

# **Constitution for the College Democrats at Central Michigan University**

In order to form a more perfect union, with equality, opportunity, and freedom within a strong and just society; we dedicate ourselves to organizing the College Democrats at Central Michigan University.

Understanding the importance of preserving the values and principles of the Democratic Party and its platform, we pledge to help organize and activate the latent power of our nation's Democratic students to further the values of the Democratic Party through voter education, working to elect Democrats to public office, advocating for the issues important to Democratic college students, connecting students with people and opportunities for engagement within politics, and hold meetings that deepen students' understanding of Democratic Party politics and elections.

For these ends and upon these principles, we, Democratic college students, do hereby associate ourselves and adopt this Constitution as the College Democrats at Central Michigan University

## **Article I: Name and Affiliations**

### **Section A: Name**

1. The name of the organization governed by the rules herein shall be the "College Democrats at Central Michigan University" hereby referred to as "CD-CMU."

### **Section B: Affiliation**

The CD-CMU is the Central Michigan University (CMU) chapter of the Michigan Federation of College Democrats, which is an affiliate of College Democrats of America

## **Article II: Fundamental Principles**

### **Section A: Mission Statement**

The College Democrats at Central Michigan University pledge to support the philosophies, principles, and candidates of the Democratic Party, and to strive to increase student interest and participation in the Democratic Party. To these ends, the College Democrats will work to educate voters with the message of the Democratic Party, elect Democrats to public office, advocate for the issues important to Democratic college students, connecting

college students to opportunities for engagement within politics, and hold meetings that deepen students' understanding of Democratic Party politics and elections.

### **Section B: Public Meetings**

All Public meetings of the CD-CMU shall be open to attendance by any person who supports the cause of the Democratic Party.

### **Section C: Notice of Meetings**

The time and place of all public meetings shall be made public in a manner that ensures timely notification to all interested persons.

### **Section D: Individual Judgment**

No rule shall be adopted by the CD-CMU that would require a person to cast a vote contrary to that person's judgment.

## **Article III: General Membership**

### **Section A: Qualifications for General Membership**

Membership in the CD-CMU shall be open to anyone:

1. Who is a student, faculty member, or staff member at Central Michigan University, or a another collegiate institution within Isabella County.
  1. Who wishes to be known as a College Democrat and agrees with the Mission Statement stated in Article II, Section A of this Constitution;
  2. Who has the best interests of the College Democrats and the Democratic Party at heart.

### **Section B: Non-Discrimination**

CD-CMU shall not restrict its membership on the basis of actual or perceived race, appearance, color, national origin, ethnicity, ancestry, immigration status, religion or lack thereof, creed, age, ability, sex, sexual orientation, gender identity, health status, familial status, socioeconomic status, marital status, veteran status, height, or weight, and political history.

### **Section C: Good Standing**

1. A member shall be considered to be in good standing once they have attended at least 4 meetings or CD-CMU affiliated events during a single semester and paid yearly dues as set by a majority vote of the Executive Board.
2. A member who takes advantage of opportunities such as study abroad, internships, and similar opportunities that take them away from Central Michigan University for a semester shall remain in good standing.
3. Any member may ask the Membership Director for a waiver from these requirements due to extenuating circumstances.

#### **Section D: Voting**

All members in good standing (as defined in Article III, Section C) shall be entitled to one vote on all issues addressed at general membership meetings.

#### **Section E: Proxy**

Members shall not vote by proxy at general membership meetings.

#### **Section F: Special Circumstances**

At any time, CD-CMU reserves the right to expel or suspend any member due to violations of our Code of Conduct through the procedure outlined in Article X.

### **Article IV: General Membership Meetings**

#### **Section A: General Assembly**

The members present at a general membership meeting shall constitute the General Assembly.

#### **Section B: General Membership Meetings**

Regular meetings of the General Assembly shall be held at a date and time to be determined by the Executive board.

#### **Section C: Special Meetings**

1. Special meetings may be called by the President or the Executive Board.
2. A written request by a member in good standing shall be considered by the Executive Board.
3. The purpose of the meeting shall be stated in the call.
4. Except in cases of emergency, emergencies being defined by the President or a majority vote of the Executive Board, at least three (3) days' notice shall be given prior to convening a special meeting.

### **Section D: Quorum**

1. For the purposes of conducting business, a quorum of the General Assembly shall consist of two-thirds (2/3) of the previous general membership meeting's attendance.
2. No quorum is required if no formal action is taken at a meeting.
3. The presiding officer shall be responsible for determining the presence of quorum.

### **Article V: Executive Board**

#### **Section A: Composition**

1. The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, Communications Director, Membership Director, Director of Civic Engagement and Advocacy, and a Student Government Association (SGA) Representative.
2. The Executive Board may also include at-large and non-voting ex-officio members.

#### **Section B: Authority and Responsibility**

1. The Executive Board shall have the responsibility and authority to make decisions regarding the ongoing affairs of the chapter.
2. No funds over \$25 shall be disbursed or any other substantive action taken without a majority vote of the Executive Board.

#### **Section C: Ex-Officio Members**

Ex-officio members:

1. Shall be appointed by the President and confirmed by a majority vote of the Executive Board.
2. Shall not be considered when determining the presence of a quorum of the Executive Board (as defined in Article V, Section F).
3. The advisors(s) shall be ex-officio member of the Executive Board.
4. Ex-officio members shall be entitled to all the privileges accorded to full members with the exception of voting.

#### **Section D: At-Large Officers**

At-Large Officers shall:

1. Not number more than three (3).
2. Be created on an individual basis by a majority vote of the Executive Board.
3. Be created by a two-thirds (2/3) vote of General Members in good standing.
4. Have duties and titles as defined by a majority vote of the Executive Board or by a majority vote of the General Membership.

5. Have the full rights, responsibilities, and privileges of Executive Board members.

### **Section E: Special Meetings**

1. Special meeting of the Executive Board shall be convened upon the request of any Executive Board member.
2. Location of the meeting shall be determined by the officer convening the meeting.
3. The officer convening the meeting must inform each Executive Board member in any form.
4. Special meetings of the Executive Board will be closed to the General Assembly and the public.
5. Except in cases of emergency, emergencies being defined by the President or a majority vote of the Executive Board, three (3) days' notice shall be given prior to a special meeting of the Executive Board.

### **Section F: Quorum**

1. For the purposes of conducting business, a quorum of the Executive Board shall consist of the President or Vice President, and three (3) other members.
2. No quorum is required if no action is taken at a meeting.
3. The presiding officer shall be responsible for determining the presence of quorum.

### **Section G: Qualifications**

To be eligible for election to an Executive Board position a person must:

1. Be a member of the CD- CMU in good standing (as defined in Article III, Section C).
2. The member must not have memberships with organizations that are contrary to the beliefs of the Democratic Party.

### **Section H: Elections**

1. All officers, with the exception of the SGA Representative, shall be elected by a majority vote of the general assembly.
2. In accordance to the rules of the Michigan Democratic Party to promote gender equity, the President and the Vice President shall identify as different genders.
3. The SGA Representative shall be appointed by the President and confirmed by a majority vote of the Executive Board.
4. Elections shall be held at the general meeting that takes place during the second to last week before finals week of the Spring semester.
5. Nominations for all officer positions shall be opened at least one week before the date of the elections
6. Elections shall be conducted by secret paper ballot, except in cases where two-thirds of the General Assembly deems otherwise.
7. Any member of CD-CMU shall be able to view the counting of ballots in any election.

8. In the case of a tied vote, a revote must be conducted and the Elections Officer shall abstain from voting.
9. The General Assembly shall appoint at least one month before the date of the elections a member in good standing who is not seeking election to oversee all election matters; this person shall be known as the Elections Officer.
10. All other rules and procedures not provided for in this constitution shall be determined by the Elections Officer and confirmed by a majority vote of the General Assembly prior to opening nominations.

### **Section I: Terms in Office**

1. Officers shall serve a term of office to begin at the adjournment of the meeting at which they are elected.
2. Officers' terms shall end upon the adjournment of the meeting at which the next Executive Board is elected, even if the position becomes vacant.
3. Officers' terms may also end upon removal from office (as determined in Article V Section J).

### **Section J: Removal From Office**

1. Cause for removal from office shall be defined as neglecting assigned duties, violation of our Code of Conduct (Article X), or other misconduct that the Executive Board or General Assembly determines to constitute grounds for removal.
2. To begin the process of removal, any member may submit to the Executive Board a written statement of charges against the officer and the reasons these charges constitute sufficient cause for removal.
3. After the officer charged has been given adequate opportunity to defend himself or herself, the Executive Board, excluding the charged officer, shall decide if there is sufficient cause to put the matter before the General Assembly.
4. Upon a two-thirds (2/3) vote supporting the existence of cause, the question shall be presented to the General Assembly at the next general membership meeting.
5. Upon a two-thirds (2/3) vote of the General Assembly, the officer shall be removed and the office declared vacant.

### **Section K: Vacancy**

1. A vacancy shall be declared when a member of the Executive Board dies, resigns, or is removed from office.
2. If there is a vacancy for the position of President, then the Vice President shall become President.

3. If there is a vacancy for any position other than President, a special election to elect a successor shall be scheduled within two (2) weeks of the vacancy. The President shall appoint an Executive Board member as the successor in the interim.
4. If both the office of President and the office of Vice President are vacant, the Advisor shall convene a special meeting of the Executive Board and preside over a special election to select an interim President in accordance with the rules of the organization.

### **Section L: Proxies**

1. A member of the Executive Board may proxy his or her vote to any other member of the Executive Board provided that the member informs the presiding officer in writing who is their designated representative prior to the beginning of the meeting at which the vote will be taken.
2. At no time shall one member of the Executive Board be able to cast more than two (2) votes.

### **Section M: Special Circumstances**

1. Under Special Circumstances, as determined by the Executive Board and General Assembly, the positions of Treasurer and Secretary may be held by a single person. This person shall be known as the "Secretary-Treasurer" and shall fulfill all duties associated with both positions.
2. When deemed necessary by the Executive Board, an Executive Board Officer may serve as the SGA Representative.

## **Article VI: Duties of the Executive Board**

### **Section A: Contract**

Each member of the Executive Board shall:

1. Draft, sign, and commit to a detailed plan for the semester including objectives, goals, benchmarks, and measures of success to be signed by both the President and Vice President.
2. In the event that the President and Vice President believe the terms within an Executive Board contract have been violated, the Executive Board member in question is, with the approval of a ( $\frac{2}{3}$ ) vote of the Executive Board, put through impeachment proceedings as per Article V, Section J.
3. A member of the Executive Board may not utilize their position to endorse a non-Democratic candidate for public office.
4. A member of the Executive Board must attend at least  $\frac{2}{3}$  of all meetings of the General Assembly and Executive Board Meetings.

## **Section B: President**

The President shall:

1. Preside over and set the agenda for Executive Board and general membership Meetings.
2. Act as the representative of the organization to other organizations, the public, and the media.
3. Carry out the mandates, policies, and directives of the Executive Board.
4. Speaks on behalf of CD-CMU to the Isabella County Democratic Party (known hereafter as ICDP), and other Democratic Party organizations.
5. Chiefly responsible for building relationships with like minded organizations on campus.
6. Serve as the principle representative of the CD-CMU.
7. Have the ability to call for special elections and meetings.
8. Have the ability to delegate duties to voting member and the Executive Board.
9. Oversee all aspects of the CD-CMU.
10. Serve as the main CD-CMU liaison to the Michigan Federation of College Democrats
11. Maintain relevant information and documents to ensure smooth transition

## **Section C: Vice President**

The Vice President shall:

1. Assist the President in the performance of their duties.
2. Act as President when the President is unable to perform their duties.
3. Review and enforce the contracts of duties of members of the Executive Board and initiate impeachment proceedings after considering the advisement of the Executive Board.
4. Be responsible for the reservations of rooms for meetings and events.
5. Maintain relevant information and documents to ensure smooth transition

## **Section D: Secretary**

The Secretary shall:

1. Be chiefly in charge of maintaining the mailing list and Orgsync in coordination with the Membership Director.
2. Prepare and publish the minutes of the Executive Board and General Membership meetings on OrgSync, unless not prudent.
3. Keep all records of the CD-CMU.
4. Maintain an official record of past members.
5. Maintain relevant information and documents to ensure smooth transition
6. Notify members of scheduled events each week.

## **Section E: Treasurer**

The Treasurer shall:

1. Maintain and report regularly on the finances including cash on hand, all revenue, all expenditures, and the reason for each transaction of the CD-CMU finances including at every Executive Board meeting.
2. Keep a detailed record of all financial transactions of the CD-CMU.
3. Ensure changes to the bank account, including new signers added and former signers taken off, are completed within two (2) weeks of their election.
4. Be the chief representative of the CD-CMU to the Student Budget Appropriations Committee (SBAC).
5. Organize at least one (1) fundraiser per semester.
6. Create and maintain bank account.
7. Maintain relevant information and documents to ensure smooth transition

## **Sections F: Communications Director**

The Communications Director shall:

1. Direct the promotion of CD-CMU meetings, activities, and events, and the promotion of Democratic values, candidates, and issues.
2. Develop and implement an overall strategy in conjunction with the Executive Board to promote the CD-CMU.
3. Maintain and moderate any form of Internet-based social or news media.
4. Explore new options for expansion of the CD-CMU presence in social or new media.
5. Prepare promotional materials, such as fliers, press releases, notifications to members, submissions to local event calendars, and other materials.
6. Maintain relevant information and documents to ensure smooth transition

## **Section G: Membership Director**

The Membership Director shall:

1. Maintain an official roster of all current CD-CMU members in coordination with the Secretary.
2. Determine the standing of all members.
3. Organize at least one (1) recruitment event per semester and actively recruit new members throughout the year.
4. Engage members with events and activities related to advocacy such as protests, rallies, outreach to elected officials, and issue awareness.
5. Work with the Communications Director to promote CD-CMU on campus.
6. Maintain relevant information and documents to ensure smooth transition

## **Section H: Director of Civic Engagement and Advocacy**

The Director of Civic Engagement and Advocacy shall:

1. Organize events and activities related to advocacy such as protests, rallies, outreach to elected officials, and issue awareness.
2. There shall be at least (1) events planned per semester.
3. Chiefly responsible for oversight of advocacy activities by other Executive Board members.
4. Maintain relevant information and documents to ensure smooth transition

## **Section I: Student Government Association (SGA) Representative**

The SGA Representative Shall:

1. Represent the CD-CMU in the Student Government Association, hereafter referred to as SGA.
2. Report actions of the SGA to the Executive Board and General Assembly.
3. Fulfill all requirements to remain in good standing with SGA.
4. Appoint a proxy to attend SGA in their absence.
5. Maintain relevant information and documents to ensure smooth transition

## **Article VII: Constitution**

### **Section A: Constitution**

This Constitution:

1. Shall be passed by a two-thirds (2/3) supermajority of the general membership before taking effect.
2. May be changed by a committee appointed by the Executive Board and passed by a two-thirds (2/3) supermajority of the General Assembly before any changes may take effect.
3. Shall take effect immediately upon its adoption, as will any changes unless otherwise noted.

### **Section B: Distribution**

The constitution shall be available to members at all times online via a clearly posted web link.

### **Section C: Interpretation**

The Executive Board shall be responsible for interpreting the Constitution.

## **Section D: Amendments**

1. Any member of the CD-CMU may propose an amendment to this constitution.
2. Amendments must be presented in writing to the Secretary five (5) days prior to the Executive Board meeting at which the amendment will be considered, unless in the case of a Constitutional Convention.
3. If approved by the Executive Board, the Secretary shall present the amendment at the next general membership meeting, provided that at least five (5) days prior notice is given to the general membership.
4. This constitution may only be amended after the amendment is approved by a two-thirds (2/3) supermajority of the General Assembly.
5. Amendments shall take effect immediately upon adoption unless otherwise noted in the legislation.
6. Corrections that do not change the meaning or intent of a clause may be made by a majority vote of the Executive Board.

## **Section E: Registered Student Organization Standing Rules**

1. Nothing in this Constitution is to be construed as a violation of the rules and regulations for Registered Student Organizations as established by the Office of Student Life, the provisions of this constitution notwithstanding.
2. All members, regardless of their standing, must adhere to the Central Michigan University Code of Conduct when interacting with the CD-CMU.

## **Article VIII: Parliamentary Procedure**

The most recent edition of Robert's Rules of Order Newly Revised shall govern all issues not expressly addressed in this constitution or rules duly adopted by the CD-CMU.

## **Article IX: Endorsements**

### **Section A: Requirements**

1. CD-CMU may independently endorse any Democrat for partisan or nonpartisan political office below the position of Representative in the State Legislature. Endorsements for the position of Representative in the State Legislature and above must be recommended to the Michigan Federation of College Democrats Executive Board and be endorsed by the state federation.
2. CD-CMU may independently endorse any Democrat for party office at or below the level of Congressional District level. Endorsements for MDP and DNC party positions must be recommended to the Michigan Federation of College Democrats Executive Board and be endorsed by the state federation.

3. CD-CMU may independently endorse any ballot initiative, measure, or action appearing at the county level or lower. Endorsements for statewide ballot initiatives, measures, or actions must be recommended to the Michigan Federation of College Democrats Executive Board and be endorsed by the state federation.

### **Section B: Process**

1. After CD-CMU has made a good-faith effort to allow all candidates for a particular office and all sides of a particular issue to present their case before the Executive Board, the Executive Board will decide whether to issue a recommendation for endorsement.
2. The General Assembly shall affirm any endorsement by a two-thirds ( $\frac{3}{4}$ ) supermajority.
3. As an arm of the Democratic Party, any Democratic nominee has our de facto endorsement unless action is taken to state the contrary.

## **Article X: Code of Conduct**

### **Section A: Code**

At CD-CMU, we do not tolerate:

1. Sexual Harassment and Misconduct: Any form of non consensual sexual activity, unwanted sexual advances, unwanted visuals or exposure, or verbal and physical harassment that demean, shame, or pressure another individual into a sexual action.
2. Discrimination: treating people in a prejudiced way based on their actual or perceived race, color, creed, sex, age, national origin, socioeconomic status, religion or lack thereof, ethnicity, ancestry, marital status, health status, sexual orientation, gender identity, appearance, or ability.
3. Bullying: actions, either physical or verbal, that are intended to threaten, intimidate, demean, or embarrass any person. This may include, but is not limited to: name calling, threat to cause physical or social harm, starting and spreading rumors, or embarrassing someone in public.

## **Section B: Reporting**

Any alleged breach of this conduct policy shall be reported in writing to the President of CD-CMU within 30 days of the incident with the exception of sexual assault which has no time limitation. Allegations made against the President shall be reported in writing to the Vice President. If an individual doesn't feel comfortable reporting these allegations to either the President or Vice President, an individual can report to another Executive Board member who will process the report. The President, Vice President, or other Executive Board Member receiving a report must refer the case to the established three-person investigative panel within 24 hours of receiving the report.

The President, Vice President, or other Executive Board member that receives the report must inform the defendant of the allegation against them. They must also ensure that both parties understand the process the report will go through and are comfortable with all three members of the panel.

Reports should include as much information as possible surrounding the incident, any evidence that exists, and the names of any witnesses.

This should not be misconstrued as a form of mandatory reporting. If the person reporting the incident doesn't wish to undergo any part of this process, we will respect their wishes.

## **Section C: Investigation**

The investigation shall be conducted by a three-person panel comprising of CD-CMU members that are unanimously appointed by the CD-CMU Executive Board at the beginning of each term. The panel shall include three individuals including at least one person of color and at least one person who does not identify as male. If either the plaintiff or the defendant doesn't feel comfortable with an individual on this panel, that individual must recuse themselves and the President of CD-CMU shall appoint a temporary panelist that both sides can agree on.

Within one week of receiving the case, the three-person panel must investigate the allegations, interview all witnesses brought forth by the plaintiff and defendant, determine the validity of the allegation, and submit a detailed report with recommendations on corrective action to the CD-CMU Executive Board. Throughout this process, the panel must speak in person at least once to go over the findings and vote on the report and

recommendations. The panel must be unanimous in its agreement with the report and recommendations on corrective action.

#### **Section D: Conclusion**

Upon receiving the report, the Executive Board must put the item on the agenda of their next meeting where a 2/3 vote must be taken to accept the panels report, confirm their recommendations, or amend the report and recommendations in any way.

After the investigation has concluded, the panel must offer the plaintiff an option to report the misconduct to the Central Michigan University Office of Civil Rights and Institutional Equity (OCRIE).

#### **Article XI: Disbursement of Funds**

If CD-CMU is dissolved, all funds shall be transferred to the Michigan Federation of College Democrats.

*Adopted: January 17<sup>th</sup>, 2014*

*Amended: April 15<sup>th</sup>, 2015*

*Amended: April 6<sup>th</sup>, 2017*

*Amended: April 2<sup>nd</sup>, 2018*

*Amended: March 27<sup>th</sup>, 2019*