Article I: Name

This organization shall be known as the Mount Holyoke College Democrats. This name can be abbreviated to both MHC Democrats and MHC Dems.

Article II: Mission

The Mount Holyoke College Democrats’ mission is to increase political activism on campus and in the community, while improving accessibility for all eligible students to vote, educating members on different political issues, providing connections to volunteer for various causes, and to increase skills for future advocacy. The Mount Holyoke College Democrats are committed to progressive activism and advocating for equity and justice.

Article III: Purpose

The purpose of the Mount Holyoke College Democrats is to provide an opportunity for Democratically minded students to learn more about policy and politics, engage the campus and community in actionable steps for change, and uphold the Democratic Party’s values when applicable, while creating a space where students can push the Party to be a more inclusive and equitable institution in line with the values of members. The Mount Holyoke College Democrats recognize that the Democratic party has historically excluded and taken advantage of communities and seeks to help build a party more in line with values of equity and justice. The MHC Democrats are committed to anti-racist actions and shall implement regular learning opportunities for all interested members around race and other identities.

Article IV: Membership

**Section 1:** **Non-Discrimination Policy**

Membership in the Mount Holyoke College Democrats is open to all persons without regard to race, color, creed, religion, national or ethnic origin, sex, sexual preference, age, marital status, citizenship or handicap. All Mount Holyoke College students may be members.

**Section 2:** **Hazing**

Hazing will not be used as a condition of membership in this organization. All active members will sign the yearly anti-hazing waiver as required by Massachusetts Commonwealth law.

**Section 3*:*****Membership Guidelines**

Any student may become a member of the Mount Holyoke College Democrats by attending a minimum of one meeting and joining the organization’s email list. Members remain in good standing by staying in good academic standing with the College. Additionally, members must be respectful of others’ ideas and act as a productive part of political discussions in order to remain in good standing.

**Section 4: Active Membership**

Active members of the Mount Holyoke College Democrats must have attended a minimum of three meetings per semester where attendance is taken. Inactive members are still welcome to all general meetings, however active members are given first priority for leadership opportunities or events/trips where attendance is limited.

**Subsection a:** For members who have a consistent conflict and are unable to attend the minimum three meetings per semester, the board and the student can come to an agreement on how to gain active membership, whether via attending events, volunteering on campaigns, or other actions. If a student is abroad or on leave, they are exempt from one semester of the active member requirements for running for an executive position.

Article V: Officers

**Section 1: Overview of Officers**

The officers shall consist of a President, Vice President, Treasurer, Communications Director, Events Coordinator, and Senator. The officers shall be responsible for all administrative duties of the Mount Holyoke College Democrats.

**Section 2: Conditions and Eligibility of Serving as an Officer**

The President and Treasurer must be an active member for the two semesters prior to running for their position. All other officers are required to be active members of the organization for one semester prior to their election, with the exception of the Senator. The Senator does not have to be an active member for any semesters prior to their election, but must remain an active member during their role. The President and Treasurer must commit to a full year term, but other positions may be filled on a semester-by-semester basis if needed.

As stated in Article IV, Section 4, going abroad or going on leave for a semester or year shall be the exception to these semester requirements, as long as the student has been an active member for the correct number of semesters before their break from the College. Students who are currently on leave, whether it is medical, judicial, personal or because they are abroad cannot serve as an officer, but can run for office for when they return.

Part-time MHC students and Francis Perkins scholars or any other students who do not live on campus but are still enrolled with the college and taking classes may serve as board members.

**Section 3: Role of the President**

The President shall have the power to establish and maintain operational procedures of the organization, including planning and running open meetings, planning and running Executive Board meetings, and sending emails to the organization. They should also be considered the point person for outside contacts and remain involved with CDMA, promoting their events and initiatives when appropriate. The President shall create agendas for board meetings and general meetings when appropriate, facilitate broader goal-based planning, and lead the organization in a direction most appropriate for members and the community. They should be at every MHC Democrats meeting unless other unavoidable conflicts arise.

**Section 4: Role of the Vice President**

The Vice President shall build and maintain a close relationship with the President, working to assist in planning and facilitating meetings. They also shall assume the responsibilities of the President when they are absent from any meetings or events. They shall also take the official notes of Executive Board meetings and assume a leadership role on tasks forces, particularly the Voter Engagement Task Force. The Vice President shall also be responsible for planning some of the actions taken at each meeting. This role is also responsible for other duties as assigned by the President.

**Section 5: Role of the Communications Director**

The Communications Director shall run the organization’s social media, including Facebook, Instagram, and Twitter. They shall be responsible for regular content, ideally posted weekly, focusing on important local and national political issues and calls to action for members. The Communications Director shall also be in charge of website maintenance. The Communications Director may also be in charge of writing and coordinating a monthly newsletter, though this responsibility is optional and can either be passed to another interested Executive Board member or active member, or can skip this responsibility with full Board approval. This role is also responsible for other duties as assigned by the President.

**Section 6: Role of the Treasurer**

The Treasurer shall serve as an Authorized Signer for the SGA Business Office. They will work with the SGA Ways and Means to apply for fundings. They will be well knowledgeable on the Ways and Means guidelines and train their organization on them. Additionally, they will assist other officers in the planning and facilitation of meetings and events, including, but not limited to, taking attendance at full group meetings. This role is also responsible for other duties as assigned by the President.

**Section 7: Role of the Events Coordinator**

The Events Coordinator shall serve as the lead planner and facilitator for all events beyond weekly meetings. This includes, but is not limited to, filling out the appropriate paperwork (i.e. the ERF), reserving the space, creating the promotional materials, coordinating with speakers or guests, and communicating the logistics of the event to the rest of the officers, delegating tasks as necessary. This role is also responsible for other duties as assigned by the President.

**Section 7: Nomination and Elections**

When eligible, students shall fill out an “intent to run” application. When possible, they will also present themselves at a meeting and share with the organization why they would like to run for a certain position. Once “intent to run” applications are submitted and the candidates have had the opportunity to promote their candidacy, a ballot will be sent electronically with the information from the application for each candidate. Ballots will be sent to active members only.

Voting will remain open for a set period of time, determined by the board. Only board members not running for re-election or another position will be able to administer and view the results until the end of the voting period. In the event the entire board is running for re-election, a trusted active member will administer the results.

**Section 8: Removal Procedures**

If an officer has violated the Mount Holyoke College Democrats’ Constitution, the Executive Board has the power to remove them from their position. All officers must be present at an Executive Board meeting to vote on the removal of another officer. All officers, except for the officer whose behavior is in question, shall vote. Four out of the five officers must vote for the removal of the officer in order for the procedure to be considered constitutionally valid.

Officers may be removed for violating any part of the Constitution, exhibiting behavior that is against the Organization’s mission, or for failing to uphold the duties of their position as it evolves throughout the year.

**Section 9: Filling Vacancies**

In the event of a vacancy, whether due to a removal or an officer selecting to step down for any reason, the following procedures shall be followed:

If the role of the President becomes vacant, the Vice President shall assume the role of the President. A special election will then be held for the Vice President’s position.

All other vacancies shall be filled through the process of a special election. This election will follow the same procedure outlined in Section 7, though the Executive Board can elect to accelerate the process with shorter voting periods. Current officers may run for the vacant position, though their current position must also be on the ballot during the special election.

The special election process must begin within one week of the vacancy announcement.

Article VI: Operating Procedures

**Section 1: Meetings**

The MHC Democrats shall meet weekly, generally on Sunday evenings. Full group meetings will not usually be held over breaks, but meetings can take place if desired.

The Executive Board shall meet at least once a month and not more than once a week to plan full group meetings, delegate tasks, and discuss other topics as assigned by the President. Meeting times and locations shall be determined by the expected availability of all Board members and re-determined as class schedules change.

Virtual meetings are allowed and encouraged when there are students not residing on campus, including during summer months and breaks as desired.

Quorum shall be defined as half of the active members plus one. Quorum must be reached on all Executive Board elections, though these elections will take place virtually and therefore quorum is not required during any general meetings.

Emergency meetings, whether for the Board exclusively or for the entire organization, shall be called via email by the President or Vice President for any reason deemed necessary.

**Section 2: Decision Making and Voting**

As previously addressed, active members of the organization can vote for the Executive Board virtually, with half of the number of active members plus one being required to reach quorum and certify an election result.

During Board elections, the Executive Board shall increase transparency with the membership. The Executive Board shall not have an outsized role in the election process unless in the event of an exact tie, in which case those board members not running for election shall break the tie. If everyone is running for reelection, the Executive Board shall appoint by majority vote an active member to oversee this process. Aside from elections, the executive board has the final say in most cases. Decisions can be made at any point, though ideally during the academic year. In the case of a special election for an Executive Board, the date of that decision will be determined on a case by case basis.

At any point, a member may decide to bring an issue to the Executive Board or to the full group for discussion as they see fit.

**Section 3: Attendance Policy**

Members may attend as many or as few meetings as they desire in order to maintain membership. However, to be designated as an “active member,” a member must attend three meetings in one semester. After a full semester of not meeting the requirements to be an active member, the student will be considered an inactive member, but is still welcome to attend any full group meetings.

If a student wants to be an active member but is unable to attend the weekly meetings due to a class or other extracurricular activity, the board and the student can come to an agreement on how to gain active membership, whether via attending events, volunteering on campaigns, or other actions.

**Section 4: Communication**

Members are expected to remain on the organization’s email list by being a member on Embark. If desired, members can join the MHC Democrats’ Slack channel to stay up to date on additional opportunities, however this is not required.

Announcements shall be posted in Slack and on Instagram, Twitter, and Facebook as appropriate. General information and details about weekly meetings shall be emailed to members via Embark by the President.

**Section 5: Removal of Officers**

Any violation of the Constitution is grounds for removal of an officer from the Executive Board. Additionally, if the officer is unresponsive for more than one week without proper justification and notification, the Executive Board can move to remove the officer.

Removal shall be determined by a vote of the Executive Board. For removal, three out of the four voting Executive Board members must vote in favor of removing the officer in question. The officer in question cannot vote during this process.

Article VII: Elections

**Section 1: Timeline**

Generally all elections shall occur during the end of the Spring semester except for the Senator, who is elected at the beginning of the Fall semester. Special elections shall be held on a case-by-case basis.

**Section 2: Officer Transition**

Officer transition must include newly elected officers attending at least one board meeting and having at least one one-on-one meeting with the person holding the position they will be taking over.

Officer transition will typically occur over breaks in the academic calendar as that is where elections typically occur. In the case of a special election, officer transition will occur beginning at the first Board meeting after the new officer has been elected.

**Section 3: Quorum**

Quorum must be established for the election of all officers, including during special elections.

Article VIII: Finances

**Section 1: Ways and Means Guidelines**

As a registered Mount Holyoke College Student Organization, the Mount Holyoke College Democrats will comply with the Ways and Means Guideline. The organization understands that not all projects and events will get fully funded.

**Section 2: Fundraising**

Fundraising will generally not be required. In the event that additional funds must be raised, the organization shall comply with all College guidelines. The Executive Board may also request funding from a parent organization such as the College Democrats of Massachusetts or the College Democrats of America.

Article IX: Jurisdiction

**Section 1: Honor Code**

The MHC Dems is subjected, as a recognized student organization to the rules, regulations, and policies of Mount Holyoke College including but not limited to the Honor Code, Student Handbook and Student Org Handbook.

**Section 2: Chapter Organization**

The Mount Holyoke College Democrats are an official chapter of the College Democrats of Massachusetts (CDMA) and therefore also a member of the College Democrats of America. The Mount Holyoke College Democrats reserve the right to leave either organization and are not bound by association to these parent organizations.

Article X: Conflict Management

The Executive Board shall be the first step in resolving conflict. The Board shall connect members to any and all resources in order to resolve conflict. If the conflict is between Board members, this shall be mediated by the Office of Student Involvement or the Ombuds Office. Interpersonal conflict shall not be considered a reason for removal from office unless the actions violate the Constitution or result in a failure to uphold the duties of the office.

Other steps to resolution are as follows: meeting with involved members to mediate a conversation, connecting with the Office of Student Involvement to develop a plan for resolution, and connecting with the Ombuds Office to develop a plan for resolution.

Article XI: Advisor

The Advisor shall be assigned by the Office of Student Involvement. The Advisor will not have total decision making authority. The Advisor can only veto decisions when they are not in line with college policies. There shall be no other responsibilities or requirements from the Advisor.

Article XII: Dissolution

This Student Organization will be dissolved by a two-thirds majority of quorum votes to do so, or when the Student Organization fails to complete the College required recognition process for two consecutive academic years. In the event of the Student Organization's dissolution, all Student Organization financial assets become property of the Student Government Association and shall be added to allocation designated for recognized student organizations. All additional assets become property of the Office of Student Involvement.

Article XIII: Amendments

This constitution is a living document. The Executive Board shall review this document on every odd year’s fall (i.e. Fall 2021, 2023) to establish whether any updates are required.

Any amendments to this document can be proposed by any member of the organization. A proposed amendment shall be brought to the entire Executive Board for discussion. The amendment must then be presented to the membership, both via email and during a weekly meeting. Members may ask questions, propose edits, and raise concerns during this process. After a two week period for comments, the Executive Board shall vote, requiring four votes in favor out of the five Board members in order to establish a quorum and implement the amendment. Any member can request that the amendment be voted on by the entire active membership, in which case the amendment must be approved by a majority of the voting membership once a quorum has been established.