

# **Constitution for the College Democrats Association Central Michigan University Chapter**

In order to promote a better America, with equality, opportunity, and freedom within a strong and just society, we dedicate ourselves to organizing the Democratic college students in the State of Michigan. As college students, we call for action based on principles and principles backed by action. As Democrats, we pledge ourselves to continue the great thoughts of our Party, communities, states, and nation.

Understanding the importance of preserving the values and principles of the Democratic Party, we pledge to help organize and activate the latent power of our nation's Democratic students to further the philosophy of the Democratic Party.

For these ends and upon these principles, we, Democratic college students, do hereby associate ourselves and adopt this Constitution as the College Democrats Association (CDA).

## **Article I: Name and Affiliation:**

### **Section A: Name**

The name of the organization governed by the rules herein shall be the College Democrats Association, known hereafter as CDA.

### **Section B: Affiliation**

The CDA 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**

*A mission statement shall be determined by the general membership.*

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

All public meetings of the CDA 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 publicized in a manner that ensures timely notification to all interested persons.

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

No rule shall be adopted by the CDA which would require a person to cast a vote or be recorded voting contrary to that person's judgment.

## **Article III: General Membership**

### **Section A: Qualifications for general membership**

Membership in the CDA shall be open to anyone:

- (1) Who is a student, faculty member, or staff member at Central Michigan University or who is a member of the Isabella County Democratic Party.
- (2) Who wishes to be known as a College Democrat.
- (3) Who has the best interests of the College Democrats and the Democratic Party at heart.

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

CDA shall not restrict its membership on the basis of age, color, disability, gender, familial status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status or weight.

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

General Members shall be considered to be in good standing if they:

- (1) Meet the qualifications to be a General Member (as defined in Article III, Section A).
- (2) Have previously attended a meeting of the CDA in the current academic year.

### **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.

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

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

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

### **Section B: Regular 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 for a special meeting 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, 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, Treasurer, Secretary, Communications Director, Membership Director, Liaison to the Isabella County Democratic Party, and Student Government Association Representative.
- (2) The Executive Board may also include 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 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 advisor(s) shall be ex-officio members 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: Regular Meetings**

- (1) Regular Meetings of the Executive Board shall be convened monthly.
- (2) Locations for the meetings shall be determined by the Executive Board.
- (3) Each Executive Board member shall be given notice in any form at least five (5) days prior to an official Executive Board meeting.
- (4) Any CDA member may attend and speak at any open CDA Executive Board meeting.
- (5) The Executive Board may close a regular meeting to the public through a 2/3 vote of the board members.

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

- (1) Special Meetings 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 public.
- (5) Except in cases of emergency, 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 four 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 a quorum.

### **Section G: Qualifications**

To be eligible for election to an Executive Board position, a person must be a member of the CDA in good standing (as defined in Article III, Section C).

### **Section H: Elections**

- (1) All officers will be elected by a majority vote of the General Assembly.
- (2) The specific date of the election shall be determined by the Executive Board.
- (3) Elections must be held at least once each academic year.
- (4) The Executive Board shall notify the membership of the date of the election at least seven (7) days prior to the election.
- (5) Unless otherwise provided for in this constitution, rules and procedures for conducting Executive Board elections must be adopted by a majority vote prior to the election.

### **Section I: Terms of 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 defined in Article V, Section J).

### **Section J: Removal from Office**

- (1) Cause for removal from office shall be defined as neglecting assigned duties, conviction of a felony, 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, an interim successor shall be appointed by the President with the consent of a majority vote of the Executive Board.
- (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.
- (5) An interim officer will serve until a permanent replacement is elected by a majority vote of the General Assembly at a special election called by the executive board.

#### **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 verbally or 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.

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

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

All members of the Executive Board shall:

- (1) Attend Executive Board and general membership meetings.
- (2) Perform such duties that President or Executive Board may assign.
- (3) Be responsible for determining the direction and goals of the CDA.
- (4) Report to the Executive Board on the status of his or her duties.
- (5) Act with the advice and consent of the Executive Board.

#### **Section B: President**

The President shall:

- (1) Preside over Executive Board and general membership Meetings.
- (2) Appoint any ex-officio members of the Executive Board.
- (3) Act as the representative of the organization to other organizations, the public, and the media.
- (4) Carry out the mandates, policies, and directives of the Executive Board.

#### **Section C: Vice President**

The Vice President shall:

- (1) Assist the President in the performance of his or her duties
- (2) Act as President when the President is unable to perform his or her duties.

#### **Section D: Treasurer**

The Treasurer shall:

- (1) Maintain and report regularly on the finances of the CDA.
- (2) Be responsible for directing all fund-raising activities.
- (3) Keep a record of all financial transactions of the CDA.

### **Section E: Secretary**

The Secretary shall:

- (1) Maintain the mailing list.
- (2) Prepare and publish the minutes of Executive Board and general membership meetings.
- (3) Keep all records of the CDA.
- (4) Confirm good standing of members (as defined in Article III, Section C) for the purpose of determining quorum (as defined in Article IV, Section D).
- (5) Provide copies of this constitution upon request.

### **Section F: Communications Director**

The Communications Director shall:

- (1) Direct the promotion of CDA meetings, activities, and events, and the promotion of Democratic values, candidates, and issues.
- (2) Prepare promotional materials, such as flyers, press releases, notifications to members, submissions to local event calendars, and other materials.
- (3) Develop and implement an overall strategy to promote the CDA.

### **Section G: Membership Director**

The Membership Director shall:

- (1) Direct the recruiting activities of the CDA.
- (2) Determine if there is adequate attendance at meetings and activities to ensure the continued success of the CDA.
- (3) Develop and implement a strategy to retain current members and recruit new members.

### **Section H: Isabella County Democratic Party Liaison**

The Isabella County Democratic Party Liaison shall:

- (1) Represent the CDA to the Isabella County Democratic Party (known hereafter as ICDP).
- (2) Report the actions of the ICDP to the Executive Board and General Assembly.
- (3) Attend ICDP meetings.

### **Section I: Student Government Association Representative**

The Student Government Association Representative shall:

- (1) Represent the CDA 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.

## **Article VII: Duties of Ex-officio Members**

### **Section A: Advisor(s)**

The advisor(s) shall:

- (1) Be a member of the staff or faculty of Central Michigan University.
- (2) Be available as a resource for the CDA.

### **Section B: Other**

Other ex-officio members shall perform the duties assigned by the president.

## **Article VIII: 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**

- (1) The constitution must be distributed to all Executive Board Members.
- (2) Any member of the CDA may request a copy of this constitution verbally or in writing from the Secretary at any time.

## **Section C: Interpretation**

The Executive Board shall be responsible for interpreting the Constitution.

## **Section D: Amendments**

- (1) Any member of the CDA 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.
- (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.

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

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.

## **Article IX: 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 CDA.

## **Article X: Endorsements**

### **Section A: Requirements**

- (1) CDA may independently endorse any Democrat or Independent for partisan or non-partisan political office or party office.
- (2) CDA may independently endorse any ballot initiative, measure, or action.

### **Section B: Process**

- (1) After CDA 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 (2/3) supermajority.

**Article XI: Disbursement of Funds**

If CDA is dissolved, all funds shall be transferred to the ICDP.

*Adopted: 4/2005*

*As Amended: 9/19/2007*

**Steven V. Swantek Webmaster**