District of Columbia College Democrats

Constitution

PREAMBLE & MISSION

Young people are now a major force in American politics. Millennials and Post-Millennials are the largest voting age bloc today, meaning the engagement of these voters can determine the future of our country for generations. As the official student arm of the DC Democratic Party, and as the central institution through which College Democrats and their campus chapters organize in the District of Columbia, we have an obligation not just to our own state, but to the nation.

We will never take a victory for granted. We will not be passive in the face of injustice, and we will not rely on a “blue wave” to preserve our values. We will not settle for anything less than extraordinary. We insist on progress, and we believe that we will win.

We, the College Democrats of the District of Columbia, do hereby dedicate ourselves to organizing college students in our state in order to encourage and develop the participation of young Americans in the political process and the Democratic Party. We strive to better our country and to promote the principles of equality, opportunity, social justice, and freedom within a just and strong society. As college students, we dedicate ourselves to representing the interests of students and youth within the political process.

We recognize our unique place in the nation. As students in the District of Columbia, we are made up of life-long residents of D.C. and of other states. As students in the nation’s capital, we have equal obligations both to our state and to our nation. As Democrats, we aim to promote the principles of our party. We call for full participation without regard to sex, race, ethnicity, national origin, religion, handicap, socioeconomic status, age, gender identity, or sexual orientation. For these ends and upon these principles, we, as Democratic college students, associate ourselves as the District of Columbia College Democrats.

ARTICLE I

Name, Membership, Organization, and Purpose

Section 1. The name of the organization is the District of Columbia College Democrats, herein referred to as the Federation.

Section 2. The Federation shall consist of students at institutions in the District of Columbia who are registered as Democrats or who wish to identify as College Democrats.
Section 3. The Federation shall be the official chartered chapter of the College Democrats of America in the District of Columbia, and campus chapters shall be the fundamental unit of the Federation.

Section 4. It shall be the purpose of the Federation to:
   a. support Democratic candidates for local, state, and federal office;
   b. conduct programs of voter registration, education and political engagement;
   c. promote the goals and mission of the Democratic Party;
   d. increase Party participation in electoral politics through engagement, training and education; and
   e. act as a liaison between campus chapters and the College Democrats of America.

Section 5. Neither the Federation nor any of its chapters or affiliates shall discriminate on the basis of gender, race, ethnicity, national origin, religion, creed, disability status, veteran status, marital status, age, parental status, socioeconomic status, sexual orientation, gender expression, or gender identity. The Federation and its affiliate chapters shall not engage in or tolerate hazing, bullying, or victimization of any degree.

ARTICLE II
State Convention

Section 1. The State Convention shall be the highest authority of the Federation, subject to the provisions of this Constitution.

Section 2. The State Convention shall elect the Federation’s President; Vice President; Development Director; Field Director; Communications Director; Inclusivity, Diversity, Equity, and Accessibility Director; and Political Director, receive reports from officers, adopt a strategic plan for the following year, and act upon other such matters as it deems appropriate.

Section 3. Each campus chapter shall be entitled to send six (6) voting delegates to the State Convention, including:
   a. The President of the chapter
   b. The Vice President of the chapter
   c. The Secretary of the chapter
   d. The Treasurer of the chapter
   e. A delegate of a different gender identity than the Secretary of the chapter
   f. A delegate of a different gender identity than the Treasurer of the chapter
   g. Notwithstanding these provisions, all officers of the Federation shall also be delegates.

ARTICLE III
State Committee

Section 1. The State Committee shall have responsibility for the Federation between State Conventions, subject to the provisions of this Constitution, including:
   a. organizing the State Convention;
b. overseeing and implementing statewide programs;

c. filling vacancies among the officers of the Federation;

d. electing a Secretary, a Treasurer, and two National Council Members;

e. confirming a nomination for Executive Director when possible;

f. preparing a strategic plan to propose to the State Convention;

g. proposing, merging, and amending proposals to amend the Constitution and Bylaws; and

h. managing the records and the finances of the Federation.

Section 2. The State Committee shall be composed of the President, Vice President, two National Council Members, officers of the Federation, Affinity Caucus Chairs, and the President and Vice President of each campus chapter or their designees.

Section 3. The State Committee shall meet at least once a month, except during June, July, and August unless a meeting is called in those months. Meetings shall be called by the President, by a majority of the officers of the Federation, or by request of one-half of campus chapters.

Article IV
Caucuses

Section 1. Each caucus shall be considered either an Affinity Caucus or Policy Caucus. The Affinity Caucuses of the District of Columbia College Democrats are the Armed Forces & Veterans' Caucus, the Asian American and Pacific Islander Caucus, the Black Caucus, the Disabilities Caucus, the Jewish Caucus, the Latinx Caucus, the LGBTQIA+ Caucus, and the Women's Caucus. The Policy Caucuses of the District of Columbia College Democrats are the Environmental Caucus, the Economic Justice Caucus, the Foreign Relations Caucus, the Human Rights Caucus, and the Gun Control Caucus.

Section 2. The purposes of the caucuses are to facilitate a common space for students of similar affinity or interest; hold caucus events; sponsor relevant events with the Federation and other organizations; assist the Federation advocacy concerning relevant federal, state, and local policies; and advocate for internal Federation policies.

Section 3. A caucus shall be considered active if it has at least five members from three different chapters. The President and Vice President may deem a caucus active if it does not meet the member and chapter threshold.

Section 4. Caucus members of an active caucus shall elect, by majority vote, a Caucus Chair, who will lead caucus activities, at the State Convention. If the election of a new Caucus Chair is not possible, the President and Vice President shall nominate a caucus member to serve as Caucus Chair after a simple majority confirmation vote by the State Committee.

Section 5. Caucus Chairs of Affinity Caucuses are voting members of the State Committee. Caucus Chairs of Policy Caucuses are observers of the State Committee.
Section 6. A Caucus Chair may appoint additional caucus officers and caucus staff to assist in their work.

Article V
Amendment

Section 1. This Constitution may be amended by a two-thirds (2/3) vote of the State Convention.

Section 2. The Bylaws may be amended by a two-thirds (2/3) vote of the State Committee with previous notice or by a majority vote of the State Convention with a recommendation of the Charter and Bylaws Committee.

Section 3. Each campus chapter shall conduct itself in accordance with a charter and bylaws consistent with this Constitution and the Bylaws of the Federation.
District of Columbia College Democrats
Bylaws

ARTICLE I
Membership

Section 1. The District of Columbia College Democrats, herein the “Federation,” shall consist of the following chapters:
   a. American University
   b. The Catholic University of America
   c. The George Washington University
   d. Georgetown University
   e. Howard University
   f. The University of the District of Columbia

Section 2. The Affinity Caucuses of the Federation shall consist of the following:
   a. the Armed Forces & Veterans’ Caucus;
   b. the Asian American and Pacific Islander Caucus;
   c. the Black Caucus;
   d. the Disabilities Caucus;
   e. the Jewish Caucus;
   f. the Latinx Caucus;
   g. the LGBTQIA+ Caucus; and,
   h. the Women's Caucus

Section 3. The Policy Caucuses of the Federation shall consist of the following:
   a. the Environmental Caucus;
   b. the Economic Justice Caucus;
   c. the Foreign Relations Caucus;
   d. the Human Rights Caucus; and,
   e. the Gun Control Caucus

ARTICLE II
State Convention

Section 1. The Federation shall assemble in the State Convention in the spring academic semester of every year on the campus of a campus chapter. The State Committee shall decide on the date, place, and schedule of the State Convention and issue a call to convention to all campus chapters at least thirty (30) days before the convention.

Section 2. The State Convention shall adopt rules governing the conduct of its business at the beginning of each convention. The State Committee shall propose rules for the State Convention, and until the adoption of rules, the proposed rules shall govern the convention.
Section 3. The President of each campus chapter shall submit a list of their chapter’s delegates at least seven (7) days before the convention. The State Committee shall assign each delegate to one committee.

Section 4. The State Convention shall receive the following reports:
   a. From the President, a report detailing the successes and shortcomings of the Federation in attaining the strategic plan set by the previous State Convention, and proposing the strategic plan prepared by the Strategic Planning Committee.
   b. From the Vice President, a report detailing the proposed amendments to the Charter and Bylaws.
   c. From the Secretary, a report detailing the state of the membership of the Federation and each of its chapters.
   d. From the Treasurer, a report detailing the finances of the Federation and each of its chapters.

Section 5. The State Convention shall adopt a strategic plan detailing the goals for the Federation for the following year. Each delegate shall have one vote.

Section 6. The State Convention shall consider all proposed amendments to the Charter and Bylaws, as reported by the Charter and Bylaws Committee. Each delegate shall have one vote.

Section 7. The State Convention shall elect a President; Vice President; Development Director; Field Director; Communications Director; Inclusivity, Diversity, Equity, and Accessibility Director; and Political Director. Candidates shall be nominated from the floor and may speak on their candidacy for two (2) minutes. A majority vote shall be necessary for election. Each delegate shall have one vote. Voting shall be by secret ballot.

Section 8. Quorum for the State Convention shall consist of one-fourth of delegates representing a majority of chapters.

Section 9. Caucus members of an active caucus shall elect, by majority vote, a Caucus Chair, who will lead caucus activities, at the State Convention. Voting shall be by secret ballot.

Section 10. Quorum for Caucus Chair elections shall consist of one-half of caucus members.

ARTICLE III
State Committee

Section 1. The State Committee shall consist of the President, Vice President, two National Council Members, officers of the Federation, Affinity Caucus Chairs, and the President and Vice President of each chapter or their designees. Its guiding purpose shall be to see to the implementation of the strategic plan.

Section 2. The President shall chair the State Committee.
Section 3. The State Committee shall meet every month at the call of the President, a majority of the officers, or half of campus chapters. Chapter Presidents and Vice Presidents representing a majority of chapters shall constitute a quorum. The Secretary shall issue a notice of the date, time, and place of regular meetings no less than a week prior to the meeting.

Section 4. The State Committee shall elect, by majority vote, a Secretary, a Treasurer, and two National Council Members.

Section 5. The State Committee may confirm, by majority vote, a nomination, submitted by the President and Vice President, for Executive Director.

Section 6. The State Committee shall fill vacancies in officer positions as they arise. In the event of a vacancy in the office of President, the Vice President shall become President.

Section 7. The State Committee shall hold the sole responsibility of allocating funds to establish and amend a budget for the fiscal year.

Section 8. The State Committee shall form a Rules Committee composed of one voting member from each chapter university who is not an officer or staff member of DCCD.
   a. The committee will be concerned with
      i. Providing oversight on behalf of the State Committee over the Treasury and the DCCD Departments;
      ii. Mediating, opining, and adjudicating disbursement and expenditure disputes through formal appeals by a two-thirds vote; and,
      iii. Writing and amending budgets, bylaws, and constitutional amendments.

Section 9. The State Committee may remove an officer by a vote of two-thirds (2/3) with previous notice.

ARTICLE IV
Officers

Section 1. The officers of each chapter shall consist, at least, of a President, Vice President, Secretary, and Treasurer. The Vice President shall be of a different gender identity than the President unless this provision is waived by the State Committee. No qualifications shall be required to hold office but to be a member of the chapter.

Section 2. The officers of the Federation shall be a President; Vice President; Development Director; Field Director; Communications Director; Inclusivity, Diversity, Equity, and Accessibility Director; and Political Director. The officers of the State Committee shall be at least a Secretary, a Treasurer, and two National Council Members and may include an Executive Director. The President and the Vice President shall be of different gender identities, unless waived by a simple majority vote by the State Committee.
Committee. The two National Council Members shall be of different gender identities, unless waived by a simple majority vote by the State Committee, and shall serve with the President and Vice President on the National Council of the College Democrats of America. No qualifications shall be required to hold office but to be a Democrat and to attend a college in the District of Columbia, except that the Executive Director shall be a former officer of the Federation when possible.

Section 3. It shall be the duty of the President to:
   a. make certain that the business of the State Committee is conducted according to these bylaws, the bylaws of the College Democrats of America, the bylaws of the Democratic National Committee, and any applicable local, state, or federal law;
   b. preside at all meetings of the State Committee;
   c. represent the Federation on the National Council of the College Democrats of America;
   d. represent the Federation on the District of Columbia Democratic State Committee;
   e. with the Treasurer, file regular reports with government agencies;
   f. be responsible for chartering the Federation annually;
   g. serve as the owner of the Federation for banking purposes;
   h. sign checks;
   i. raise $500 for the Federation over the course of their term; and,
   j. assume budgetary responsibilities as outlined in Article V.

Section 4. It shall be the duty of the Vice President to:
   a. assume the President’s duties in their absence;
   b. become President in the event of a vacancy;
   c. represent the Federation on the National Council of the College Democrats of America;
   d. represent the Federation on the District of Columbia Democratic State Committee;
   e. raise $500 for the Federation over the course of their term; and,
   f. assume budgetary responsibilities as outlined in Article V.

Section 5. It shall be the duty of the two National Council Members to:
   a. represent the Federation on the National Council of the College Democrats of America;
   b. serve as alternates for the president and vice president on the District of Columbia Democratic State Committee; and,
   c. raise $500 each for the Federation over the course of their term;

Section 6. It shall be the duty of the Political Director to:
   a. maintain relationships with local, state, and national advocacy organizations;
   b. coordinate with caucuses and other constituency groups both within and outside of the Federation;
   c. oversee the Federation’s advocacy initiatives;
   d. organize lobby days, activist events, and advocacy trainings;
e. report to the State Committee on important business developing in the DC Council and in Congress;
f. assist and coordinate caucuses in their activities;
g. raise $500 for the Federation over the course of their term; and,
h. assume budgetary responsibilities as outlined in Article V Section 5.

Section 7. It shall be the duty of the Field Director to:
   a. maintain relationships with local, state, and national campaigns and field organizations;
   b. oversee the Federation’s field initiatives;
   c. develop a field strategy to elect Democrats in the Washington, DC area and nationwide;
   d. assist chapters in the implementation of field organizing programs;
   e. raise $500 for the Federation over the course of their term; and,
   f. assume budgetary responsibilities as outlined in Article V Section 5.

Section 8. It shall be the duty of the Communications Director to:
   a. act as the spokesperson and press secretary of the Federation;
   b. develop relationships with the media;
   c. manage the internal and external communications of the Federation;
   d. maintain the Federation’s social media accounts;
   e. facilitate the production of press and social media content for chapters;
   f. oversee a communications strategy for the State Committee;
   g. monitor and document coverage of the Federation in the media;
   h. raise $500 for the Federation over the course of their term; and,
   i. assume budgetary responsibilities as outlined in Article V Section 5.

Section 9. It shall be the duty of the Development Director to:
   a. implement an organizational development strategy for the Federation;
   b. oversee the fundraising efforts of the Federation and its chapters;
   c. assist the Treasurer in maintaining financial records;
   d. recruit members and chapters and increase the membership of the organization;
   e. manage programs and events for the Federation;
   f. raise $500 for the Federation over the course of their term; and,
   g. assume budgetary responsibilities as outlined in Article V.

Section 10. The Executive Director shall be a former officer of the Federation when possible. It shall be the duty of the Executive Director to:
   a. support the State Committee in the implementation of the strategic plan;
   b. assist the Federation’s officers in the execution of their duties;
   c. coordinate with appointed leadership; and,
   d. advise the president and vice president.

Section 11. It shall be the duty of the Secretary to:
   a. prepare a record of the meetings of the State Committee;
b. serve as custodian of the following records:
   i. FEC filings;
   ii. articles of incorporation;
   iii. the Charter, Constitution and Bylaws;
   iv. minutes and records of all bodies of the Federation for the past three (3) years;
   v. all communications to members within the past three (3) years, including the financial statements furnished for the past three (3) years;
   vi. the names and addresses of all current officers of the Federation, officers of the State Committee, and officers of campus chapters; and
   vii. the most recent reports to all government agencies;

c. maintain the correspondence of the State Committee and a record thereof;

d. certify meeting quorums; and,

e. serve as assistant treasurer and assume the Treasurer’s duties in their absence.

Section 12. It shall be the duty of the Treasurer to:
   a. sign and file all Federation reports and statements;
   b. deposit receipts in the Federation’s designated bank within 10 days of receipt;
   c. monitor contributions, ensuring they comply with legal limits and prohibitions;
   d. keep records of receipts and disbursements for three (3) years from the filing date of the report to which they relate;
   e. maintain the funds of the State Committee in a financial institution in a prudent manner;
   f. keep an account thereof and report regularly thereon to the State Committee;
   g. with the President, file regular reports with government agencies;
   h. be responsible for chartering the Federation annually;
   i. sign checks; and,
   j. assume budgetary responsibilities as outlined in Article V.

Section 13. It shall be the duty of the Inclusivity, Diversity, Equity, and Accessibility Director to:
   a) assist the President and Vice President in developing the Inclusivity, Diversity, Equity, and Accessibility Plan;
   b) ensure that the requirements of Bylaws Article VI are met;
   c) coordinate with the President, Vice President, officers of the Federation, and State Committee to ensure that the Inclusivity, Diversity, Equity, and Accessibility Plan is implemented;
   d) assist caucuses in expanding their membership; and,
   e) raise $500 for the Federation over the course of their term.

Section 14. Officers shall serve until the election of their successors or until removal, resignation, incapacitation, or vacancy.

Section 15. Within one (1) week of election, officers shall turn over all property of the Federation to their successors, including but not limited to checkbooks, funds, checks and
monies received from outside donors or sources, cancelled checks, deposit slips, financial institution statements, spreadsheets, audit reports, and organizational documents.

ARTICLE V
Budget

Section 1. Relevant terms and definitions:
  a. Expenditure Accounts
     i. A clear category of activities that is used for budget allocation.
        1. The Expenditure Accounts are Campaigning, Development, Advocacy, Conventions, ActBlue, NGP, Bank Fees, Web Fees, Administration, Savings, and Events.
  b. General Account
     i. An account consisting of money received from unattached contributions.
  c. Earmarked Receipts
     i. Receipts, such as in-kind contributions, can be earmarked for placement in a certain expenditure account.
  d. General Receipts
     i. General Receipts, which are the vast majority of cash contributions, are unattached from any expenditure account. General receipts flow into the General Account.
  e. Transfer
     i. Money flowing internally, usually from the General Account to an Expenditure Account.
  f. Percentage
     i. The percentile enumeration corresponding to an Expenditure Account used to control the flow of money from the General Account to the Expenditure Account.
  g. Cap
     i. A numeral limit on Receipts and Transfers into an Expenditure Account.
  h. Expected Expenditure
     i. An expense incurred at a regular rate or with prior notice or expectation.
     i. Unexpected Expenditure
     i. An expense incurred at an irregular rate without prior notice or expectation.

Section 2. Budget Allocation:
  a. The State Committee shall hold the sole responsibility of allocating funds to Expenditure Accounts to form an Annual Budget.
     i. The Annual Budget will be appropriated by Percentages and Caps for each Expenditure Account in consultation with the Treasurer and Development Director.
     ii. The State Committee will convene to adopt a Budget or adopt a Continuing Resolution, a resolution which continues the pre-existing appropriations at the same levels as the previous fiscal year, or with minor modifications, for a set amount of time, by a majority vote.
b. Once passed, the Budget will be held in confidentiality by the State Committee, officers of the Federation, Treasurer, Secretary, and DCCD staffers on a need-to-know basis.
c. Funds not spent at the end of the fiscal year, regardless of the Expenditure Account, shall be deposited into the Savings Expenditure Account, unless directed otherwise by the State Committee.

Section 3. Day-To-Day Budgetary Procedure:
   a. Earmarked Receipts
      i. Earmarked Receipts will remain in their assigned Expenditure Account.
   b. General Receipts
      i. General Receipts will be allocated according to the Percentages as assigned by the State Committee.
   c. Caps
      i. Caps on Transfers and Receipts may be placed on certain Expenditure Accounts. Money will be allocated to the capped Expenditure Accounts according to its Percentage until the Cap is reached.
      ii. Once an Expenditure Account’s Cap is reached, the remaining funds directed into the Expenditure Account according to its Percentage will instead be evenly distributed between the remaining Expenditure Accounts, so long as their Caps have not been reached.

Section 4. Budgetary Definitions for Disbursements:
   a. Disbursements will be released from the Expenditure Account if the expense fits the following definitions:
      i. Campaigning
         (1) Transportation to, during, and from canvasses;
         (2) Lodging subsidies for chapter canvass trips;
         (3) Food for canvasses;
         (4) Transportation to and from phonebanks for textbanks;
         (5) Food for phonebanks or textbanks;
         (6) Printing for flyers, posters, or literature;
         (7) Voter lists for competitive states or U.S. House districts for the purpose of phonebanks or textbanks; and,
         (8) Stipends for DCCD members conducting otherwise unpaid campaign activities in competitive states, U.S. House districts, state house, or state senate districts.
      ii. Development
         (1) Gift acknowledgement letters, cards, postage, and emails;
         (2) Donor lists for fundraising;
         (3) Call time expenses; and,
         (4) Travel expenses for Donor Meetings and Donor Events.
      iii. Advocacy
         (1) Transportation to and from advocacy activities
         (2) And food for phonebanks or textbanks.
      iv. Conventions
(1) Transportation for College Democrats of America (CDA) or Democratic National Committee (DNC) conventions;
(2) Registration fees for CDA or DNC conventions; and,
(3) Lodging for CDA or DNC conventions.

v. ActBlue
(1) Conduit processing fees.

vi. NGP
(1) Database of donors;
(2) Email and online fundraising tools; and,
(3) Fundraising and donor engagement metrics.

vii. Bank Fees
(1) Any costs levied by the bank in which DCCD holds its account.

viii. Web Fees
(1) Web servicing;
(2) Social media management services;
(3) Digital advertising costs;
(4) Purchasing a domain name;
(5) Email; and,
(6) Digital file storage.

ix. Administration
(1) Filing registrations and reports;
(2) Mailing registrations and reports; and,
(3) Any other DCCD-related expenditures as deemed fit by the President, Vice President, and the Treasurer.

x. Savings
(1) Emergency expenditures authorized by a two-thirds vote of State Committee; and,
(2) Transfers to other Expenditure Accounts authorized by a majority vote of State Committee.

(a) All voting members of the State Committee shall hold unreserved power to make Rules Objections to proposed Savings Transfers;
(i) Rules Objections are objections, concerning proposed Transfers from the Savings Account to an Expenditure Account;
(ii) Such objections will only be in order when made during the time of debate but do may interrupt debate;
(iii) Such objections shall recognize the objecting member for one minute and then send the proposal to the Rules Committee for consideration;
(iv) Adoption of the Transfer proposal will occur with a two-thirds vote from the Rules Committee.

xi. Events
(1) Costs associated with DCCD events, which must be open to all membership or the public and for Development or social purposes, such as:
(a) Venue costs, and
(b) Food and beverage costs.

xii. Caucus
    (1) Transportation to and from caucus advocacy activities; and,
    (2) supplies for caucus events.

Section 5. Responsible Parties:
a. The following Leadership will be responsible for maintaining the integrity of and filing Disbursement Requests to withdraw money from the Expenditure Accounts:
   i. The Field Director, President, and Vice President will have responsibility of the Campaigning Expenditure Account;
   ii. The Development Director, President, and Vice President will have responsibility of the Development Expenditure Account;
   iii. The Political Director, President, and Vice President will have responsibility of the Advocacy Expenditure Account;
   iv. The President and Vice President will have responsibility of the Convention Expenditure Account;
   v. The Development Director, President, and Vice President will have responsibility of the ActBlue Expenditure Account;
   vi. The Development Director, President, and Vice President will have responsibility of the NGP Expenditure Account;
   vii. The Communications Director, President, and Vice President will have responsibility of the Web Fees Expenditure Account;
   viii. The Treasurer, President, and Vice President will have responsibility of the Administration Expenditure Account;
   ix. The Treasurer, President, and Vice President will have responsibility of the Bank Fees Expenditure Account;
   x. The Treasurer, President, and Vice President in consultation with the State Committee will have responsibility of the Savings Expenditure Account;
   xi. The President and Vice President in consultation with the Development Director will have responsibility of the Events Expenditure Account; and,
   xii. The Political Director, Caucus Chairs, President, and Vice President will have responsibility of the Caucus Expenditure Account.

Section 6. Disbursement Requests:
a. Expected Expenditures
   i. At least 72 hours before an expected expenditure, the Responsible Party will submit a Disbursement Request to the Treasurer.
   ii. Within 36 hours of the receipt of the Disbursement Request, the Treasurer, in consultation with the President and Vice President, will approve or reject the Disbursement Request based off of the balance and Budgetary Definitions for Disbursements of the Expenditure Account and will notify the Responsible Party immediately.
The Responsible Party may appeal a Treasurer’s rejection based on the Budgetary Definitions for Disbursements of the Expenditure Account to a Rules Committee formed by the State Committee.

If the balance of the Expenditure Account is positive, the Responsible Party may appeal a Treasurer’s rejection based on the balance of the Expenditure Account to a Rules Committee formed by the State Committee.

If the balance of the Expenditure Account is zero or negative, the Responsible Party may not appeal a Treasurer’s rejection. However, the Responsible Party, using the proper procedures, may request a transfer from the Savings Expenditure Account and/or the Administration Expenditure Account.

If the Disbursement Request is approved, the Treasurer will distribute the money from the Expenditure Account to the necessary parties.

b. Unexpected Expenditures

i. If an unexpected expenditure is made from a personal account of a DCCD staff member and a reimbursement is warranted, a Disbursement Request will be submitted by the staff member within 48 hours after the unexpected expenditure.

ii. Within 36 hours of the receipt of the Disbursement Request, the Treasurer, in consultation with the President and Vice President, will approve or reject the Disbursement Request based off of the balance and Budgetary Definitions for Disbursements of the Expenditure Account and will notify the Responsible Party immediately.

ARTICLE VI
Inclusivity, Diversity, Equity, and Accessibility

Section 1. Within the first two months of the President and Vice President’s tenure, the President and Vice President shall submit an Inclusivity, Diversity, Equity, and Accessibility Plan and Litmus Test to the State Committee for confirmation by a simple majority vote.
Section 2. The Inclusivity, Diversity, Equity, and Accessibility Plan shall establish meaningful steps towards making the Federation, its communications, and its events more inclusive for students of historically oppressed groups, Spanish speakers, and students with audio, visual, physical, and/or intellectual disabilities.

Section 3. All Federation communication shall have a Spanish option available.

Section 4. All Federation communication shall be accessible for students with audio, visual, physical, and/or intellectual disabilities.

Section 5. All Federation events shall make all reasonable accommodations for students with audio, visual, physical, and/or intellectual disabilities.

ARTICLE VII
Staff

Section 1. The Senior Staff of the Federation may consist of a Chief of Staff, a Legislative Director, a Press Secretary, Deputy Communications Directors, Deputy Development Directors, Deputy Field Directors, Deputy Political Directors, and Legislative Assistants.

Section 2. The Chief of Staff shall be appointed by the President and Vice President. The Chief of Staff serves at the pleasure of the President and Vice President.

Section 3. The Legislative Director serves at the pleasure of the President and Vice President.

Section 4. The Press Secretary serves at the pleasure of the Communications Director, President, and Vice President.

Section 5. Deputy Communications Directors serve at the pleasure of the Communications Director, President, and Vice President.

Section 6. Deputy Development Directors serve at the pleasure of the Development Director, President, and Vice President.

Section 7. Deputy Field Directors serve at the pleasure of the Field Director, President, and Vice President.

Section 8. Deputy Political Directors serve at the pleasure of the Political Director, President, and Vice President.

Section 9. Legislative Assistants serve at the pleasure of the Legislative Director, President, and Vice President.
Section 10. In the event of the hiring of a Legislative Director, Press Secretary, Deputy Communications Director, Deputy Development Director, Deputy Field Director, Deputy Political Director, or Legislative Assistant, applications will be disbursed, collected, and then reviewed by the President, Vice President, officers of the Federation, and Chief of Staff. The position’s reporting officer will present the President, Vice President, Federation officers, Chief of Staff, Treasurer, and Secretary (Hereafter, “Hiring Committee”) with a nominee for the position. The Hiring Committee has 24 hours to confirm the nominee. If twenty-four hours pass without reaching a quorum of one-half of the Hiring Committee, the nominees are automatically confirmed. Upon Hiring Committee confirmation, the position’s reporting officer will present the State Committee with the nominee. The State Committee has twenty-four hours to confirm a nominee. If twenty-four hours pass with a quorum of one-half of State Committee members representing a majority of chapters not reached, the nominee is automatically confirmed and assumes their position.

Section 11. Junior staff may be hired at will by their reporting officer. Junior staff serve at the pleasure of their reporting officer, the President, and Vice President.

Section 12. Hired staff must sign an employment contract with the Federation.

**Article VIII**

**Statutes**

Section 1. Statutes shall include, but are not limited to, statements, resolutions, rules, codes of conduct, reports, contracts, officer oaths, and budgets passed or approved by the State Committee.

Section 2. Statutes shall not be made available to the general public unless otherwise specified by the State Committee.

**ARTICLE IX**

**Ethics Commission**

Section 1. For the purposes of this article--
   a. The term “Code of Conduct” means a statute which--
      i. defines proper conduct of DCCD Members;
      ii. defines enforceable consequences for DCCD Members who breach the Code of Conduct;
      iii. maintains a zero-tolerance policy regarding incidents of discrimination, sexual assault, and harassment, including but not limited to--
(1) violations of privacy;
(2) physical altercations;
(3) verbal altercations;
(4) intimidation;
(5) stereotyping;
(6) hate speech; and,
(7) microaggressions; and,
iv. is available to the general public through the DCCD website.

b. The term “Ethics Commission” means a body convened to investigate a Code of Conduct complaint against a DCCD Member;
c. The term “DCCD Staffer” means someone who is categorized as
   i. Senior Staff, as defined in Article VII Section 1;
   ii. Junior Staff, as defined in Article VII Section 11; or,
   iii. staff serving under a State Committee officer.
d. The term “Chapter Member” means a current student at an institution in the District of Columbia who is a member, as defined by their home chapter, of a chartered chapter of DCCD.
e. The term “DCCD Member” means
   i. a State Committee member, as defined in Article III Section 1;
   ii. a DCCD Federation officer, as defined in Article IV Section 2;
   iii. a State Committee officer, as defined in Article IV Section 2;
   iv. a Caucus member, as defined by their caucus;
   v. a Caucus Chair, as defined by Article II Section 9;
   vi. a DCCD Staffer;
   vii. a Chapter Member; or,
   viii. an attendee of a DCCD event.
f. The term “Former Chapter Executive Board Member” means a person who--
   i. is elected by Chapter Members to serve as a chapter’s President, Vice President, or in a director capacity;
   ii. no longer serves as a chapter’s President, Vice President, or in a director capacity
   iii. has not served as a chapter’s President, Vice President, or in a director capacity for no more than two years; and,
   iv. is not a DCCD Federation officer, State Committee officer, Caucus Chair, or DCCD Staffer at the time the Ethics Commission is assembled.

Section 2. The President and Vice President, in consultation with the State Committee, shall compile a list of Former Chapter Executive Board Members who are willing to serve on an Ethics Commission if one is assembled. There shall be no application process for being admitted to the Former Chapter Executive Board Member list.

Section 3. The State Committee shall pass the Code of Conduct. The State Committee may amend the Code of Conduct as they see fit as long as any amendments go into effect after any ongoing Ethics Commission investigations are concluded.
Section 4. Should a Code of Conduct violation occur during a DCCD event, the present DCCD Member(s) shall intervene to deescalate the incident to the best of their ability.

Section 5. Any complaints which allege a Code of Conduct violation by a DCCD Member shall be reviewed by the Ethics Commission, and a record of the incident kept.

Section 6. The President, Vice President, and Communications Director shall ensure that a Code of Conduct violation complaint form is available on the DCCD website. The form shall be a downloadable PDF which can be emailed to any Federation officer to initiate an Ethics Commission investigation.

Section 7. Using the complaint form provided, any person may file a Code of Conduct complaint with any DCCD Federation officer.--
   a. When a Federation officer receives a complaint they--
      i. are barred from divulging any details of all parties involved, except to the President or Vice President following the procedure of paragraph ii.
      ii. shall notify the President or Vice President in a manner which--
          (1) divulges the university of each party named in the complaint; but,
          (2) maintains the anonymity of all parties involved in the complaint.
   b. Upon the receipt of a complaint, the President or Vice President is required to assemble an Ethics Commission.--
      i. The President or Vice President shall assemble an Ethics Commission by randomly selecting five Former Chapter Executive Board Members who--
          (1) have expressed a willingness to serve on an Ethics Commission and have been placed on the Former Chapter Executive Board Member list; and,
          (2) do not attend the university of any party named in the complaint.
      ii. A Former Chapter Executive Board Member shall recuse themselves if--
          (1) their impartiality might reasonably be questioned;
          (2) they have a personal bias or prejudice concerning a party, or personal knowledge of disputed evidentiary facts concerning the complaint; or,
          (3) a person within the second degree of relationship to either of them--
              (a) is a party to the complaint;
              (b) is known by the Former Chapter Executive Board Member to have an interest that could be substantially affected by the outcome of the complaint; or,
              (c) is to the Former Chapter Executive Board Member's knowledge likely to be a material witness in the proceeding.
      iii. If a Former Chapter Executive Board Member selected to serve on an Ethics Commission recuses themselves, a new Ethics Commission member shall be randomly selected from the list of Former Chapter Executive Board Members.
      iv. The President or Vice President shall notify the State Committee that an Ethics Commission has been assembled within three days of its being formed.
v. If the President or Vice President has not assembled an Ethics Commission within fourteen days of the complaint notification from a Federation officer,--

(1) the Federation officer who received the original complaint shall notify the State Committee in a manner which--

(a) divulges the university of each party named in the complaint; but,
(b) maintains the anonymity of all parties involved in the complaint; and,

(2) the State Committee shall assemble an Ethics Commission by randomly selecting five Former Chapter Executive Board Members who--

(a) have expressed a willingness to serve on an Ethics Commission and have been placed on the Former Chapter Executive Board Member list; and,
(b) do not attend the university of any party named in the complaint.

Section 8. Within five days of an Ethics Commission being assembled, the Federation officer who received the original complaint shall confidentially transfer the complaint in its entirety to the investigating Ethics Commission.--

a. The Ethics Commission shall maintain the report’s confidentiality during and after the investigation, unless otherwise specified in Section 10.

b. The Ethics Commission shall investigate the report and--

i. shall consult the complainant;
ii. shall consult the respondent;
iii. may consult third-party witnesses at the discretion of the Ethics Commission;
iv. may consult any previous Code of Conduct violation reports made against the respondent; and,
v. shall conduct the investigation in a timely manner.

Section 9. If an Ethics Commission member fails to execute their duties, the Ethics Commission may petition the Federation officers to remove that individual and replace them with a randomly selected individual from the Former Chapter Executive Board Member list.

Section 10. Upon the completion of an investigation, an Ethics Commission shall conduct a simple majority vote on a recommendation that--

a. is presented to the State Committee--

i. if the respondent is a Federation officer, Caucus Chair, State Committee member, or State Committee officer; and,
ii. if the respondent is a State Committee member, they shall be barred from voting on the recommendation;

b. is presented to the President and Vice President if the respondent is a DCCD Staffer; and,
c. includes witness statements, written, digital, and/or physical evidence, and findings.--
   i. A witness may request the redaction of their name from the recommendation materials;
   ii. if a recommendation of no action is reported to the State Committee or President and Vice President, the complainant and respondent’s names shall be redacted; and,
   iii. if a recommendation of action is reported to the State Committee or President and Vice President, the complainant’s name shall be redacted.

Section 11. If, following review of the Ethics Commission’s recommendations, the respondent’s membership in DCCD is terminated by the State Committee or President and Vice President,--
   a. the Ethics Commission shall notify all DCCD Federation officers, all DCCD Staffers, all Caucus Chairs, relevant CDA Regional Directors, and the respondent’s and complainant’s chapter President and Vice President of the name of the respondent, a summary of the Ethics Commission’s disciplinary decision, and the disciplinary action taken by the DCCD State Committee or DCCD President and Vice President;
   b. the individual shall be barred from participating in any DCCD functions, including but not limited to conventions, conferences, meetings, and other events;
   c. the individual shall be ineligible to register for conventions, conferences, meetings, and all other DCCD-related events;
   d. the individual shall be ineligible to run for or serve as a DCCD Federation officer, DCCD Staffer, Caucus Chair, State Committee officer, or State Committee member; and,
   e. the individual shall also be ineligible to send or receive voting proxies at DCCD.

ARTICLE X
Parliamentary Authority

Section 1. The rules contained in the DNC Charter and Bylaws, the CDA Constitution and Bylaws, and the current edition of Robert's Rules of Order Newly Revised shall govern the Federation to the extent of their applicability.

Section 2. The State Committee shall resolve, by majority vote, disputes of rule interpretation.

ARTICLE XI
Amendments

Section 1. These Bylaws may be amended by a two-thirds (2/3) vote of the State Committee with previous notice or by a majority vote of the State Convention.