



STUDENT DORMITORY COUNCIL (SDC) CONSTITUTION 2017-2018

Table of Contents

Preamble.....	1
Article 1: Organization Name	1
Article 2: Terms and Definitions	1
Article 3: Jurisdiction	2
Article 4: Fees	2
Article 5: Meetings.....	2
Article 6: ExBoard	3
Article 7: ExComm	3
Article 8: Duties of ExBoard.....	3
Article 9: Duties of ExComm.....	6
Article 10: Membership and Voting Privileges	7
Article 11: Duties of Voting Members	8
Amendments.....	8
BYLAWS	9
Article A: Election of Officers	9
Article B: Impeachment, Removal and Censure.....	10
Article C: Petitions	11
Article D: Parliamentary Authority	12
Article E: Funding.....	12
Amendments.....	12
FUNDING BYLAWS.....	13
Amendments.....	16

CONSTITUTION

Preamble

The Student Dormitory Council is organized to serve the resident student needs and interests. The Student Dormitory Council will do this by representing the resident students to the administration, to other campus organizations, and to the general public. The Student Dormitory Council will promote the general welfare of resident students

Article 1: Organization Name

The name of this organization will be the Student Dormitory Council, hereafter referred to as SDC

Article 2: Terms and Definitions

Sec. 1: Populace

Subsec. 1a: A “General Member” of SDC is defined as all residents living within SDC jurisdiction. Carnegie Mellon University students living outside of SDC jurisdiction may become General Members by paying the SDC Activities Fee as detailed in Article 10, Sec. 2. The Staff Advisor is not a General Member

Subsec. 1b: A “Voting Member” is defined as any General Member of SDC who has attended two consecutive General Body Meetings and two committee meetings. All four meetings must be attended within a fourteen (14) day period. All members of ExComm, except for the President, Treasurer, and Staff Advisor, are automatically considered Voting Members

1) The Treasurer is also automatically considered a Voting Member for any official discussion of policy that does not involve SDC finances or the SDC budget

Subsec. 1c: A “Chair” or Chairperson” refers to the individual(s) presiding over a specific committee

Sec. 2: Bodies

Subsec. 2a: The “General Body” is defined as all Voting Members present at the General Body Meeting

Subsec. 2b: The “Executive Board”, hereafter referred to as “ExBoard” consists of, but not limited to, the President, Vice President, Secretary, Treasurer, Staff Advisor, and Student Advisor

Subsec. 2c: The “Executive Committee”, hereafter referred to as “ExComm”, consists of ExBoard and may consist of, but not be limited to the Chairperson(s) of each of the following committees: Booth, Buggy, Dining, Events, Funding, Housing and Student Life, and Publicity.

Sec. 3: Officials

Subsec. 3a: “Elected Officials” refer to the President and Vice President who will be selected and hold office under the guidelines outlined in Bylaws Article A. Only resident students may hold these offices

Subsec. 3b: “Appointed Officials” refer to the Chairs, Secretary, and Student Advisor appointed by the President and approved by ExComm. Before the final General Body Meeting of the spring semester, the President will appoint committee Chairpersons who will hold office for the following academic year. Nominees for these positions will be taken from the General Body; each committee will be asked to submit as a body a single nomination for its respective Chair. At the committee’s discretion, two names may be submitted, in lieu of this single nomination, to function as committee co-chairs. The appointments will be approved by a simple majority vote of the current President and Vice President and the members of ExComm appointed by the previous President. No single person shall be allowed more than one vote. New chairpersons will take office immediately after their appointments are approved

1) At the President's discretion and with the approval of ExComm, as many as one-quarter, rounded down to the nearest whole number, of appointed positions may be held by non-resident General Members who have previously been Voting Members for at least sixteen (16) consecutive weeks

Subsec 3c: "Hired Officials" refer to the Treasurer who will hold office for one academic year and is hired by the Staff Advisor with input from the standing President and Treasurer

Subsec. 3d: "Non-Voting Officials" refer to the Staff Advisor who will hold office for one academic year

Subsec. 3e: A "Space Access Administrator" facilitates and manages member access to the SDC Office, SDC Closet, SDC Buggy Room, and SDC Booth Garage. The President acts as SDC's Space Access Administrator as defined by CMU. The President may allow other members of ExComm to be Space Access Administrators at their discretion

Sec. 4: Capital

Subsec. 4a: "Approved Budget" refers to a budget passed by two-thirds approval of General Body. For a committee, their approved budget refers to the total amount allocated to their committee

Subsec. 4b: "Quorum" is defined as a simple majority of the Voting Members

Article 3: Jurisdiction

Sec. 1: Authority and Discrimination

Subsec. 1a: All residents of the University Housing system at Carnegie Mellon University will be served and represented by SDC under the guidelines of this Constitution and its Bylaws unless otherwise specified by the University administration

Subsec. 1b: SDC will support and abide by the Statement of Assurance available in The Word

Sec. 2: Throughout this Constitution, a "Residence Area" is defined as a division of the residence hall system serviced by one Resident Assistant

Sec. 3: Throughout this Constitution, a "Community Area" is defined as a division of the residence hall system serviced by one Community Advisor. If a Community Advisor does not exist, the Housing Area will be used analogously to the Community Area

Sec. 4: Throughout this Constitution, a "Housing Area" is defined as a division of the residence hall system serviced by one Housefellow

Sec. 5: Throughout this constitution, the "Master Account" is defined as the account from which SDC budgeted funds are pulled

Article 4: Fees

Sec. 1: Members of the student body of Carnegie Mellon University living in a dormitory or other assigned space of University owned or maintained housing will be required to pay an SDC Activity Fee each semester, the amount of which shall be determined by SDC and the appropriate administrative authorities

Sec. 2: The semi-annual fee will be collected by the University with each student's housing payment

Sec. 3: A refund of the SDC Activity Fee is possible only if the student is released from their housing contract prior to taking occupancy

Article 5: Meetings

Sec.1: General Body Meetings are to be held weekly, starting the second week of the academic calendar in the first semester and the first week of the academic calendar in the second semester; continuing until the last week of classes, excluding vacations and the week of carnival

Subsec. 1a: Any business under SDC jurisdiction may be conducted at General Body Meetings

Subsec. 1b: Any Carnegie Mellon student, faculty, or affiliate may participate in discussions and make motions at General Body Meetings

Sec. 2: Special General Body Meetings may be called by the President at any time

Subsec. 2a: All Voting Members must be notified at least 24 (twenty-four) hours in advance of the Special General Body Meeting

Sec. 3: No votes or action may be taken unless a Quorum is present.

Sec. 4: SDC General Body Meetings may be closed to everyone except the General Body and ExComm with a three fourths vote of the General Body

Article 6: ExBoard

Sec. 1: The Executive Board handles the day-to-day operations of the organization. Additionally, it represents the organization as a whole to the campus and is responsible for looking forward to the future of the organization

Sec. 2: All meetings of ExBoard will be closed to non-members of ExBoard unless designated otherwise by the President and approved by a simple majority vote of ExBoard

Article 7: ExComm

Sec. 1: Changes in the structure of appointed positions in ExComm, as defined in Article 2, may be made at the President's discretion with a simple majority vote of ExComm

Subsec. 1a: For the purposes of this Article, Voting Members shall be defined as members of ExComm except the Staff Advisor, Student Advisor, and Treasurer. The President may vote only if a simple majority vote of ExComm, excluding abstentions, is required for passage of a motion, and exactly 50% of ExComm, excluding abstentions, has voted to pass the motion

Subsec. 1b: All meetings of ExComm will be open to General Members of SDC, unless designated otherwise by the President and approved by a simple majority vote ExComm

Sec. 2: ExComm is empowered to act in the name of the General Body for the purpose of conducting urgent business

Subsec. 2a: ExComm may act between General Body Meetings only when a Quorum cannot be obtained

Subsec. 2b: ExComm may meet to conduct such business only if at least two thirds of its Voting Members are present

Subsec. 2c: All actions taken by ExComm at such meetings must be reported to the General Body at the next General Body Meeting

Sec. 3: Members of ExComm may be removed from office as outlined in Bylaws Article B

Article 8: Duties of ExBoard

Sec. 1: The duties of ExBoard include but are not limited to those outlined in this Article or specifically stated elsewhere in the Constitution or its Bylaws. It is the duty of all members of ExBoard to have a working knowledge of this Constitution and its Bylaws

Sec. 2: The duties of the President are as follows:

Subsec. 2a: The President calls and presides over General Body Meetings

Subsec. 2b: The President calls and presides over meetings of ExComm, as defined in Article 7, called at their discretion

- Subsec. 2c: The President calls and presides over ExBoard Meetings called at their discretion
- Subsec. 2d: The President appoints committee Chairpersons as detailed in Article 2, Sec. 3
- Subsec. 2e: The President maintains and, upon request, distributes thorough and contemporary descriptions of each of the positions in ExComm
- Subsec. 2f: The President represents SDC to the administration, other campus organizations, other campus governing bodies, and the general public
- Subsec. 2g: The President shall be responsible for communicating with and coordinating with leadership of other campus governing bodies including, but not limited to, Undergraduate Student Senate, Graduate Student Assembly, Activities Board, and the Student Body President
- Subsec. 2h: The President is a non-voting ex-officio member of all SDC committees
- Subsec. 2i: It is the duty of the President to have extensive knowledge of the SDC Constitution and its Bylaws
- Subsec. 2j: The President acts as supervisor to the paid Treasurer, acting with consultation from the Staff Advisor
- Subsec. 2k: The President must attend Student Government Board of Directors meetings as detailed in the Student Government Constitution
- Subsec. 2l: The President shall be responsible for maintaining the SDC office and the office supplies within it
- Subsec. 2m: The President shall be responsible for maintaining any spaces allocated to SDC by Carnegie Mellon University administration
- Subsec. 2n: The President may delegate those duties they are unable to perform
- Subsec. 2o: If the President is or will be unable to fulfill their duties for a period of less than three weeks, the Vice President will temporarily fulfill the duties of the President. If the President is or will be unable to fulfill their duties for a period of greater than three weeks, the office of the President is vacant, as defined in the SDC Bylaws Article A, Sec. 6, Subsec. 6a

Sec. 3: The duties of the Vice President are as follows:

- Subsec. 3a: The Vice President takes over the President's responsibilities when the President is not present at a meeting only if this absence is not covered by the Bylaws Article A, Sec. 6
- Subsec. 3b: It is the duty of the Vice President to advise the President and the General Body on meeting procedures, as specified in Bylaws Article D, and interpretation of the SDC Constitution and its Bylaws, as well as to act as Parliamentarian at all General Body Meetings and ExComm Meetings
- Subsec. 3c: It is the duty of the Vice President to notify the President immediately if breaches of procedure take place at General Body Meetings
- Subsec. 3d: The Vice President shall maintain copies of the SDC Constitution and its Bylaws and update them when amendments are passed
- Subsec. 3e: The Vice President shall maintain copies of the SDC Funding Bylaws and update them when amendments are passed
- Subsec. 3f: It is the duty of the Vice President to have extensive knowledge of the SDC Constitution and its Bylaws. The Vice President shall ensure that the requirements, rules, and qualifications outlined in the SDC Constitution and its Bylaws (and not already specified to be the responsibility of another group or individual) are met
- Subsec. 3g: The Vice President acts as coordinator of all member recruitment and retention efforts. This will at least include organizing the SDC table at the fall and spring Activities Fair and regular correspondence with all Voting Members

Subsec. 3h: The Vice President is to maintain and distribute to all Voting Members the SDC Info Packet as accompaniment to the Constitution

Subsec. 3i: The Vice President is to prepare a General Body Meeting agenda and distribute it to all ExComm and Voting Members in due time prior to each General Body Meeting

Subsec. 3j: If the Vice President is or will be unable to fulfill their duties for a period of less than three weeks, they must appoint a Voting Member to temporarily fulfill the duties of the Vice President. If the Vice President is unable to fulfill their duties for a period greater than three weeks, the office of the Vice President is vacant, as defined in the SDC Bylaws Article A, Sec. 4

Sec. 4: The duties of the Secretary include the following:

Subsec. 4a: The Secretary must compile an accurate membership roster and keep a record of Voting Member attendance

Subsec. 4b: The Secretary shall be responsible for verifying that a member has completed all the necessary requirements for becoming a Voting Member

Subsec. 4c: The Secretary must check to see that a Quorum is present at each General Body Meeting and must notify the General Body if there is none

Subsec. 4d: The Secretary must take accurate minutes of each General Body Meeting and distribute them as required by the General Body

Subsec. 4e: The Secretary must take accurate minutes of each ExComm meeting and distribute them as required by the General Body

Subsec. 4f: The Secretary corresponds to others on behalf of SDC as requested by the General Body or ExComm

Subsec. 4g: The Secretary keeps records of committee Chairpersons, members and activities

Subsec. 4h: The Secretary may require regular reports of the committees as necessary

Subsec. 4i: It is the duty of the Secretary to revoke the voting privilege of a Voting Member for excessive absenteeism (as outlined in Bylaws Article B, Sec. 3), and to notify both the member and the General Body when doing so

Subsec. 4j: If the Secretary is or will be unable to fulfill their duties for a period of more than three weeks, the President will appoint a Voting Member to temporarily fulfill the duties of the Secretary

Sec. 5: The duties of the Treasurer, as a paid position, include the following:

Subsec. 5a: The Treasurer must maintain the SDC budget with oversight from the President and Staff Advisor

Subsec. 5b: The Treasurer shall be required to report regarding the budget and related matters upon request of ExComm or the General Body

Subsec. 5c: The Treasurer shall be responsible for prompt payment of all bills or allocation of SDC funds

Subsec. 5d: The Treasurer will make requested transaction information available on a claim-by-claim basis, pending approval from those members of ExComm who oversee the account

Subsec. 5e: The Treasurer shall be responsible for training their successor in their final semester in the position

Subsec. 5f: If the Treasurer is or will be unable to fulfill their duties for a period of more than three weeks, the President will appoint a Voting Member to temporarily fulfill the duties of the Treasurer

Sec. 6: The duties of the Staff Advisor include the following:

Subsec. 6a: The Staff Advisor shall provide expertise and advice to the President and general council as required

Subsec. 6b: The Staff Advisor will be responsible for totaling the remaining balance of each SDC account string at the end of every year

Subsec. 6c: The Staff Advisor will be responsible for assuring that all SDC funds unaccounted be transferred into the Master Account

Sec. 7: The Student Advisor shall provide expertise and advice to the President and membership as required

Subsec. 7a: The Student Advisor shall design and implement programs fostering leadership development and organizes leadership-training sessions

Subsec. 7b: The Student Advisor shall oversee the organization of the annual ExComm Retreat

Subsec. 7c: The Student Advisor shall act as the historian of SDC and record and update any official documents and significant events that occurred throughout the year

Subsec. 7d: The Student Advisor shall meet with committee chairs to help set goals and plans for the year

Subsec. 7e: The Student Advisor shall be responsible for maintaining and communicating with SDC's Alumni network

Article 9: Duties of ExComm

Sec. 1: The duties of ExComm include but are not limited to those outlined in this Article or specifically stated elsewhere in the Constitution or its Bylaws. It is the duty of all members of ExComm to have a working knowledge of this Constitution and its Bylaws, to verify the attendance of their members at committee meetings, and to report the attendance and dates of attendance to the Secretary

Sec. 2: The duties of the Booth Chairperson include the following:

Subsec. 2a: Supervising the Booth Committee

Subsec. 2b: Organizing and running all aspects of the SDC Spring Carnival booth

Sec. 3: The duties of the Buggy Chairperson include the following:

Subsec. 3a: Supervising the Buggy Committee

Subsec. 3b: Preparing and maintaining the SDC Sweepstakes entries

Sec. 4: The duties of the Dining Chairperson include the following:

Subsec. 4a: Supervising the Dining Committee

Subsec. 4b: Acting as, or appointing a, liaison between SDC and CMU Dining Services

Subsec. 4c: Supervision of SDC attendance at special councils and committees pertaining to issues in CMU Dining

Sec. 5: The duties of the Events Chairperson include the following:

Subsec. 5a: Supervising the Events Committee

Subsec. 5b: Planning and implementing all SDC-run events

Subsec. 5c: Communicating with hosting organizations to provide subsidized ticketing opportunities to dormitory students

Sec. 6: The duties of the Funding Chairperson include the following:

Subsec. 6a: Supervising the Funding Committee

Subsec. 6b: Overseeing funding feedback

Subsec. 6c: Screening all requests for funds from SDC's Resident Assistant Special Allocation account. Process outline in Sec. 6 of the Funding Bylaws

Subsec. 6d: Screening all requests for funds from SDC's Dorm Student Initiatives account. Process outline in Sec. 7 of the Funding Bylaws

Subsec. 6e: Screening all requests for funds from SDC's General Funding account. Process outline in Sec. 5 of the Funding Bylaws

Subsec. 6f: Reporting to the General Body any funding motions that are voted on by the Funding Committee and not voted on during a General Body Meeting. The information to be reported includes, but is not limited to, the organization or person requesting funds; the name, date, and location of the event; the amount requested; the decision of the Funding Committee; the amount funded (if funded); and the account funded from (if funded)

Sec. 7: The duties of the Housing and Student Life Chairperson include the following:

Subsec. 7a: Supervising the Housing and Student Life Committee

Subsec. 7b: Acting as, or appointing a, liaison between SDC and the CMU office of Housing Services

Subsec. 7c: Acting as, or appointing a, liaison between SDC and the CMU Student Life Office

Subsec. 7d: Supervision of SDC attendance at special councils and committees pertaining to issues in CMU Housing

Subsec. 7e: Screening all requests for housing enhancements and permanent properties. Process outline in Sec. 8 of the Funding Bylaws

Subsec. 7f: Maintaining SDC's Loaner Properties

Subsec. 7g: Maintaining relationships with all active House Councils

Sec. 8: The duties of the Publicity Chairperson include the following:

Subsec. 8a: Supervising the Publicity Committee

Subsec. 8b: Publicizing SDC and SDC events

Subsec. 8c: Coordinating SDC's media relations and presence

Subsec. 8d: Coordinating SDC's online and social media relations and presence

Subsec. 8e: Assisting other committees with advertising and publicizing their committees, initiatives, or events

Sec. 9: If SDC is provided with an office by Carnegie Mellon, keys to access this office shall only be assigned to members of ExComm. Any exception to this rule must be approved by a Space Access Administrator

Article 10: Membership and Voting Privileges

Sec. 1: Upon ratification of this Constitution, all current and/or previous Voting Members of the organization ratifying this Constitution as a replacement to its current constitution shall retain their respective current and previous membership statuses as current and/or previous Voting Members in the new organization

Sec. 2: A Carnegie Mellon University student currently enrolled full-time as defined by the University and not living within SDC jurisdiction as defined by Article 2 may become a General Member by paying the SDC Activity Fee

Subsec. 2a: A Carnegie Mellon University student who is a second-semester senior enrolled part-time as defined by the University and not living within SDC jurisdiction as defined by Article 2 may become a General Member by paying the SDC Activity Fee

Subsec. 2b: General Members of SDC may join SDC committees but may not serve as members of ExComm (as defined in Article 5, Sec. 1) except as allowed in Article 7, Sec. 2

Sec. 3: Voting Members keep their right to vote for the rest of the current year unless they voluntarily withdraw or are stricken from the membership in accordance with Bylaws Article B

Subsec. 3a: Any prospective Voting Member can be refused seating by a simple majority vote of the General Body, excluding abstentions

Sec. 4: Only Voting Members are entitled to vote at General Body Meetings with the following exceptions:

Subsec. 4a: Any Voting Member who is under the penalty of censure as defined in Bylaws Article B, Sec. 4 cannot vote

Subsec. 4b: Voting members may not vote on Constitution, Funding Bylaws, or Budget changes until eight weeks after their membership is verified

Subsec. 4c: The presiding officer can vote only in the following two circumstances. Firstly, if a simple majority vote of General Body, excluding abstentions, is required for passage of a motion, and exactly 50% of the General Body, excluding abstentions, has voted to pass the motion, the presiding officer shall vote. Secondly, in the case of elections of the President and Vice President, the current presiding officer may vote

Article 11: Duties of Voting Members

Sec. 1: Voting Members are responsible for serving the general welfare and representing the ideas and concerns of the overall Carnegie Mellon dorm community with an emphasis on the ideas and concerns of their respective constituencies

Sec. 2: Voting Members must attend all General Body Meetings, unless excused

Sec. 3: Voting Members must serve on at least one standing committee and must fulfill the responsibilities of committee membership as defined by that committee chair for the current year

Amendments

The General Body shall have the power to make amendments to this Constitution

1) A two-thirds vote of all Voting Members is required for passage of any amendment

2) Copies of any proposed amendments must be filed with both the Secretary and the Vice President at the time they are proposed

BYLAWS

Article A: Election of Officers

Sec. 1: Upon ratification of this Constitution, the President and Vice President of the organization ratifying this Constitution as a replacement to its current constitution shall be considered elected nunc pro tunc at the time of their respective elections in the organization ratifying this Constitution. Additionally at this time, all appointed officers of the organization ratifying this Constitution as a replacement to its current constitution shall be considered appointed nunc pro tunc at the time of their respective appointments in the organization ratifying this Constitution

Sec. 2: The meeting minutes must be closed before elections can begin. No sort of unofficial notes or minutes may be shared after elections are over. No discussion during elections may be shared with any of the candidates participating in the election

Sec. 3: For the purposes of this Article, the General Body will be defined as all Voting Members plus the current President and Treasurer. The Arbiter will not be counted as part of the General Body

Sec. 4: Any Voting Member in addition to the current President may run for President or Vice President providing they have served as a Voting Member for at least sixteen (16) consecutive weeks prior to elections and will be living in CMU Housing within SDC jurisdiction during their tenure in office

Sec. 5: The General Body shall hold elections for President and Vice President during the second week after mid-semester of the spring semester

Subsec. 5a: The order of elections shall be the office of President followed by the office of Vice President. The President and Vice President shall be elected at the same General Body Meeting

Subsec. 5b: Nominations for each office shall be opened two General Body Meetings preceding elections and closed one week prior to the election of each officer

1) Any Voting Member may nominate a candidate for an office

2) A second is required for a nominated member to become a candidate

3) Nominated members must accept or reject their candidacy. A candidate can only defer their nomination if they are nominated prior to one week before elections. If a candidate defers their nomination they must accept or reject their candidacy at least one week before elections take place. A nominee only becomes a candidate after accepting their nomination

Subsec. 5c: Each candidate may address the General Body for as many as five minutes prior to the election for their office. Other candidates for the position must leave the room during this address

Subsec. 5d: The General Body shall have time for general discussion of the candidates prior to the election for each officer. All candidates for the position must leave the room during this discussion

Subsec. 5e: At the start of the nomination process ExComm shall appoint a disinterested general member (i.e., a member not seeking election to either office) to be the Arbiter of the election. This appointment requires the simple majority vote of the General Body

1) In the event that the Arbiter decides to run for an office, a new one must be immediately appointed

2) The Arbiter may be removed at any time by a simple majority vote of the General Body. Upon removal, a new Arbiter must be immediately appointed

Subsec. 5f: The Arbiter shall conduct the election and with the assistance of the Staff Advisor shall receive and tally the votes

Subsec. 5g: Absentee ballots for a candidate for an office shall be accepted if signed and presented by another Voting Member to the Arbiter. The vote shall be valid only during ballots in which the candidate specified is still in the running for the office specified independent of the other candidates for that office. The Voting Member casting the absentee ballot will not be counted for the purpose of establishing Quorum for that meeting

Subsec. 5h: A simple majority vote of General Body is required for the election of a candidate

- 1) In the event that there are multiple candidates in the running and no candidate receives a simple majority vote of General Body, a new vote must be held between the candidates receiving the two largest numbers of votes. If there is only one candidate in the running, nominations will be reopened before the next round of voting. Any newly nominated candidates may address the General Body for up to five minutes
- 2) In the event that no candidate, still in the running after the application of the above, receives a simple majority vote of General Body, nominations for that position will be reopened and a new vote must be held among all candidates still in the running
- 3) Before a new vote is held, each candidate shall be allowed to address the General Body for not more than three minutes

Subsec. 5i: In the event of a dispute concerning the rules during the election process, a motion to suspend or temporarily alter (that is, to change the procedure for that particular election and no others) any of the rules of Subsec. 5e through Subsec. 5h of this section may be made. Such a motion must be entertained immediately and requires a two-thirds vote of Voting Members for passage

Subsec. 5j: Voting for all elected officers shall be by secret ballot

Sec. 6: If an office becomes vacant, nominations shall be accepted at the next regular General Body Meeting after the office is determined to be vacant

Subsec. 6a: An office becomes vacant when:

- 1) An officer resigns
- 2) An officer is removed from office as specified in Bylaws Article B
- 3) An officer is unable to fulfill their responsibilities for three or more consecutive weeks

Subsec. 6b: Elections will be held to fill the vacant position one week after the nominations (with procedure as outlined Bylaws Article A, Sec. 3) and the new officer will take office immediately

Subsec. 6c: If the Presidency is vacated, the Vice President will fulfill the duties of the President until a new President is elected as specified in Bylaws Article A, Sec. 5

Subsec. 6d: The elected officer will complete the term of the vacating officer

Sec. 7: The term of office for all elected officers will run from one week after the date of elections (except as specified in Bylaws Article A, Sec. 6, Subsec. 6a) until one week after the next set of elections as specified in Bylaws Article A, Sec. 5

Article B: Impeachment, Removal and Censure

Sec.1: Impeachment proceedings may be brought against a Voting Member or member of ExComm by any Voting Member or member of ExComm

Subsec. 1a: A motion of impeachment may be brought up at any General Body Meeting. Such action takes precedence over any other business

Subsec. 1b: The accuser may withdraw the motion at any time

Subsec. 1c: The accusing party shall have two minutes to state their case and the defendant shall have equal time for a rebuttal

Subsec. 1d: Both parties shall leave the room while the General Body discusses the case and votes on impeachment

Subsec. 1e: A simple majority vote of General Body is required for impeachment

Sec. 2: If the vote for impeachment succeeds, a trial must be held within one week

Subsec. 2a: The President shall choose a Chief Justice to preside over the trial. If the President is the party impeached, then the Vice President and Secretary shall choose a Chief Justice

Subsec. 2b: The Chief Justice must be a non-Voting Member or the Staff Advisor

Subsec. 2c: The Chief Justice shall conduct the trial by allowing equal time for both the accuser and defendant to state their cases. The Chief Justice will allow time for Voting Members to engage in general discussion

Subsec. 2d: The General Body shall vote on conviction of the defendant. A two-thirds vote of Voting Members is required for conviction

Subsec. 2e: The accuser and the defendant may not vote on the conviction of the defendant

Subsec. 2f: Upon conviction, the member will be asked to leave and their name will be stricken from the roll. An ExComm member may retain their status as a Voting Member provided that the explicitly stated purpose of the motion to impeach was only to remove him or her from their office

Sec. 3: Any Voting Member may lose their status as a Voting Member for any of the following reasons:

- 1) Three unexcused absences from General Body Meetings during any one semester. Any reasonable excuse presented to the Secretary prior to the missed General Body Meeting will excuse the member from attending that meeting
- 2) Not attending the meeting of any committee for three consecutive weeks. Any reasonable excuse presented to an ExComm member prior to the missed committee meeting will excuse the member from attending that meeting

Sec. 4: The General Body may vote to censure any General Member of SDC whom it feels is disrupting SDC business

Subsec. 4a: The motion to censure may be made at any General Body Meeting and takes precedence over all other main motions and must be entertained immediately

Subsec. 4b: The accuser may withdraw the motion at any time

Subsec. 4c: The accusing party shall have two minutes to state their case and the defendant shall have equal time for a rebuttal

Subsec. 4d: Both the accuser and defendant shall leave the room while the General Body debates and votes on the motion

Subsec. 4e: A two-thirds vote of General Body, excluding the defendant and the accuser, is required for censure

Subsec. 4f: A censured member may not speak for the remainder of that General Body Meeting and may be required to leave by a simple majority vote of the General Body

Article C: Petitions

Sec. 1: General Members of SDC may submit to a member of ExComm a petition stating their grievances and containing twenty-five signatures and addresses of General Members of SDC. These petitions must be validated by the Vice President and Secretary

Sec. 2: Upon validation, the grievances stated in the petition must be discussed at the next General Body Meeting

Article D: Parliamentary Authority

Sec. 1: The current edition of Robert's Rules of Order shall govern SDC in all cases involving parliamentary authority or order in which they are not inconsistent with the SDC Constitution or its Bylaws

Sec. 2: SDC shall follow a basic agenda made by the Vice President and interpreted by the presiding officer. Any decision of the presiding officer regarding the agenda may be reversed by a simple majority vote of the General Body

Sec. 3: The Presiding Officer may overrule any motion

Subsec. 3a: If the presiding officer overrules a motion, a motion can be made by any General Member to veto the presiding officer's decision. This motion requires a second by a Voting Member and cannot be overruled by the presiding officer. Such a motion must be entertained immediately and requires a two-thirds vote of General Body for passage

Subsec. 3b: The presiding officer cannot overrule a motion to impeach or motion to censure

Sec. 4: A Voting Member may motion to amend a motion at any time while a motion is being considered. Such a motion must be entertained immediately by the General Assembly

Subsec. 4a: For the purpose of this section, the General Assembly is defined as the General Body plus the person or persons who made the original motion

Subsec. 4b: When a motion to amend is made, the Presiding Officer asks the General Assembly for any objections to the amendment. If no objections are made, the amendment is immediately adopted

Subsec. 4c: If there is any objection to the amendment, a two-thirds majority vote of the General Body is required to adopt the amendment

Sec. 5: At any time during General Body Meetings, a General Member may motion to take an informal poll of the General Body. Any General Member may vote during informal polls

Article E: Funding

Sec. 1: The funding policies of SDC are outlined in the SDC Funding Bylaws

Amendments

The General Body shall have the power to make amendments to these Bylaws

- 1) A two-thirds vote of all Voting Members is required for passage of any amendment
- 2) Copies of any proposed amendments must be filed with both the Secretary and the Vice President at the time they are proposed

FUNDING BYLAWS

Sec.1: All expenses of SDC shall be defrayed from SDC Activity Fee, SDC assets and any other SDC revenue, unless otherwise specified by the General Body

Sec. 2: SDC shall maintain a Primary Account and Operating Reserve Account

Sec. 3: The Operating Reserve Account shall be managed as follows:

Subsec 3a: The Operating Reserve Account shall be populated by funds remaining in the Primary Account at the end of the SDC fiscal year unless they are being used in the following fiscal year

1) The Operating Reserve Account shall have at least \$10,000 at the beginning of each fiscal year

Subsec 3b: Spending from the Operating Reserve Account may occur in the following ways:

1) Upon approval by way of a simple majority vote at a meeting of ExBoard, funds that are in the Operating Reserve Account may be used to cover the cost of an expenditure for regular maintenance, upkeep, and improvements of SDC space. Each expenditure shall be limited to ten (10) percent of the funds that are in the Operating Reserve Account at the beginning of the fiscal year unless an increase is approved by way of a simple majority vote at a meeting of the SDC General Body

2) Upon approval by way of a simple majority vote at a meeting of ExBoard, funds that are in the Operating Reserve Account may be used to cover unexpected costs to a committee or functionary unit of SDC. Each expenditure shall be limited to ten (10) percent of the funds that are in the Operating Reserve Account at the beginning of the fiscal year unless an increase is approved by way of a simple majority vote at a meeting of the SDC General Body

3) Upon approval by way of a simple majority vote at a meeting of an SDC General Body Meeting, funds in the Operating Reserve Account may be used to cover costs that fall outside the primary purpose of the Operating Reserve Account, as listed above

Subsec 3c: A member of ExBoard shall inform the General Body of any spending from the Operating Reserve Account within one week of the expenditure

Sec. 4: The President and Treasurer must prepare an annual budget for the Primary Account outlining expected revenues and expenditures by the final General Body Meeting of the Spring semester

Subsec. 4a: A copy of the proposed budget must be distributed to Voting Members and ExComm at the General Body Meeting immediately preceding the General Body Meeting at which the proposed budget is brought to a vote by the General Body

Subsec. 4b: A two-thirds vote of General Body is required for passage of the budget proposal

1) The vote must take place at or before the second General Body Meeting after the budget is presented to the General Body

2) In the event the budget is overridden by the General Body, a revised budget must be presented at the next General Body Meeting

Subsec. 4c: A portion of the budget, designated "Resident Assistant Funding," shall be determined as part of the budget and disbursed in accordance with Sec. 15 of these Bylaws

Subsec. 4d: A portion of the budget, designated "General Funding," shall be determined as part of the budget in accordance with Sec. 5 of these Bylaws

Subsec. 4e: A portion of the budget, designated "Resident Assistant Special Allocations," shall be determined as part of the budget in accordance with Sec. 8 of these Bylaws

- Subsec. 4f: A portion of the budget, designated “Dorm Student Initiatives,” shall be determined as part of the budget in accordance with Sec. 9 of these Bylaws
- Subsec. 4g: A portion of the budget, designated “Permanent Properties Requests,” shall be determined as part of the budget in accordance with Sec. 10 of these Bylaws
- Subsec. 4h: A two-thirds vote of General Body is required to change the expenditures in any part of the proposed budget
- Subsec. 4i: The proposed budget should include explicit expenditures for each committee proposed by the respective chairperson
- Sec. 5: It shall be the responsibility of the Treasurer to ensure that each committee and functionary unit spends within its budget
- Subsec. 5a: Each committee and functionary unit with a budget may spend from its budget in three ways. The chair of the committee or functionary unit may:
- 1) Spend funds from that group’s total allocation as indicated by their approved committee budget at their own discretion
 - 2) Spend funds in a discretionary manner at or below a level to be set by the General Body
 - 3) Spend funds specifically approved by a motion at a General Body Meeting
- Subsec. 5b: The Treasurer must inform both the committee chairperson and the General Body if overspending is to occur
- Subsec. 5c: A two-thirds vote of General Body is necessary to amend a budget previously approved by the General Body
- Subsec. 5d: Any overspending by a committee or functionary unit will be noted in the final budget report for the year in which the overspending occurred. The overspending will be absorbed by the Master Account
- Subsec. 5e: All funding reimbursements must be processed in accordance with University policies and procedures. The Treasurer is responsible for making General Body aware of these policies
- Sec. 6: Requests by external groups for any funding that is not directly going toward permanent properties as outlined in Sec. 8 must be submitted to the Funding Chair and approved at a Funding Meeting before being entertained by the General Body
- Subsec. 6a: The Funding Chair or their designate will act as the non-voting Chair of the Funding Committee. The Chair can only vote as described in Subsec. 6c
- Subsec. 6b: Quorum at a Funding Meeting is defined as five Voting Members excluding the Chair
- Subsec. 6c: A simple majority vote of the Funding Committee is required for a funding request to be entertained by the General Body. However, if the request is for 1000 (one thousand) dollars or less then approval from at least two-thirds of the Funding Committee is equivalent to passage by the General Body. In the event of a tie, the Chair will cast the deciding vote
- Subsec. 6d: No funds may be allocated for an event where attendees are required to donate to charity
- Subsec. 6e: No funds may be allocated for the purpose of directly donating to charity
- Subsec. 6f: The requestor must provide the Funding Committee with a description of the activity, including date, time, place, and estimation of anticipated expenditures
- Subsec. 6g: The requestor will be responsible for obtaining receipts for their expenditures and returning them to the Funding Chair or the Treasurer

- Subsec. 6h: The Funding Chair will be responsible for ensuring that the funds are spent on the items for which they were intended. If funds are misused, then the Treasurer may, with the consent of ExComm, deny the reimbursement of funds
- Subsec. 6i: All funding motions expire 20 days after the funds are spent unless the fiscal year ends before the end of the four months. In that case, the funding motions expire the day after graduation at 5:00pm. If the motion is for the following fiscal year, then it expires 20 days after the funds are spent
- Subsec. 6j: All funding motion expirations must be reported by the Treasurer at or before the next General Body Meeting
- Sec. 7: General Funds may be used to fund unique programs or initiatives not previously accounted for in the budget for the current year
- Subsec. 7a: A two-thirds vote of General Body is necessary to approve spending of General Funds
- Subsec. 7b: The Executive Committee cannot approve spending from this fund in ExComm session as defined in Article 6, Sec. 3 of the Constitution
- Sec. 8: Resident Assistant Special Allocation is distributed to support extraordinary events organized by residence halls
- Subsec. 8a: A two-thirds vote of the General Body is necessary to approve spending of Residence Assistant Special Allocation funding
- Sec.9: Dorm Student Initiatives Funding is distributed to support extraordinary events or programs organized by students of residence halls
- Subsec. 9a: A two-thirds vote of the General Body is necessary to approve spending of these funds
- Sec. 10: Requests for any funding for extraordinary projects or property to enhance a space within a dormitory community must be submitted to the Housing and Student Life Chair and approved at the discretion of the Housing and Student Life Committee
- Sec. 11: Requests to fund any programs or initiatives after they have occurred will not be considered
- Sec. 12: Any sale of property currently owned by SDC must be approved by both the President and the Treasurer and processed in accordance with university policies and procedures
- Sec. 13: A reserve fund will be maintained for emergency situations
- Subsec. 13a: A two-thirds vote of General Body is necessary to approve funding requests from this reserve fund
- Subsec. 13b: The Executive Committee cannot approve spending from this fund in an ExComm emergency session as defined in Article 6, Sec. 3 of the Constitution
- Subsec. 13c: Increases to the reserve fund will be considered yearly
- Sec. 14: Remaining allocated and unallocated reserve funds may be used outside of the academic year to support SDC summer operations and prepare for the upcoming year
- Subsec. 14a: These allocations can only be made by the President when attendance from at least two-thirds of ExComm cannot be obtained for a meeting
- Subsec. 14b: All expenditures must be approved by the President and Treasurer under consultation of the Staff Advisor
- Subsec. 14c: All expenditures must be reported at the first General Body Meeting
- Sec. 15: Resident Assistant Funding shall be distributed directly to all Community Areas each semester

Subsec. 15a: The amount of Resident Assistant Funding distributed to each community area shall be determined by the following criteria:

- 1) The number of residents living in the Community Area
- 2) The dollar amount of Resident Assistant Funding used by that Community Area each of the past three years
- 3) Any extraordinary alterations to a Community Area that may lead to a significant change in Resident Assistant Funding usage for the upcoming semester
- 4) Input from the Housefellow overseeing the Community Area

Subsec. 15b: The amount of Resident Assistant Funding distributed to a Community Area in a semester shall be 500 dollars at a minimum

Subsec. 15c: The proposed allocation of Resident Assistant Funding for a Community Area shall be presented to the Housefellow of that Community Area at or before two weeks prior to the beginning of the semester

Subsec. 15d: The final allocation of Resident Assistant Funding for each Community Area must be approved by a simple majority vote of ExBoard at or before one week prior to the beginning of the semester

Subsec. 15e: Resident Assistant Funding shall be dispersed to the Community Areas during the first week of each semester

Subsec. 15f: At the end of the Spring Semester all remaining Resident Assistant Funding unspent by each Community Area will be reclaimed

Subsec. 15g: Resident Assistant Funding dispersed to Community Areas shall be used only for expenses that primarily and directly benefit residents of the residence hall system. The use of these funds as donations for any charitable activity is prohibited

Sec. 16: Requests for an internal transfer of funds must be approved at an ExComm Meeting before being entertained by the General Body

Subsec. 16a: An internal transfer of funds shall be defined as any transfer of funds involving only SDC accounts, excluding house accounts

Subsec. 16b: A committee chair will serve as the requestor

Subsec. 16c: A two-thirds majority vote of ExComm is required for an internal transfer of funds request to be entertained by the General Body. If the amount of the transfer is under 1000 (one thousand) dollars, then the two-thirds approval by ExComm will act as a two-thirds approval by the General Body

Subsec. 16d: A two-thirds vote by the General Body is required for an internal transfer of funds to be approved.

Amendments

The General Body shall have the power to make amendments to these Funding Bylaws

- 1) A two-thirds vote is required for passage of any amendment
- 2) Copies of any proposed amendments must be filed with the Secretary, Treasurer, the Vice President, and the Funding Chair at the time they are proposed