

**Antioch College Community Council  
By-Laws**

*Last Updated: August 11, 2016*

*Last Ratified: [August 16, 2016]*

# Governmental Organization

## I. Bylaws

- A. The Community Council President, with the Community Facilitator or their designee, shall publish any changes or additions to ComCil constitution or bylaws, in conjunction with Antiochiana shall maintain a file of all past editions of the constitution and bylaws, and will make appointments for members of subcommittees and standing committees, subject to the approval of Community Council.

## II. Jurisdiction

- A. The legislative body of ComCil shall be called the ComCil (ComCil).
- B. ComCil will consider policies and issues in all areas pertaining to the non-academic life of the College in which students, faculty, and/or staff share community concern. Though the jurisdiction of the ComCil is non-academic, the body reserves the right to make recommendations or present a position on academic and administrative issues as they affect the community.
- C. On matters in which ComCil has interest but no legal or financial accountability, it may recommend actions to the Senior Leadership Team through its representative to that body or to the President and involved parties.
- D. In cases where consensus cannot be reached between ComCil and the Senior Leadership Team, or ComCil and the President; ComCil may elect to issue a public resolution stating its view on the appropriate action the College should take on a particular issue or policy.

## II. ComCil Structure

- A. Each collective body of ComCil<sup>1</sup> shall be populated by representatives of students, faculty and staff who will serve for one year with an alternate serving at that time when a primary representative is off campus or unable to attend.
- B. ComCil shall consist of two student members, two faculty members, two staff members, three at-large community members (whom may serve in any capacity at the college), and the ComCil President. The Community Facilitator or their designee is an ex-officio, non-voting member of ComCil.
  1. Each Primary representative will be elected along with an alternate. This alternate will assume the responsibilities of the primary representative when said primary representative is off campus and/or unavailable.

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<sup>1</sup>The collective body of ComCil is defined as: every member of ComCil, both primary and alternate representatives, elected for a given academic year (Summer-Spring)

2. Only one (1) primary candidate and their alternate[s] may fill each vacant seat on ComCil, meaning one person per ComCil seat during every term may have a vote.
3. If any group of the community feels disenfranchised or not represented, that group will be allowed to petition to join that collective body of ComCil for a representative to fill an additional seat on ComCil via the ComCil President(s) and the Elections Committee.

### **III. Meetings**

#### **A. Community Meetings**

1. Shall be held weekly and be open to the whole community.
  - a) In the event of unforeseen circumstances, at the request of the community or ComCil, a special community meeting may be held in addition to the normal weekly meeting. Such meetings must be publicized to the entire community.
2. Shall be used in the capacity that is deemed necessary by the ComCil President for the community and could include, but is not limited to presentations, announcements, and community building dialogue/activities.
3. Shall be facilitated by the ComCil President.
4. Shall be held in an accessible location.

#### **B. ComCil Meetings**

1. Shall be held weekly, alternating between one and two hour meetings. All meetings, save for closed sessions, are open to the community.
  - a) In the event of unforeseen circumstances, at the request of the ComCil President, the duration of the ComCil meeting may be extended or a special ComCil meeting may be held in addition to the normal weekly meeting. Such meetings must be publicized to the entire community.
2. Shall be used to review and approve policies drafted by any ComCil committee, institutional department or body, or member(s) of the Antioch community.
3. Shall be used to fulfil the other mandated obligations of ComCil as articulated herein.
4. Shall be facilitated by the ComCil President.

### **IV. Procedures**

- A. The ComCil President shall convene and preside over Community Meeting, and will formulate the agenda for Community Meetings in consultation with the Community Facilitator or their designee. (The President’s full responsibilities are elaborated below in section 10. D.)
- B. The quorum for business meetings of ComCil shall be a majority of the voting members.
- C. Regular decisions will be made by consensus when a quorum is established unless the ComCil President calls for a special vote, at which time motions receiving a two-thirds vote shall carry, as per Robert’s Rules of Order.
- D. All legislation of ComCil shall have passed consensus of ComCil at two separate, but not necessarily consecutive, meetings. Between readings of proposed legislation, the Administrative Assistant shall check the consistency of the proposed legislation with the bylaws. If deemed necessary, the proposed legislation may be publicized to the community through the most accessible medium.
  - 1. Insignificant changes made to policies (i.e. when a policy is reviewed by another body and then returns with minute changes to wording or word choice) may be approved with only one meeting.
- E. ComCil will archive all records online. Such documents will be maintained by the Administrative Assistant. At the end of each term, the Administrative Assistant will download the documents and deliver them for further archiving via Antiochiana.

**V. Officers**

**A. The ComCil President**

- 1. shall be a matriculating student at Antioch College in good academic and community standing.
- 2. an alternate shall be elected every Spring to a one year term by an open vote of all Antioch College community members, beginning in Summer quarter and continuing through the next election when possible.
- 3. must have read and be familiar with the ComCil by-laws and the Constitution before running for office.
- 4. shall be employed by the College through the ComCil budget, and will be expected to work 15 hours per week and paid a rate in accordance with Antioch College’s wage policies and guidelines.
- 5. shall serve as an ex-officio voting member of ComCil with one vote.

6. is a permanent member of the Senior Leadership Team. In the ComCil President's absence a designee from the member body will be selected by ComCil to attend Senior Leadership meetings.
7. as the proxy of ComCil, the ComCil President is responsible for overseeing and coordinating the various goals, ongoing and temporary, undertaken by ComCil.
8. shall form agenda, convene and preside over meetings of ComCil.
9. is responsible for arranging report outs to ComCil from all employees, ad hoc committees and standing committees when necessary, and for ensuring that clear documentation is maintained.
10. shall form agenda (with the potential assistance of the Community Facilitator or their designee and any other member of ComCil), convene and preside over Community Meetings.
11. shall make meeting agendas available to the community.
12. shall be responsible for keeping the community informed about the proceedings of ComCil.
13. shall call special meetings of ComCil on their initiative or on the request of any member.

**B. The ComCil Treasurer:**

1. shall be appointed by consensus of ComCil from within its membership.
2. shall facilitate all meetings of the Budget Committee.
3. shall be responsible for creating the ComCil budget for the following fiscal year (beginning in the Winter quarter, to be completed in the Spring quarter) along with the Budget Committee.
4. shall track the ComCil budget, provide regular education to the community at large about the funding process, and make appropriate forms available.
5. shall, in collaboration with the ComCil President, prepare a quarterly financial statement for the members of ComCil.
6. shall be responsible for updating the Treasurer training manual quarterly.

**VI. Responsibilities of ComCil Members**

- A. ComCil members must have read and be familiar with the ComCil By-laws and the Constitution before running for a seat on ComCil.

- B. Attendance at Community Meeting is a responsibility of all ComCil members. Regular attendance at, and contribution to, Community Meeting is strongly encouraged.
- C. Sitting ComCil members are required to attend all ComCil meetings. If members are unable to attend they must notify the ComCil president prior to their absence and, if possible, send their alternate in their place. After three absences from Community Meeting or ComCil meetings during a session<sup>2</sup>, the absent representative will forfeit their seat and a special election will take place. The ComCil President and Community Facilitator or their designee have the authority to override this action at their discretion.
- D. ComCil members must show respect for other members, be on time, and bring necessary materials (such as laptops or notebooks and relevant policies) to meetings.
- E. ComCil members must accept responsibility of sharing in the business at hand when a meeting convenes. Participation is essential as well as awareness of the value of the contribution of other members, providing the opportunity for everyone to speak. .
- F. ComCil members must give constant, active attention to the group's activity during the meeting.
- G. ComCil members must know the purpose of the meeting by reviewing agenda and previous minutes/other relevant documents.
- H. ComCil members must earn the right to give constructive criticism freely by accepting it.
- I. ComCil members must take on a leadership role in one or more ComCil committees, organized meetings, or activities. 'Leadership role' can be understood as, but not limited to: Chairing a committee, managing independent groups or providing administrative support for a committee (by being a scribe, treasurer or liaison).
- J. ComCil members must attend trainings and other special meetings or activities as scheduled
- K. ComCil 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, the College President, the Community Facilitator or their designee, Assistant Directors of Residence Life and Education, and Resident Assistants, as well as other interest groups such as the alumni and the village of Yellow Springs.

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<sup>2</sup> Session is defined as a single 11 week term (i.e. fall, winter, spring, summer)

- L. If the Community Facilitator is unable to fulfill this role (according to the established absence policy [section 3. D]), their designee must assume the responsibility. In the event that both the Community Facilitator and their designee are unable to serve as ex-officio member on ComCil, Community Life will appoint another representative.

## **ComCil Committees, Personnel & Independent Groups**

### **I. Structure of Standing Committee**

- A. Closed Committees shall have a set membership as specified below. Committees 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 ComCil President, ComCil shall approve members of these committees.
- B. Open committees shall have no set membership. ComCil 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 Life office.
- C. The respective committee chairs are responsible to ComCil, and shall be responsible for submitting written progress reports to the ComCil President 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.
- D. Copies of minutes shall be saved in committee's folder in the *ComCil* Google Drive.
- E. 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.
- F. Chairs, when not appointed by ComCil, shall be elected from the at-large membership.
- G. Regular decisions will be made by consensus when a quorum is established unless the committee chair calls for a special vote, at which time motions receiving a two-thirds vote shall carry, as per Robert's Rules of Order.

## II. ComCil Personnel

### A. Employment Standards

1. All employees of ComCil must be matriculating students of, or currently on, a Cooperative Education quarter from Antioch College. ComCil may vote to make exceptions to this rule under special circumstances.
2. All student employees of ComCil must be in good academic and community life standing. Students with a GPA of 2.0 or higher who are without current academic warning or probationary status are in good academic standing. Students who are without current Community Life warning or probationary status are considered in good Community Life standing.
3. All employees of ComCil must preside over their given duties with a high degree of individual responsibility and accountability.

### B. Hiring Procedures

1. Hiring should be done near the end of each academic quarter to fill positions at the beginning of the ensuing quarter. Specific application deadlines will be set by the ComCil President. Hiring will be done as needed; positions may extend the length of time a student is on campus without needing to be rehired.
2. An online application process will be maintained for students returning from co-op. Application procedures by mail will be made available upon request.
3. Applications must be submitted to a member of ComCil along with a resumé.
4. ComCil will review all applications in closed session. At this juncture ComCil may prevent any application from moving forward in the hiring process.
5. Applicants approved by ComCil will be interviewed by at least, the ComCil President, the Chair of Nominations Committee, and the Administrative Assistant. All applicants will be asked an identical set of questions, and answers will be recorded in written summary.
6. The team which conducted the interviews will be responsible for hiring based on consensus according to section A of this article, Employment Standards. If consensus is not reached, the decision will fall to ComCil in a closed session.
7. The Record Editor must be hired by the Record Advisory Board, according to procedures outlined in Article V of this document.

### C. Supervision and Payment of ComCil Employees

1. Employees of ComCil will be delegated control over their areas of responsibility by ComCil, and thus ultimately accountable to ComCil.
2. The Community Facilitator or their designee will be responsible for signing the timesheets of employees.

### D. Administrative Assistant

1. This will be a paid position, in accordance with the College's pay guidelines and policies, for 12 hours a week.
2. The Administrative Assistant is responsible for attending all Community Meeting and ComCil meetings each week.
3. They will be responsible for managing the logistical functions of the ComCil, including
  - a) All files and filing, including management of the ComCil electronic presence
  - b) Assisting the ComCil President with the coordination of the other ComCil employees
  - c) Assisting the ComCil President with the coordination and implementation of Community Meeting
  - d) Overseeing of the formation of new standing committees and subcommittees
  - e) Solicitation of reports from standing committees and subcommittees
4. During quarters when the seated ComCil President and their alternate are both on campus, the Administrative Assistant position will be filled by the alternate ComCil President unless ComCil grants an exception, allowing for greater functional continuity between a seated ComCil President and their alternate.
5. Creates greater availability of the ComCil President (or seated alternate) for policymaking, creation of constructive dialogue, agenda setting, and representation.
6. During quarters when the alternate of the ComCil President is seated, the Administrative Assistant will be hired from among the student body according to normal hiring procedures, with first preference given to the alternates of other members of ComCil. This position shall be hired, as needed, before the start of the quarter in which they will be working.

#### E. Events Committee Coordinator

1. The Antioch College Events Committee Coordinator is responsible for overseeing and coordinating all events funded by ComCil.
2. This will be a paid position, in accordance with the College's pay guidelines and policies, for 10 hours a week.
3. Events Coordinators are hired for the year spanning Summer to Spring.
4. Events Coordinators must apply with an alternate for the quarters they will be unavailable.
5. Events Coordinators may apply as a collective of two students, splitting the hours at their own discretion.
6. The coordinator(s) will assist the performance of events by Independent Groups and others on campus. Such events may include: dances, fundraisers, dinners, field trips, speakers, performances, workshops, residence hall activities, symposia, etc.
7. The Events Committee Coordinator(s) will work to ensure the Events Committee hears proposals from the community for events on campus or events affiliated with the Antioch College Community.
8. The coordinator(s) will work to ensure that the Events Committee educates the community about the process of obtaining funding, coordinating publicity with communications and producing events effectively.
9. The coordinator must provide monthly reports on the status of funds and proceedings to the Events Committee and ComCil.
10. If the Event Coordinator(s) fails to meet the job requirements, they forfeit their term, at the discretion of the ComCil President and/or Community Facilitator.

#### F. Student Space Coordinator

1. The Antioch College Student Space Coordinator works with the office of Community Life, ComCil and the Events Committee to maintain an orderly and enjoyable student space, and to support student events on campus when needed.
2. This will be a paid position, in accordance with the College's pay guidelines and policies, for 10 hours a week.
3. Student Space Coordinators are hired for the year from Summer to Spring. Hiring occurs by mid-Spring quarter to allow for training.

4. Student Space Coordinators must apply with an alternate for the quarters they will be unavailable.
5. Student Space Coordinators may apply as a collective of two students, splitting the hours at their own discretion.
6. The Student Space Coordinator will be responsible for planning and conducting all Student Space initiatives and special projects such as fostering campus art spaces and installations, creating affinity group spaces, and connecting with the Volunteer Work Project.
7. The Student Space Coordinator may be required to help with organizational tasks, filing, and research to assist the office of Community Life and/or ComCil as needed.
8. The coordinator must work with independent groups to coordinate the use of temporary student space, and with the ComCil President to allot permanent space for standing committees.
9. If the Student Space Coordinator(s) fails to meet the job requirements, they forfeit their term, at the discretion of the ComCil President and/or Community Facilitator.

#### **G. Record Editor**

1. The editor works with interested community members to regularly produce a newspaper reflecting current events of the Community.
2. They must be a current student of Antioch College.
3. Editors applying as individuals should be on a co-op quarter.
4. Editors applying as collectives may be two students on academic quarter, two students on co-op quarter, or one of each. (Note that collectives of co-op students currently must have at least one member with a second job arranged. This is the case whenever the editor budget is insufficient to support two full-time co-op students).
5. Duties and Responsibilities include but are not limited to:
  - a) To assume financial responsibility of the operation, including:
    - (1) Supervision of the use and maintenance of all Record equipment and archives
    - (2) Attendance at ComCil Budget Committee meetings as necessary
    - (3) Solicitation of advertisements from town businesses
    - (4) Solicitation of donations from alumni through the Annual Fund

- (5) Supervision of Record staff payment through advertising and donation funds
- (6) To attend Community Meeting and ComCil. The editor is allowed in closed session ComCil meetings, except on issues of personnel, but is not permitted to report on the details of conduct.
- (7) To expand the scope of the Record's reporting to cover all aspects of College life including Senior Leadership meetings, Faculty meetings, Alumni Board meetings, and meetings of the Board of Trustees to the extent possible.
- (8) To produce the Record as often as possible given personnel and financial circumstances and ensure high standards of journalism (as articulated in The Record mission statement), including:
  - (a) supervision of the Record staff and volunteers
  - (b) making editorial decisions
  - (c) getting copies of each issue to Antiochiana
  - (d) maintaining electronic copies in the Record office
  - (e) updating the Record webpages
  - (f) ensuring adequate distribution of the paper
- 6. To be responsible for an orderly and accessible office with regular, posted office hours.
- 7. To take an active role in the training and orientation of the editor(s) hired for the following term, including the keeping and updating and transition documents to be passed from editor to editor.
- 8. To convene the first meeting of the Record Advisory Board (RAB) by the third week of the term, actively solicit RAB members, and regularly attend RAB.
- 9. To handle any other tasks necessary to keep the Record running, and to add those tasks to this job description alongside RAB, when necessary.
- 10. Students who co-op as editor shall be evaluated by RAB using the criteria set by RAB.

### **III. Independent Groups**

- A. Independent Groups (IGs) are formed by 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 to rules of behavioral conduct as outlined in Antioch's Mission Statement, Honor Code, and Civil Liberties Code.
- B. Any member of the Antioch Community may start (or restart) an Independent Group.
- C. Criteria for beginning an Independent Group:
  - 1. All IGs must register with ComCil by filling out an IG petition.
  - 2. IG proposals shall include the name of the two person(s) who will be the recognized coordinators for the term.
  - 3. IG proposals must bear the signatures of 15 people who support the existence of the IG.
  - 4. A statement of intent shall be included on the petition by the proposed IG. This statement shall include the purpose, goals, and intentions of the proposed IG.
  - 5. All IG petitions shall be public documents.
  - 6. All new IGs must follow this process for getting registered with ComCil. In addition, all continuing IGs must follow the same process at the end of every fiscal year, in order to maintain their registration.
  - 7. Although an IG does not need to be officially register in order to have meetings, no unregistered groups will be allowed to request funding or community 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 IGs shall ultimately assume responsibility and accountability for the actions of their IGs, and as such will be expected to answer for their groups' actions in the event of any policy violations or irresponsible activities.
  - 10. IGs are not required to furnish an official list of members for ComCil.
- D. Space for Independent Groups
  - 1. All registered IGs shall be eligible for community space, as it is available.

2. The ComCil President shall be responsible for allocating available space to registered IGs. This space will be assigned for a specific period of time, not to exceed the term of the ComCil President.
3. Establishing a “Permanent” Space - Independent groups that feel they have a need for continuous space from term to term may request that space be allocated to them “permanently.” For the purposes of this policy, the word permanent shall be defined as “permanent” until overturned by ComCil following the guidelines stated below.
4. An independent group shall be eligible to be classified as eligible for “permanent” space if they meet the following criteria:
  - a) Have been an Independent Group for three or more consecutive terms.
  - b) Have items that need permanent storage space (supplies, books, files, etc.)
5. Groups wishing to apply for permanent space should write a proposal to ComCil stating the reasons they feel their group is qualified, as well as providing a petition of 25 or more signatures from community members who agree to provide ongoing support for this IG.
6. ComCil must vote in order to accept a permanent space petition. If approved, the proposed space shall be granted to that IG until ComCil votes to remove that IG from that space and/or assign another IG to that space. This may only be done if that IG has been inactive for more than two quarters.
7. IGs with permanent spaces must still register each quarter to be eligible to receive ComCil funds, but shall be considered IGs in all other ways.
8. Independent Groups as Standing Committees
  - a) An independent group shall be eligible for status as a standing committee when its stated areas of interest align with its proposed committee purpose.
  - b) An IG which serves as a standing committee may be repeatedly delegated authority over decisions which apply to its area. ComCil should specify the nature of this authority on a case by case basis.
  - c) Groups wishing to act as standing committees should write a proposal to ComCil stating the reason why they feel they

are qualified to fulfill the role in question, and specifying whether they intend to act as an open or closed committee.

- d) Proposals for standing committee status should include the group's decision making methods and organizational structure.

#### 9. Money for Independent Groups

- a) All registered IGs shall be eligible to receive funding for individual events through the Events Committee.
- b) Receipts must be provided for all purchases on or before the end of the next to last week of a term.
- c) IGs may receive funding for sustained projects, or may be allocated sustained budgets for ongoing duties through Budget Committee. Budget Committee must approve sustained funding.

#### 10. Guidelines for Independent Groups

- a) All IGs shall abide by Antioch's Mission Statement, Honor Code, Civil Liberties Code, and any other Community Agreements.
  - (1) All IGs shall be responsible for abiding by Community Standards.
- b) All IGs shall be responsible for any damages that occur during, or as a result of, their meetings or events they have sponsored.
- c) All IGs shall be responsible for cleaning up after themselves when they have sponsored an event in a community space.
- d) If an IG is allocated space by ComCil, the IG is responsible for maintaining that space in a reasonable manner.
- e) Damage caused by the members of an IG may result in a fine, assessed by the Community Standards Board, if a complaint is filed against the IG for damages or cleaning costs.
- f) ComCil reserves the right to revoke the registration of any IG if there has been a serious violation of community standards.
- g) ComCil must notify the community if it has revoked the registration of an IG.