[DLC Constitution]

**Article I – Organizational Mission**

Section 1 – Name

The name of this organization shall be Diversity Leadership Council, hereafter referred to as “DLC.”

Section 2 – Purpose

The purpose of this organization shall be to support those organizations that are advocates of diversity at Gustavus Adolphus College. The Diversity Leadership Council shall formulate a collective voice when it recognizes the need to promote, preserve, and protect on-campus diversity.

Section 3 – Advisor

The advisor of DLC will be a full-time staff member of the Diversity Center.

**Article II – Membership**

Section 1 – Membership by Application

Student organizations must apply to be a member of DLC.

Section 2 – Expectations of Member Organizations

i. Be financially responsible and adhere to DLC and Student Senate financial bylaws

ii. Actively participate in collaborative programming

iii. Elect an executive every spring and notify DLC of the results before the end of the semester

iv. Comply with requirements set by the DLC Advisor and the Diversity Center

Section 3 – Expectations of Representatives

i. Attend all DLC meetings during the term of office

ii. Attend spring training once elected to office

iii.

Section 4 – Absences

Member organizations are allowed two (2) absences a semester. Following a third absence, the organization’s membership will be reviewed [See §6]. Following a fourth absence, membership will be revoked.

Section 5 – Proxies
In the event on an absence, a proxy may be sent in place of the representative. This proxy does not excuse the absence of the representative.

Section 6 – Review

Following a third absence, the lead executive(s) of the organization in question will have a meeting with the DLC Advisor and DLC Co-Chairs. This meeting will consist of replacing the organization’s current representative.

Article III – Executive Board

Section 1 – Title of Officers

The Executive Board of DLC shall have the following officers: Co-Chairs (2), Treasurer, Public Relations Manager, Parliamentarian, and Secretary.

Section 2 – Duties of Officers

Subsection A – Co-Chairs

i. Chair all meetings
   ii. Call special meetings
   iii. Carry out the provisions of this constitution
   iv. Function as representatives for DLC

Subsection B – Treasurer

i. Keep up-to-date financial records of DLC and its member organizations
   ii. The Treasurer reserves the right to close DLC meetings from the public when the Treasurer deems it necessary

Subsection C – Public Relations Manager

i. Advertise DLC-wide events
   ii. Manage all social media for DLC

Subsection D – Parliamentarian

i. Keep a speakers list during DLC meetings
   ii. Answer questions posed regarding parliamentary procedure
   iii. Once a semester hold a workshop to train minority students in Robert’s Rules

Subsection E – Secretary

i. Record and retain accurate minutes of all Council and Executive Board meetings
   ii. Provide an agenda for all Council meetings
Section 3 – Term of Office

The term of office for a member of the Executive Board shall be one (1) academic year.

Section 4 – Executive Board Meetings

The Executive Board shall meet once a week.

Section 5 – Elections

Candidates for Executive Board positions must be nominated a week prior to elections being held. All representatives present on the day of elections who are in good standing are eligible to vote. Voting will use an Executive Board sanctioned ballot. Candidates will be elected into office if they receive a majority vote.

Subsection A – Nominations

Candidates can be nominated for any available position. Member organizations, the DLC Advisor, and Executive Board members can all make one nomination per open position. Candidates may be nominated for more than one position. At the time of nominations, a candidate must be a member in good standing of a member organization.

Subsection B – Elections

For all Executive Board positions except the Co-Chairs a plurality runoff will be held with the top two candidates competing in a second election. The candidate receiving a majority of votes in the second election will be elected.

Subsection C – Co-Chair Elections

The three (3) candidates for the Co-Chair positions who receive the most votes will participate in a plurality runoff. The two (2) candidates who receive the most votes will be elected as Co-Chairs.

Section 5 – Vacancies

In the event of a vacancy within the Executive Board, the Co-Chair(s) shall nominate a candidate for the position and DLC shall approve the appointment with a majority vote.

Article IV – DLC Meetings

Section 1 – Frequency of Meetings
The DLC shall meet once a week during the semester. The DLC will not convene during January Interim.

Section 2 – Quorum
Fifty per cent plus one of representatives must be present for a quorum.

Section 3 – Procedure
Meetings shall follow Robert’s Rules of Order.

Section 4 – Voting
Decisions will be put to a vote—proposed via motion and a second. A majority of all representatives present is needed for a vote to pass. If majority is not achieved, the motion fails.

Section 5 – Special Meetings
Representatives must be notified two (2) days in advance in the event of a special meeting.

Article V – Special Committees
Section 1 – Proposal of Special Committees
DLC and the Executive Board may propose ad hoc committees at their discretion.

Section 2 – Approval of Special Committees
Special committees shall be approved via a fifty per cent plus one majority of the representatives present.

Article VI – Finances
[Please refer to Finance Bylaws]

Article VII – Bylaws
Section 1 – Proposal of Bylaws
Any representative in good standing can propose bylaws. The ability to strike or add a bylaw is a function of DLC.

Section 2 – Review of Bylaws
Bylaws must be reviewed at minimum once per academic year.

Section 3 – Approval of Bylaws
All attending representatives in good standing are eligible to vote on the approval of bylaws. Bylaws shall be approved via a fifty per cent plus one majority of the representatives present.

**Article VIII – Ratification of the Constitution**

**Section 1 – Approval of the Constitution**

This constitution will be ratified by a two-thirds (2/3) vote of all representatives present.

**Section 2 – Presentation of the Constitution**

This constitution must be presented to DLC a week prior to the ratification vote.

**Article IX – Amendments**

**Section 1 – Proposal of Amendments**

All active representatives in good standing may propose amendments. The proposed amendment will be submitted to the Advisor and Executive Board for review one (1) week before voting will take place.

**Section 2 – Voting on Amendments**

All present representatives in good standing are eligible to vote on an amendment. A two-thirds (2/3) majority is needed for the amendment to pass.

**Section 3 – Adoption of Provisions**

If an amendment is passed it will take effect as soon as the Council is prepared to adopt its provisions. Amendments must take effect before the start of the next academic year.