

Dickinson Town Council



Constitution

Last Modified: Friday, January 26th, 2024

Last Updated by: Robyn Lippa (Spring 2017) Griffin Mayhew (Spring 2018) Tyler
Glovin (Fall 2018), Liam Watts (Spring 2024)

Article I: Overview

A. Name. The name of this organization is “Dickinson Town Council”. DTC is an acceptable second reference.

B. Mission. Our mission is to foster a sense of unity throughout Dickinson Community. We will continuously strive to cultivate diversity, inspire each other, and ensure respect through our various events and meetings. As a student government, we aspire to be transparent leaders and to reflect the best interests of the students we represent.

C. Order of Precedence. In case of conflict, the constitution supersedes any existing bylaws.



Article II: Membership

A. Members. All members of the Student Association (SA) who are residents of Dickinson Community are members of Dickinson Town Council (DTC).

B. Council Voting Rights. Council Voting Rights may be abbreviated as "CVR" and is granted to individuals to use as when prescribed during DTC Council meetings. CVR will be granted to the following members:

1. Members holding the following positions are guaranteed CVR.
 - a. Elected DTC E-Board positions.
 - b. Elected DTC Hall E-Board positions.
 - c. Elected Dickinson SA Congress Representatives.
 - d. Official DTC-recognized committee Chairpersons.
2. Hall Representatives
 - a. Hall Representatives are student residents of Dickinson Community who have earned their Council Voting Rights by becoming either an SA Congress Representative, an SA Financial Council Representative, a Committee Chair, or by attending three (3) consecutive Hall Meetings and three (3) consecutive Council Meetings.
 - i. Live-in ResLife employees who are students such as CAs and SSAs may also be Hall Representatives. They are part of the Electorate for a specific vote involving financial matters if and only if Head E-Board votes to give them such a right through a $\frac{2}{3}$ majority.



Article III: DTC Head Executive Board

A. Overview. The “Dickinson Town Council Head Executive Board” is the Executive Board in charge of all of Dickinson Town Council. “DTC Executive Board” is also an appropriate second reference.

B. Positions. The order in which the positions of the DTC Executive Board appear in the DTC Constitution will be the order of succession. The highest ranking member sitting on the DTC Executive Board shall fulfill or delegate the responsibilities of vacated positions until a replacement is found for the vacated position. The DTC E-Board is comprised of the following positions:

1. President
 - a. Shall chair, coordinate and oversee Council Meetings and Head E-Board Meetings
 - b. Shall serve as the head representative and liaison for DTC.
2. Executive Vice President
 - a. “EVP” is an appropriate second reference.
 - b. Shall chair Council Meetings in the absence of the President.
 - c. Shall publicize and conduct all elections
3. Chief Financial Officer
 - a. “CFO” is an appropriate second reference.
 - b. Shall oversee all financial activity within Dickinson Town Council.
4. Social Vice President
 - a. “SVP” is an appropriate second reference.
 - b. Shall oversee all social activities run by the DTC Executive Board.
 - c. Shall plan and execute at minimum the following social events:
 - i. Welcome Back Weekend (in collaboration with the President)
 - ii. Dickinson Day (assist ResLife)
 - iii. Mutant Mania
 - d. An additional two (2) social events per semester
5. Academic Vice President
 - a. “AVP” is an appropriate second reference.
 - b. Shall oversee all academic activities run by the DTC E-Board.
 - c. Shall plan and execute two (2) academic programs per semester, including at least one (1) sustainability event per academic year.
 - d. Shall collaborate with one academic service or organization per academic year, which will count toward their event requirements
6. Vice President of Multicultural Affairs
 - a. "VPMA" is an appropriate second reference.



- b. Shall promote the diverse interests of various multicultural groups found within the Dickinson Community.
 - c. Must collaborate with at least one multicultural organization per semester.
- 7. Vice President of Member Relations
 - a. “VPMR” is an appropriate second reference.
 - b. Record minutes at all Council Meetings and will make them available to any member upon request.
 - c. Record attendance at Council meetings and inform President when someone is violating attendance policies.
- 8. Vice President of Public Relations
 - a. “VPPR” is an appropriate second reference.
 - b. Shall oversee publicity, advertising, and social media within DTC.

Article IV: Hall Executive Boards

A. Overview. Each residential hall within Dickinson Community has a Hall Government run by an Executive Board. All Hall Executive Boards will be collectively under the authority of the DTC Executive Board.

B. Positions. The order in which the positions of the Hall Executive Board appear in the DTC Constitution will be the order of succession. The highest ranking member sitting on the DTC Hall Executive Board shall fulfill or delegate the responsibilities of vacated positions until a replacement is found for the vacated position. Each Hall E-Board is composed of the following positions:

1. President
 - a. Shall report to the Executive Vice President of Dickinson Town Council.
 - b. Shall be the Chairperson of Hall Government Meetings.
 - c. Shall oversee all other positions on their Hall E-Board.
 - d. Shall serve as chief liaison between their respective Hall Government and the E-Board.
2. Treasurers
 - a. Shall report to the Chief Financial Officer of DTC.
 - b. Shall chair Hall Government Meetings in the absence of the Hall President.
 - c. Shall oversee all financial activities within the hall government to assure that the budget is being managed properly.
3. Social Vice President
 - a. Shall report to the Social Vice President of DTC.
 - b. In addition to planning and executing a minimum of two (2) social activities per semester within the Hall, this position shall assist the Social Vice President of DTC in the planning and execution of their DTC-wide responsibilities.
4. Academic Vice President
 - a. Shall report to the Academic Vice President of DTC.
 - b. In addition to planning and executing a minimum of two (2) academic activities per semester, including at least one (1) sustainability event per academic year, this position shall assist the Academic Vice President of DTC in the planning and execution of their DTC-wide responsibilities.
5. Vice President of Member Relations
 - a. Shall report to the Vice President of Member Relations of DTC.
 - b. Shall assist the Vice President of Member Relations of DTC in the planning and execution of their DTC-wide responsibilities.
 - c. Shall record attendance and minutes at all Hall Government Meetings and forward them to the Vice President of Member Relations



6. Vice President of Multicultural Affairs
 - a. Shall report to the Vice President of Multicultural Affairs of DTC
 - b. Shall assist the Vice President of Multicultural Affairs of DTC in the planning and execution of their DTC-wide responsibilities. Shall plan and execute a minimum of one (1) multicultural event per semester.
7. Vice President of Public Relations
 - a. Shall report to the Vice President of Public Relations of DTC.
 - b. Shall assist the Vice President of Public Relations of DTC in the planning and execution of their DTC-wide responsibilities.
 - c. Shall oversee publicity, advertising, and social media within the hall.
8. Hall Ambassadors
 - a. Shall report to the Executive Vice President of DTC.
 - b. Shall regularly inform residents about the various events held by Dickinson Town Council and Hall Government via quarter-sheets and any other means of door-to-door communication.
9. Hall Representatives
 - a. Shall assist the Hall E-Board in the planning and execution of hall events.
 - b. Must maintain Council Voting Rights in order to retain position.
10. Residential Life Ambassador
 - a. Shall assist the Hall E-Board in the planning and execution of hall events.
 - b. Shall regularly inform residents about the various events held by Dickinson Town Council and Hall Government via quarter-sheets and any other means of door-to-door communication in collaboration with Hall Ambassadors
 - c. Must plan and hold one (1) event per semester separately, both monetarily and in regard to the event itself, from any Residential Life commitments prescribed in their contract.
 - d. Must provide ideas and input from a Residential Life perspective and employee in the hall

Article V: Elections

A. Head Eboard Officer's Selection

1. Each member of DTC is separately elected by the voting membership for a one-year term starting at the end of commencement until the following commencement. The election must occur no later than April 20. Any member can nominate themselves until the deadline set by the Executive Vice President in advance.
2. The process for electing Hall E-Board officers and SA Reps shall take place within the first three (3) weeks of classes of the fall semester.

B. Elections Process

1. A letter of intent period shall take place for at least twenty-four (24) hours before speeches begin.
2. Campaigning shall not be allowed before speeches begin.
3. The voting period shall begin no more than forty-eight (48) hours after speeches occur.
 - a. All members of the respective hall have the right to vote for Hall E-Board positions.
 - b. All members of DTC shall have the right to vote for the DTC E-Board, SA Congress Representatives, and SA Finco Representative positions.
4. The voting period shall be open no less than twelve (12) hours and no more than seventy-two (72) hours.
5. At the end of the voting period, the EVP shall count the ballots and announce the winner as soon as possible.
 - a. Run-off Elections will occur as necessary and as soon as possible
 - b. In the event that no one has run for a hall or Head E-Board position after two (2) rounds of the letter of intent period, the President of DTC may nominate someone to be appointed pending a two-thirds (2/3) E-Board vote.



Article VI: Grievances

A. Submission

1. All members are obliged when participating in the organization to behave lawfully and in compliance with University policy, Student Association rules, and their own governing documents. Conflicts between those rules are resolved in that order. Any member can submit a grievance alleging a violation of a rule by a particular action that adversely affected them to the E-Board via the DTC email.
2. The E-Board, once a grievance has been received, will initiate the Grievance committee using the procedures indicated in the Committee Bylaws.
3. Submitted grievances should include the reason for the grievance, any additional background information relevant to the case and any evidence usable to help justify the grievance.
4. If the Grievance Committee finds that such a violation did occur it can by majority vote prescribe any action under Article VI, Section B, Bullet 1 to the council.
5. Grievances should be responded to within sixty (60) hours of submission.

B. Response

1. If a grievance is determined to be of just cause, the DTC Grievance committee may issue the following suggestions to council, who by a $\frac{2}{3}$ vote can choose to act on the prescribed suggestion(s).
 - i. Call for the impeachment of the offending party, to follow the impeachment procedures outlined in this constitution.
 - ii. Suggest the Disqualification of the candidates from an ongoing DTC election to the DTC Head E-Board.
 - iii. Suggest the Re-run of a DTC election.
 1. Should an election be rerun, all those on the original ballot will remain, unless a two-thirds (2/3) vote of the DTC general body removes a candidate from the ballot.

Article VII: Impeachment and Vacancies

A. The Impeachment Process

1. The conditions for the impeachment process of officers shall fall under at least one of the following conditions.
 - a. Neglect of responsibilities
 - i. If an elected or appointed official neglects any of their responsibilities outlined by the DTC governing documents, that official may attend a warning meeting with the DTC Grievance Committee and Head E-Board.
 - ii. If the elected or appointed official continues to neglect any of all of their responsibilities outlined by the DTC governing documents after the warning meeting, the elected official will be impeached.
2. Impeachment Initiation
 - a. Impeachment of a Dickinson Town Council E-Board member may be initiated by one (1) of the following:
 - i. A petition signed by twenty percent (20%) of the membership of Dickinson Town Council.
 - ii. A two-thirds (2/3) majority vote by the Electorate during a Council Meeting.
 - iii. A two-thirds (2/3) majority vote by the DTC E-Board during an official E-Board Meeting.
 - b. Impeachment of a Hall Government E-Board member may initiate by one (1) of the following:
 - i. A petition signed by twenty percent (20%) of the members of the Hall.
 - ii. A two-thirds (2/3) majority vote by the Hall E-Board during an official E-Board Meeting.
 - iii. A two-thirds (2/3) majority vote by the DTC E-Board.
 - c. Impeachment of a Committee Member may be initiated by one (1) of the following:
 - i. A two-thirds (2/3) majority vote by the respective committee during an official committee meeting.
 - ii. A two-thirds (2/3) majority vote by the Electorate during an official meeting of DTC.
 - iii. A two-thirds (2/3) majority vote by the DTC E-Board.
 - d. Impeachment of an SA Congress Representative or SA Finco Representative may be initiated by one of the following:
 - i. A petition signed by twenty percent (20%) of members of DTC.
 - ii. A two-thirds (2/3) majority vote by the Electorate during a Council Meeting.
 - iii. A two-thirds (2/3) majority vote by the DTC E-Board.
 - e. Once one of these conditions are met, the impeachment hearing phase shall take place.

3. Impeachment Hearing

- a. A hearing shall be held the following week to allow all parties to discuss the issue. The hearing will be presided over by the Dickinson Grievance Committee and held before the impeachment committee.
 - i. The Impeachment Committee will decide if there are grounds for removal of the officer in question by a simple majority vote.
- b. The removal vote of the Committee Member(s) or officer(s) in question shall occur at the next DTC general body meeting.
 - i. A two-thirds vote by the council after the officers hearing is required to remove the officer (s), committee member (s) in question.
 - ii. Violation of the attendance policy
 - A. If an officer of DTC violates the attendance policy, as prescribed in this Constitution and the Bylaws, the member will be automatically removed from their position

B. Vacancies

1. A position shall be declared vacant if one (1) of the following occurs:
 - a. The member has resigned.
 - b. The member is impeached.
 - c. The resident is no longer a member of DTC.
 - d. The member(s) running for the position drops out of the running.
 - e. The member is otherwise incapable of fulfilling his or her duties.
2. Vacant positions shall have election process begin within sixty (60) hours of the declared vacancy.
 - a. If a Head Eboard position becomes vacant within forty-five (45) days of the scheduled date for Mutant Mania, the President of DTC may nominate someone to be appointed to the position pending a two-thirds (2/3) vote of Head E-Board.
 - b. Shall the president's appointment of a vacant position not be carried by a two-thirds vote by the end of the next council meeting the appointment shall be rescinded and the appointee shall be unable to run for the same vacant position.

Article VIII: Amendment and Ratification

A. Initiation

1. Any three voting members can propose an amendment to the constitution or ByLaws by providing the proposal in writing to the president. Upon being notified of the proposal the president must hold a vote on the proposal within the next four meetings open to the entire voting membership but at least 48 hours after emailing that notice to all members. A majority membership vote may force the vote earlier provided that all members are notified of the vote at least twelve hours before the commencement of the meeting the vote is to take place. Before the approval vote can take place every member must be given an opportunity to speak for or against the amendment unless a two-thirds vote of those present calls for an immediate vote. A two-thirds vote passes the amendment pending approval by the Student Association. The author(s) of the amendments appoint who represents the organization when presenting to the Student Association.