

Constitution of the College Democrats of America

Preamble

As the official student arm of the Democratic National Committee, we, the College Democrats of America, do hereby dedicate ourselves to organizing college students from across the nation 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.

As Democrats, we aim to promote the principles of our party. As part of our mission, we call for full participation without regard to sex, race, ethnicity, national origin, religion, disability, socioeconomic status, age, gender identity, or sexual orientation. For these ends and upon these principles, we, as Democratic college students, do hereby associate ourselves and adopt this Constitution as the College Democrats of America.

Article 1: Name, Purpose, and Membership

Section I. Name: The name of this organization shall be the “College Democrats of America,” herein referred to as CDA.

Section II. Purpose: CDA, as the student arm of the Democratic National Committee (DNC), pledges to support the philosophy and purpose of the Democratic Party. Furthermore, CDA declares its intention to support efforts to increase the participation of college students in Democratic Party affairs. To these ends, CDA shall educate and train its members so that they may be better able to:

- A. Educate students about the philosophy of the Democratic Party;
- B. Work with Democrats across the country to achieve the goals of CDA and the Democratic Party; and
- C. Work to bring more young people into the political process.

Section III. Membership: Members of CDA shall consist of the following entities:

- A. Chartered State Federations; and
- B. Chartered Campus Chapters.

Section IV. Structure: CDA shall serve as an umbrella organization for chartered State Federations and chartered Campus Chapters. The overall structure of CDA shall be as follows:

- A. The Executive Board shall be responsible for the conduct of the affairs of CDA subject to this Constitution and Bylaws.
- B. The National Council shall advise the Executive Board on the direction and goals of CDA.

- C. Chartered State Federations shall act as liaisons to all chartered Campus Chapters within the state and shall coordinate statewide events.
- D. Chartered Campus Chapters shall be the most basic and fundamental unit within CDA and serve to achieve its goals at the individual campus level.

Section V. Relationship to the DNC: As the student arm of the DNC, this Constitution and any Bylaws adopted by CDA shall be subject to and consistent with the DNC's Charter and Bylaws, any other provisions adopted by the DNC pursuant to the DNC Charter and Bylaws, and any resolutions adopted at the DNC National Convention. Any portion of these Constitution and Bylaws can be challenged as not consistent with the DNC Charter, Bylaws and resolutions.

Article 2: Executive Board

Section I. Authority and Responsibility: The Executive Board shall have responsibility for the affairs of CDA between National Conventions, subject to the provisions of this Constitution and to the CDA Bylaws. These responsibilities shall include:

- A. Determining the direction and goals of CDA.
- B. Appointing additional officers ("Appointed Officers") to help the Executive Board in the performance of their duties.
- C. Planning and conducting the National Convention.
- D. Filling vacancies on the Executive Board.
- E. All other actions necessary or appropriate in order to carry out the provisions of this Constitution and the objectives of CDA.

Section II. Composition: Voting members of the Executive Board shall be the President, Vice President, Director of Communications, Director of Development, Director of Membership, Director of Political Affairs, Director of Programs, National Council Chair, National Council Vice Chair, and National Council Secretary.

Section III. Governance: The Executive Board shall be governed as follows. The CDA Bylaws may provide for additional methods of governance subject to the provisions of this Constitution.

- A. The Executive Board shall meet on a regular basis as determined by the President or a majority of the Executive Board.
- B. In the event of a tie vote by the members of the Executive Board, the President shall cast the deciding vote.
- C. The Executive Board shall seek input and direction from the National Council so that the National Council may advise the Executive Board on CDA's agenda and goals.

Article 3: Executive Board Officers

Section I. Duties: The Executive Board Officers duties shall include the following. The CDA Bylaws may further specify the duties of the Officers subject to the provisions of this Constitution.

- A. President. The President of CDA shall lead and carry out the programs and policies of the Executive Board and the National Council as specified in the CDA Bylaws.
- B. Vice President. The Vice President shall aid the President in leading and carrying out the programs and policies of the Executive Board and the National Council as specified in the CDA Bylaws and shall assume the office of the President upon the President's death, removal, resignation, or incapacitating disability.
- C. Director for Communications. The Director for Communications shall manage the internal and external communications of CDA as specified in the CDA Bylaws.
- D. Director of Development. The Director of Development shall manage the fundraising of CDA as specified in the CDA Bylaws.
- E. Director of Membership. The Director of Membership shall manage all CDA's membership as specified in the CDA Bylaws.
- F. Director of Political Affairs. The Director of Political Affairs shall manage the political affairs of CDA as specified in the CDA Bylaws.
- G. Director of Programs. The Director of Programs shall manage CDA events as specified in the CDA Bylaws.
- H. National Council Chair. The National Council Chair shall lead the National Council and foster communications between the National Council and the Executive Board and any other duties specified in the CDA Bylaws.
- I. National Council Vice Chair. The National Council Vice Chair shall assist the National Council Chair and other duties specified in the CDA Bylaws.
- J. National Council Secretary. The National Council Secretary shall serve as the official correspondent and record keeper of the National Council and the Executive Board and other duties specified in the CDA Bylaws.

Section II. Election: The President, Vice President, Director of Communications, Director of Development, Director of Membership, Director of Political Affairs, and Director of Programs shall be elected on an annual basis at the National Convention by the chartered State Federations and chartered Campus Chapters as specified in the CDA Bylaws.

- A. Candidates for President must run on a ticket with a candidate for Vice President of differing gender identities.

- B. Candidacy for an Executive Board position is open to any full-time or part-time student who, within a period of six months, is an enrolled student in an undergraduate or graduate degree program at an accredited college or university, whether in-person or online, and who has shown a commitment to the welfare and success of the Democratic Party.

Section III. Removal: Executive Board officers may be removed as specified in the CDA Bylaws.

Article 4: National Council

Section I. Purpose: The purpose of the National Council shall be to provide a voice for State Federations within the organization.

Section II. Membership: The membership of the National Council shall consist of four elected officers of each chartered State Federations.

Section III. Officers: The officers of the National Council, who serve as voting members of the Executive Board, shall be a Chair, Vice Chair, and Secretary. Each officer shall be elected by a separate ballot. The officers shall be elected at the annual CDA Convention.

Section IV. Governance: The National Council shall be governed as follows. The CDA Bylaws may provide for additional methods of governance subject to the provisions of this Constitution.

- A. The National Council shall meet on a regular basis as determined by the National Council Chair and the Designated Staffer.
- B. Meetings of the National Council must be announced at least three days in advance as specified in the CDA Bylaws.
- C. Each chartered State Federation shall receive one vote in considering all matters before the National Council, with the exception of the election of officers, which shall take place according to the CDA Bylaws.

Article 5: Regions

Section I. Regional Composition: There shall be regions as designated by the National Council by a 2/3 vote. [See: Addendum A]:

Section II. Duties: Regional Directors shall perform duties as required by the CDA Bylaws.

Section III. Regional Directors shall be nominated for each region by the officers of the National Council and must be approved by a majority of the Executive Board and the chartered State Federation presidents of that region. Vacancies shall be filled in the same manner.

Section IV. The term of office for Regional Directors expires at the conclusion of the general floor session at the National Convention.

Article 6: State Federations

Section I. Definition: Each chartered State Federation shall be composed of the chartered Campus Chapters within that state. Only one chartered State Federation per state will be recognized by CDA.

Section II. Purpose: As member organizations of CDA, chartered State Federations shall be dedicated to organizing the chartered Campus Chapters within their states to further the interests of CDA and the Democratic Party. Each chartered State Federation shall extend membership to all chartered Campus Chapters. For the purpose of this Constitution, the District of Columbia, Guam, American Samoa, Puerto Rico, the Virgin Islands and all other United States territories shall be considered separate states.

Section III. Member Certification: State Federations shall be certified and decertified as specified in the CDA Bylaws.

Section IV. Governance: Each State Federation shall elect four officers to represent the State Federation on the National Council and to vote in Executive Board and National Council elections at the National Convention. Each officer shall be elected by a separate ballot. Each chartered Campus Chapter shall receive an equal vote in State Federation elections.

Article 7: Campus Chapters

Section I. Definition: The chartered Campus Chapters shall be the most basic and fundamental unit within CDA and serve to achieve its goals on the local level. There may be only one chartered Campus Chapter per college campus.

Section II. Purpose: As member organizations of CDA, chapters shall be dedicated to educating students on their campuses about the philosophy of CDA and organizing them to further the interests of the Democratic Party. Each chapter shall extend membership to all registered college students who wish to be known as College Democrats regardless of sex, race, ethnicity, national origin, religion, disability, socioeconomic status, age, gender identity, or sexual orientation. For these purposes, a “college student” shall mean an undergraduate or graduate student including those on approved temporary leave of absence from their college or university.

Section III. Chapter Certification: Campus Chapters shall be certified and decertified as specified in the CDA Bylaws.

Article 8: National Staff

Section I. Definition, Purpose, and Membership: The Designated Staffer shall be selected by the pertinent DNC officials. The Designated Staffer, a DNC employee, shall have the authority, to appoint assistants as he or she sees fit. The Designated Staffer shall, along with the President and Vice President, be responsible for the implementation of the goals of CDA. The Designated Staffer shall, working with the Director of Membership, determine the certification and recertification of State Federations and Campus Chapters. The Designated Staffer shall aid the Director of Development in the execution of all fundraising

activities. The Designated Staffer shall aid the Director of Communications in the maintenance of CDA's website and other technological resources. The Designated Staffer shall serve as CDA's primary point of contact within the DNC, and shall in this capacity advocate for the commitment of Party resources and institutional support for CDA. The Designated Staffer shall, in collaboration with the President, draft CDA's annual operating budget and be responsible for tracking all financial transactions and reporting them to the Executive Board. The Designated Staffer shall, with the assistance of the Executive Board, be responsible for making arrangements in preparation for the National Convention.

Article 9: Honorary Council, Board of Directors, and Alumni Council

Section I. Honorary Council Definition: The Executive Board shall have the authority to appoint members to the Honorary Council. The Executive Board will select an Honorary Chair to lead the Honorary Council no more than two months after the National Convention. Members of the Honorary Council will be recognized on the CDA Website and will be asked to attend and speak at CDA events and programs.

Section II. Board of Directors Definition: The Executive Board shall have the authority to appoint members to the Board of Directors. The Executive Board will select a Chairman of the Board to lead the Board of Directors no more than two months after the National Convention. Members of the Board of Directors will be recognized on the CDA Website.

Section III. Purpose: The members of the Board of Directors shall assist CDA both in its fundraising and in achieving its political goals.

Section IV. Management: The National President and the Director of Development shall be responsible for the management of the Board of Directors and will be responsible for providing reports to the Executive Board about its development.

Section V. CDA Alumni Council: Members of the Alumni Council shall be inducted at the National Convention as specified in the CDA Bylaws. The Alumni Council shall advise the Executive Board on outreach to former members and assist in CDA fundraising efforts.

Article 10: The Constitution and Bylaws Committee

Section I. Purpose: The Constitution and Bylaws Committee, a standing committee, shall advise the membership on revisions and amendments to this Constitution and the CDA Bylaws. The committee shall present such recommendations annually at the National Convention.

Section II. Membership: Membership of the Constitution and Bylaws Committee shall be made up of four members appointed by the Executive Board and four members appointed by the National Council and a chairperson. The chairperson shall be appointed by the President of CDA with the consent of a majority of the National Council.

Section III. Meetings: Meetings of the Constitution and Bylaws Committee shall only take place if quorum is present. Quorum shall be established when 50% of the members of the Committee are present.

Article 11: National Convention

Section I. Definition: A National Convention shall be held on an annual basis at a date set by the Executive Board and majority consent of the National Council no more than 15 months after the last convention.

Section II. The purposes of the National Convention are:

- A. To educate CDA members and the public about the philosophy of the Democratic Party;
- B. To train CDA members in political techniques;
- C. To allow CDA members to meet their peers from across the nation;
- D. To elect the National President, National Vice President, and the Officers of the Executive Board;
- E. To induct new members into the CDA Alumni Council.

Section III. Governance: The National Convention shall be governed by the CDA Bylaws.

Section IV. Only a chartered Campus Chapter or State Federation may host the National Convention. The Designated Staffer shall make the final decision on the location of the National Convention in consultation with the Executive Board.

Article 12: Caucuses

Section I. Purpose: The caucuses shall assist CDA and chartered State Federations in outreach to members within their constituency group and in developing targeted programming.

Section II. Composition: Caucus officers will be appointed by the President of CDA in consultation with the Director of Political Affairs and must be approved by a majority of the Executive Board. The Executive Board may decide to create or dissolve a caucus by majority vote. A Caucus officer may be removed as specified in the CDA Bylaws. In the event of a vacancy in the Chair position, the Vice Chair shall become the Caucus Chair. In the event of a vacancy in the Vice Chair position, the President of CDA and the remaining caucus officers shall select a replacement. If all positions are vacant the President and the Director of Political Affairs shall appoint the officers in consultation with the Executive Board. At the request of a Caucus Chair, the Director of Political Affairs may appoint a Caucus Secretary for that caucus for that year, which must be approved by a majority of the Executive Board.

Section III. Duties: Caucus Chairs shall perform duties as directed by the Executive Board and consistent with this Constitution and the CDA Bylaws.

Section IV. Term: The term of office for caucus appointees expires at the conclusion of the general floor session at the National Convention.

Article 13: Parliamentary Authority

Section I. The rules contained in the DNC Charter and Bylaws and the current edition of Robert's Rules of Order Newly Revised shall govern CDA in all cases in which they are applicable and in which this Constitution or the CDA Bylaws are silent.

Article 14: Amendments to the Constitution and Bylaws

Section I. This constitution and the CDA Bylaws can be amended as follows provided that no such amendment shall be effective unless and until it is approved by the DNC General Council. Subject to this provision amendments to this Constitution and CDA Bylaws may be adopted by:

- A. The Executive Board, with unanimous votes of all voting members of the Executive Board in favor in two consecutive Executive Board meetings, but only with the subsequent consent of a simple majority of chartered State Federations present at a meeting of the of the National Council, with each chartered State Federation having one vote; or
- B. The national council members in attendance at a National Convention or a similar national meeting, with a two-thirds vote of all chartered State Federations that cast at least a single vote, with each State Federation having one collective vote. Each state's collective vote will be determined by a simple majority of the national council members from that state who cast individual votes. In the event of a tie, amongst a state's national council members, the tie will be broken in the direction of the state federation's president.

Article 15: Availability of the Constitution and Bylaws

Section I. Public Domain: This Constitution and the CDA Bylaws shall be made available in the public domain.

Section II. Electronic Media: This Constitution and the CDA Bylaws shall be posted on the CDA website and through all other related and/or necessary media. This Constitution and the CDA Bylaws shall be emailed to any member of a chartered chapter or chartered State Federation upon a request to the DNC National Staff.

Bylaws of the College Democrats of America

Article 1: Name, Purpose, and Membership

Section I: Membership

Section I.(a). Membership with the College Democrats of America is open to any full-time or part-time student enrolled in an undergraduate or graduate program, whether in-person or online, including those on approved temporary leave or absence from their college or university, without regard to sex, race, ethnicity, national origin, religion, disability, socioeconomic status, age, gender identity or sexual orientation.

Article 2: Executive Board

Section I: Governance

Section I.(a). DNC Members: The National President and National Vice President of CDA shall each be of differing gender identities and shall serve as voting members of the Democratic National Committee.

Section I.(b). Meetings: The Executive Board shall meet on a regular basis as determined by the President or a majority of the Executive Board. The Executive Board shall provide the DNC staffer designated to CDA (“Designated Staffer”) with written notice of any Executive Board meetings at least three days in advance of any Executive Board Meeting.

Section I.(c). Annual Strategic Plan: No later than one month following the National Convention, the Executive Board shall establish a set of goals for the year in which every officer will be assigned official duties. All officers will be required to submit bimonthly written reports to the Designated Staffer, Executive Board and National Council detailing their pursuit of these objectives.

Section I.(d). Quorum: A quorum of the Executive Board shall be a majority of the elected officers of the Executive Board members present, in person or by electronic communication which provides simultaneous communication for the participants.

Section I.(e). Vacancies: A vacancy shall be declared when a member of the Executive Board dies, resigns, is removed from office. If the Presidency is vacant, the Vice President becomes President. If any other Executive Board position becomes vacant, the President shall appoint a replacement with the majority consent of the remaining Executive Board officers. If the President appoints a Vice President that Vice President shall be of a differing gender identity as the President.

Section I.(f). Removal: Executive Board members may be removed in the following manner:

- A. Cause for Removal: Cause for removal shall be defined as malfeasance, misfeasance, or nonfeasance of constitutionally assigned duties or being convicted of a felony.

- i. Examples of malfeasance, misfeasance, or nonfeasance include but are not limited to the abuse of office for personal gain, the injurious use of constitutionally assigned responsibilities in a manner that is contrary to the goals of inclusivity and democratic participation contained in the DNC Charter and Bylaws and the CDA Constitution, repeated and purposeful failure to perform the responsibilities of office, and harmful personal or official conduct that diminishes the credibility and effectiveness of CDA or the DNC.
- B. Process for Removal: After notice and opportunity for a hearing, an Executive Board member may be removed by a two-thirds vote of both the Executive Board and the National Council. If either body votes to recommend removal of an Executive Board officer, the other body must vote on whether or not to remove that officer within 30 days.
 - i. In order to remove an Executive Board officer a written complaint specifying the reason removal is necessary must be submitted to the President and Designated Staffer in writing. Notice shall be provided by providing the subject of the complaint with a written copy of the complaint within 24 hours after the complaint is filed.
 - ii. If the officer that is the subject of the complaint does not respond within 7 days after receiving notice of the complaint, the Executive Board and National Council may proceed to hold a vote for removal. The subject of the complaint may request a hearing before the Designated Staffer in writing any time before the 7-day window closes.
 - iii. The Designated Staffer shall preside over any removal hearing and shall provide a summary of the hearing and a recommendation to the Executive Board and National Council. Email notification of the removal hearing and/or vote shall be given at least three days in advance and sent to the email address of the subject of the hearing on record with the DNC National Staff. A majority of the Executive Board must attend a removal hearing in order for the hearing to take place.

Section I.(g). Professional Correspondence:

- A. Elected officials of CDA shall attempt to use their official email addresses (e.g. president@collegedems.com, vicepresident@collegedems.com, etc.), that are passed from one administration to the next, for CDA business when possible and convenient.
- B. Any correspondence that contains sensitive information pertaining to the internal operations of CDA that is sent through a personal account shall be forwarded to a legacy account upon formal request of the National Executive Board.
- C. All email correspondences conducted through the legacy emails shall be stored for three (3) years after the administration during which the email was sent officially ends; the Historian and DNC Designated Staffer shall be tasked with the maintenance of this information.

- D. All archived email correspondences conducted through the legacy emails shall be accessible in matters of investigation or to verify relevant information after a written, formal request is sent to the Historian.

Section II: Duties

Section II.(a). Duties of the President: The President shall:

- A. Attend and preside over meetings of the Executive Board, be responsible for determining the goals and direction of CDA, and provide quarterly reports to the Executive Board and regular reports to the National Council;
- B. With the assistance of Designated Staffer and Vice President, be responsible for the implementation of the goals of CDA as set by the Executive Board;
- C. Appoint additional officers (“appointed officers”) to the CDA leadership, with the advice and consent of the Executive Board, except for Regional Directors, who shall be appointed by the officers of the National Council;
- D. Submit bimonthly reports from every Executive Board officer to the Executive Board and the National Council;
- E. Be personally responsible for raising \$1,000 in the first 6 months in which they serve; and
- F. Perform all other duties specified in the CDA Constitution and these Bylaws or any special tasks assigned by the Executive Board.

Section II.(b). Duties of the Vice President: The Vice President Shall:

- A. Attend Executive Board meetings and preside over meetings in the absence of the President, assist in determining the direction and goals of CDA, and provide bimonthly reports to the President;
- B. Along with the Designated Staffer and President, be responsible for the implementation of the goals of CDA as set by the Executive Board;
- C. Assume the office of the President upon the President's death, removal, resignation, or incapacitating disability;
- D. Be personally responsible for raising \$1,000 in the first 6 months in which they serve; and
- E. Perform all other duties specified in the CDA Constitution and these Bylaws or any special tasks assigned by the Executive Board.

Section II.(c). Duties of the Director for Communications: The Director of Communications shall:

- A. Attend Executive Board meetings, assist in determining the direction and goals of CDA, and provide bimonthly reports to the President;
- B. Along with the Designated Staffer and President, be responsible for the implementation of the communications goals of CDA as set by the Executive Board;
- C. Be personally responsible for raising \$200 in the first 6 months in which they serve;
- D. Manage all activities regarding all internal and external communications of CDA including, but not limited to, maintaining good relationships with members of the press; distributing information and opportunities regarding the goals of CDA; and development of CDA's presence in any old, earned, new, or emerging media. All such duties shall be subject to the supervision of the Designated Staffer who shall be notified in advance of any official public statements issued by CDA; and perform all other duties specified in the CDA Constitution and these Bylaws or any special tasks assigned by the Executive Board.

Section II.(d). Duties of the Director of Development: The Director of Development shall:

- A. Attend Executive Board meetings, assist in determining the goals of CDA, and provide bimonthly reports to the President;
- B. Along with the Designated Staffer and President, be responsible for the implementation of the fundraising goals of CDA as set by the Executive Board;
- C. Be personally responsible for raising a minimum of \$1,000 in the first 6 months of which they serve; and
- D. Manage all CDA fundraising including, but not limited to, developing and implementing necessary fundraising methods, programs, and events; overseeing the management of the CDA Honorary Council and providing all necessary information and developments to the CDA Executive Board, National Council, National Staff, and membership;
- E. Overseeing the Finance Committee, which shall aid the Director of Development in fundraising and all work therein. Members will be appointed by the Director of Development at the time and process of his or her choosing, and all members must be approved by the Executive Board. The terms of all members will expire at the conclusion of the general floor session of the National Convention; and
- F. Perform all other duties specified in the CDA Constitution and these Bylaws or any special tasks assigned by the Executive Board.

Section II.(e). Duties of the Director of Membership: The Director of Membership shall:

- A. Attend Executive Board meetings, assist in determining the goals of CDA, and provide bimonthly reports to the President;

- B. Along with the Designated Staffer and President, be responsible for the implementation of the membership goals of CDA as set by the Executive Board;
- C. Be personally responsible for raising \$200 in the first 6 months in which they serve
- D. Manage all activities regarding membership of CDA including, but not limited to, assisting in the creation of new Campus Chapters and State Federations; increasing membership on all levels of CDA; re-certifying and certifying Campus Chapters and State Federations, in cooperation with the Designated Staffer; and managing distribution of necessary credentials for the National Convention. The Membership Director will also be responsible, with the CDA Historian, for the maintenance of records and relationships with CDA alumni; and the records are kept on file with DNC National Staff.
- E. Perform all other duties specified in the CDA Constitution and these Bylaws or any special tasks assigned by the Executive Board.

Section II.(f). Duties of the Director of Political Affairs: The Director of Political Affairs shall:

- A. Attend Executive Board meetings, assist in determining the goals of CDA, and provide bimonthly reports to the President;
- B. Along with the Designated Staffer and President, be responsible for the implementation of the political goals of CDA as set by the Executive Board;
- C. Be personally responsible for raising \$200 for the first 6 months in which they serve;
- D. Manage all activities regarding the political affairs of CDA including, but not limited to, managing all political and issue-based campaigns with which CDA involves itself and overseeing the caucuses; and
- E. Perform all other duties specified in the CDA Constitution and these Bylaws or any special tasks assigned by the Executive Board.

Section II.(g). Duties of the Director of Programs: The Director of Programs shall:

- A. Attend Executive Board meetings, assist in determining the goals of CDA, and provide bimonthly reports to the President;
- B. Along with the Designated Staffer and President, be responsible for the implementation of the programming goals of CDA, as set by the Executive Board;
- C. Be personally responsible for raising \$200 in the first 6 months in which they serve;
- D. Manage all programs within CDA including, but not limited to, communicating with relevant parties necessary for CDA events; highlighting and promoting events that are pertinent to achieving CDA's goals; and working with the Director of Political Affairs in implementing caucus programs and issue-based campaigns; and

- E. Perform all other duties specified in the CDA Constitution and these Bylaws or any special tasks assigned by the Executive Board.

Section II.(h). Duties of the National Council Chair: The National Council Chair shall:

- A. Attend Executive Board meetings, assist in determining the goals of CDA, and provide bimonthly reports to the President;
- B. Along with the Designated Staffer and President, be responsible for outreach to State Federations within CDA;
- C. Be personally responsible for raising \$200 in the first 6 months in which they serve;
- D. Assist the Executive Board in the development of chartered State Federations, and foster communication between existing State Federations; and
- E. Perform all other duties specified in the CDA Constitution and these Bylaws or any special tasks assigned by the National Council.

Section II.(i). Duties of the National Council Vice Chair: The National Council Vice Chair shall:

- A. Attend Executive Board meetings, assist in determining the goals of CDA, and provide bimonthly reports to the President;
- B. Along with the Designated Staffer, President, and National Council Chair, be responsible for outreach to State Federations within CDA;
- C. Be personally responsible for raising \$200 in the first 6 months in which they serve;
- D. Assist the National Council Chair in the development of chartered State Federations, and foster communication between existing State Federations; and
- E. Perform all other duties specified in the CDA Constitution and these Bylaws or any special tasks assigned by the National Council.

Section II.(j). Duties of the National Council Secretary: The National Council Secretary shall:

- A. Attend Executive Board meetings, assist in determining the goals of CDA, and provide bimonthly reports to the President;
- B. Along with the Designated Staffer, President, and National Council Chair, be responsible for outreach to State Federations within CDA;
- C. Be personally responsible for raising \$200 in the first 6 months in which they serve;
- D. Serve as the official correspondent and record keeper of the National Council and the Executive Board, and maintain the roster of National Council members; and

- E. Perform all other duties specified in the CDA Constitution and these Bylaws or any special tasks assigned by the National Council.

Section III: Appointed Officers

Section III.(a). Any elected CDA Executive Board officer shall be able to appoint additional officers as needed to perform his or her duties, as long as they do so with support from a majority of the Executive Board. Each board member is limited to seven appointments per member, although the cap can be increased to ten under extenuating circumstances and with support from two-thirds of the Executive Board. One exception to this rule is caucus chairs and vice chairs; these positions do not count toward the Political Department's total allotment. None of the appointments can be "regional directors," unless the constitutionally created regional directors are overworked and unable to fulfill the regional work required by each department.

Section III.(b). National Parliamentarian: The President shall appoint a National Parliamentarian. The National Parliamentarian shall consult the CDA Executive Board and all CDA officers in matters regarding parliamentary procedure as per the CDA Constitution, these Bylaws, and Robert's Rules of Order Newly Revised. The National Parliamentarian shall ensure that CDA is operating within the guidelines set forth as per the CDA Constitution, these Bylaws, and Robert's Rules of Order Newly Revised. Preference should be given to a person who has membership in a parliamentary organization.

Section III.(c). Historian: The President shall appoint a Historian. The Historian shall serve as a recorder and archivist of changes, developments, activities, and all other related topics of CDA since its inception and serve as the institutional memory of CDA. The Historian shall achieve these goals by performing necessary research and interviews with current members and CDA alumni. The Historian shall also be responsible for the maintenance and organization of all archived emails.

Section III.(d). Policy Council: The officers of the National Council shall have the authority to appoint a Policy Council. The members of the Policy Council must be approved by a majority of the Executive Board. Each member of the Policy Council shall research, and provide recommendations to the National Council regarding, legislative issues affecting youth in the region to which they are assigned.

Section III.(e). Quorum. No appointed officer, regional director, or caucus officer shall be considered when determining if a quorum has been met for Executive Board meetings.

Section III.(f). Removal: After notice and opportunity for a hearing, the Executive Board may remove an appointed officer, regional director, or caucus officer or put them on probation for a period lasting no longer than two months for malfeasance, misfeasance, or nonfeasance of their duties upon the suggestion of the President or supervising Executive Board member.

- A. In order to remove an appointed officer a written complaint specifying the reason removal is necessary must be submitted to the President and Designated Staffer in writing. Notice shall be provided by providing the subject of the complaint with a written copy of the complaint within 24 hours after the complaint is filed.

- B. If the officer that is the subject of the complaint does not respond within 7 days after receiving notice of the complaint, the Executive Board may proceed to hold a vote for removal. The subject of the complaint may request a hearing before the Designated Staffer in writing any time before the 7-day window closes.
- C. The Designated Staffer shall preside over any removal hearing and shall provide a summary of the hearing and a recommendation to the Executive Board. Email notification of the removal hearing and/or vote shall be given at least three days in advance and sent to the email address of the subject of the hearing on record with the DNC National Staff. A majority of the Executive Board must attend a removal hearing in order for the hearing to take place.
- D. The removal of an appointed officer requires a two-thirds vote of the Executive Board.

Article 3: National Council

Section I: Governance

Section I.(a). Meetings: The National Council shall meet at the National Convention and at regular intervals determined by the National Council Officers and the Designated Staffer. A meeting must be announced at least three days in advance. A meeting is “announced” when the members of the National Council have been given written notice of the meeting’s date, time, and agenda to the email addresses on record and can only take place if quorum is present. Quorum shall be established as 40% of chartered State Federations present.

Section I.(b). Voting: Each state federation shall receive one vote in business before the National Council.

Section II: Regions

Section II (a). Regional Directors: Shall work with the Executive Board and National Council to build College Democrats membership in each region; coordinate national initiatives with State Federations; coordinate national initiatives with Campus Chapters; communicate regularly with membership of CDA, and serve as a resource to state federations.

Article 4: State Federations

Section I: Member Certification

Section I.(a). Member Certification: State Federations shall apply to be chartered within CDA by providing the Executive Board and the Designated Staffer with the names of all of the officers of the State Federation with both school and permanent addresses, phone numbers, pertinent email addresses, a list of contacts at the chartered chapters in their state, and the bylaws of the State Federation. Each State Federation’s adopted bylaws shall be consistent, to the extent possible, with CDA’s Constitution and Bylaws and the DNC’s Charter and Bylaws. State Federations shall be chartered through the Director of Membership and the Designated Staffer at the end of each spring semester. They must supply requested information, including:

- State Chapter Leader Information
- Known Chartered Chapters
- Summary of previous year's work
- State Federation Plan for upcoming year
- Relevant contact information

In order to charter, a State Federation must have an Executive Board in place, which consists of at least four officers. These four officers shall represent the State Federation on the National Council and vote in Executive Board Officer elections at the National Convention. Alternatively, the CDA Executive Board may appoint a state Executive Board and grant a charter with a two-thirds vote.

Section I.(b). Member Decertification: Chartered State Federations may be decertified in the following manner:

- A. Cause for Decertification: Cause for Decertification shall be malfeasance, misfeasance, or nonfeasance of assigned duties, or upon other grounds found by a two-thirds vote of the Executive Board to constitute good and sufficient cause. Non-compliance with the requirements set for certification is cause for decertification and will be referred to the Executive Board and DNC National Staff for review.
- B. Process for Decertification: After notice and opportunity for a hearing before the Executive Board, a chartered State Federation may be decertified by a unanimous vote of the Executive Board. Any removal hearing shall be presided over by the Designated Staffer. Email notification of the removal hearing and/or vote shall be given at least three days in advance and sent to the email addresses on record with the DNC National Staff.

Article 5: Campus Chapters

Section I: Chapter Certification and Decertification

Section I.(a). Chapter Certification: Chapters will be chartered through their inclusion within a State Federations' chartering information. In the event that their State Federation has chartered, individual chapters can work with the Director of Membership, the chartered State Federation, and the relevant Regional Director in order to identify which necessary actions will need to be performed.

Section I.(b). Chapter Decertification: Chartered Campuses may be decertified in the following manner:

- A. Cause for Decertification: Cause for Decertification shall be malfeasance, misfeasance, or nonfeasance of assigned duties, or upon other grounds found by a two-thirds vote of the Executive Board to constitute good and sufficient cause. Non-compliance with the requirements set for certification is cause for decertification and will be referred to the Executive Board and DNC National Staff for review.
- B. Process for Decertification: After notice and opportunity for a hearing before the Executive Board, a chartered Campus Chapter may be decertified by a unanimous vote of

the Executive Board. Any removal hearing shall be presided over by the Designated Staffer. Email notification of the removal hearing and/or vote shall be given at least three days in advance and sent to the email addresses on record with the DNC National Staff.

Article 6: National Convention

Section I: Governance

Section I.(a). Governance: These bylaws shall serve as operating guidelines and procedures for all activities of the National Convention. They can be complemented with any rules drafted and adopted by a 2/3 vote of the Executive Board that are consistent with these bylaws. Such rules will remain in force until their last assigned function has been completed.

Section I.(b). Parliamentary Authority: Except in those instances where exceptions are authorized and enumerated in this document, all business conducted during the National Convention shall be governed under the most current edition of Robert's Rules of Order, Newly Revised.

Section I.(c). Certification: When a chartered Campus Chapter or State Federation is hereafter referred to in this document, such reference constitutes a State Federation or chapter which has fulfilled CDA requirements for chartering.

Section I.(d). Presiding Officer: The President of CDA shall serve as Presiding Officer of the National Convention. The Presiding Officer shall establish the order of business for the National Convention under the guidelines set forth in this document. The Presiding Officer may appoint, at his or her discretion, Chairperson(s) Pro Tempore. All decisions of the Presiding Officer or Chairperson Pro Tempore are final, unless two-thirds of the voting delegates in attendance vote to overrule the Presiding Officer.

Section I.(e). Parliamentarian: The Presiding Officer shall appoint a National Convention Parliamentarian. Preference shall be given to anyone who has completed a university level course in parliamentary procedure. The Parliamentarian shall be responsible for making sure that the convention is run in accordance with the rules contained in the most current edition of Robert's Rules of Order, Newly Revised. The Parliamentarian's interpretation—in coordination with the Presiding Officer—shall be final, unless two-thirds of the voting delegates vote to suspend the rules.

Section I.(f). Other Officers: The Presiding Officer of the National Convention shall appoint a Convention Chair and other convention officers as necessary to run the convention effectively.

Section I.(g). Credentials: The Programs Director, along with the Designated Staffer, shall be responsible for assigning and distributing the appropriate convention credentials to all National Convention delegates. The elections committee shall be responsible for certifying chartered Campus Chapters and State Federations who are properly registered to vote at the convention. To obtain chapter certification, a representative of a Campus Chapter must present a legitimate form of identification from their school that indicates their undergraduate or graduate status at that institution or that they have graduated in the term preceding convention. The following documents are considered legitimate proof of student status for the purposes of registration and receiving official credentials:

- Valid student identification card certifying student status;
- Letter from the student's College/University Registrar certifying student status;
- Valid student fee statement certifying student status;
- Official student transcript certifying student status;
- A student who lacks such identification may have their status as an active student corroborated by another student from the same institution who possesses adequate proof of student status. A student may only corroborate the status of three other students per convention.

Section I.(h). Display of Credentials: Convention credentials must be prominently displayed at all times to gain entry to, and permit participation in, National Convention activities unless otherwise stated. Persons not displaying their official convention credential will be prohibited from participation.

Section I.(i). Elections Committee: The Elections Committee, which shall include one member from each CDA region within the National Council and one additional member from the Executive Board, shall be responsible for certifying candidates for National Office as specified in these Bylaws. The chair and membership of the Elections Committee shall be appointed by the Presiding Officer no later than two months before the National Convention, and must be approved by a majority of the Executive Board.

- A. No individual who agrees to serve on the Elections Committee shall be permitted to run for any CDA elected office at the convention at which they will preside.
- B. Impartiality: Members of the Elections Committee shall remain neutral in all races. If a member of the Committee fails to remain impartial or does not complete their responsibilities as a member, the committee may recommend their removal by a majority vote. The Executive Board may then remove that member by a two-thirds vote. A vacancy shall be filled through an appointment by the Presiding Officer and must be approved by a majority of the Executive Board.
- C. Jurisdiction: The Elections Committee shall have original jurisdiction over all cases in which a candidate petitions for an injunction against another candidate, an official member of the candidate's campaign, or a CDA elected or appointed officer, as it pertains to ensuring and administering a fair and honest election.
- D. Quorum: Quorum for the Elections Committee shall be 75% of its membership, whether present in person or by electronic communications—providing simultaneous participation for all members.

Section I.(j). Platform Committee: The Platform Committee shall advise the membership on revisions and amendments to CDA National Platform at the National Convention. The chair and membership of the Platform Committee shall be appointed by the Presiding Officer. Quorum for the Platform Committee shall be 75% of its membership, whether present in person or by electronic communications—providing simultaneous participation for all members.

Section I.(k). Awards Committee: The Awards Committee shall be responsible for setting the criteria for the Chapter and State Federation of the Year Awards, judging candidates for each award, and

selecting the winners. The chair and membership of the Awards Committee shall be appointed by the Presiding Officer. Quorum for the Awards Committee shall be 75% of its membership, whether present in person or by electronic communications providing simultaneous participation for all members.

Section I.(l). Agenda: The Presiding Officer shall establish a written agenda for the National Convention that seeks to meet the objectives set forth in the Constitution and Bylaws.

Section I.(m). General Floor Sessions: The Presiding Officer shall include a General Session on Constitution and Platform Revisions and a General Session on National Officer Elections into the written agenda for the National Convention.

Section I.(n). National Officer Elections:

- A. Candidate Declaration Period: Candidates for national office shall be able to officially declare their candidacy for a period of at least one month prior to the convention, by a deadline determined by the Elections Committee, which can be no earlier than one week before the National Convention. Candidate declarations must be submitted by email or as determined by the Elections Committee in consultation with the Designated Staffer and Executive Board. Declaration of candidacy statements may be no more than 1,000 words.
- B. President and Vice President: Candidates for President must run on a ticket with a candidate for Vice President of a differing gender identity. Candidates for President and Vice President on the same ticket must submit their two candidacy statements together. President and Vice President shall be elected as part of the same vote.
- C. Financial Disclosure: Candidates for CDA office shall be required to disclose all funds raised and all donors for their campaigns. Candidates must also disclose all campaign expenditures, including on printed and electronic communications and on campaign travel. Funds raised and expenditures shall be reported to the Elections Committee one month before the National Convention, two weeks before the National Convention, and 48 hours before the elections are held. The Elections Committee shall be responsible for distributing the initial financial reports to the National Council, and for distributing the final report to all convention attendees, along with their statements of candidacy.
- D. Qualifications: Candidates for national office must demonstrate to the Elections Committee that they meet the requirements for membership contained in Article 1, Section I of the CDA Bylaws.
- E. Enforcement: If a candidate for office is found by a two-thirds vote of the Elections Committee (or the Executive Board if the Elections Committee hasn't been formed) to be guilty of committing, or conspiring to commit, a violation of the Constitution or its Bylaws, or the DNC Charter and Bylaws, the Elections Committee shall have the authority to:
 1. Temporarily suspend the candidate from all campaigning or from specific types of campaigning;

2. Order the removal of any or all of that candidate's campaign materials from public space; and
 3. Disqualify the candidate from the election
- F. Order of Elections: Elections shall be conducted in the following order: President/Vice President, Director of Communications, Director of Development, Director of Membership, Director of Political Affairs, and Director of Programs.
- G. Nomination Speeches: The nomination speeches for each the President and Vice President shall be no longer than three minutes. Nomination speeches for other Executive Board positions shall be limited to two minutes.
- H. Candidate Speeches and Forum: Candidates for national office will be expected to participate in a scheduled candidate question and answer forum prior to the election. The open microphone forum will be moderated by the Elections Committee Chair. The rules of the forum shall be developed by the Elections Committee Chair. During the General Session on National Officer Elections, candidates for President shall speak for no longer than five minutes. Candidates for all other CDA offices shall be limited to three minute statements.
- I. Officer Transition: All officers elected will take office following the last gavel of the National Convention.

Section I.(o). Constitution and Platform Revision

- A. Deadline for Filing Constitutional or Bylaws Amendments: Members of CDA will be able to file amendments during a filing period beginning two months before the National Convention and ending 15 days prior to the Convention. Amendments must be submitted by email or as determined by the Committee in consultation with the Executive Board and the Designated Staffer.
- B. Late Amendment Filing: Amendments to the Constitution or Bylaws that are not received prior to the filing deadline shall be accepted late when accompanied by a petition signed by twenty five percent of the total number of convention delegates from chartered Campus Chapters registered at the time of the "late" constitutional amendment deadline. All names signed to the petition must be printed and legible. The Constitution & Bylaws Committee shall be responsible for verifying that the author of the amendment has reached the signature threshold. Late amendments must be submitted to the Constitution & Bylaws Committee by a deadline determined by the Committee.
- C. Deadline for Filing Platform Amendments: Members of CDA will be able to file platform amendments during a filing period beginning two months before the National Convention and ending 15 days prior to the Convention. Amendments must be submitted by email or as determined by the Committee in consultation with the Executive Board and the Designated Staffer.

- D. Late Amendment Filing: Amendments to the Platform that are not received prior to the filing deadline shall be accepted late when accompanied by a petition signed by twenty-five percent of the total number of convention delegates from chartered Campus Chapters registered at the time of the “late” platform amendment deadline. All names signed to the petition must be printed and legible. The Platform Committee shall be responsible for verifying that the author of the amendment has reached the signature threshold. Late amendments must be submitted to the Platform Committee by a deadline determined by the Committee.
- E. Amendment Standards: All amendments to the Constitution, Bylaws, or Platform must be typewritten and of clear language.
- F. Implementation of Amendments: Any and all amendments to the Constitution or Bylaws passed during the General Floor Session on Constitutional Revision shall not take effect until after the last gavel of the National Convention.

Section I.(p). Voting Procedures for Floor Sessions:

A. General Floor Session on Constitution and Platform Revision

- 1. General Floor Session: The General Floor Session on Constitution and Platform Revision is the official time allotted for amendments, edits, revisions, and review of the Constitution and Platform. Such business will be recognized by the Presiding Officer exclusively during this session and will be deemed out of order by the Presiding Officer prior to and following the General Floor Session.
- 2. Constitution: All votes on constitutional matters will be held in accordance and compliance with the CDA Constitution.
- 3. Voting: The national council members in attendance at a National Convention or a similar national meeting, will each be able to cast an individual vote on each amendment; however, the votes from each state will be averaged to determine the state’s preference. Each state gets one collective vote on any amendments. Each state’s single vote will be determined by a simple majority of the national council members from that state. In the event of a tie, amongst a state’s national council members, the tie will be broken in the direction of the state federation’s president.

B. General Floor Session on National Officer Elections

- 1. Quorum: Quorum shall be 30% of the eligible voters present in person or by proxy.
- 2. Balloting: Each election for a position on the Executive Board shall be conducted by ballot voting, directly following a five minute state caucus period. Each election must be conducted by ballot voting. Each ballot must be signed by the person casting the vote. Each chartered State Federation shall be granted four

votes, plus one additional vote for each chartered Campus Chapter located in that state. These votes shall be cast individually as described herein.

3. **Vote Allocation:** In each state Federation the Federation's four elected representatives on the National Council shall be apportioned one vote each, to be cast separately and by each individual. If the State Federation lacks any of these officers, or if those officers were appointed by the CDA Executive Board and not elected, the State Federation's Executive Board may appoint special delegates who shall be eligible to cast one of the State Federation's four votes. National council votes can be cast for all ten officer positions. The additional votes granted to a state for each chartered Campus Chapter located in that state shall be cast by the President, or his or her chosen representative, of such chapter. Each chartered Campus Chapter that is present at the time of voting and that does not belong to a State Federation shall cast one vote. Chapter votes can be cast for all of the officers position except the three national council positions.
4. **Proxy Voting:** Proxy voting shall be permitted. Proxies may be either general or limited and either instructed or uninstructed. All proxies shall be in writing and transferable if so specified. Chapter presidents may only proxy their vote to a member of their same chapter. Similarly, National Council members may only proxy their vote to another National Council member of the same state federation. One person may hold proxies for both National Council members and the president of a chapter, so long as they are a member of the national council from that state and of that chapter. No CDA member may at any one time hold or exercise more than three proxied votes. Absentee voting shall not be permitted for National Officer elections.
5. **Majority:** If a vote for any Executive Board position fails to produce a majority, the candidate who received the least number of votes shall be removed from the ballot and the next ballot shall be conducted amongst the remaining candidates until one candidate receives a majority of voting delegates.

Section I.(q). **Quorum:** The National Convention may conduct business when 40% of the registered delegates are present, representing at least 10% of the state federations.

Section I.(r). **Debate Limit**

- A. **Debate on Issues or Questions:** Subject only to a motion to limit or extend the time of debate, debate on any issues or questions shall be limited to 5 minutes for proponents of the motion and 5 minutes for opponents of the motion.
- B. **Total Debate on Issues or Questions:** Total debate on any issues or questions shall not exceed 10 minutes total, unless a motion to extend debate is passed by a majority of voting delegates.
- C. **Individual Limit:** No individual shall be allowed to speak for a period of more than one minute during debate on any issue or question.

- D. Time Extension: If time is extended, it shall be done in such a manner as to maintain equal time for proponents and opponents of the issue or question at hand.

Section I.(s). Amendments to and the Suspension of CDA Convention Rules: Amendments to, or the suspension of, the Rules of the Convention may be moved from the convention floor and shall require a two-thirds majority of voting delegates.

Section I.(t). Absentee Ballots: Absentee votes for the Constitution and Platform must be received the day prior to the election via email to the members of the Elections Committee, or the Constitution and Bylaws Committee. They must include an email that certifies that the voter is 1.) a student and 2.) a member of the national council. All materials in Article 6 § I(g) of the Bylaws are acceptable forms of verification. The national membership director and State Federation President must certify that the voter is properly authorized in order for the vote to be included. In the event that no one from the state in question is present, the Regional Director, Director of Membership, the Designated Staffer and National Council Chair, Vice Chair, or Secretary will determine the chapter's status.

Section I.(u). Hearings: After notice and opportunity for a hearing before the Elections Committee, the Elections Committee shall have the ability to strip, by unanimous vote, State Federations and Campus Chapters of votes if it is determined that they have committed malfeasance or misfeasance related to the casting, allocating, or use of in-person, absentee, or proxy voting. Any removal hearing shall be presided over by the Designated Staffer. Email or in-person notification of the hearing shall be given at least one hour in advance and sent to the email addresses on record with the DNC National Staff.

Article 7: Code of Ethics Enforcement

Section I: Purpose & Structure

Section I.(a). Purpose: The Independent Ethics Commission exists to resolve disputes between members of CDA and ensure adherence to the CDA rules and the Code of Conduct.

Section I.(b). Structure: The Independent Ethics Commission shall consist of seven members appointed by the President and approved by two-thirds of the Executive Board. No member of the Independent Ethics Commission shall serve on the Executive Board or hold a position in any department. In selecting the members of the Commission, the President shall not discriminate against any candidates on the basis of race, gender identity, sexual orientation, region, disability, or religion; and shall take care to ensure balance with regard to these characteristics. The Commission shall elect from among themselves the following officers:

1. Chair: The Chair shall be responsible for overseeing all meetings of The Commission, and shall only vote in case of a split vote among the remaining membership.
2. Vice Chair: The Vice Chair shall be responsible for ensuring proper minutes are taken for each meeting of The Commission, and shall act as the Chair in the event that the Chair cannot fulfill their role.

Section II: Procedures

Section II.(a). Reporting: The Chair of the Independent Ethics Commission shall prepare a Google Form or another online form which shall be used to call attention to violations of the Code of Ethics. This form and all responses to it will be made available only to the Chair and to those individuals who provide the responses in question. Once a complaint has been received by the Chair, The Commission will have a two week period to determine the legitimacy and severity of the issue; the legitimacy and severity of an allegation can be determined through a plethora of means, including, but not limited to, discussing the issue with the two parties involved, requesting interviews with potential witnesses, and requesting and analyzing any direct evidence of malfeasance.

Section II.(b). Quorum: Quorum for all proceedings of the Commission is five members, excluding those recused for conflict of interest.

Section II.(c). Opinions: Opinions must be approved by a majority of all sitting members of The Commission who are not bound by conflicts of interest. If no malfeasance or violation of the Code of Ethics has been found by The Commission, the issue is considered resolved; the general prohibition on double jeopardy shall apply to these proceedings. If malfeasance or a violation of the Code of Ethics transpired, The Commission shall recommend a penalty to be enforced on the offending party to the Executive Board according to the following categories of misbehavior.

Section II.(d). Confidentiality & Release of Information: All proceedings, including the submission of complaints, are to be kept confidential until the conclusion of the case. Written opinions of the Commission are confidential unless they vote to make their decision public, subject to approval by the Executive Board. Written opinions in cases pertaining to officers of CDA acting in their official capacity must always be made public. Commission members, Executive Board members, or parties to the case who release confidential information are considered to have committed a Category III violation.

Section II.(e). Concluding an Investigation: After an opinion is released by The Commission and sent to the National President and Vice President, the CDA Executive Board shall review the opinion. A unanimous vote of the Executive Board is required to overturn a ruling by the Commission. The CDA Executive Board also has the ability to send the opinion back to the Commission if there is a lack of information to approve or decline the written opinion. In this case, the Commission will have an additional week to conduct further investigations into the claim. This process of extension can only be pursued by the Executive Board once, and the Board must vote upon the opinion released after further review. The opinion presented must be approved by a majority of all sitting members of the commission, except those who are bound by conflicts of interest. The opinion of the Commission goes into effect at the adjournment of the meeting at which the opinion is reported to the Executive Board, unless the board decides to overturn or requests further investigation. Parties to the investigation must receive the Commission's opinion after it takes effect.

Should the Executive Board approve the opinion of the Commission, then the penalty recommended in the Commission's opinion shall be enforced immediately. If an individual receives a disciplinary action approved by both the Commission and the Executive Board, they have the option to request an appeal. The Executive Board may grant a request for an appeal if it finds that new information has been made available since the issuance of the initial opinion which calls into question the findings of the Commission. The National Council shall vote on the basis

of all the information that has been collected, and the opinion that has been crafted by The Commission and approved by the Executive Board, and must do so in a timely manner. To overturn the decision of the Executive Board, a two-thirds vote in favor of the appellant is required. The National Council's vote is final. If an opinion is approved that removes an elected official they will have to proceed through the existing impeachment process that exists in the CDA constitution and bylaws. The Chair of the Commission shall keep a written record of all proceedings and make such records available to the National Historian at the conclusion of the investigation.

Section III: Violation Categories

Section III.(a). Category One: This includes the following violations of the code of ethics:

- Poor task performance
- Repeated absences or disengagement
- Failure to follow directions
- Inappropriate comments, actions, or social media posts

Sanctions can include:

- warning issued by the officers and does not go any further.
- If offenses are repeatedly committed these offenses they can be moved to a category two offense.

Section III.(b). Category Two: This includes the following violations of the code of ethics:

- Inadvertently sharing private CDA information, intellectual property, or physical property.
- Non-Compliance with the CDA constitution and bylaws.
- Minor Negligence of Duty.
- Unprofessional Behavior
- Minor Ethical or Moral violations which go against the moral standing of CDA.

Sanctions can include:

- Warnings
- Suspension from CDA
- Censure within CDA
- Other sanctions determined by the committee examining it.

Section III.(c). Category Three: This includes the following violations:

- Threats and physical violence.
- Intentional harm to CDA governance structure.
- Sexual Harassment
- Felony crimes.
- Intentional abuse or theft of CDA intellectual property, documents, or physical property.
- Major ethical or moral violations that go against CDA.
- Complete dereliction of duty.
- Bribery
- Tampering with the CDA CoE enforcement process, and false accusations made with malice.

Sanctions can include:

- Expulsion from CDA through the process included in the constitution.

- Suspension
- Censure
- Demotion
- Removal from appointed position, or recommendation for impeachment
- Termination of campaign
- A full report of actions presented to one's home institution
- Or other punishments as determined by the committee.

Addendum A
LIST OF REGIONS

Approved by the National Council on February 3rd, 2019, pursuant to Article 5, Section I of the Constitution.

- A. NORTHEAST: CT, DE, MA, ME, MD, NH, NJ, NY, PA, RI, VT, DC, PR, Virgin Islands, Dems Abroad
- B. MIDWEST: IL, IN, IA, KS, MI, MN, MO, ND, NE, OH, OK, SD, WI
- C. SOUTH: AL, AR, FL, GA, KY, LA, MS, NC, SC, TN, TX, VA, WV
- D. WEST: AK, AZ, CA, CO, HI, ID, MT, NV, NM, OR, UT, WA, WY, American Samoa, Guam, Northern Mariana Islands

Addendum B
COLLEGE DEMOCRATS OF AMERICA CODE OF CONDUCT

I. Statement of Ethical Conduct

As a College Democrats of America (CDA) member or volunteer, you are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. This not only involves sincere respect for the rights and dignity of others but also demands that both in your business and in your personal life you refrain from any behavior that might be harmful to you, your fellow members and volunteers, and/or CDA or the Democratic National Committee (DNC).

An individual's failure to live up to these principles may result in disciplinary action, including but not limited to suspension and/or termination from CDA. Engaging in off-duty misconduct that reflects negatively on CDA or causes, or has the potential to cause, harm to CDA may result in significant consequences. For violations of applicable laws, individuals may also face criminal and civil penalties, including monetary penalties or other legal repercussions.

II. Who is Governed by this Policy

As a statement of principles based on the values of the College Democrats of America, this document specifically applies to elected and appointed members of the National Executive Board, National Council, State Federation Executive Boards, and all officially chartered chapter executive boards as recognized by the National Council Chair. This document also covers all individuals seeking election and/or appointment to the National Executive Board, National Council, State Federation Executive Boards, and all officially chartered chapter executive boards.

III. The four basic tenets of CDA's code of Ethical Conduct

The four basic tenets of CDA's Code of Ethics are:

1. Respect for Governance
2. Respect for Others
3. Respect for Information
4. Respect for Property

IV. Respect for Governance

Respect for governance is the expectation that members of individuals described in Section II will act in compliance with the following:

- CDA Constitution and by-laws
- Code of Ethics
- Sexual Misconduct Policy
- State Federation or At-Large Chapter's constitution as applicable
- All applicable safety and security regulations

Individuals described in Section II are also expected to comply with all city, state, and federal laws. They are also expected to act in compliance with all relevant laws when in other countries.

V. Respect for Others

Having respect for others and refraining from abusing power are the main principles that should govern interactions of individuals described in Section II.

Maintaining respect for others is expected in all situations, and should be present in your at in-person meetings, on the telephone, in writing, and through electronic exchanges.

People have the right to disagree, even strongly; however, you are expected to remain civil during disputes.

Individuals described in Section II are expected to attend all CDA events in a clear and coherent state, not under the influence, or in possession of, illegal and non-prescribed drugs. For recreational and non-prescribed drugs, legality will be determined by state law.

Individuals described in Section II are forbidden from carrying unauthorized firearms or other weapons at CDA events, on CDA business, or representing the organization in any capacity. Fighting or using obscene, abusive, or threatening language or gestures is also forbidden.

VI. Respect for Information

Individuals described in Section II, by the nature of their positions and responsibilities, often have access to information that is confidential, sensitive, and/or personal. It is expected that information will be used responsibly and accessed by the appropriate parties only. Individuals in Section II are also expected to seek clarification and confirmation of information that comes to them, particularly if it seems inconsistent or questionable. Intentionally falsifying CDA records is strictly prohibited.

Individuals described in Section II must maintain the confidentiality of CDA and DNC activities, trade secrets, and private or confidential information.

Individuals described in Section II are expected to refrain from the sharing of private message logs or conversations across all platforms (which include but are not limited to Facebook, Slack, Snapchat, and native messaging apps on cell phones) through means including, but not limited to, screenshots, telephone call recording applications, and copy-and-paste methods without clear consent from the other party(s). An exception to the rule of clear consent would be in a situation where an individual is in possession of pertinent evidence in an ethics investigation.

VII. Respect for Property

Individuals described in Section II act as stewards of CDA property. Property includes physical assets, intellectual property, the CDA name and brand, and other resources. As the official youth arm of the DNC, it is essential to maintain the highest standards of stewardship for the property and resources entrusted to CDA.

Respect for property, therefore, entails appropriate use of CDA assets and resources. Individuals described in Section II will not engage in excessive, unnecessary, or unauthorized use of CDA's assets

and resources. Stealing property from CDA employees, volunteers, or partners is strictly prohibited, and can be subject to prosecution.

VIII. Where should I go with a concern?

Individuals described in Section II are expected to seek clarifications about possible noncompliance and to report actual and possible violations of this document, the CDA Constitution, Bylaws, or other governing policies. CDA has set up a mechanism, via an Independent Ethics Commission, for inquiry and reporting. The organization is committed to protecting confidentiality and prohibits any form of retribution against people for reporting violations in good faith.