

College Council Bylaws



Policy Number: 03.001	Responsible Office: President	Governing Body: College Council	Last Review Date: 05/29/2025
Scope: This policy applies to the membership of College Council			

ARTICLE I

Section 1.1 Name The name of this body is the College 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 subsequent 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 requires those with the capacity to create policy, or to prevent the policy from being enacted, to 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

The College Council serves as the primary on-campus body advising the College President on the review, revision, and approval of administrative policies and procedures.

1. The College Council may utilize various standing and ad hoc committees to care for various aspects of ongoing and special matters. The College Council may delegate authority to these committees, receiving reports of subcommittee activities in the form of minutes distributed to all members of the College Council.
2. The President of the College has final authority on administrative policies and procedures.
3. The college's formal documents are separated into three levels: Policies (Level 1); Protocols and Procedures (Level 2); Forms and Other Documents (Level 3). As

mentioned above, the College Council, through the President of the College, has final authority on administrative policies (Level 1).

4. The development and maintenance of administrative work instructions, forms, and other documents is the responsibility of college departments and employees (Level 2). This is because work instructions are not governing documents; they are more closely related to training and “how-to” documentation, which are important but not necessary for an administrative body like College Council to review. The same reasoning applies to Level 3 documents as they are necessary for effective implementation of policy and are usually updated more frequently than the policy text itself. To provide flexibility and not backlog the College Council agenda with form adjustments, level 2 and 3 documents are out of the purview of College Council.
5. Emergency and Interim Policies: College Council does not limit the authority of the President to enact emergency or interim policies. Policies enacted by the President alone, will follow the same implementation procedures as the policies approved by College Council. In these instances, the policy is subject to review by the appropriate groups (i.e. departments and legal counsel). Such instances include:
 - a. If the policy is required by law or has legal or financial implications for compliance.
 - b. If the policy is necessary to ensure the immediate safety of students, employees, contractors or visitors.
 - c. If the policy includes information or regulations from external bodies (i.e. Payroll Systems, or weathersafety.gov) and our policy needs to be updated to stay consistent with those regulations for the policy to be implemented appropriately.

Section 1.4 Definitions

1. The term “Ex Officio” means an individual serves on the College Council by virtue of holding another office, e.g., the President of the College and the Vice President for Academic Affairs/Chief Academic Officer
2. The term “Student” shall mean any person who is a full-time, enrolled, degree-seeking student
3. The term “Staff” refers to full-time, non-instructional staff who are not officers of the college as defined in the College Corporation's Amended Code of Regulations
4. The term “Faculty” refers to anyone who holds a full-time faculty appointment at the College, of any type or rank.
5. The term “Administrator” refers to the senior leadership team and Officers of the college.
6. The term “Constituent Representative” refers to members who are appointed, nominated and elected through their specific constituencies.
7. The term “At-Large Representative” refers to members who are elected by

community-wide vote.

8. The term “Community Member” refers to
 - a. All registered degree-seeking students of full-time or less-than-full-time status certified by the Registrar.
 - b. All persons having the rank of faculty
 - c. All other persons who work as Part Time or Full Time as employees of Antioch College in Yellow Springs, Ohio.
9. The term “good academic standing” refers to students in good academic standing as defined in the College Catalog and as confirmed by the Registrar’s Office. .
10. The term “policies” refers to the first level of documentation and are used as a course of action to guide and influence decisions. The purpose of this level of documentation is to state concisely the goals and objectives of the college.
11. The term “protocols and procedures” refers to the second level of documentation which are more detailed than policies and describes who does what and when (in sequence or order). Within a procedure, functional titles or positions responsible for its maintenance should be listed.
12. The term “forms and other documents” refers to the third level of documentation which supports protocols and procedures. This includes forms used to create records, checklists, surveys, or other documents.
13. The term “Administrative Policy” refers to non-academic policies governing the operations of the university.
14. The term “Academic Policy” refers to policies that aim to serve the academic function of the college. (i.e. Academic Honesty Policy).

ARTICLE II

Section 2.1 Membership

College Council shall have ten (10) standing members. Each representative may only hold one (1) elected position at a time (Faculty, Student, Staff, Administrator) and each voting member will have one (1) vote. All members listed in Art. 2.1(1) through Art. 2.1(7) are voting members. The membership is distributed as follows:

1. The Chief Executive Officer (CEO): Currently, The President of Antioch College
2. The Chief Academic Officer (CAO): Currently, the Provost
3. One Administrative representative appointed by the Chief Executive Officer from among full-time staff or faculty members who have primary supervisory responsibility for an office or division of the College
4. One Faculty representative elected by the Faculty

- a. Faculty representatives shall be elected by the Faculty.
 - i. The Elections Committee shall facilitate the election.
 - ii. Membership shall be confirmed by the President.
- 5. One Student representative elected by the student body
 - a. Student representatives must be full-time, enrolled, degree-seeking students in good academic standing with the College as determined by the Registrar.
 - b. No ballot for a College Council election shall contain the name of any student who fails to meet these standards at the time of balloting. In the case of any dispute about the standing of a candidate or member-elect, the Dean of Students, in consultation with the Registrar, shall determine whether the student meets the criteria.
 - c. Student representatives shall be elected by the Students.
 - d. The Elections Committee shall facilitate the election.
 - e. Membership shall be confirmed by the President.
- 6. One Staff representative elected from the staff
 - a. Staff representatives must be full-time, non-instructional staff who are not officers of the college as defined in the College Corporation's Amended Code of Regulations
 - b. The Elections Committee shall facilitate the election
 - c. Membership shall be confirmed by the President
- 7. Three At-Large Representatives -- one Student, one Faculty, one Staff -- elected by community-wide vote:
 - a. The Elections Committee shall facilitate the election.
 - b. Membership shall be confirmed by the President.
- 8. The Community Manager shall serve as non-voting, ex officio member. In their absence, the Chair of Community Council shall serve.
- 9. Non-Standing, non-voting members are appointed by the President

Section 2.2 Term of Office

- 1. The Administrative representative shall serve one-year terms, effective at the beginning of the academic year following their selection.
- 2. Faculty representatives shall serve one-year terms, effective at the beginning of the academic year following the election. Faculty may not serve more than four consecutive years on College Council.
- 3. Student representatives shall serve one-year terms, effective at the beginning of the academic year following the election. Students may not serve more than four consecutive

years on College Council.

4. Staff representatives shall serve one-year terms, effective at the beginning of the academic year following the election. Staff may not serve more than four consecutive years on College Council.
5. Non-voting, ex officio members and non-standing, non-voting members shall serve as long as the President of the College desires.

Section 2.3 Vacancies

In the event of a vacancy in the membership, the following procedure shall be used to fill the vacancy. Partial terms count as a full year when referring to term limits of representatives.

1. Administrative Representatives: In the event of the long-term inability of an administrative representative to fulfill their obligations as a member of the College Council, The Chief Executive Officer (CEO): Currently, the President shall appoint a new administrative representative from full-time staff or faculty members who have primary supervisory responsibility for an office or division of the College.
2. Faculty Constituency Representatives: The Provost (CAO) shall nominate a successor from the faculty who shall serve until the election and qualification of a replacement. A faculty election shall be called for immediately after a vacancy has occurred.
3. Student Constituency Representatives: The Community Council student representatives shall nominate a successor from amongst themselves who shall serve until the election and qualification of a replacement. An election shall be called for immediately after a vacancy has occurred.
4. Staff Constituency Representatives: The Community Council staff representatives shall nominate a successor from amongst themselves who shall serve until the election and qualification of a replacement. An election shall be called for immediately after a vacancy has occurred.
5. At-Large Representatives: In the event of the resignation or a long-term inability of an At-Large representative to fulfill their obligations as a member of the College Council, the first runner-up from the election will take the vacant seat. If the runner-ups decline the seat on College Council, an election shall be called for.
6. Non-standing non-voting Members: Seats vacated by non-standing members of the College Council shall remain unfilled, barring action of the President of the College.

ARTICLE III: Responsibilities of Members

Section 3.1 Members and substitutes are expected to serve as follows:

1. Be present at all regular or special meetings whenever possible.
2. Inform the executive assistant to the president if the member cannot be present at a meeting.

3. Inform themselves as fully as possible prior to the meeting of all matters on the agenda.
4. Maintain the purpose of the College Council by furthering the total program rather than by assuming a parochial position.
5. Maintain confidentiality of sensitive information as designated by the request of the College Council.
6. Serve on committees whenever appointed.
7. Contribute and participate in the work of the College Council, including keeping constituents informed and soliciting feedback from respective constituency members as appropriate.
8. If a member is absent from a meeting, they forfeit their vote for that meeting. The Council shall be notified prior to the meeting about any absences.

ARTICLE IV: Officers

The College Council shall have the following officers:

Section 4.1 Chair: The President (CEO) shall serve as the chair of the College Council. It shall be the duty of the Chair to preside at all meetings of the College Council and to refer any appropriate College Council matters to the Antioch College Board of Trustees.

Section 4.2 Where the Chair is absent from a meeting, the Chair may designate a member of College Council to facilitate the meeting.

Section 4.3 A member of College Council will be designated at each meeting to record meeting minutes. Members of College Council will collectively ensure that minutes are maintained and shared with the community on a timely basis.

ARTICLE V: Meetings

Section 5.1 Standing meetings shall be held every two weeks and are open to Antioch College Community Members. The day and time for such meetings shall be included in the administrative calendar. Rolling meeting agendas and minutes will be updated in the campus calendar invitation by noon, two days prior to the meeting.

Section 5.2 The Chair sets the meeting agenda. Any Community Member may submit items to the executive assistant to the president for inclusion on the agenda. Items requiring Council action must be submitted three business days prior to the meeting. Items must include specific action to be taken by the College Council and relevant background information that would aid in decision-making, including a clear purpose, rationale, and implications.

Section 5.3 The Chair may call Special Meetings when they deem such action desirable.

Section 5.4 The Chair may, at their discretion, cancel a meeting. In the event of

a cancellation, members would be notified no less than two business days before the scheduled meeting time.

Section 5.5 A simple majority of all filled voting positions and at least one representative from every constituency (Student, Staff, Faculty, Administration) of the College Council shall constitute a Quorum.

Section 5.6 Minutes will be shared with the College Council and shall be considered public unless deemed confidential by the President.

ARTICLE VI: Committees

Section 6.1 Elections Committee oversees and facilitates elections of some Constituent and all At-Large members of College Council and conducts the balloting for referenda, recall, and other procedures requiring a vote including community-wide votes. Membership will be appointed annually from College Council and the community at large to include individuals who are not seeking election to College Council. For information regarding the appointment of Elections Committee and elections procedures, refer to the Elections Committee Bylaws.

Section 6.2 College Planning and Finance Committee (CPFC) evaluates structural and operational matters having a direct impact on the College budget. CPFC is a representative body with membership elected from the Faculty, Students, and Staff of the College.

1. The Vice President for Business and Operations and the CFO, currently Controller co-convene College Planning and Finance Committee
2. If the CPFC is inactive, the President will ensure that College Council is updated on the college budget processes as appropriate.

Section 6.3 Community Council (ComCil) Community Council serves as an on-campus elected body that considers policies and issues in which students, faculty, and staff share concerns. Community Council reserves the right to make recommendations or present a position on college policy and issues as they affect the community. This body is also responsible for:

1. The social, cultural, political and community life on campus.
2. Budgeting and allocating the funds of the Community Government budget.
3. Planning and managing student spaces and campus events.

Section 6.4 Diversity Committee (JEDI) Promote the goals of diversity, equity, and inclusion at Antioch College. The responsibilities of Diversity Committee include:

1. Periodically review and make recommendations with respect to the Racial Discrimination Prevention Policy (RDPP) and other Discrimination Policies.
2. Assist the college achieving its diversity goals as identified in the Strategic Plan

for Diversity.

3. Interface with other campus diversity groups.

Section 6.5 Ad hoc Committees Ad hoc Committees shall be appointed by the Chair as they shall deem necessary to carry on specified items of the work of the College Council.

ARTICLE VII: Decision-Making Rules

Section 7.1 Regular decisions will be made by Consensus when a quorum is established (meaning all members must consent for a decision to move forward).

Section 7.2 When Consensus can not be reached, proposals under consideration will be tabled to the next scheduled meeting, at which time decisions will be made by a Majority Vote. Proposals can be carried by a simple majority vote.

Section 7.3 The chair, vice-chair or an entire representative constituency (All representatives from the Students, Staff, Faculty, or Administration) are authorized to call for a Majority Vote at any time.

ARTICLE VIII: Amendment and Interpretation of Procedures

Section 8.1 Amendment: These procedures can be amended at any regular meeting of the College Council by a simple majority vote of those present and voting, provided that the proposed amendment has been submitted in writing by the chair, vice-chair, or secretary to each member of the College Council at least three business days prior to the meeting.

Section 8.2 Interpretation: The College Council is the ultimate interpreter of these procedures. Sections pertaining to At-Large elected members shall be interpreted by the Elections Committee. Sections pertaining to faculty-elected members shall be interpreted by the Executive Committee of the Faculty.

ARTICLE IX: Effective Date

Section 9.1 This Policy was effective September 22, 2015. Last reviewed in November 2019; January 2020; March 10th, 2020; and March 3rd, 2022. May 29, 2025.