

Community Council Bylaws



Policy Number: 03.004	Responsible Office: Community Government	Governing Body: Community Council	Last Review Date: June 8th, 2021
Scope: This policy applies to all members of the Community Council.			

ARTICLE I

Section 1.1 Name The name of this body is “Community Council”.

Section 1.2 Purpose Community Government at Antioch is designed to provide an operating structure of genuine self-government, based upon the widest achievable participation, for these inseparable purposes:

1. Practically, to further the interests and meet the needs of the Community and its members as judiciously as possible; and
2. Educationally, to aid in the development of the individual as a citizen in a democratic society.

Community Government, then, helps to maintain a context within which individuals learn both to make responsible use of those opportunities for self-expression and self-development that the community provides and to honor their consequent obligation to the community and its members. So educated, they may be better motivated and equipped for effective membership in any other community of their choice. For these purposes to be best satisfied, any governmental structure should pursue the following guiding principles:

1. Accessibility, to allow every capable and willing person to participate, no matter one’s institutional connection, position, or social outlook.
2. Transparency, which requires those with the capacity to create policy, or to prevent the policy from being enacted, explain their methods and reasons for doing so.
3. Sustainability, which provides for adherence to ideas present at the structure’s inception, while allowing adjustment to changing circumstances.

Section 1.3 Function Community Council is the body of Community Government that is responsible for the social, cultural, and community life at Antioch. Community Council serves as an on-campus body that considers policies and issues in which students, faculty, and staff share concerns. The Community Council reserves the right to make recommendations or present positions on college policy and issues as they affect the community. This body is also responsible for budgeting and allocating the funds of Community Government. Community Council uses its funding for campus activities, Community Government Staff, and other areas to serve the Antioch community. This council recommends Community-wide policies to College Council.

Section 1.4 Definitions:

1. The term “ex officio” means an individual serves on the Community

Council by virtue of holding another office, e.g., the Vice President of Student Affairs

2. The term “Student” shall mean any person who is a degree-seeking-student (full time or less than full time)
3. The term “Staff” refers to college employees whose primary role is to serve a non-instructional function
4. The term “Faculty” refers to anyone who holds a primarily instructional position, of any type or rank.
5. The term “Community Members” or “Community” refers to
 - i. All registered degree-seeking students of full-time or less-than-full-time status certified by the Registrar.
 - ii. All persons having the rank of faculty
 - iii. All other persons who work as Part Time or Full Time as employees of Antioch College in Yellow Springs, Ohio.
6. The term “good academic standing” refers to students with a cumulative GPA of at least 2.0, a completion rate of at least 67%, and without current academic warning, probationary, or suspended status.
7. The term “College Policy” refers to all policies at Antioch College
8. The term “Administrative Policy” refers to non-academic policies governing the operations of the College.
9. The term “Academic Policy” refers to policies that aim to serve the academic function of the College. (i.e. Academic Honesty Policy).
10. The term “Community Policy” refers to policies that aim to serve the Antioch College community. Community Policies include;
 - a. Residence Life and Student Affairs Policies
 - b. Community Standards and Resolutions (i.e. The Antioch Honor Code, The Civil Liberties Code)
 - c. Policies regarding the safety and security of the community.
 - d. Policies regarding community spaces. (non-student, non-residential, and non-academic)
11. The term “Representative” refers to members who are elected through community-wide elections
12. The term “Student Space” refers to the Student Union building, student fire pits and other non-academic, non-residential areas where mainly students congregate.
13. The term “Special Election” refers to any election that occurs off of the designated election sequence.
14. The term “Special Vote” refers to a simple majority vote (50% + 1)
15. The term “Consent Agenda” refers to a document containing item(s) for consideration to pass as written with the consent and consensus of all representatives at a meeting.

ARTICLE II: Membership

Section 2.1 Membership: Community Council shall be populated by ten (10) voting members who will serve with an alternate serving when a primary representative is off-campus or unable to attend. Each representative may only hold one (1) voting position at a time (Faculty, Student, Staff).

Representatives shall serve one-year terms, effective at the beginning of the fall term. Elections shall be facilitated by the elections committee. If any group of the community feels disenfranchised or not represented, that group will be allowed to petition to join that collective body of Community Council for a representative to fill an additional seat on Community Council via the Chair(s) and the Elections Committee. The membership is distributed as follows:

1. One (1) Community Manager elected by the community-at-large
2. Two (2) voting faculty representatives elected by the community-at-large
3. Five (5) voting student representatives and their alternates elected by the community-at-large
 - i. Student representatives must be current matriculants who are full-time, degree-seeking students in good standing.
4. Two (2) voting staff representatives elected by the community-at-large
 - i. Staff representatives must be nominated and elected from among non-instructional staff who are not officers of the college as defined in the Antioch College Corporation Amended Code of Regulations.
 - ii. At least one (1) of the Staff representatives should be an hourly employee.
5. Alternate representatives shall serve as standing, non-voting members until their primary representative is off-campus or unable to attend.
6. The Vice President of Student Affairs shall serve as a non-voting, ex officio member.
7. Non-members are welcome during open sessions and will be asked to leave during a closed session.

Section 2.2 Vacancies: In the event of a vacancy in the membership, the following procedure shall be used to fill the vacancy:

1. Primary Representatives: The alternate of the vacant representative will serve in their place. If the alternate of the vacant member is unavailable, any alternate from the same constituency may serve in their place with full voting rights. If no alternates from the same constituency are available to attend then a special election shall be called for immediately after a vacancy has occurred.
2. Alternate Representatives: In the event of the long-term inability of an alternate representative to fulfill their obligations as a member of the Community Council, the alternate's primary representative will appoint a replacement. This alternate's position will be approved or denied by the Community Council.
3. Non-Standing, non-voting members: Seats vacated by non-standing members of the Community Council shall remain unfilled barring action of the Community

Council.

Section 2.3 Responsibilities of Members: Members are expected to serve as follows:

1. Be present at all general meetings, community meetings, and special meetings whenever possible. Give constant, active attention to the group's activity during the meeting.
2. Arrive at least five minutes before meetings begin and must bring the appropriate materials.
3. Be familiar with the Community Council By-laws
4. Inform themselves as fully as possible prior to the meeting of all matters on the agenda.
5. Maintain the purpose of the Community Council by furthering the total program rather than by assuming a parochial position.
6. Maintain confidentiality of closed session personnel discussions and FERPA protected personal information.
7. Contribute and participate in the work of the Community Council and serve on committees whenever appointed. Along with participation, knowing when to take a step back and provide others with the opportunity to be involved is also important.
8. Take on a leadership role in one or more Community Council committees, organized meetings, or activities. "Leadership role" can be understood as, but not limited to: Chair(s)ing a committee, managing independent groups or providing administrative support for a committee.
9. If a member is unavoidably absent from a meeting, they must notify the Community Council Chair(s) prior to their absence and, if possible, send their alternate in their place.
10. After three absences or an inability to adequately participate during a single 11-week term, the representative will forfeit their seat and a special election will take place. The Community Council Chair(s) has the authority to override this action at their discretion.

ARTICLE III: Meetings

Section 3.1 Regular meetings shall be held once a week and will be facilitated by the Chair(s) of Community Council. The first Community Council meeting each fall will be facilitated by the Community Manager. The date and time for such meetings shall be included in the meeting agenda. All meetings, save for closed sessions, are open to the community.

Section 3.2 Closed sessions are the portion of a meeting that is closed to all but members. The Community Council membership is outlined in Article 2.1. These sessions are to be called for as needed. The list below contains examples of agenda items which Community Council may consider worthy of discussion during a closed meeting or closed session.

1. To consider an individual's qualifications to hold a job or pursue training.
2. To deliberate potential or actual emergencies or matters of security related to the preservation of the public peace, health, and safety.

3. To discuss personnel matters in which the names, competency and abilities of individual employees are discussed.
4. To examine the content of documents protected by privacy acts.
5. To review the results of Community Council members or Community Government employee evaluations.

Section 3.3 Any member may submit items to the Chair(s) for inclusion on the agenda. Such items must be submitted at least three business days prior to the meeting. Items must include specific action to be taken by the Community Council and relevant background information that would aid in decision-making. Meeting agendas will be circulated by noon on the day prior to the meeting.

Section 3.4 The chair may call special meetings, meetings that are not on the regular meeting schedule, when they deem such action desirable. Such meetings must be publicized to the entire community.

Section 3.5 The chair may, at their discretion, cancel a meeting. In the event of a cancelation, members would be notified no less than two business days before the scheduled meeting time.

Section 3.6 A simple majority of all voting members and at least one representative from each constituency (Student, Staff, Faculty) of the Community Council shall constitute a Quorum.

Section 3.7 Meetings may be used to review and approve policies drafted by any member of the Antioch community and fulfill the other mandated obligations of the Community Council.

ARTICLE IV: Employment Procedures

Section 4.1 Employment standards are as follows:

- 1) All employees of the Community Government must uphold the Antioch Honor Code and other student and employee policies.
- 2) All employees of Community Council must be matriculating, degree-seeking students of Antioch College. Unless the entire constituency of student representatives declines the position of Chair(s). In this case, a member from any constituency may be hired.
- 3) All employees of Community Council must be in good academic standing. Students with a cumulative GPA of at least 2.0, a completion rate of at least 67%, and without current academic warning or probationary status are considered to be in good academic standing.
- 4) All employees of Community Council must be in good community standing. Community members who are without an outstanding community standards violation are considered to be in good community standing.

Section 4.2 An online application process will be maintained for students returning from a co-op. Application procedures by mail will be made available upon request.

Section 4.3 Community Council will review all applications in closed session. At this juncture, Community Council may prevent any application from moving forward in the hiring process. Applicants approved by Community Council will be interviewed by a hiring

committee and all applicants will be asked an identical set of questions.

Section 4.4 The hiring committee that conducted the interviews will be responsible for hiring based on consensus according to the employment standards listed in Article 4.1. If consensus is not reached, the decision will fall to Community Council in a closed session.

Section 4.5 After a decision is reached, the Community Manager will send an offer letter to the person who the Community Council wants to hire. The offer letter is a formal letter that should include the details of employment, from the start date, compensation and, most importantly, the terms of employment. When the offer letter is signed by the new employee, a copy should be given to the employee, the Community Government copy should be filed, and other applicants should be notified that they have not been selected for the position. After all of that is done, the hiring should be announced to the Community.

Section 4.6 Employees of Community Government will be delegated control over their areas of responsibility by Community Council. Employees are accountable to the Community Manager and the Community Council.

Section 4.6 Evaluation and Accountability: Each quarter, the Community Council will review its preferred goals for the CG Employees for the next quarter and associate preferred results in terms of units of performance. (For example, the Events Coordinator must plan four campus activities). The Community Council will also specify desired results from each individual and committee.

Section 4.7 Evaluation and Accountability: The Community Manager will identify measures to evaluate if and how well the CG employee results were achieved. These measures provide information to evaluate the accomplishment of results. Measures are usually specified in terms of quantity, quality, timeliness or cost. For example, measures for the Treasurer might be the number of budget updates in a quarter. Measures toward the employees' achievement of goals may change as the goals change.

Section 4.8 Evaluation and Accountability: Employees of Community Government will be given clear well-documented performance goals. These goals must be:

1. Specific: For example, a goal to generate three types of financial statements, including cash flow, budget-versus-actual and income statement.
2. Measurable: For example, to be able to assess if the three types of statements were generated or not.
3. Achievable: For example, the goal would be irrelevant if the person had no access to the financial information from which to generate the statements.
4. Relevant: For example, the goal would not be useful if the organization has no plans to ever make decisions based on the financial statements.
5. Timely: The statements should be generated by a certain deadline, for example, in time for the Board to review and approve the statements.
6. Extending capabilities: Ideally, the goal involves the person's learning more than they already knew about generating statements.

7. Rewarding: Ideally, the activities of generating the financial statements would be fulfilling for the person to accomplish. If goals seem insurmountable to the employee, then break goals down into smaller goals, or sub-goals or objectives.

Section 4.9 Evaluation and Accountability: The Community Manager should provide balanced feedback on what is being done well as well as what could be improved. This feedback can also be given formally through a performance appraisal. Performance appraisals must be: job-related and valid; based on a thorough analysis of the job; standardized for all employees; not biased against any race, color, sex, religion, or nationality; and performed by people who have adequate knowledge of the person or job.

Performance appraisal meetings should be done during week four and at the end of each 11-week quarter. Nothing should be surprising to the employee during the appraisal meeting. Any performance issues should have been addressed as soon as those issues occurred.

Section 4.10 Evaluation and Accountability: The Community Manager should make notes about the first appraisal meeting and its results, and keep the performance appraisal in a file for themselves. Depending on the situation, appraisals should be reported to the Community Council in closed session. This note may become useful later on if the performance problem persists. The Community Council will be a precious and objective asset to dealing with this situation, especially if things with the employee get worse.

If the problem occurs again over the next two weeks, immediately issue them a written warning. Also, update the Community Council. In the memo, clearly specify what you saw, mention the previous meeting and its date, say the behaviors have not improved, warn them that if this occurs again over some period (e.g., the next two weeks), they will be promptly terminated. Meet with them to provide them with the memo. Attempt to have this meeting on other than on a Friday. Otherwise, employees are left to ruminate about the situation without ready access to you for at least two days. On the third occurrence, consider firing the employee.

ARTICLE V: Employee Job Descriptions

Section 5.1 The Community Council or a designated hiring committee shall hire the following positions as needed. The community members filling these positions will be paid by the Community Government department and must preside over their given duties with a high degree of individual responsibility and accountability.

Section 5.2 Employees hired by Community Government, fall under the Antioch College employee policies. Each employee is responsible for upholding these policies as they apply to them.

Section 5.3 Community Manager: The Community Manager is responsible for supporting Community and Shared Governance at Antioch College. They work with all branches of governance at Antioch to foster transparency, inclusion, and empowerment for all community members.

The Community Manager is a position elected by the community every year. The Community

Manager election process is described in Section 10.3 through Section 10.9. The Community Manager's duties and responsibilities include but are not limited to:

- A. Understand Antioch policies relevant to Community Governance.
- B. Maintain a file of all important documents related to Community Governance with the help of the Administrative Assistant. Consolidate all records with Antiochiana at the end of each quarter.
- C. Ensure that the procedural requirements relating to Community Governance are met.
- D. Attend all meetings of the Community Council and the College Council.
- E. Offer suggestions and proposals to the Community Council and other college bodies for strengthening mechanisms of community governance at the College.
- F. Work with the College Council and Community Council to maintain and improve the dispersal of pertinent information to the Community.
- G. Plan and facilitate Community Meetings. These meetings shall be used to present information, and discuss issues of concern.
- H. Plan Community Day events each quarter with the help of the Events Coordinator
- I. Supervise and Evaluate Community Government Employees.
- J. Facilitate Community Council meetings until a Chair(s) is able to Facilitate.
- K. Call special meetings of the Community Council on their initiative or on the request of any member of the Community Council.
- L. Hold the Community Governance Credit Card that can be used for any purchase approved by the Community Council.
- M. Nominate community members to Committees and Boards, subject to Community Council's approval.
- N. Communicate and publish any changes or additions relating to Community Governance
- O. Assist Student Affairs with the publishing of the Student Handbook each year.
- P. Update and revise Community Manager Training Manual as needed.

Section 5.4 Community Council Chair: The Chair(s) shall be elected by a majority vote of Community Council members from the current student representatives voted into office. This vote will happen at the commencement of the fall quarter and when the former chair is on co-op or absent. If no student representative is willing to serve as Community Council Chair(s), a member from any constituency may be selected.

This position will be paid a stipend of \$500 each quarter that they serve. If the Chair(s) fails to meet their responsibilities, they forfeit their term or receive a partial payment based on the performance of the individual. This decision can be made at the discretion of the Community Council. The Chair(s)'s duties and responsibilities include but are not limited to:

- A. Understand current policies relevant to Community Government.
- B. Form agendas, convene, and preside at all meetings of ComCil.
- C. Prioritize potential agenda items and use the community as a resource for finding agenda items.
- D. Offer suggestions and proposals to ComCil for strengthening mechanisms of community governance at the College.
- E. Oversee and coordinate the various goals, ongoing and temporary, undertaken by the

ComCil.

- F. Call special meetings of Community Council on their initiative or at the request of any member.
- G. Maintain and update the ComCil Chair training manual

Section 5.5 Treasurer: The Treasurer position is hired by a campus-wide hiring process. Applicants can apply with an alternate that will serve during the quarters they will be unavailable. The Treasurer shall be hired for no longer than one (1) year and will be paid a stipend of \$500 each term that they serve.

If the Treasurer fails to meet their job requirements, they forfeit their term or receive a partial payment based on the performance of the individual. This decision can be made at the discretion of the Community Council and the Community Manager. The Treasurer's duties and responsibilities include but are not limited to:

- A. Is responsible for creating the Community Council budget for the following fiscal year. (beginning in the Winter quarter, to be completed in the Spring quarter)
- B. Shall facilitate all meetings of the Budget Committee.
- C. Shall track the Community Council budget and provide quarterly updates to Community Council.
- D. Appropriately assess school funds for individual projects and events.
- E. Will work to ensure that all funds are used appropriately and that a broad cross-section of the community is represented with equal opportunities.
- F. Work closely with Independent Groups and others to coordinate proper funds and supplies when necessary.
- G. Shall be responsible for updating the Treasurer training manual.
- H. Shall be responsible for any other duties relating to the Community Council budget

Section 5.6 Administrative Assistant: The Administrative Assistant position is hired by a campus-wide hiring process. Applicants can apply with an alternate that will serve during the quarters they will be unavailable. The Administrative Assistant shall be hired for no longer than one (1) year and will be paid a stipend of \$500 each term that they serve.

If the Administrative Assistant fails to meet their job requirements, they forfeit their term or receive a partial payment based on the performance of the individual. This decision can be made at the discretion of the Community Council and the Community Manager. The duties and responsibilities of the Administrative Assistant include but are not limited to:

- A. Record, edit, and distribute the minutes of the Community Council and standing committee meetings.
- B. Regularly check the Community Council email and organize the inbox as necessary.
- C. Assisting the Community Council and committee Chairs with the coordination of Community Council meetings and committee meetings.
- D. Coordinate the release of official statements by the Community Council to the public.
- E. Oversee the formation of new standing and ad hoc committees.
- F. Distribute necessary forms to the community. These forms include but are not limited to: Independent Group Registration Forms, Funding Request Forms, and Event Request

Forms.

- G. Assisting Community Council and the Chair(s) with any other necessary task.
- H. Updating the Administrative Assistant training manual.

Section 5.7 Events Coordinator: The Events Coordinator position is hired by a campus-wide hiring process. Applicants can apply with an alternate that will serve during the quarters they will be unavailable. The Events Coordinator shall be hired for no longer than one (1) year and will be paid a stipend of \$500 each term that they serve.

If the Event Coordinator fails to meet their job requirements, they forfeit their term or receive a partial payment based on the performance of the individual. This decision can be made at the discretion of the Community Council and the Community Manager. The duties and responsibilities of the Events Coordinator include but are not limited to:

- A. Is responsible for overseeing and coordinating at least four (4) events each academic term funded by Community Government. Such events may include dances, fundraisers, field trips, performances, workshops, and residence hall activities.
- B. Promoting events by creating flyers, posters, and handouts for Community Council events.
- C. Will assist the performance of events by Independent Groups and others on campus. Such events may include dances, fundraisers, field trips, performances, and workshops
- D. Will work to ensure the Events Committee hears proposals from the community for events on campus or events affiliated with the Antioch College Community.
- E. Must provide monthly reports on the status of funds and proceedings to the Events Committee.
- F. Ensure each member of the Events Committee is accurately informed of their responsibilities
- G. Make certain the Antioch Community is accurately informed on the procedure to propose an event
- H. Shall be responsible for updating the Events Coordinator training manual.

Section 5.8 Space Coordinator: The Space Coordinator position is hired by a campus-wide hiring process. Applicants can apply with an alternate that will serve during the quarters they will be unavailable. The Space Coordinator shall be hired for no longer than one (1) year and will be paid a stipend of \$500 each term that they serve.

If the Space Coordinator fails to meet their job requirements, they forfeit their term or receive a partial payment based on the performance of the individual. This decision can be made at the discretion of the Community Council and the Community Manager. The duties and responsibilities of the Space Coordinator include but are not limited to:

- A. Work with the Community Council and Space & Events Committee to maintain an orderly and enjoyable student space, and to support student events on campus when needed.
- B. Will be responsible for planning and conducting all Student Space initiatives and special projects such as fostering campus art spaces and installations, and connect with the Volunteer Work Project.

- C. Work with Independent Groups, Committees, and other groups to allot permanent and temporary space for meetings, events, and any other activities.
- D. Manage the distribution of keys to the group leaders of the groups that have been approved for space. Track the location of these keys and notify the Community Council and the Community Manager when one of these group leaders has lost their key (This also includes when keys are stolen or any other reason the group does not have possession of the given key).
- E. Will work to ensure the Space Committee hears proposals from the community for on-campus projects or projects affiliated with the Antioch College Community.
- F. Must provide monthly reports on the status of funds and proceedings to the Space Committee.
- G. Ensure each member of the Space & Events Committee is accurately informed of their responsibilities
- H. Responsible for updating the Space Coordinator training manual.

ARTICLE VI: Committees

Section 6.1 Closed Committees shall have a set membership and should represent a diversity of viewpoints and identities that reflect a balance of gender, race, ethnicity, sexual orientation, and interests that reflect the Antioch community. Upon hearing recommendations from the Community Manager, the Community Council shall approve members of these committees.

Section 6.2 Open committees shall have no set membership. Community Council will appoint the members of these committees, but it may appoint any number that it sees fit. Individual sign-up sheets to determine interest for each committee will be made available during registration and will be available in the Community Manager's office.

Section 6.3 The respective committee chairs are responsible for submitting written progress reports to the Community Council Chair(s) at the end of each term. Reports shall include a concise summary of activities, financial conditions to date and suggestions for the future direction of the committee. Copies of minutes shall be saved in the committee's folder in the Community Council Google Drive.

Section 6.4 Meeting times and agendas shall be publicized and minutes released to the community at large except when involving specific personnel matters. All meetings, except those involving personnel decisions, will be open to all community members.

Section 6.5 CG Budget Committee evaluates structural and operational matters having a direct impact on the Community Government budget. A membership of at least two will be appointed annually from the Community Council. The Budget Committee reserves the right to accept Finance Requests equal to or less than \$500. The Community Council Treasurer convenes the Budget Committee. This is a closed committee.

Section 6.6 Space & Events Committee is responsible for overseeing and coordinating student spaces and Community Council-funded events each academic term. Such events may include dances, fundraisers, performances, and workshops. The Events Coordinator

and The Space Coordinator convene Space & Events Committee. This is an open committee.

Section 6.7 Elections Committee oversees and facilitates elections of members of the Community Council. Membership will be appointed annually from College Council and the community-at-large to include individuals who are not seeking election to College Council or Community Council. The Elections Committee also conducts other community-wide elections as needed. Members of this committee advertise elections, arrange candidate forums, and count ballots. Elections Committee shall also develop, maintain, and publish clear explanations of its procedures, including descriptions of the graded point system of balloting. This is a closed committee.

Section 6.8 Policy Committee is a designated committee with goals of ensuring the college has policies and procedures in place that are in line with the goals of the community at large and that Community Council follows and enforces its policies. Membership of the Policy Committee is reviewed by the Community Council. This is an open committee.

Section 6.9 Record Advisory Board (RAB) is the body of first resort for community members who have concerns regarding The Record, the Antioch Community newspaper, with unresolved concerns forwarded to Community Council. RAB is responsible for informing Community Council of the Record editor(s), or collective of editors hired as well as the use of community allocated Record funds and equipment. RAB does not have the authority to exercise prior editorial review or oversight.

Section 6.10 Ad hoc Committees Ad hoc Committees shall be appointed by the Chair(s) as they shall deem necessary to carry on specified items of the work of the Community Council.

ARTICLE VII: Independent Groups

Section 7.1 Independent Groups can be formed by any and all community members for political, social, recreational, or academic purposes. Members of the community shall have the right to associate freely with individuals and groups. Also, community members shall have the right to organize and conduct their own meetings, in accordance with rules of behavioral conduct as outlined in Antioch's Mission Statement, Honor Code, and Civil Liberties Code.

Section 7.2 Criteria for creating an Independent Group:

1. All Independent Groups must register with Community Council by filling out an Independent Group petition.
2. Independent Group proposals shall include the names of the two people who will be the recognized coordinators for the term.
3. Independent Group proposals must bear the signatures of 15 people who support the existence of the Independent Group.
4. A statement of intent shall be included on the petition by the proposed Independent Group. This statement shall include the purpose, goals, and intentions of the proposed Independent Group.

5. All Independent Group petitions shall be public documents.
6. All new Independent Groups must follow this process for getting registered with the Community Council. In addition, all continuing Independent Groups must follow the same process at the end of the second academic year they have been registered, in order to maintain their registration.
7. Although an Independent Group does not need to be officially registered in order to have meetings, no unregistered groups will be allowed to request funding or apply for meeting spaces.
8. No secret organizations, societies, fraternities, or groups that are involved in clandestine or suspicious activities are allowed to congregate on campus.
9. Coordinators of Independent Groups shall ultimately assume responsibility and accountability for the actions of their Independent Groups, and as such will be expected to answer for their groups' actions in the event of any policy violations or irresponsible activities.
10. Independent Groups are not required to furnish an official list of members for Community Council.

Section 7.3 All registered Independent Groups shall be eligible for community space, as it is available. The Space Coordinator shall be responsible for allocating that space for a specific period of time.

Section 7.4 All registered Independent Groups shall be eligible to receive funding for individual activities through the Community Council budget. Receipts must be provided for all purchases before the end of the term.

Section 7.5 Guidelines for Independent Groups:

1. All Independent Groups shall abide by Antioch's Mission Statement, Honor Code, Civil Liberties Code, and any other Community Agreements.
2. All Independent Groups shall be responsible for abiding by Community Standards.
3. All Independent Groups shall be responsible for any damages that occur during, or as a result of their meetings or events, they have sponsored.
4. All Independent Groups shall be responsible for cleaning up after themselves when they have sponsored an event in a community space.
5. If an Independent Group is allocated space by the Community Council, the Independent Group is responsible for maintaining that space in a reasonable manner.
6. Damage caused by the members of an Independent Group may result in a fine, assessed by the Community Standards Board if a complaint is filed against the Independent Group for damages or cleaning costs.
7. Community Council reserves the right to revoke the registration of any Independent Group if there has been a serious violation of community standards
8. Community Council must notify the community if it has revoked the registration of an Independent Group.

ARTICLE VIII: Decision-Making Rules: Consensus

Section 8.1 Regular decisions will be made by Consensus when a quorum is

established (meaning all members must consent for a decision to move forward).

Section 8.2 When Consensus can not be reached, proposal(s) under consideration will be tabled to the next scheduled meeting, at which time decisions will be made by a special vote. During a special vote, proposals can be carried by a simple majority vote.

Section 8.3 The chair or an entire representative constituency (All representatives from the Students, Staff, or Faculty) are authorized to call for a Special Vote at any time.

Section 8.4 A “Consent Agenda” will be used to facilitate approval of item(s) as deemed appropriate by the Representatives on Community Council. It may contain any number of items to be subject to consideration by Representatives. If any Representative wishes an item to be tabled and debated on for separate consideration, they must make a motion to do so. Said item(s) will then be tabled and reconsidered at the next available meeting.

ARTICLE IX: Communication & Archiving

Section 9.1 Community Council shall make a serious effort to do community outreach in order to best address the needs of the community. This should include but is not limited to, maintaining regular contact with students, staff and faculty, as well as other interest groups such as the alumni and the village of Yellow Springs.

Section 9.2 The Administrative Assistant and the Community Manager shall publish new legislation to the community through the most accessible medium.

Section 9.3 The Community Council will archive all records online. Such documents will be maintained by the Administrative Assistant. Each term, the Administrative Assistant will deliver the documents to the Community Manager. The Community Manager will add the documents to their Community Council archive and the archive in Antiochiana.

ARTICLE X: Election Procedures

Section 10.1 General and Special Elections: Each election ballot shall abide by the following:

1. Each Community Member shall have one vote.
2. All ballots shall have a “write-in candidate” option.
3. All ballots will be counted using a graded point scale
4. A clear and concise explanation of the voting and tallying process.

Section 10.2 After totaling points for all candidates, the names of the top candidates and the name of the first runner up should be provided in case of resignation by one of the elected members. The candidates with the highest point values shall fill all available seats in order.

Section 10.3 Community Manager Elections: The Community Manager shall be elected each year during the spring term. Community Council shall interview applicants and

determine the eligible candidates. Noting the subjectivity of an interview process, Community Council shall prepare detailed and personalized explanations of denial of candidacy. Any candidate who has been determined ineligible may ask Community Council for an explanation. The community shall vote on the candidates determined eligible by Community Council. Elections Committee members applying for the position of Community Manager must vacate their seats before the election procedure begins.

Section 10.4 The Elections Committee, in conjunction with the Community Council and the current Community Manager, will be responsible for announcing and advertising the availability of this position as well as ensuring that the application and decision processes are well explained to all Community Members. Official results of all elections and balloting must be publicized within 24 hours of the time the ballots are counted. For the election of candidates, winners' names are included in the official results.

Section 10.5 The Community Council will examine the following criteria during the Community Manager application evaluation process. This process will be conducted in a closed session, keeping in mind that this is an application process and that Community Council is recommending these applicants to the community for selection;

1. A review of the candidate's co-op and other job evaluations.
2. A review of the candidate's community involvement and accountability.
3. Any community member may submit written comments, either in support of or against any or all applicants to be reviewed by the Community Council. These comments will be reviewed during this process.
4. Answers to the interview questions concerning the ability to fulfill the Community Manager job description as stated in the legislative code.

Section 10.6 Candidates vying for the position of Community Manager must have been attending Antioch full time for at least one full year at the time of their candidacy. Exceptions to this rule may be made by the Community Council for special circumstances.

Section 10.7 Applications for the Community Manager position must include the following documents:

1. A cover letter or a statement of intent.
2. An updated résumé.
3. The record of any punitive actions taken against each individual including letters from the appropriate board explaining the violation that occurred.
4. A statement describing the importance of diversity in Community Government.
5. Other documents an applicant wishes to include.

Section 10.8 A candidates' forum shall be held during a regularly scheduled Community Meeting. Candidates shall answer questions asked by community members at the forum. Other forums deemed appropriate by the Elections Committee can be held.

Section 10.9 If a Community Manager resigns or is rendered otherwise incapable of performing the duties of the job, then the candidate who won the election is no

longer filling the position, and Community Council shall publish a job description for the Community Manager position and will interview and hire an applicant in closed session.

ARTICLE XI

Procedures for Community and Student Spaces

Section 11.1 It is expected that all Community Council spaces, Independent Group spaces, and Student Spaces will be left clean and undamaged when each term ends. For the purposes of this policy, the word “damage” is defined as any accidental or purposeful alteration made to any part of a room that hampers its purpose.

Section 11.2 Community Members issued new keys who move into a space that is in poor condition should notify the Space Coordinator immediately. If damages are not reported immediately, the new occupants of the room will be held responsible for the condition of the room.

Section 11.3 Keys should be returned to the Space Coordinator or to the Community Manager. If for some reason a community member is not able to return keys at the end of the term, it is expected that they will mail the keys to either of these people as soon as possible.

Section 11.4 Community Members are responsible for the use of any keys issued to them. If any community member lends their keys to anyone else and they lose the key, leave the door open or cause any damage, the person who had the key issued to them is still responsible for that space and that key and they will be charged.

Section 11.5 At no time should any office or Independent Group space be used as a temporary residence or guestroom.

ARTICLE XII: Amendment and Interpretation of Procedures

Section 12.1 These procedures can be amended at any regular meeting of the Community Council by a two-thirds vote of those present and voting, provided that the proposed amendment has been submitted in writing to the chair or administrative assistant three business days prior to the meeting.

Section 12.2 Interpretation The Community Council is the ultimate interpreter of these procedures.

ARTICLE XIII: Effective Date

Section 13.1 This Policy was effective, Fall 2012. Last reviewed in Spring 2019; September 17th, 2019; April 28th, 2020.