
Constitution

Dartmouth Student Assembly



Preamble

We, the undergraduates of Dartmouth College, as an essential component of the College, do hereby reaffirm the establishment of the Dartmouth Student Assembly to play an active role in shaping College policies and priorities. To this end, we will lend a voice to student concerns and opinions; play an active role in shaping College policy; protect student rights and freedoms; promote and finance undergraduate activities; foster school unity and pride; and serve as a forum for the discussion and advancement of ideas.

Article I: Name, Purpose, Membership and Structure

Section One: Name

The name of this organization shall be the Dartmouth Student Assembly (DSA).

Section Two: Purpose

The purpose of DSA shall be to pursue the objects stated in the preamble. The DSA shall serve as the primary liaison between the undergraduate student body and the administration, faculty, staff, and persons or groups outside of the University. Any issue affecting the quality of undergraduate life or education falls within the jurisdiction of DSA.

Section Three: Membership

Members of the DSA are divided into three membership tiers:

1. Full-Term Elected Members – the right to vote on DSA initiatives shall be reserved for the elected members of the Council of Representatives. The Vice President shall vote in the case of a tie.
2. Full-Term Non-Voting Members – includes all appointed members of the Executive Board, specifically the Chief of Staff, Financial Director, Events Director, Content Manager, and Associate Representatives in the Council of Representatives
3. Affiliated Members – includes members of focus groups and ad-hoc committees, Special Project Contributors, members of the Freshmen, Sophomore, Junior, and Senior Class Councils, and members of EPAC.

Section Four: Structure

The DSA shall be comprised of the following bodies:

1. Council of Representatives, which includes elected and associate representatives.
2. Executive Board, which includes elected officials and appointed members.
3. Committees, which include elected chairs, elected representatives, and appointed members.
4. Freshman, Sophomore, Junior, and Senior Class Councils.
5. Elections Planning and Advisory Committee, which includes both DSA members and members of the student body at large and is assembled before annual elections

Article II: Council of Representatives

Section One: Purpose

The Council of Representatives (hereafter referred to as the Council) shall be the primary forum for the discussion of undergraduate affairs. The Council shall develop and execute projects that a) address current issues raised by the undergraduates and/or (b) further that aforementioned mission of the DSA.

Section Two: Composition

The Council shall be comprised of 3-6 elected representatives from each housing community. It is at the discretion of each Housing Community to determine their method of electing their representatives. Each Housing Community will hold elections concurrently with the Student Assembly President and Vice President elections in the Spring.

Section Three: Term Lengths

Each representative shall serve a one-year term starting on the first day of summer break and ending the last day of exam period in the following academic year. The Council may be convened immediately after elections, but will not be able to act on official business until the aforementioned term has started.

Section Four: Qualifications

Any member of the sophomore, junior, or senior class may be elected by their House, provided (a) he or she shall represent the House to which he or she belongs and (b) will not concurrently serve on the Executive Board as any position other than a Committee Chair. In order to be considered for a one-year term, a student must be on campus for a minimum of two of the four terms.

Section Five: Associate Representatives

Members of the student body at large may attend and participate in meetings of the Council. To continuously work on official projects on behalf of DSA, such students must be recognized as associated (appointed) representatives of the Council. Associate representatives are non-voting members of the Council and shall be held to the same standards of attendance, conduct, and participation as elected representatives. To become an associate representative, one must submit to the Vice-President a proposal demonstrating the commitment and competence in addressing campus issues.

Section Six: Budgetary Responsibilities

The Council shall approve the yearly allocation of the DSA budget into specific funds as presented by the Finance Director in September. Funds, whether they be broad or narrow in scope, are general allocations of monies towards an aspect of DSA's mission without naming each line-item explicitly. The review and approval process shall proceed as follows:

1. The Finance Director shall design several discrete Funds for the year and submit allocations to each Fund to the President no later than the first week of school.
2. The President shall distribute the tentative allocations to the Council for review.
3. In addition to the allocation of Funds, the Finance Director shall also present a tentative budget including specific line-items for the Council's reference.
4. At the following Council meeting, representatives shall discuss the allocations and may propose amendments. An amendment shall pass with a simply (1/2) majority vote.
5. The Council shall vote on the overall appropriations to Funds as a package. The allocation shall pass with a two-thirds (2/3) majority vote. Tentative budgets shall not be voted upon by the Council, but rather only the broad allocations to Funds.

Section Seven: Council Votes

The Council shall be required to approve basic actions of the DSA. A vote shall be considered legitimate if quorum is achieved, where quorum requires at least two-thirds (2/3) of representative to be present and voting. Members shall be able to abstain from any vote; by abstaining, they do acknowledge their presence by adding to the quorum but their vote is not held for or against the measure. The following actions shall be granted approval if they garner the corresponding vote:

1. Project proposals: Simple (1/2) majority.
2. Establish focus groups or event Subcommittees: Simple (1/2) majority.

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3. Appointment of Executive Board members, event Subcommittee Chairs, and when necessary Elections Planning and Advisory Committee Chair: Simple (1/2) majority.
 4. Decision of FC grants: Simple (1/2) majority.
 5. Proposals for DSA-sponsored events: Simple (1/2) majority.
 6. Administer a referendum: Simple (1/2) majority.
 7. DSA Budget: Two-Thirds (2/3) majority.
 8. Appointed Official's membership: Two-thirds (2/3) majority.
 9. Presidential veto override: Two-thirds (2/3) majority.
 10. Impeachment: Three-fourths (3/4) majority.
 11. Constitutional Amendment: Three-fourths (3/4) majority.

Article III: Executive Board

Section One: Purpose

The Executive Board shall serve as the internal governing body of DSA. The Executive Board shall (a) work with the Council of Representatives to create yearly platforms and project ideas, (b) manage projects with each body of DSA, and (c) centralize and streamline communication between DSA and the Dartmouth administration.

Section Two: Elected Members

The President and Vice President shall be elected independently by popular vote in an undergraduate general election (for election procedures, see Article VI).

Section Three: Appointed Members

The President-elect and Vice President-elect shall appoint the Chief of Staff, Financial Director, Events Director, Content Director, and Communication Director. To be appointed, each prospective Director must:

1. Have previously served as a member or affiliated member of a Dartmouth governing body (ex. Collis Governing Board).
2. Submit a completed Executive Board application to the President-elect and Vice President-elect no later than fourteen (14) days after the general election. The Vice President-elect is responsible to create and advertise the application.
3. Pass a vetting process conducted by the President-elect and Vice President-elect. The vetting process for all applicants shall begin immediately after the application submission deadline elapses. During the vetting process the President-elect and Vice President-elect shall nominate one candidate for each position for Council confirmation.
4. If nominated, present his or her qualifications, goals, and other relevant information to the Council in the form of a speech.
5. Win a simple majority (1/2) vote of approval from the newly-elected Council.

Section Four: Length of Term

Each Executive Board member shall serve a one-year term starting on the first day of summer break and ending the last day of exam period in the following academic year. The newly elected Executive Board and Council may begin convening immediately after elections in order to organize themselves and prepare for their term, but will not be able to impact policy or take action on behalf of the undergraduate student body until the aforementioned term has started.

Section Five: Transition of Power

No later than the first day of summer term, the sitting executive board shall relinquish control of all communication, financial, and administrative accounts to the newly-elected executive board. It is the responsibility of each newly-elected officer to meet individually with the current holder of his or her office to ensure that he or she is aware of any remaining duties or pending project(s) to which he or she must attend after taking office.

Section Six: The President

The President shall be the chief executive officer of DSA. The President is the primary representative of DSA and the official voice of the Dartmouth undergraduate community. The duties of the President shall be to:

1. Lead the DSA and its subsidiary bodies.
2. Serve as the primary liaison to all individuals and bodies outside of DSA.
3. Advocate, implement, and enforce resolutions passed by the DSA.
4. Present Council initiatives and enforce resolutions passed by the DSA.
5. Present Council initiatives and recommendations to the administration.
6. Meet with representatives of the Dartmouth College President's Office, Provost's Office, Dean's Office, and the DSA administrative advisor on a regular basis.
7. Appoint Executive Board Members in conjunction with the Vice President.
8. Convene meetings of the Executive Board on a weekly basis.

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9. Veto a Council proposal, if necessary. The president may only veto an initiative after the Council has voted. A veto may be issued up to a week after said vote.
 10. Perform any additional tasks the Council shall determine.

Section Seven: The Vice President

The Vice President shall be the second in line to the presidency and shall be the leader of the Council of Representatives. The duties of the Vice President shall be to:

1. Lead the DSA in the absence of the President.
2. Serve as Speaker of the Council and moderator of all Council meetings.
3. In the event that a vote of the Council of Representatives is tied, the Vice President shall be able to cast a vote.
4. Ensure the efficiency, transparency, and productivity of the Council. He or she shall manage the list of projects the Council pursues, assign representatives to manage projects, and oversee the completion of each project.
5. Facilitate the associate representative membership process.
6. Accompany the President to meetings with Dartmouth College President's Office, Provost's Office, Dean's Office, and the DSA administrative advisor.
7. Perform any additional tasks the Council shall determine.

Section Eight: The Chief of Staff

The Chief of Staff shall be the manager of the Executive Board and the primary manager of DSA internal communications. He or shall she be the third in line to the Presidency. The duties of the Chief of Staff shall be to:

1. Assist the President and Vice President with logistics, Council initiatives, and communications.
2. Manage communications between the Executive Board, the Council, and the additional bodies of the DSA.
3. Design and distribute Council meeting agendas prior to the weekly meetings.
4. Meet with the Directors of the Executive Board on a biweekly basis to monitor the status of their projects and initiatives.
5. Facilitate attendance and voting within the Council.
6. Record meeting minutes and distribute said minutes to the appropriate group(s), the administration, and the public. The minutes shall include attendance records of both DSA members and any guest(s).
7. Oversee recruitment efforts for all bodies of the DSA.
8. Perform any additional tasks the Council and Executive Board shall determine.

Section Nine: The Finance Director

The Finance Director shall be the administrator of all DSA funds. The duties of the Finance Director shall be to:

1. Design and submit the DSA budget for Council approval by the first week of school.
2. Apportion, distribute, and record the movement of all funds appropriated to the Student Body at the direction of the Council.
3. Manage communications with the Undergraduate Finance Committee (UFC) on all budget related issues.
4. Publish an end-of-year report on DSA expenditures by the final week of April. The report shall exclude any expenses that general incur near or after that date.
5. Lead DSA fundraising initiatives.
6. Manage and recruit the Business Team.
7. Report to the Council on the status of the budget on a monthly basis.
8. Account for budget appropriated to undergraduate student organizations, and DSA-sanctioned events in conjunction with the Events Director.
9. Perform any additional tasks the Council shall determine.

Section Ten: The Events Director

The Events Director shall be the organizer of all events put on by the DSA. The duties of the Events Director shall be to:

1. Design and submit the calendar of DSA-sponsored events for the Council on a rolling basis.
2. Oversee the organization of events included in the calendar of DSA-sponsored events.
3. Propose new events to the Council for approval. The event shall be approved with a simple (1/2) majority.
4. Preside over the Events Committee and monitor projects led by its members.
5. Appoint a Deputy Events Director with the consent of the President and Vice President.
6. Work with the respective Committee Chair(s) to coordinate and assist in the implementation of specific projects.
7. Perform any additional tasks that the Council shall determine.

Section Eleven: The Communications Director

The Communications Director shall be the primary liaison between the DSA and the student body. The duties of the Communications Director shall be to:

1. Manage the primary DSA email account and communications with the student body.
2. Serve as the primary liaison between the DSA and the media.
3. Appoint a Deputy Communications Director with the consent of the President and Vice President. The Deputy shall fulfill duties of the Communications Director in his or her absence, assist the Communications Director with communication efforts, and serve as the copy-editor of all DSA publications and communications.
4. Create and distribute a monthly newsletter with DSA updates to the student body.
5. Perform any additional tasks the Council shall determine.

Article IV: Teams and Committees

Section One: Formation

The DSA shall, by Presidential appointment or Council vote, form committees. The President will have the authority to dissolve any committee(s) that he or she deems unfit, or inefficient. If the President introduces a committee for formation, he or she must outline the purpose of the committee and his or her goals for the committee, including predicted annual funding, and a timeline for project goals. The Council may approve of any committee by a simple (1/2) majority.

Section Two: Leadership

Each committee will be composed of a Chair, or co-Chairs, and a voting body. Representatives on the Council may chair any committee. In order for an associate representative, or appointed student, to chair a committee, he or she must be approved by the Council by a two-thirds (2/3) vote.

Section Three: Composition

Each committee may be composed of Council members and associate representatives. Each committee shall convene on a regular basis, and compile a termly report, summarizing past activity and forecasting future activity, including budget expenditures, events, and planned policy proposals.

Section Four: Budget Expenditures

Each committee Chair(s) will work with the Financial Director at the beginning of Fall Term to outline budget allocation for the respective committee. The Financial Director will include each committee budget allocation in his or her financial reports.

Section Five: Task Forces

At the discretion of the Executive Board or via majority (1/2) vote from the Council, a task force may be established to work on a specific project. This task force shall be comprised of DSA members and special project contributors as follows.

Article V: Subsidiary Bodies and University Standing Committees

Section One: Class Councils

The Freshman Class Council (FCC), the Sophomore Class Council (SoCo), the Junior Class Council (JCC), and the Senior Class Council (SCC) shall promote bonding, organize events, and address issues specific to their respective classes. The DSA shall provide each Class Council with a grant at the beginning of the fall term and assist the Council's operations. It shall be required that:

1. Each Class President reports on its respective Council's activities

Section Two: Standing Committees

The Executive Board shall appoint by majority (1/2) vote a representative to any administrative undergraduate standing committee that addresses any of the issues that fall under the purview of DSA.

Article VI: Elections

Section One: Parameters

The President and the Vice President shall be elected by the study body at large. Each housing community shall elect three (3) to six (6) representatives for the Council of Representatives. All elected officials shall serve for their aforementioned terms. A student may run for two elected positions but cannot serve in two elected capacities concurrently.

Section Two: Electoral Planning and Advisory Committee

The Electoral Planning and Advisory Committee (EPAC) shall determine specific election rules, monitor campaigns, and facilitate voting for the DSA. The EPAC shall be established no later than three weeks prior to the campaign period. The DSA Vice President shall appoint the chair for the EPAC. If the Vice President intends to run for an elected position that year, he or she must notify the President by March 1st. The President shall then nominate a replacement EPAC Chair for Council approval. EPAC must comprise of, at minimum, two Council delegates. Other members may be appointed via application by the EPAC Chair upon his or her approval. Members of EPAC may not support any candidate and must remain neutral and impartial during their time on the committee.

Section Three: Declaring Candidacy

A prospective candidate for President or Vice President must submit to EPAC a petition signed by 100 Dartmouth undergraduates no later than sixteen (16) days before Election Day. Each candidate must also attend any required EPAC meetings prior to Election week. EPAC will notify the entire undergraduate body of the time and place of these meetings, and provide petition sheets for each prospective candidate.

Section Four: Election Guidelines

By submitting the petition defined in Article 6.3, a candidate shall agree to adhere to the regulations set fourth in the Election Guidelines. A subsequent violation of the Election Guidelines shall render the candidate warned, fined, or disqualified. It is at the discretion of EPAC to determine the penalty for violations of the Election Guidelines.

Section Five: Voting

All enrolled undergraduate students will be allowed one (1) vote, as verified by Dartmouth NetID, for each of the aforementioned positions. If a voter chooses to abstain, his or her vote in that specific race will not be counted. Voting for all elections shall occur over a single, well-advertised 24-hour window. The start and end times of the election shall be determined by the Chairs of the EPAC.

Section Six: Declaring a Winner

A candidate shall be declared the winner of his or her election if he or she wins a plurality of the votes.

Section Seven: Fall Elections

In the event that it is not possible to conduct votes within the housing communities during Spring Term, each House may conduct elections in the beginning of the Fall Term to determine their representatives. Fall elections will follow the same guidelines as Spring Term elections.

Article VII: Impeachment and Removal

Section One: Removal

The Council shall have the authority to remove an Executive Board member or representative. The Council shall hold a removal hearing for an Executive Board member or representative upon receipt of a petition that contains a maximum 500- word justification for removal and the signatures of either (a) one-half (1/2) of Council Representatives or (b) one-half (1/2) Executive Board members. A petition must be submitted to the President at least two co-sponsors at least one day prior to a regular Council meeting. In the event that the President is the subject for removal, the petition will be submitted to the Chief of Staff.

Council hearings regarding removal of a member of any status shall begin within one week of receipt of the petition and shall be presided over by the Vice President of DSA; in the event that the Vice President is the subject of the Petition, the President of the DSA shall preside over removal hearings. The removal process will proceed as follows:

The sponsors of the impeachment shall present their case for no more than ten (10) minutes. The accused person shall be given equal time to defend him or herself.

1. Council members shall question both the sponsors of the impeachment proposal and the accused person for no more than thirty (30) minutes.
2. The Council shall vote on whether to remove the named person. All representatives, associate representatives, and Executive Board members are eligible to vote. A three-fourths (3/4) majority vote will result in immediate removal from office.
3. In order to conduct the business of removal, a quorum shall be considered three-fourths of all council representatives, associate representatives, and Executive Board members.

Section Two: Removal for Attendance

The Executive Board shall submit a tentative list of required events at the beginning of each semester and give one-week warning before making any unanticipated event mandatory. An Executive Board member or Council representative shall be automatically removed from office upon his or her third unexcused absence from a council meeting or required event, or his or her fifth excused or unexcused absence. Absences are excused at the discretion of the President and Vice President.

Section Three: Removal of an Appointed Member

The President and Vice President, in coordination, may remove an appointed Executive Board member or an associate representative from office at their discretion. An official statement of removal and reasons for dismissal must be submitted, in writing, to the dismissed member, the Executive Board, and the Council in order for the dismissal to be final. If any other member of the DSA would like to remove an appointed member from office, and if the President and/or Vice President are unwilling to remove said member from office, the process for removal of an elected member (per Article VII, Section One) may be invoked.

Section Four: Recall

The Vice President shall hold a recall election for any DSA member upon receipt of a petition that contains a 500-word justification for recall and the signatures of no less than one-third (1/3) of students eligible to vote for the position in question. The Vice President shall hold a recall election within two weeks of his or her receipt of the recall petition. All students eligible to vote in an election for the position in question shall be eligible to vote in the recall election. A three-fourths (3/4) majority of vote may remove the representative from office.

Section Five: Resignation

Any member of the DSA may resign by submitting a statement of resignation to the President.

Section Six: Replacement of an Executive Board Member

In the event that a member of the Executive Board is removed from or leaves office, the President shall nominate a replacement for confirmation by the Council in a manner similar to that prescribed by Article III Section Six. A simple majority (1/2) of the Council is needed to confirm a new Executive Board Member. In the event that the President is removed from or leaves office, the Vice President shall assume the role of President and appoint upon the advice and consent of the Council, a new Vice President.

Section Seven: Replacement of a Representative

If a representative vacates his or her seat for any reason, the president of his or her residential college council shall fill said seat by special appointment. The DSA Vice President shall be in charge of coordinating this special appointment.

Article VIII: Rules and Ethics

Section One: Behavior

It is the responsibility of every member of DSA to hold themselves to the highest standards of conduct as designated in the Dartmouth Student Handbook. Representatives or Executive Board members

Article IX: House Rules

Section One: Council Meetings

Regular meetings of the Council of Representatives shall be held weekly, at an established time and place. Meetings shall be called and canceled at the discretion of the President and Vice President.

Section Two: Subsidiary Body and Committee Meetings

Subsidiary body and committee meetings shall be held weekly, and/or at the discretion of the President, relevant Director, or Executive Board of the subsidiary body.

Section Three: Closed Meetings

All DSA meetings are open to the public except meetings of the Executive Board. Meetings of any other body can be closed by a simple (1/2) majority vote of the Council.

Article X: Institutional Memory and Transparency

Section One: Online Project Management System

Digital communications on projects should be conducted on an online platform designated by the Executive Board in order to ease oversight and coordination between various members of DSA and maintain historic records of DSA initiatives.

Section Two: Representatives' Accountability

Information on the projects each elected and associate representative is involved in, as well as records of their attendance should be made public to the student body at large. This information is to be sent out to the student body at least twice a year.

Section Three: Council Minutes

All minutes recorded by the Chief of Staff shall be made available to the Dartmouth student body at large. Said minutes shall be published on the DSA website no later than one week after the meeting during which the minutes were recorded.

Section Four: Student Inquiry

Any Dartmouth undergraduate may request information, voice his or her concerns, and share new project ideas with any member of the Executive Board and/ or his or her college representative(s). It shall be the duty of the contacted DSA member(s) to respond to this inquiry in a timely manner.

Article XI: Amendment Procedures

Section One: Voting

The Council, with a quorum present, may amend this constitution with a four-fifths (4/5) majority vote.

Section Two: Process

Written amendments may be submitted by any member of the Council or Executive Board. Upon submission, the amendment shall be taken up by the Council within one month of submission.