

A BY-LAW OF THE DUKE STUDENT GOVERNMENT

To Repeal and Replace DSG-BL-2002-040301

THE INTER-COMMUNITY COUNCIL BY-LAW

I. Mission

- A. The Duke University Inter-Community Council (ICC) will serve as a forum for collaboration between student organizations, DSG, the administration, and the student body. The ICC shall proactively identify, research, and discuss University issues, with the intent to bring problems to the attention of the administration and the student body, and to pursue solutions to those problems. The Executive Committee of the ICC shall also nominate finalists for the Young Trustee and guide the creation of a Martin Luther King, Jr. Day Planning Committee.

II. Membership

A. General Body

1. All organizations approved as chartered organizations or officially recognized organizations are members of the ICC General Body. The General Body will be chaired by the DSG Vice-President for Community Interaction.

B. Executive Committee

1. Composition

- a. The Executive Committee of the ICC shall be composed of the following members:

- (1) DSG Vice-President for Community Interaction (Chair) (Non-voting except in the case of a tie)
- (2) ICC Executive Secretary (appointed by Chair and approved by the Senate at the first senatorial meeting of the year)
- (3) A Representative from GPSC appointed by the GPSC President (Non-voting)
- (4) President of the East Campus Council
- (5) One Student Co-President Center for Race Relations
- (6) President Duke Student Government
- (7) President of the Black Student Alliance
- (8) President of the Asian Student Association
- (9) One Co-Chair FAC Board
- (10) President of Mi Gente
- (11) President of Diya
- (12) President of the Muslim Student Association
- (13) President of Duke Hillel
- (14) President of the Duke University Union
- (15) President of the Campus Council
- (16) One Student Co-Director of the Community Service Center
- (17) President of the Interfraternity Council

- (18) President of the PanHellenic Association
- (19) President of the National Pan-Hellenic Council
- (20) Chair of the SOFC
- (21) President of the International Council
- (22) President of the Alliance of Queer Undergraduates at Duke
- (23) The Editor-in-Chief of The Chronicle
- (24) Chair of the Honor Council
- (25) President of the Engineering Student Government
- (26) One at-large position selected by the ICC Chair from a pool of applicants and approved by the Senate at first applicable meeting of the year immediately preceding the Committee's term. Term of appointment is one year. The applicant must be either a class president or a president of a DSG chartered/recognized student group.

- b. The duties of the Chair shall include, but not be limited to:
 - (1) Convening the Executive meetings (at least once per month) and General Body meetings if deemed necessary.
 - (2) Providing meeting agendas to the ICC Executive Body two (2) days before any Executive or General Body meeting.
 - (3) Communicating with the MLK Day Committee Chair regularly with regards to planning and budgeting for MLK Day celebratory activities.
- c. The duties of the ICC Executive Director shall include, but not be limited to, taking minutes and assisting the Chair with committee projects. The specific duties will be discussed with the chair and approved by the Executive Committee at the first meeting of the year.
- d. The Chair and Executive Director shall invite to the Executive Committee meetings legislative assistants as needed to promote efficiency within the Executive Committee and with the projects of the committee. Legislative assistants will be non-voting members of the Executive Committee.
- e. In order to facilitate communication between the ICC and the administration, the Chair shall invite an Office of Student Activities and Facilities administrator to the meetings.
- f. Guests may be invited to Executive Committee meetings at the discretion of the Chair. Guests shall be non-voting.
- g. The above members of the Executive Committee shall automatically become members of the ICC General Body.

2. Attendance

- a. Members shall be allowed to send delegates to the meeting once a semester.
3. Duties
 - a. The Executive Committee will meet at least once per month or more at the discretion of the chair.
 - b. The Executive Committee shall file a resolution if the deem appropriate stating their goals for the academic year by the fourth Senatorial meeting of the year.
 - c. Groups represented in the General Body shall submit position statements to Executive Council at the request of the Chair. Position Statements will be used to gain a full understanding of a particular issue and shall be forwarded to the DSG Senate in an unabridged, unedited format by the Chair.
 - d. Groups represented in the General Body may submit position statements to the DSG Senate at any time through the Chair.
 - e. The MLK Day Planning Committee may submit current MLK plans and agendas to the Executive Council at anytime to provide the ICC with information and ideas regarding the upcoming MLK Day Celebration.
4. Resolutions
 - a) In the event that the Chair or a member of the Executive Committee presents a resolution to the committee, a majority vote is required for it to pass. Only the names of the groups and their representative on the Executive Committee that voted to pass the resolution will be signed on the final copy. Those that abstain or vote against the resolution will not listed as approving the resolution.
 - b) In the event that a voting member is unable to attend the meeting, he or she must send a representative from their organization to vote in their place, or forfeit their vote.
 - c) All portions of meetings in which a vote takes place will be closed, with only the Executive Committee and the legislative assistant present.
 - d) All votes on resolutions will be made through hand raising.

III. Young Trustee Selection Process

- A. One student shall be elected to the Board of Trustees each year to serve a three-year term. The Young Trustee must resign at the end of his/her three-year term. For the first year of the term, the Young Trustee will be a non-voting member of the Board.
- B. Sophomore, Juniors, and Seniors of the undergraduate student body shall be eligible for the Young Trustee position. Eligible Seniors include those persons designated as December graduates of that Senior class.
- C. Conflict of Interests: No Young Trustee may ever hold any office listed as a member of the ICC Executive or be an employee of the University (excluding work-study) once his/her term as Young Trustee begins.

- D. The name of the Young Trustee must be placed in nomination before the Board of Trustees no later than forty-five (45) days after the commencement of the Spring semester, but before the February Board of Trustees' meeting.
- E. The Young Trustee Nominating Committee shall be the executors of the Young Trustee selection process. This committee will consist of 10 members from the ICC and 10 members from DSG for a total of 20 members.
1. DSG and the ICC will vote within their own bodies to determine their respective representatives to the YTNC.
 2. Any member of the ICC executive whom chooses to run for the position of Young Trustee is ineligible to serve on the YTNC.
 - a) This organization from which the member is the President may submit another candidate to run for the YTNC
 - (1) Replacement must be the second-highest position in the organization. If that person cannot fulfill this duty due to schedule conflict or his/her own candidacy for young trustee, the organization forfeits its privilege to have a representative serve on the YTNC.
 - (2) The replacement must still run in front of the ICC like any other candidate for the YTNC.
 - b) In the event that the ICC does not have 10 eligible members to take part in the YTNC, the number of total members on the committee reduces to twice the number of ICC members on the YTNC so that the YTNC is made up of half ICC members and half DSG members.
 - c) If the ICC does not have 7 members it can submit, DSG may elect the members to replace the members of the ICC on the YTNC to maintain a total minimum committee number of 14
 3. Any member not running for the position of Young Trustee may submit his or her name to be a member of the YTNC. Any person(s) interested in participating in the YTNC must be voted on to represent the ICC by the ICC. Any member voted approved by the ICC that is not the President of the organization must also be approved by the DSG Judiciary.
 4. The YTNC will meet separately from regular ICC Executive Committee meetings and DSG committee or general body meetings.
 5. The chair of this committee will also be the DSG Vice-President for Community Interaction.
 - a. The role of the chair will be to ensure the process is conducted in a fair manner. Applicants will be informed that they can approach the chair with any questions or problems. S/he will be an unbiased moderator and will be non-voting (except in the case of a tie).

- b. The DSG Vice-President for Community Interaction may not be a candidate.
- 6. The Editor of The Chronicle and the ICC Executive Secretary will not serve on the YT Nominating Committee.
- 7. Chronically absent members may be removed and replaced by a 2/3 vote by the Nominating Committee. Chronically absent shall fall under the discretion of the Chair due to the circumstances of the process.
- 8. At any point in the selection process where a member of the Nomination Committee is close personal friends with a candidate being discussed or interviewed, such committee member must make it known to the entire committee that such a conflict of interest exists. Furthermore, during the formal process and discussion all committee members shall refrain from discussing any aspects of the candidates that are not relevant to their applications or their interviews in order not to give any individual an unfair advantage. Conflicts of interest will not have any impact on a committee members voting capacity.
- F. The student nominee to the Board of Trustees shall be selected in the following manner:
 - 1. A current Young Trustee, preferably the one whose term expires at the completion of the current academic year, will address the Nominating Committee and the DSG Senate concerning the nature of the position, its duties and qualifications. This person should also address the nature and character of his/her role as Young Trustee.
 - a. The selection process timetable and the application will be presented to the Senate by the Chair of the ICC Young Trustee Nominating Committee.
 - 2. Applications will be due by 5:00 p.m. on the second business day of the Spring semester, but this date may be extended by a majority vote of the ICC Young trustee Nominating Committee.
 - a) The position and application process must be publicized through an ad in The Chronicle as well as a student organization wide OSAF email.
 - 3. In order to participate in a vote, a nominating committee member must be present for all deliberations and interviews without exception. A 2/3(two thirds) quorum of eligible members is required to have a vote.
 - 4. The Committee will review applications from interested and eligible students and will narrow the field to eight (8) candidates to be interviewed by a 2/3 vote, provided a 2/3 quorum is present.
 - a. The decision to extend an additional interview can be made by a 2/3 vote.
 - 5. At this point, there will be an information session for interviewees to ask more specific questions of the committee chair, the Duke University Secretary, and a current Young Trustee (if available). The names of candidates receiving interviews will be made public.

- but the proceedings of the interviews and the committee discussions during the process will remain confidential.
6. After interviewing these candidates, the YTNC shall recommend three (3) of the candidates as finalists. The decision to increase the number of finalists to four (4) can be made by a 3/4 vote. These finalists will be conducted by secret ballot, with each member voting for three candidates. Candidates must receive a 2/3 vote to be recommended.
 7. The YTNC will submit the names of the finalists to DSG and ICC to choose the meeting.
 - a) ICC and DSG will have equal vote in the final selection of the Young Trustee. Every member of the ICC shall have a vote in this meeting except for any candidate still in the application pool.
 - b) Applicants on the ICC who applied and were replaced or not selected for the final round are eligible to vote between the finalists.
 - c) All votes will be weighted so that DSG and ICC have equal vote.
 - G. The ICC Executive Committee shall draw up a list of formal recommendations regarding the YT selection process and review and edit the YT application during the ICC meeting immediately following the culmination of the process. Any changes made to the application must be approved by a 2/3rds vote of the Committee. These formal recommendations and the new application, if revisions did occur, will be passed on by the Chair to his/her successor during the last ICC meeting of the academic year.
 - H. This By-Law shall not preclude the future election of additional student members to the Board of Trustees.

IV. Martin Luther King, Jr Day Planning Committee Creation Process

- A. Two students shall be selected by the ICC to serve a one-year term as the Co-Chairs of the Martin Luther King Day Planning Committee.
 1. The duties of the Chairs shall include but not be limited to:
 - a) Organizing a committee of students to plan and execute activities for MLK Day.
 - b) Attending full University Committee meetings with regularity.
 - c) Cooperating with other members on the University Committee to create a schedule of events that will appeal to undergraduate students as well as other Duke and Durham community members.
 - d) Providing progress reports to the ICC three (3) times during the Fall semester
 - e) Providing a follow-up report to the ICC within one month of the final MLK celebratory activity.
 - f) Preparing necessary budgets and funding proposals to cover necessary expenses of planned activities

B. Freshmen, Sophomores, Juniors and Seniors of the undergraduate student body who are not members of the Executive Committee shall be eligible to apply for the position of Co-Chair of the MLK Day Planning Committee. Only those students who will be studying on Duke's Durham campus for the entirety of the academic year can hold the position.

C. No current member of the Executive Committee can apply for or hold the position.

D. The Co-Chairs of the MLK Day Planning Committee shall be selected in the following manner:

1. The selection of the Co-Chairs will be placed on the agenda of the first ICC meeting of the academic year or no later than September 15th. At this meeting, current ICC members will evaluate the previous year's process and propose to the DSG Senate any necessary changes to the by-laws, as well as approve an application form proposed by the ICC Chair.
2. A former Co-Chair, preferably the one whose term expired at the completion of the former academic year, will address the Executive Committee concerning the nature of the position, its duties and qualifications.
3. There will be an information session held for all interested applicants and members of the student body before September 25th. The purpose of the information session will be to explain both the position and the selection process. The information session will be run by the chair of the ICC and a former Co-Chair (if available). They will explain the job description of a MLK Day Planning Committee Chair, as well as the selection process, and will answer any questions.
4. Applications shall be made available by September 20th, and their availability shall be publicized. Applications will be due by 5:00 p.m. 10 days after they become available, but this date may be extended by a majority vote of the ICC Executive Committee. Applications are confidential.
 - a) The application process should be publicized through:
 - (1) A 1/4 page Chronicle ad appearing on the day applications become available
 - (2) A student organization wide email sent through OSAF on the day applications become available
 - (3) A direct link to the application on the main page of the DSG website
5. The ICC Chair is responsible for getting copies of all applications to the Executive Committee members within two days of their due date. At the first ICC meeting following the day the applications are due, the Executive Committee will review the applications, hold five (5) minute interviews with all applicants and choose two of those applicants to serve as the Co-Chairs of the MLK Day Student Planning Committee by a majority vote.
 - a) The vote will take place by secret ballot.

V. **Amendment to this By-Law**

- A. In the event that the Chair or a member of the Executive Committee presents an amendment to the By-Law, a 2/3rds quorum is required for the amendment to pass in the ICC.
 - 1. In the event that a voting member is unable to attend the meeting, he or she must send a representative from their organization to vote in their place, or forfeit their vote.
 - 2. All portions of meetings in which a vote takes place will be closed, with only the Executive Committee and the legislative assistant present.
 - 3. All amendments to the By-Law that refer to membership will take place through secret ballot. Otherwise votes will be made through hand-raising.
- B. In case of future amendments to this By-Law, the entire By-Law shall be edited to include the amendments and shall replace the previous full copy of the By-Law in the DSG records. A clause shall be added at the end of the edited By-Law giving the dates of all amendments. Only the most recent amendment shall be retained in the DSG records, and previous ones may be discarded as their text will be included in the full By-Law.
- C. In case of a change of the regulations of the Board of Trustees regarding the Young Trustee process, an amendment to this By-Law containing the changes will be prepared by the DSG Chief Justice for the consideration of the Senate.

Respectfully submitted,

Jordan Giordano
Vice-President of Community Interaction.