

Section 2: No member shall be President for more than two terms.

Section 3: The office of Treasurer is exempt from any term limits.

Article 11: Removal

Section 1: Cause for removal shall be defined as malfeasance or nonfeasance of duties assigned by the Executive Board or delineated within this document, or as ineligibility for Executive Board membership pursuant to the Article titled "Membership." Cause for removal shall also include grounds found by two-thirds of the Executive Board to constitute good and sufficient cause.

Section 2: After the Executive Board finds reason to remove an officer as laid out in Section 1, a member of the board must charge the officer with the reasons for his or her removal publicly at a general meeting of the College Democrats; the officer in question must be offered an opportunity to defend himself or herself at a general meeting of the College Democrats; After a period of two weeks, the issue shall be put to a vote; two-thirds of the voting membership must vote for removal for an officer to be removed.

Section 3: The Advisor must first consent before the Executive Board presents its findings to general members to begin the removal of the Parliamentarian, only the Advisor shall begin this process.

Section 4: Quorum for removal shall be the same as quorum for elections.

Article 12: Vacancies

Section 1: Declaration of vacancy: A vacancy shall be declared when a member of the Executive Board dies, resigns, assumes another position on the Executive Board, or is removed from office. A vacancy shall also be declared after an election in which the votes for "No Confidence" outnumber those of the candidate with the most votes.

Section 2: Filling vacancy: If the vacancy occurs in an Executive Board position other than the President, the President shall nominate a successor with a three-fifths majority consent of the remaining Executive Board. If the vacancy is the President, then the Vice President shall automatically be the replacement. At the next general meeting, the nominee shall be appointed with approval of a simple majority of eligible voting members.

Section 3: Quorum for filling a vacancy shall be the same as quorum for elections.

Article 13: Parliamentary Authority

Robert's Rules of Order will be the guide for all organization procedures not specifically defined in this constitution and bylaws.

Article 14: Amendments

Section 1: Amendments to this document must originate from the Executive Board, with two-thirds of officers approving to continue on to general members.

Section 2: Amendments to this document must be distributed to general members no less than one week in advance and ratified by a two-thirds vote of present, eligible voting members during a previously announced general meeting.

Section 3: Amendments to this document take effect immediately after approval from the Student Government Association's designated approval body.

Section 4: Quorum for amendments to this document shall be two-thirds of the eligible voting members for the semester in which the vote will take place.

Section 5: This document shall only be amended, rewritten, or otherwise altered during the Fall or Spring semester.

Attest:

Costas Panagopoulos
Advisor