



## **BYLAWS OF THE OFF-CAMPUS COUNCIL**

### ***Section I - Preamble***

The Off-Campus Council represents the voice of the undergraduate students who reside off-campus, providing input as to the needs of those students with issues different from those residing in the dorms. This includes the dispersion of information and sponsorship of events targeted at enhancing the student experience off-campus.

### ***Section II - Composition***

1. The Off-Campus Council shall be composed of the Officers and the Ambassadors.
2. The Officers of the Off-Campus Council shall be the Off-Campus President, the Off-Campus Vice-President, and the Off-Campus Senators.
3. Off-Campus President
  - a. The President shall be elected by the students who will reside off-campus at the beginning of the next academic semester and those currently off campus.
  - b. The President shall serve a one-year term beginning on May 1st of the year elected.
  - c. The outgoing Off-Campus President shall become Off-Campus President *emeritus* beginning at the conclusion of his or her term and ending with the completion of the academic semester.
4. Off-Campus Vice-President
  - a. The Vice-President shall be elected by the students who will reside off-campus at the beginning of the next academic semester and those currently off campus.
  - b. The Vice-President shall serve a one-year term beginning on May 1st of the year elected.

- c. The Off-Campus Vice-President shall become Off-Campus Vice-President *emeritus* beginning at the conclusion of his or her term and ending with the completion of the academic semester.
5. Off-Campus Senators
  - a. The Senators shall be elected by the students who will reside off-campus at the beginning of the next academic semester and those currently off campus.
  - b. The Senators shall serve a one-year term beginning on May 1st of the year elected.
6. Off-Campus Ambassadors
  - a. Ambassadors shall be appointed by the President no later than September 15th.
  - b. The President shall appoint no less than six Ambassadors.
  - c. Ambassadors will be appointed to various off-campus neighborhoods in a manner that effectively maximizes the outreach of the Council. Ambassadors represent the opinions of this appointed area and disseminate information in such a way that it is readily accessible to residents of this area.
  - d. At least one Ambassador shall be appointed to represent the transfer student community residing off-campus.
7. Off-Campus Commissioners
  - a. Commissioners shall be appointed by the incoming President of their former Residence Hall.
  - b. Commissioners shall serve at the pleasure of both the Off-Campus President and their respective former Residence Hall President.
8. Advisor
  - a. The Director of Student Activities shall designate an advisor to the Off-Campus Council.

### ***Section III - Powers and Duties***

1. Off-Campus President
  - a. The President shall ensure the efficient and effective operation of the Off-Campus Council.
  - b. The President shall serve as the Chairperson of the Off-Campus Council.
  - c. The President shall develop, submit, and present a budget proposal for the Off-Campus Council to the Financial Management Board for the annual allocation meeting in accordance with the priorities set by the Senate.
  - d. The President shall manage all financial matters of the Council.
  - e. The President shall be the direct liaison between the Council and the University Administration.

- f. The President shall represent the Off-Campus Council on the Financial Management Board.
  - g. The President shall review the bylaws of the Financial Management Board and submit timely and proper requests to best serve the interests of the Council.
  - h. The President shall represent the Off-Campus Council at the Student Senate.
  - i. The President shall represent the Off-Campus Council on the Executive Council.
  - j. The President shall present bylaws by May 1st to establish the operational procedures (including, but not limited to, attendance and tardiness policies) necessary for the Council to carry out its constitutional duties. These bylaws must be approved by the organization's Student Activities Office advisor and presented to the Student Union Ethics Commission.
2. Off-Campus Vice President
    - a. The Vice-President shall represent the Council in the Department of South Bend Engagement. The Vice-President may alternatively attend an appropriately related department or maintain a line of communication with related departments.
    - b. The Vice-President shall represent the Off-Campus Council at the Student Senate.
    - c. The Vice-President shall attend meetings of the Hall Presidents Council.
    - d. The Vice-President shall attend the City of South Bend Common Council Community/Campus Advisory Coalition (CCAC) and any other City of South Bend Common Council deemed necessary for attendance by the Off-Campus Council.
    - e. The Vice-President shall accompany the President during meetings with University administration and may be directed by the President to engage in other contact or communication with administration.
3. Off-Campus Senators.
    - a. The Senators shall represent the Off-Campus Council at the Student Senate.
    - b. During meetings of the Student Senate, the Senators shall possess the right to freely vote to best represent the off-campus constituency and shall not be bound to vote by the direction of the Off-Campus President.
4. Off-Campus Ambassadors.
    - a. The Ambassadors shall report directly to the Off-Campus President on issues pertaining to off-campus life.
    - b. The Ambassadors shall be responsible for aiding the Council in its mission to disseminate information to students living Off-Campus. Council Members are responsible for community outreach within their respective

- neighborhood, including outreach to student and non-student members of the community.
- c. Ambassadors may be given more specific designations or roles as the President deems fit.
5. Off-Campus Commissioners.
    - a. Commissioners shall report directly to the Vice-President.
    - b. Commissioners shall maintain contact with their former dorm to communicate information about hall events to other former members of their dorm who now reside off-campus.
    - c. Commissioners shall communicate with other commissioners to share information about other dorm signature events and encourage off-campus students to be engaged in on-campus traditions and events.
    - d. Commissioners shall communicate with their former dorm leadership and Rector to plan Unity events between current dorm residents and former dorm residents that will focus on mentorship, socialization, and inclusion.
    - e. When the Vice-President believes a certain dorm Unity event shows promise to be a success, the President shall submit a Collaboration Fund request to the Financial Management Board within one academic week.
  6. The Off-Campus President *emeritus* and Off-Campus Vice-President *emeritus* will assist the President and Vice-President in transitioning during the end of the Spring academic semester.

#### ***Section IV - Meetings and Procedures***

1. Officer Meetings.
  - a. Throughout the academic year, the President, Vice President, Senators, and Advisor shall meet at least once every other week.
  - b. Following course registration for the upcoming Fall semester, the Officers shall set a regularly scheduled meeting time for the upcoming Fall semester.
  - c. Following course registration for the upcoming Spring semester, the Officers shall address the regularly scheduled meeting time and adjust that time if necessary.
  - d. The Officers may call additional meetings to plan, discuss, or organize certain events, activities, or policy meetings with at least 12 hours notice.
  - e. When deemed appropriate by the President, issues may be discussed in an informal manner as to expedite communication and planning.
2. Council Meetings.
  - a. Within two weeks of Ambassador appointments, a scheduled time shall be set for the full Council to meet weekly.

- b. At least one Council meeting per month shall be announced as an open hearing to the off-campus community by email. This meeting will include time for at least five members of the community to speak, offer suggestions, or ask questions of the Council.
  - c. Should more than five members of the off-campus community wish to speak, the President, with the input of the rest of the Council, may select five members of the off-campus community to speak.
    - i. This is an option and not a requirement and the Council reserves the right to allow all community members who wish to speak to do so.
3. Attendance
- a. A member of the Council may have no more than six (6) absences during his or her term on the Council. The Vice-President will alert the member in writing when he or she has reached four (4) absences.
  - b. The Vice-President will notify the Student Union Ethics Commission when a member has reached six (6) absences.
  - c. A tardy is marked as more than ten minutes late for a meeting and three tardies are counted as one absence.

### ***Section V - Censure, Removal, and Vacancy***

- 1. Censure
  - a. Should the President determine that an Ambassador engages in misconduct, including but not limited to, disregard for the authority of the Council or the Student Union, violation of the Constitution or these Bylaws, willful injury to the good name of the Council or the Student Union, or intentional mismanagement of the Council's funds, the President may censure the Ambassador for their behavior.
- 2. Removal
  - a. If the Student Union Ethics Commission finds that the President or Senators should be removed from office due to their behavior, that Officer shall remain in office until the Senate impeachment and removal process has concluded.
  - b. If the Student Union Ethics Commission finds that an Ambassador should be removed from office due to their behavior, the President shall put it to a vote at the next Council meeting. A majority vote shall be required for removal.
  - c. If the President censures an Ambassador, the President may be permitted to initiate a vote of removal at the next Council meeting. A majority vote shall be required for removal.

- d. If the Ambassador is removed and there is an insufficient number of Ambassadors, the President shall appoint a replacement within two academic weeks.
3. Vacancy
    - a. In the event of a vacancy in the office of the President, the Vice-President shall become President.
    - b. In the event of a vacancy in the office of the Vice-President, the President shall appoint an Acting Off-Campus Vice-President. The Acting Off-Campus Vice-President shall become the official Off-Campus Vice-President upon approval of a majority vote of the entire Senate.
    - c. In the event that the offices of both the President and Vice-President shall simultaneously become vacant, the Senate shall appoint and approve an eligible undergraduate student to serve as Acting Off-Campus President in the interim period before a new Off-Campus President and new Off-Campus Vice-President are elected.
    - d. In the event of a vacancy in a role of Senator, the President shall appoint a member of the off-campus community to serve as an Acting Off-Campus Senator. The Acting Off-Campus Senator shall become an official Off-Campus Senator upon approval of the Student Senate.

### ***Section VI - Transition***

1. Before the end of her/his term, Officers will submit all of the relevant files, folders, and scanned documents collected during their term to a Google Drive folder owned by the official Off-Campus Council Google account. As the previous Officers' documents will be available for future use in the Google account, it is not necessary for the outgoing Officers to include extra information. However, if they choose to provide more information to incoming Officers they are welcome to do so.
2. Information may be withheld on account of privacy if it reveals personal or sensitive information, such as personal contact information, etc.
3. The outgoing Officers are to meet with the incoming Officers at least once to discuss the roles, responsibilities, and assets being transferred.
4. The password to the official Off-Campus Council Google account shall be granted to the Advisor.
5. All physical assets owned by and relevant to the work of the Council such as banners, signage, or leftover materials deemed valuable by the Advisor shall be given to the Advisor to pass down to the incoming Council or passed down directly to the incoming President.

6. If the Advisor is to change, the Advisor shall let the incoming Advisor know of the official Off-Campus Council Google account password and pass on any Off-Campus Council owned physical assets to the incoming Advisor.

### ***Section VII - Ratification, Reauthorization, Amendment, and Replacement***

1. Two-thirds approval of these bylaws by the Officers with approval by the Advisor, shall constitute the establishment of these Bylaws.
2. The incoming Officers shall, no later than April 30th, complete a process of internal review and reform of these Bylaws and the sections of the Constitution pertaining to the Off-Campus Council. They shall, having made necessary changes, unanimously vote to reauthorize these Bylaws for a term of one year prior to May 1st by a two-thirds vote. Following reauthorization of these Bylaws, the President shall present this Statute to the Student Union Ethics Commission.
3. These Bylaws may be altered, amended, or repealed by a two-thirds vote of the Officers with approval of the Advisor, provided that such proposed alteration, amendment, or appeal shall have been sent to each of the Officers and the Advisor with sufficient time for review. Once approved, the President must notify the Student Union Ethics Commission of such alteration, amendment, or repeal for review and comment.
4. In the event that new Bylaws are drafted and proposed, the Officers shall draft a document listing and explaining all changes from the old Bylaws and distribute it to the Student Union Ethics Commission for review and comment. Informed by the recommendations of the Student Union Ethics Commission, the Officers shall make all necessary alterations. The new Bylaws must be ratified by unanimous vote of the Officers and the approval of the Advisor.