

Dodd Neighborhood



Constitution

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Preamble:

The Williams College Neighborhood system was born out of an initiative of the Williams College Administration. Charged with making the administration's ideas a reality, the Committee on Undergraduate Life—under the stewardship of Philosophy Professor and Williams alumnus William Dudley—worked from the Fall of 2004 through the Spring of 2006 to create the new neighborhood governance boards and design the structures requisite to support the nascent neighborhood system.ⁱ The Committee on Undergraduate Life outlined an initial structure to launch the neighborhood system. It did not attempt to or claim to form an immutable structure intended to persist for the duration of the neighborhood system. The Committee on Undergraduate Life empowered the neighborhood governance boards—henceforth NGB or NGBs—to transform themselves and make changes to improve the system. Throughout the first year and into the second year of the neighborhood system, the Dodd NGB used informal processes to alter its own structure and implement the structure best suited to serve Dodd Neighborhood. During the second year, the Dodd NGB decided to formalize its existence and the processes for changing the structure of the Dodd NGB. This document is the result of that decision.

Mission Statement:

The Dodd NGB exists to promote and represent the interests of all Dodd Neighborhood residents. Drawn from the houses comprising Dodd Neighborhood, the members of the Dodd NGB are charged with bringing students' residential concerns to the relevant members of the administration, responsibly managing the neighborhood's school provided and non-school provided funds, working with the school and neighborhood residents to improve the neighborhood's infrastructure, working with the administration on long run and short run plans—both construction and otherwise—relevant to the neighborhood, addressing grievances raised by the neighborhood residents, facilitating interactions between faculty, staff and Dodd Neighborhood residents, and planning a wide range of events for Dodd neighborhood residents and the general campus community. Responsible for reaching out to and representing all neighborhood affiliates, the Dodd NGB is charged with fostering an inclusive residential community. At all times, the Dodd NGB serves at the pleasure of the Dodd Neighborhood affiliates.

Definition: Dodd Neighborhood

The Dodd NGB is charged with overseeing Dodd Neighborhood. Throughout this document, Dodd Neighborhood is defined as the following. Dodd Neighborhood is comprised of the following residential unitsⁱⁱ:

- 1) Dodd House – The Neighborhood's "hub" houseⁱⁱⁱ
- 2) Goodrich House
- 3) Hubbell House
- 4) Lehman House
- 5) Parsons House
- 6) Sewall House
- 7) Thompson Hall
- 8) Tyler Annex
- 9) Tyler House

I. The Structure of the Dodd Neighborhood Governance Board

The term “Dodd Governance Board” shall be employed as a blanket term to describe the entire Dodd Neighborhood governance structure. All agents of the neighborhood shall be called members of the Dodd Neighborhood Governance Board. The Dodd Governance Board is the collective unit comprised of the five overlapping units with the responsibilities and powers detailed below: the Executive Committee, the Community Engagement Committee, the Competition Committee, the Social Committee, and the General Board.

Governance Board Members:

* indicates that the position is filled through an election
 EX indicates that the position has a seat on the Executive Committee
 CE indicates that the position has a seat on the Community Engagement Committee
 CO indicates that the position has a seat on the Competition Committee
 SO indicates that the position has a seat on the Social Committee
 GB indicates that the position has a seat on the General Board

- President (*, EX, GB)
- Vice President (*, EX, GB)
- Treasurer (*, EX, GB)
- At Large Neighborhood Representative with a Special Focus on Minority Concerns (*, EX, SO, GB)
- Publicity Director (*, EX, SO, GB)
- Elected Community Engagement Committee co-Chair (*, CE, GB)
- Baxter Fellow or Appointed Community Engagement Committee co-Chair (CE, GB)
- Competition Committee Chair (*, CO, GB)
- Elected Social Committee co-Chair (*, SO, GB)
- Baxter Fellow or Appointed Social Committee co-Chair (SO, GB)
- Faculty Relations Coordinator (SO, GB)
- Freshman Representative (SO, GB)
- Junior Advisor Representative (SO)
- Community Engagement Committee Baxter Fellows (CE)
- Social Committee Baxter Fellows (SO)
- Community Engagement Committee At Large Neighborhood Representatives (CE)
- Competition Committee At Large Neighborhood Representatives (CO)
- Social Committee At Large Neighborhood Representatives (SO)
- Residential Life Coordinator (CE, SO, GB)
- Faculty Associate (GB)

1. The Executive Committee

In addition to other duties detailed below, the Dodd Executive Committee controls the neighborhood’s school-provided and non-school-provided funds, and appoints some of the neighborhood officers—see the below sections for more information on the appointments. Dodd Neighborhood funds are allocated by majority vote of the executive committee—see the below sections for details on the funding allocation process. The president of the neighborhood chairs the Executive Committee and only votes in the event of a tie. Every other member of the Executive Committee is entitled to a single vote. The membership of the Executive Committee and the specific responsibilities of each member are detailed below.

Executive Committee Members:

President – The president chairs the Executive Committee. The president is responsible for ensuring that all members of the Dodd Neighborhood Governance Board are fulfilling their duties. To ensure the success of the Dodd NGB, the president is responsible for working with all NGB members and giving them the resources and contacts they need in order to be successful. The president is also the neighborhood’s primary liaison to the administration and all other organizations on campus—especially the other neighborhoods. In addition, the president is responsible for getting feedback from the Dodd neighborhood affiliates and making himself or herself readily available and easily accessible to all neighborhood affiliates. The president sets the agenda of all Executive Committee and General Board meetings. Finally, the president is responsible for coming up with and working on large neighborhood improvement projects. The president is elected by the neighborhood—see the elections section for more details.

Vice President - The vice president is charged with helping the president fulfill the responsibilities listed in the president’s role description. In addition, the vice president is responsible for assessing the state of the neighborhood’s infrastructure and spearheading infrastructure improvement projects. The vice president is elected by the neighborhood—see the elections section for more details.

Treasurer – The treasurer is responsible for keeping the neighborhood’s books and forming comprehensive budget plans for both the neighborhood’s school-provided and non-school-provided funds. The treasurer must record all expenses and ensure that the neighborhood governance board does not spend more money than it has been allocated. The treasurer must keep track of every individual expense and keep detailed electronic records—broken down to the expense level and not just the event level—that can be distributed at any moment. The treasurer is responsible for regularly updating the Executive Committee about the state of the neighborhood’s finances and submitting comprehensive financial reports to the president within two weeks after the end of each semester—see the below funding section for more detail. In addition, the treasurer is responsible for formulating and presenting a detailed allocation plan—see the below funding section for more detail. Furthermore, the treasurer is responsible for getting a college issued purchasing card in his or her name, overseeing the neighborhood’s use of the purchasing card, making transfers between the neighborhood and other organizations when appropriate, requesting money from other organizations and funding sources when appropriate, negotiating contracts with vendors, filling out and processing vouchers for neighborhood expenses, overseeing neighborhood fundraising initiatives, and making the neighborhood’s finances transparent and readily available to the entire campus community. Finally, the treasurer is responsible for conducting the audit of the neighborhood’s non-school provided funds—see the below funding section for more detail. The treasurer is elected by the neighborhood—see the elections section for more details.

At Large Neighborhood Representative with a Special Focus on Minority Concerns – The at large neighborhood representative with a special focus on minority concerns is responsible for representing minority concerns and ensuring that the Dodd NGB takes minority concerns into account in all of its proceedings, plans, and actions. The at large

neighborhood representative with a special focus on minority concerns must serve as the Dodd Neighborhood representative at all Minority Coalition meetings and serve as the primary liaison between Dodd Neighborhood and the Minority Coalition and between Dodd Neighborhood and each of the Minority Coalition subgroups. Finally, the at large neighborhood representative with a special focus on minority concerns is responsible for working with the Social Committee—see below—to plan diversity related events. The at large neighborhood representative with a special focus on minority concerns is elected by the neighborhood—see the elections section for more details.

Publicity Director – The Publicity Director is responsible for keeping the neighborhood’s records, diffusing information about the work of the Dodd Neighborhood Governance Board, and publicizing events hosted, planned or supported by the Dodd Neighborhood Governance Board. The Publicity Director is responsible for taking minutes at all NGB meetings that he or she attends—including but not limited to General Board meetings, Executive Committee meetings and Social Committee meetings—and making electronic versions of the minutes easily accessible to all members of the Williams community. The Publicity Director is also responsible for overseeing the maintenance the neighborhood website and publicizing all neighborhood events through all available channels.^{iv} At the end of each semester, the Publicity Director must write and distribute a detailed report of the work done by all five components of the Dodd Neighborhood Governance Board. At the end of the year, the outgoing Publicity Director must submit all reports, attendance records, and meeting minutes not currently held by the Williams College Archives to the Williams College Archives. Finally, the Publicity Director must keep—and publicize at the end of the year—an attendance record for the Executive Committee and the General Board. The Publicity Director is elected by the neighborhood—see the elections section for more details.

2. *The Community Engagement Committee*

The Community Engagement Committee is responsible for planning and executing community service and outreach initiatives. Operating within that broad mandate, the Community Engagement Committee sets its own agenda and is responsible for choosing the projects it wants to pursue. This committee may opt to pursue many small projects or a small number of extensive projects. The Community Engagement Committee is charged with responsibly managing the funding allocated—by the Executive Committee—for community engagement. The Committee reports to the Executive Committee and General Board. Each Baxter Fellow on the committee is entitled to one vote. If a single chair oversees the committee, the chair only votes in the event of a tie. If co-chairs oversee the committee, the co-chairs share a vote and only cast their joint vote in the event of a tie. All committee meetings are open to the public. The membership of the Community Engagement Committee and the specific responsibilities of each member are detailed below.

Community Engagement Committee Members:

Elected Chair (or Elected co-Chair) – A chair elected by the neighborhood always oversees the committee. In some instances, this chair shares responsibilities with a co-chair—see below. The chair(s) set(s) the agenda for the committee meetings. The

chair(s) is [are] responsible for making the committee select projects to pursue and determine goals for the year. The chair(s) is [are] responsible for ensuring that all members of the committee are fulfilling their duties. To ensure the success of the committee, the chair(s) is [are] responsible for working with all committee members and giving them the resources and contacts they need in order to be successful. The chair(s) is [are] the neighborhood's primary liaison(s) to other community engagement groups on campus and administrative departments addressing community engagement issues or overseeing community engagement projects.

Baxter Fellow or Appointed co-Chair – The Baxter Fellows on the Community Engagement Committee—see below—may elect one of themselves to serve as a co-chair of the committee. If only one Baxter Fellow nominates himself or herself for the co-chair position, that Baxter Fellow becomes one of the committee co-chairs. If more than one Baxter Fellows nominate themselves for the co-chair position, the Baxter Fellows on the committee—except the nominees for the position—select the co-chair by majority vote. In the event of a tie, the elected committee chair shall vote to break the tie. If none of the Baxter Fellows on the committee self-nominate for the co-chair position, the Executive Committee decides by majority vote whether or not the committee will have a chair or co-chairs. If the Executive Committee votes for the committee to only have one chair, the elected chair serves as the only chair of the committee. If the Executive Committee votes for the committee to have co-chairs, the Executive Committee appoints the second co-chair through the following process. The president appoints a Dodd neighborhood affiliate—one who is not currently filling any positions on the Dodd Neighborhood Governance Board—to fill the relevant position. This appointment must be approved by a majority vote of the Executive Committee with the president only voting in the event of a tie. The president must continue to appoint candidates until a presidential appointee is approved by majority vote of the Executive Committee. If there is a co-chair, both co-chairs equally share all of the responsibilities, duties and powers outlined in the elected chair section.

Baxter Fellows – After the Spring elections, the newly elected Executive Committee determines—by majority vote—the number of Baxter Fellows assigned to the Community Engagement Committee. These Baxter Fellows come up with ideas for the work done by the committee and do the tasks necessary to implement the committee's plans. One of the Baxter Fellows—to be determined by the committee chair(s)—must take minutes at the committee meetings and give the minutes to the publicity director.

At Large Neighborhood Representatives – The committee chair(s) is [are] responsible for inviting and encouraging all neighborhood affiliates to join the committee. Any Dodd Neighborhood affiliate—freshman through senior, faculty or staff—is entitled to join the committee and attend all committee meetings. These members may propose ideas for the committee to consider, give feedback on the committee's work and plans, and help the committee execute its initiatives. The at large neighborhood representatives are non-voting members of the committee.

Residential Life Coordinator – The Residential Life Coordinator assigned to Dodd Neighborhood is a member of the Community Engagement Committee. The RLC shall make sure the Baxter Fellows on the committee are fulfilling their responsibilities, help the committee maintain a long-term vision without neglecting short-term responsibilities, and provide the committee with the administrative resources at his or her disposal. A non-voting member of the committee, the RLC serves as a general advisor to the committee.

3. *The Competition Committee*

The Competition Committee is responsible for overseeing inter- and intra-neighborhood competitions, coordinating competitions with other groups on campus—especially the other neighborhoods—and planning competitions. This committee is charged with organizing the neighborhood’s intramural, cluster cup, and special event teams. Operating within that broad mandate, the Competition Committee sets its own agenda. However, the committee must plan and organize competitions that appeal to a wide range of people with a wide range of interests and talents. The committee may not just plan athletic or similar competitions. The committee is charged with responsibly managing the funding allocated for competitions. The Committee reports to the Executive Committee and General Board. The Competition Committee chair is the only voting member of the committee. All committee meetings are open to the public. The membership of the Competition Committee and the specific responsibilities of each member are detailed below.

Competition Committee Members:

Competition Committee Chair – The chair is elected by the neighborhood. The chair sets the agenda for the committee meetings, plans competitions, organizes all teams representing the neighborhood in any competition, solicits at large neighborhood members and members of the Dodd Governance Board to help implement competitions, and solicits the entire neighborhood for all competitions throughout the year. If the inter-cluster cup committee is in existence, the chair serves as the neighborhood’s representative on the committee. In general, the chair is the neighborhood’s primary liaison for all competitions.

At Large Neighborhood Representatives – The committee chair is responsible for inviting and encouraging all neighborhood affiliates to join the committee. Any Dodd Neighborhood affiliate—freshman through senior, faculty or staff—is entitled to join the committee and attend all committee meetings. These members may propose ideas for the committee to consider, give feedback on the committee’s work and plans, and help the committee execute its initiatives. The at large neighborhood representatives are non-voting members of the committee.

4. *The Social Committee*

The Social Committee is responsible for planning and executing all of the neighborhood’s social events. The committee must plan a wide spectrum of events ranging from all campus parties to informal gatherings and everything in between. The committee must make a conscious effort to plan and implement programming that appeals to all of the

diverse interests represented in the neighborhood. While specific events may be designed to appeal to a specific group within the neighborhood, the committee may not just program for a subsection of the neighborhood. Operating within that broad mandate, the Social Committee sets its own agenda and is responsible for choosing the projects it wants to pursue. This committee may opt to plan many small events or a small number of large events. The committee is charged with responsibly managing the funding allocated—by the Executive Committee—for social programming. The Committee reports to the Executive Committee and General Board. The Baxter Fellows on the committee, the at large neighborhood representative with a specific focus on minority concerns, the faculty relations coordinator, and the freshman representative are each entitled to one vote. If a single chair oversees the committee, the chair only votes in the event of a tie. If co-chairs oversee the committee, the co-chairs share a vote and only cast their joint vote in the event of a tie. All committee meetings are open to the public. The membership of the Social Committee and the specific responsibilities of each member are detailed below.

Social Committee Members:

Elected Chair (or Elected co-Chair) – A chair elected by the neighborhood always oversees the committee. In some instances, this chair shares responsibilities with a co-chair—see below. The chair(s) set(s) the agenda for the committee meetings. The chair(s) is [are] responsible for making the committee select projects to pursue and determine goals for the year. The chair(s) is [are] responsible for ensuring that all members of the committee are fulfilling their duties. To ensure the success of the committee, the chair(s) is [are] responsible for working with all committee members and giving them the resources and contacts they need in order to be successful. The chair(s) is [are] the neighborhood’s primary liaison(s) to other social planning groups on campus and administrative departments facilitating social events.

Baxter Fellow or Appointed co-Chair – The Baxter Fellows on the Social Committee—see below—may elect one of themselves to serve as a co-chair of the committee. If only one Baxter Fellow nominates himself or herself for the co-chair position, that Baxter Fellow becomes one of the committee co-chairs. If more than one Baxter Fellows nominate themselves for the co-chair position, the Baxter Fellows on the committee—except the nominees for the position—select the co-chair by majority vote. In the event of a tie, the elected committee chair shall vote to break the tie. If none of the Baxter Fellows on the committee self-nominates for the co-chair position, the Executive Committee decides by majority vote whether or not the committee will have a chair or co-chairs. If the Executive Committee votes for the committee to only have one chair, the elected chair serves as the only chair of the committee. If the Executive Committee votes for the committee to have co-chairs, the Executive Committee appoints the second co-chair through the following process. The president appoints a Dodd Neighborhood affiliate—one who is not currently filling any positions on the Dodd Neighborhood Governance Board—to fill the relevant position. This appointment must be approved by a majority vote of the Executive Committee with the president only voting in the event of a tie. The president must continue to appoint candidates until a presidential appointee is approved by majority vote of the Executive Committee. If there is a co-chair, both co-

chairs equally share all of the responsibilities, duties and powers outlined in the elected chair section.

Baxter Fellows – After the Spring elections, the newly elected Executive Committee determines—by majority vote—the number of Baxter Fellows assigned to the Social Committee. These Baxter Fellows come up with ideas for the work done by the committee and do the tasks necessary to implement the committee’s plans.

At Large Neighborhood Representative with a Special Focus on Minority Concerns - The At Large Neighborhood Representative with a Special Focus on Minority Concerns—see above for more information—is a standing member of the Social Committee. He or she is responsible for planning diversity related events. He or she is also responsible for coordinating with minority groups on campus to co-sponsor events. The at large neighborhood representative with a special focus on minority concerns is responsible for reaching out to minority groups in order to secure co-sponsorship opportunities and helping plan and implement the neighborhood’s diversity related events and any diversity related events the neighborhood is co-sponsoring with another campus group.

Faculty Relations Coordinator – The faculty relations coordinator is appointed through the following process. The president appoints a Dodd Neighborhood affiliate—one who is not currently filling any positions on the Dodd Neighborhood Governance Board—to fill the position. This appointment must be approved by a majority vote of the Executive Committee with the president only voting in the event of a tie. The president must continue to appoint candidates until a presidential appointee is approved by majority vote of the Executive Committee. The faculty relations coordinator is responsible for working with the Dodd Neighborhood faculty associate to plan and implement faculty-student events.

The Publicity Director – The publicity director—see above for more information—is responsible for attending the Social Committee meetings. The publicity director is not responsible for planning events. However, he or she is responsible for taking minutes at the Social Committee meetings and publicizing the committee’s events.^v The publicity director is a non-voting member of the committee.

Freshman Representative – The freshman representative is appointed through the following process. The president appoints a freshman affiliated with Dodd Neighborhood to fill the position. This appointment must be approved by a majority vote of the Executive Committee with the president only voting in the event of a tie. The president must continue to appoint candidates until a presidential appointee is approved by majority vote of the Executive Committee. In addition to helping plan and implement the other events hosted by the committee, the freshman representative is responsible for planning and implementing events specifically targeted towards freshman affiliated with Dodd Neighborhood.

Junior Advisor Representative – The JA representative is appointed through the following process. The president appoints either a JA living in an entry affiliated with Dodd Neighborhood or a JA personally affiliated with Dodd Neighborhood to fill the position. This appointment must be approved by a majority vote of the Executive Committee with the president only voting in the event of a tie. The president must continue to appoint candidates until a presidential appointee is approved by majority vote of the Executive Committee or there are no eligible JAs left.^{vi} The JA representative is not required to participate in the normal planning or execution processes of the committee. However, the JA representative is encouraged to give his or her opinions about how freshmen will perceive events being planned by the committee and help the committee make the neighborhood's events more appealing to and inclusive of the Dodd affiliated freshmen. The JA representative is responsible for helping the freshman representative plan and implement events specifically targeted towards freshman affiliated with Dodd Neighborhood. The JA representative is a non-voting member of the committee.

At Large Neighborhood Representatives – The committee chair(s) is [are] responsible for inviting all neighborhood affiliates to join the committee. Any Dodd Neighborhood affiliate—freshman through senior, faculty or staff—is entitled to join the committee and attend all committee meetings. These members may propose ideas for the committee to consider, give feedback on the committee's work and plans, and help the committee execute its initiatives. The at large neighborhood representatives are non-voting members of the committee.

Residential Life Coordinator – The Residential Life Coordinator assigned to Dodd Neighborhood is a member of the Social Committee. The RLC shall make sure the Baxter Fellows on the committee are fulfilling their responsibilities, help the committee maintain a long-term vision without neglecting short-term responsibilities, and provide the committee with the administrative resources at his or her disposal. A non-voting member of the committee, the RLC serves as a general advisor to the committee.

5. The General Board

Endowed with the majority of the powers granted to the Neighborhood Governance Board, the General Board is the primary body governing Dodd Neighborhood. The General Board handles all non-budget or appointments issues faced by the neighborhood. All powers granted to the neighborhood but not explicitly designated to one of the above four groups reside with the General Board. The Community Engagement, Competition and Social Committees are responsible to the General Board. In addition, the General Board discusses and—when necessary—votes on residential issues faced by the neighborhood's affiliates. In addition to the relevant responsibilities detailed in the four prior sections, the General Board members are also responsible for soliciting feedback from the neighborhood affiliates about the work being done by all components of the Dodd Neighborhood Governance Board, finding out what projects the neighborhood affiliates want the board to pursue, spearheading small or large individual projects and working on large General Board initiatives. Each General Board member—especially the ones with minimal responsibilities on the other four components of the governance board—should spearhead personal projects, help other board

members pursuing personal projects and participate in the large board initiatives spearheaded by the leaders of the Executive Committee—or anyone else on the General Board who puts himself or herself forward to lead a large initiative and gets his or her large initiative approved by the board. In addition to supporting the personal projects of the board members, the General Board should select—by majority vote—a small number of extensive board initiatives. In addition to discussing the work being done by the committees, addressing issues that arise throughout the year, and serving as a forum for discussion about residential life issues in Dodd Neighborhood, the General Board should work with the relevant members of the administration and the neighborhood affiliates to complete the board’s neighborhood improvement initiatives. Unless specified elsewhere in this document, all issues before the General Board are settled by majority vote—the voting members are indicated below. The president of the neighborhood chairs the General Board and only votes in the event of a tie. Every other voting member of the General Board is entitled to a single vote. The membership of the General Board and the specific responsibilities of each member are detailed below.

General Board Members:

President – See the Executive Committee section for more information about the president. The president chairs and sets the agenda for the General Board meetings. The president only votes in the event of a tie.

Vice President – See the Executive Committee section for more information about the vice president. The vice president is a voting member of the General Board.

Treasurer – See the Executive Committee section for more information about the treasurer. The treasurer is responsible for presenting to the General Board the semester allocations approved by the Executive Committee. The allocations must be presented at the first General Board meeting after the Executive Committee approval is granted. In addition, the treasurer is responsible for updating the General Board about the state of the neighborhood’s finances during the last General Board meeting of each month. This update must include the semester to date spending of each component of the Neighborhood Governance Board and the remaining funds—from the original allocations—that each component of the board has at its disposal for the remainder of the semester. In addition, the report must account for all of the funds controlled by the neighborhood. Thus, if some of the neighborhood’s funds were not specifically allocated to one of the NGB components, the treasurer must update the General Board about the state of those funds. Finally, this report must include the status of the neighborhood’s non-school provided funds and comprehensive information about any funds the neighborhood has taken in—both from traditional school sources and outside fundraising—since the treasurer’s last monthly report to the General Board. The treasurer is a voting member of the General Board.

At Large Neighborhood Representative with a Special Focus on Minority Concerns – See the Executive Committee and Social Committee sections for more information about the at large neighborhood representative with a special focus on minority concerns. As

appropriate, the at large neighborhood representative with a special focus on minority concerns is responsible for updating the General Board about any Minority Coalition activities or occurrences at the Minority Coalition meetings that are relevant to Dodd Neighborhood or any component of the Dodd Neighborhood Governance Board. In addition, the at large neighborhood representative with a special focus on minority concerns is responsible for representing minority concerns and ensuring that the General Board takes minority concerns into account in all of its proceedings, plans, and actions. The at large neighborhood representative with a special focus on minority concerns is a voting member of the General Board.

Publicity Director – See the Executive Committee and Social Committee sections for more information about the publicity director. The publicity director is responsible for taking minutes at the General Board meetings and making the minutes readily available to the entire Williams community. The publicity director is a voting member of the General Board.

Freshman Representative – See the Social Committee section for more information about the freshman representative. The freshman representative is a voting member of the General Board.

Faculty Relations Coordinator – See the Social Committee section for more information about the faculty relations coordinator. The faculty relations coordinator—in conjunction with the faculty associate—is responsible for updating the General Board about any concerns raised by the Dodd faculty affiliates or any faculty issues pertinent to the neighborhood or the Dodd NGB. The faculty relations coordinator is a voting member of the General Board.

Social Committee Chair or co-Chairs – See the Social Committee section for more information about the Social Committee chair or co-chairs. Every other week—with the specific weeks to be determined by the president—the Social Committee chair(s) is [are] responsible for updating the General Board about the work being done by the Social Committee. During the update, the chair(s) should give an assessment of Social Committee planned events that occurred since the Social Committee’s last presentation to the General Board, discuss the Social Committee planned events scheduled to occur between the presentation and the Social Committee’s next presentation to the General Board, and inform the General Board about any changes in the status of large events scheduled to occur later in the academic year. After the presentation, the members of the General Board will give the Social Committee chair(s) feedback and offer non-binding recommendations.^{vii} Finally, the chair(s) should inform the board about the attendance records and contributions of the other committee members. The Social Committee chair(s) is a [are] voting member(s) of the General Board.

Community Engagement Committee Chair of co-Chairs - See the Community Engagement Committee section for more information about the Community Engagement Committee chair or co-chairs. Every other week—the weeks in which the Social Committee does not present—the Community Engagement Committee chair(s) is [are]

responsible for updating the General Board about the work being done by the Community Engagement Committee. During the update, the chair(s) should give an assessment of Community Engagement Committee activities since the Community Engagement Committee's last presentation to the General Board, discuss the Community Engagement Committee plans for the period between the presentation and the Community Engagement Committee's next presentation to the General Board, and inform the General Board about any changes in the status of large Community Engagement Committee initiatives. After the presentation, the members of the General Board will give the Community Engagement Committee chair(s) feedback and offer non-binding recommendations.^{viii} Finally, the chair(s) should inform the board about the attendance records and contributions of the other committee members. The Community Engagement Committee chair(s) is a [are] voting member(s) of the General Board.

Competition Committee Chair – See the Competition Committee section for more information. Every other week—the weeks in which the Social Committee does not present—the Competition Committee chair is responsible for updating the General Board about the work being done by the Competition Committee. During the update, the chair should give an assessment of Competition Committee activities since the Competition Committee's last presentation to the General Board, discuss the Competition Committee plans for the period between the presentation and the Competition Committee's next presentation to the General Board, and inform the General Board about any changes in the status of large Competition Committee events scheduled to occur before the end of the year. After the presentation, the members of the General Board will give the Competition Committee chair feedback and offer non-binding recommendations.^{ix} Finally, the chair should inform the board about the attendance records and contributions of the other committee members. The Competition Committee chair is a voting member of the General Board.

Residential Life Coordinator – See the Social Committee and Community Engagement Committee sections for more information about the Residential Life Coordinator. The Residential Life Coordinator assigned to Dodd Neighborhood is an advisor to the General Board. During the General Board meetings, the RLC shall provide the administrative perspective pertinent to the discussions and provide the General Board with the administrative resources requisite for the work of the General Board. The RLC is a non-voting member of the General Board.

Faculty Associate - The faculty associate—in conjunction with the faculty relations coordinator—is responsible for updating the General Board about any concerns raised by the Dodd faculty affiliates or any faculty issues pertinent to the neighborhood or the Dodd NGB. In addition, the faculty associate is responsible for offering a faculty perspective on the issues being discussed by the board and representing the issues of the Dodd faculty affiliates at the General Board meetings. The Faculty Associate is a voting member of the General Board.

II. Provisions For Replacing Members of the Dodd NGB Within Term

The procedure for replacing a member of the Dodd Governance Board is different for different governance board members.

1. *The President*

In the event that the president loses good standing with the college, leaves school, resigns or is otherwise unable to fulfill the roles assigned to the president, the vice president assumes the responsibilities of the president. In that event, the vice president—now acting president—may choose between two options. The vice president may either retain the role of the vice president in addition to the role of the president or appoint another Dodd Neighborhood affiliate not currently serving on the Executive Committee to fulfill the roles assigned to the vice president. If the vice president opts for the latter, the three other Executive Committee members must approve the vice president's appointment by a majority vote. Until the other three members of the Executive Committee approve a vice presidential appointment by majority vote, the acting president—the vice president—must fulfill the roles of the president and the vice president. No matter what the vice president—acting president—opts to do in regard to appointments, the vice president assumes the voting rights of the president and relinquishes the voting rights of the vice president. If the vice president appoints an acting vice president and the appointment is approved by majority vote of the other Executive Committee members, the acting vice president assumes the voting rights of the vice president. In the event that both the president and the vice president lose good standing with the college, leave school, or are otherwise unable to fulfill their roles, the treasurer assumes both the responsibilities of the president and the responsibilities of the vice president. In that event, the treasurer continues to fulfill the responsibilities assigned to the treasurer and may decide whether or not to appoint another Dodd Neighborhood affiliate not currently serving on the Executive Committee to fulfill specific responsibilities assigned to the president or the vice president. The treasurer—acting president and vice president—may not appoint another student to fulfill the responsibilities of the treasurer. In this event, the treasurer—acting president and vice president—may parcel out the responsibilities of the president and vice president, including the voting rights of the vice president, as he or she sees fit. He or she may also parcel out the voting rights—but not the responsibilities—of the treasurer. The two other Executive Committee members must approve the treasurer's appointments—to assume the parceled out rights—by consensus. Until the other members of the Executive Committee approve the treasurer's appointments by consensus, the acting president and vice president—the treasurer—must fulfill the roles of the president, the vice president and the treasurer. No matter what the treasurer—acting president and vice president—opts to do in regard to appointments, the treasurer assumes the voting rights of only the president; the treasurer relinquishes the voting rights of the treasurer and does not assume the voting rights of the vice president. Thus, unless other appointments are made and approved, the Executive Committee shrinks to three voting members with the president only voting in the event of a tie. In the event that the president, the vice president and the treasurer lose good standing with the college, leave school, or are otherwise unable to fulfill their roles, the remaining members of the Executive Committee and a representative from the Office of Campus Life must solicit all neighborhood affiliates for self-nominations for the position of Dodd Neighborhood President. This group must then hold an election—subject

to the guidelines and rules outlined in the elections section—for the president position. Once the president is replaced, the newly elected president and the remaining members of the Executive Committee must follow the below procedures to fill the other positions

2. All Other Non-Baxter Fellow Student Members of the Dodd NGB

In the event that a non-Baxter Fellow Dodd Neighborhood Governance Board member loses good standing with the college, leaves school, resigns or is otherwise unable to fulfill his or her role, the president must appoint a Dodd neighborhood affiliate to fill the relevant position. This appointment must be approved by a majority vote of the Executive Committee with the president only voting in the event of a tie. If the outgoing non-Baxter Fellow member of the Dodd Governance Board is a member of the Executive Committee, he or she does not vote in the replacement process. The president must continue to appoint candidates until a presidential appointee is approved by majority vote of the Executive Committee. The president may not appoint him or herself for the position. If the president appoints another member of the Dodd Neighborhood Governance Board and the appointment is approved by majority vote of the other members of the executive committee, the Executive Committee must repeat the above appointment and approval process to fill the role previously held by the person appointed to fill the vacated position. By majority vote, the members of the Executive Committee—if applicable, not including the person appointed to fill the vacated position—may decide by majority vote to allow the Executive Committee member appointed to fill the vacant position to simultaneously fill both the vacated position and his or her prior position. If a Baxter Fellow also holds another position on the Dodd Neighborhood Governance Board, the procedure in this section applies to the non-Baxter Fellow positions held by that person. The protocol for filling the Baxter Fellow position held by that person is detailed below.

3. Baxter Fellows

In the event that a Baxter Fellow loses good standing with the college, leaves school, resigns or is otherwise unable to fulfill his or her role, the Office of Campus Life is responsible for finding a suitable replacement that meets both the residential and other requirements of the vacated position.

4. Residential Life Coordinator

The RLC is an employee of the Office of Campus Life. Thus, should the Office of Campus Life determine that the RLC needs to be replaced, the Office of Campus Life is responsible for appointing a replacement.

5. Faculty Associate

The faculty associate is appointed by the Williams College administration. Thus, should the Williams College administration determine that the faculty associate needs to be replaced, the Williams College administration is responsible for appointing a replacement.

III. Requirements for NGB Student Members

All student members of the Dodd Neighborhood Governance Board must satisfy the following criteria. If a NGB member does not meet the below criteria, he or she shall be barred from serving on the board. In addition, no member of the NGB can violate the below stipulation.

1. Criteria for Service on the Dodd Neighborhood Governance Board

- The student must be in good standing with the college
- The student must be currently enrolled as an undergraduate at Williams College
- The student must be currently enrolled in at least one class on the Williams campus—the student may not be studying abroad or in another location in the U.S.
- The student must be affiliated with Dodd Neighborhood

2. Stipulation that Cannot be Violated

- Except for the special circumstances outlined in section II: Provisions for Replacing Members of the Dodd NGB Within Term, an individual may hold a maximum of one position on the Dodd Neighborhood Governance Board at any point in time.

IV. Requirements for NGB Meetings

All meetings of all five components of the Dodd Neighborhood Governance Board must be conducted in accordance with the below guidelines.

1. Quorum

For all meetings of all five components of the Dodd NGB, quorum is defined as at least 50% of the relevant body's voting members. For a given component of the NGB, the votes at any given meeting are only valid if the relevant body has quorum.

2. Meeting Chair

The prior sections designate the individual responsible for chairing each of the NGB component meetings. If the relevant chair or chairs cannot be present for a meeting, the chair or chairs must designate another member of the committee to chair the relevant meeting.

3. Meeting Times

At the beginning of each semester and winter study, each NGB component shall—by the relevant voting mechanism detailed in the prior sections—vote to establish a standing weekly meeting time. The General Board, the Social Committee, and the Community Engagement Committee must meet at least once a week. The Competition Committee must meet with the frequency deemed necessary by the Competition Committee chair.^x The Executive Committee may decide to conduct its business during the General Board meeting or hold separate meetings as necessary. When appropriate, the component chair may temporarily change the component's meeting time, cancel a component meeting or call an additional component meeting.

4. Meeting Openness

All Social Committee, Community Engagement Committee, and Competition Committee meetings are open to all Dodd neighborhood affiliates—both student and faculty. By default, General Board meetings are also open to all Dodd neighborhood affiliates. However, the General Board—by majority vote—may close any General Board meetings. If the General Board votes to close a General Board meeting, only the members of the General Board and individuals specially invited to the meeting by the president may attend the meeting. All Executive Committee meetings that are not part of a General Board meeting are closed. Only

members of the Executive Committee and individuals specially invited by the president may attend those meetings.

5. Calling an Official Vote

At any component meeting, votes may be called in the following ways. All of the below methods generate equally valid votes.

- The person or any one of the people—in the case of the Social Committee and the Community Engagement Committee—presiding over the meeting may call a vote at any time. This call does not need to be seconded or validated by anyone else at a meeting. If the person or one of the people presiding over a meeting calls for a vote, the body votes. In this case, the person who called the vote phrases the statement put to a vote of the body.
- Any voting member of the relevant body may call for a vote. If the person or one of the people presiding over the body seconds the call for a vote, the body votes on the issue. If the person does not or—in the case of the Social Committee and the Community Engagement Committee—none of the people presiding over the relevant body second the call for a vote, then the call is thrown to the voting members of the body. If at least 50% of the voting members present at the meeting vote to vote on the issue, the issue goes to a vote of the entire body. If the call by a non-chair voting member makes it to a vote, the person who originally called for the vote phrases the statement put to a vote of the body. This individual must specify the phrasing before the meeting chair(s) decide(s) whether or not to second the call and the voting members vote to vote.

6. Official Voting Procedure

For all components of the Dodd Neighborhood Governance Board, all votes must be carried out within the following guidelines.

- The vote must be called—see the prior section.
- All voting members present at the meeting get a single vote.
- The voting members may not send proxies to the meetings. If a voting member is not present at a meeting, the position held by that member does not get a vote at that meeting.
- The person presiding over the meeting or—in the case of the Social Committee and the Community Engagement Committee—one of the people presiding over the meeting must count the votes.
- Quorum must be present for a vote to be valid.
- Unless specified elsewhere in this document, all votes are determined by a simple majority.
- At the General Board and the Executive Committee meetings, the publicity director must record the vote totals.
- Voting members may abstain from the vote. In that case, the outcome is determined by a simple majority of the non-abstaining voters.
- All votes must be taken in person—voting members may not email in their vote ahead of the meeting, vote after the meeting or send someone to vote in their place.
- The vote is binding unless directly overturned by a subsequent vote of the relevant body.

7. Straw Polls

At any time during a meeting of one of the components of the NGB, the person presiding over the meeting or—on the case of the Social Committee and the Community Engagement Committee—one of the people presiding over the meeting may call a straw poll to assess the prevailing sentiment on a specific issue. Straw polls are non-binding and shall not be counted as official votes. Straw polls shall be conducted in the following manner.

- Only the person presiding over the meeting or one of the people presiding over the meeting may call a straw poll. Such a call does not need to be seconded or validated.
- Each meeting attendant—not just the voting members—gets a vote in the straw poll.
- Meeting attendants may not abstain.
- If the straw poll is called in advance of the meeting, people may email in their votes in advance of the meeting.
- For the Executive Committee and General Board meetings, the publicity director shall record the outcome of the straw poll.

8. Participation by Non-Component Members

The person or people presiding over the meeting may decide the extent to which non-component members—either other members of the NGB or general members of the campus community—may participate in the component’s meeting. However, this does not enable the presiding officer(s) to override the stipulations of section 4 or assign new voting rights.

9. Meeting Format

Subject to the above requirements, the presiding officer(s) may select the meeting format. Specifically, the presiding officer(s) may choose the method used to recognize speakers, the time allotted to each speaker, the location of the meeting and the level of the meeting’s formality.

V. Neighborhood Finances

Dodd Neighborhood’s finances shall be managed according to the below guidelines. The members of the Executive Committee are the fiduciaries responsible and accountable to all neighborhood affiliates and the general campus community. The financial activities of the neighborhood are subject to the honor code. A neighborhood fiduciary guilty of financial fraud shall be dealt with through the college’s established disciplinary mechanisms.

1. Balanced Budget Requirement

The Neighborhood must maintain a balanced budget at all times. During a fiscal year, the Neighborhood Governance Board shall not spend in excess of the neighborhood’s financial resources for the fiscal year. This requirement is applicable to both the neighborhood’s school-provided and non-school provided funds. In the accounts funded and maintained by the college, the neighborhood may run a deficit as long as the neighborhood officers are certain and have confirmation from the relevant member of the administration or fiduciary of the funding source that has pledged money to the neighborhood that funds sufficient to cover the deficit will be transferred to the neighborhood before the end of the fiscal year. At no time may the neighborhood spend more than it has confirmed it will be allocated during the fiscal year. Thus, if the neighborhood gets a portion of its school-provided funds in the Spring and a portion of its school-provided funds in the Fall, the neighborhood may spend—in aggregate—a maximum of its total allocation at any point

during the fiscal year—it may spend more than its Fall allocation in the Fall as long as in the Spring it spends under its Spring allocation by an amount at least as large in magnitude as the Fall deficit. The neighborhood may not spend in excess of its fiscal year resources with the intention to cover the deficit out of funds provided for the next fiscal year. If the neighborhood finishes the year with a positive surplus and the positive surplus remains with the neighborhood for the next fiscal year, the positive surplus shall be considered part of the neighborhood’s Fall allocation for the next fiscal year. For the neighborhood’s non-school-provided funds, the neighborhood may never make purchases financed by non-school-provided funds in excess of the neighborhood’s current non-school-provided resources. No matter how much non-school-provided money the neighborhood plans or expects to raise throughout the fiscal year, the neighborhood may not spend more on items that will be paid for with non-school-provided funds than the amount of non-school provided funds the neighborhood has on hand—where on hand is defined as cash, check or money order held by a member of the Neighborhood Governance Board or confirmed deposit in one of the neighborhood’s bank accounts. Money pledged but not yet delivered to the officers of the neighborhood or the neighborhood’s bank custodians does not count as funds the neighborhood has on hand. If the neighborhood wants to spend an amount of money on items to be covered by non-school-provided funds in excess of the neighborhood’s current non-school provided funds on hand, a student or a group of students must front the money to the neighborhood with the understanding that the neighborhood will reimburse the students with future non-school-provided funds raised or collected by the neighborhood. However, if the neighborhood does not raise those additional non-school-provided funds, the students who fronted the money must take the loss and consider the difference between the amount of money they fronted and the amount they were reimbursed as a donation to the neighborhood. Neither the neighborhood nor current, past or future officers of the neighborhood are liable for any money fronted by students on behalf of the neighborhood. If the students who fronted money leave school without being reimbursed by the neighborhood, they must take the financial loss and have no recourse to extract any resources from the neighborhood. Any reimbursements of fronted money are made at the discretion of the neighborhood’s current financial fiduciaries. Such reimbursements are not obligatory and the officers of the neighborhood and the neighborhood itself may not enter into contracts or agreements that make the reimbursements obligatory. Furthermore, reimbursements may not be made in an amount exceeding the magnitude—in nominal terms—of the funds fronted by the students. No matter how late or far off into the future the reimbursement is made, the neighborhood shall not reward the students who fronted the money with interest or any other financial or other reward provided from the neighborhood’s resources. Furthermore, the neighborhood shall never secure a promise of repayment for fronted money with title to or a lien on any resource belonging to the neighborhood. Fronted money shall never be considered a loan to the neighborhood. Fronted money shall be considered a donation to the neighborhood that the neighborhood’s financial fiduciaries have the option but not the obligation to reimburse at any time. Thus, fronting money for the neighborhood is a risk and an action that should not be taken lightly. The financial fiduciaries of the neighborhood are obligated to inform any student who plans to front money for the neighborhood of the provisions outlined in this document. Finally, the neighborhood may not use a tab or any other debt or credit instrument to finance purchases to be funded by non-school-provided resources in excess of the non-school-provided funds the neighborhood has on hand. Furthermore, all purchases to be

funded by non-school-provided funds must be paid for at the time of service. Even if the neighborhood has enough money on hand to cover all expenses incurred, the neighborhood may never and the officers may never on behalf of the neighborhood open a tab or other credit instrument with any firm or institution. Fronted money—subject to the guidelines detailed in this section—is the only way for the neighborhood to make purchases to be funded by non-school-provided resources in excess of the non-school-provided resources that the neighborhood has on hand. The neighborhood’s three budget periods are defined to be the Fall, Winter Study and the Spring.

2. *Financial Accounting*

The Neighborhood Governance Board—specifically the treasurer—must maintain detailed and thorough records of all of the neighborhood’s financial transactions. This requirement is applicable to both the neighborhood’s school-provided and non-school-provided funds. The officers of the neighborhood may not solely rely on the electronic and physical financial records maintained by the administrative departments of the college. Recognizing that such records are often incomplete, do not cover the neighborhood’s non-school-provided funds, and are not updated in a timely manner, the officers of the neighborhood—specifically the treasurer—must keep independent financial records. The treasurer may check the neighborhood’s independent records against the records kept by the college. However, the records maintained by the college may not replace the records kept by the neighborhood. The treasurer may only use the college’s records to verify the records kept by the neighborhood and ensure that charges have not been improperly billed to the neighborhood’s accounts. A treasurer relying solely on the accounting maintained by the school and not keeping his or her own independent records shall be deemed to be shirking his or her responsibilities. In addition, the treasurer must maintain records at the expense level. While the treasurer is encouraged to aggregate expenses by event, type, or semester, the treasurer—no matter what aggregation method he or she uses—must maintain detailed back up including the cost and purchase description of each purchase or expense.

3. *Financial Reports*

At the end of each semester and Winter Study, the treasurer must compile a detailed financial report. The report is due two weeks after the end of the relevant semester or Winter Study period. This report must begin with a short written summary of the neighborhood’s expenditures from both school-provided and non-school-provided funds in the period since the last report and list all the neighborhood’s full expenses—at the individual expense level—financed by both school-provided and non-school-provided funds. The report should fully cover all activity in all of the neighborhood’s accounts and with all of the neighborhood’s financial holdings—including both school-provided and non-school-provided funds. The report must list all money taken in by the neighborhood, all money transferred to other organizations, groups or people, and all money raised.

4. *Financial Transparency*

The neighborhood’s financial records and account information—for both the school-provided and non-school-provided funds—must be open and easily accessible to the entire Williams community—especially campus wide publications and all neighborhood affiliates. The treasurer’s reports—see section 3—must be posted on the neighborhood’s website in a

timely fashion and delivered upon request to any member—faculty, student, or staff—of the Williams community in either electronic or hard copy—with the requester determining the form. The neighborhood is not required to distribute the rough financial records for the period in between the last report and the upcoming report. However, once the report deadline—two weeks after the semester or winter study period—has passed, the treasurer must distribute—regardless of whether or not the report has been completed—the rough records according to the distribution guidelines governing the reports—see above. Thus, the neighborhood’s rough financial records—from all of the periods prior to the current period—must be saved and distributed upon demand. Except for the rough records for the current period, all of the neighborhood’s rough financial records must be placed in a visible and easily accessible location on the neighborhood’s website. At the end of each year, the neighborhood treasurer must submit to the Williams College Archives an electronic and hard copy of all financial reports and rough records not already in the possession of the Williams College Archives. Each submission must include the name of the person who compiled each item in the submission and the names and positions of all of the neighborhood’s financial fiduciaries—the members of the Executive Committee—during the period in which each item in the submission was created.

5. *The Budget and Allocation Process*

The neighborhood’s resources shall not be allocated or spent in an ad-hoc fashion. While the neighborhood’s financial fiduciaries may opt to allow for some financial flexibility, the neighborhood must create a financial plan according to the following guidelines.

i. To be Completed Before the 1st Day of the 2nd Full Week of Fall Semester Classes

The neighborhood fiduciaries—led by the treasurer—must meet with the relevant members of the administration and construct conservative revenue projections to determine a conservative estimate of the school-provided and non-school-provided funds available to the neighborhood during the upcoming academic year. In that process, the neighborhood’s financial fiduciaries should attempt to identify the financial resources available to the neighborhood during each budget period—the three budget periods are the Fall semester, Winter Study and the Spring semester. Subject to the constraints outlined in the prior sections, the treasurer shall use the revenue projections to form allocation proposals. Before forming allocation recommendations, the treasurer shall meet with the committee chairs and the other members of the Neighborhood Governance Board who will be managing money on behalf of the neighborhood. After meeting with all of the relevant people, the treasurer shall propose an allocation of the neighborhood’s resources. This allocation recommendation shall consist of three primary subdivisions: Fall, Winter Study, and Spring. The Fall recommendation shall be considered an actual recommendation to be approved or amended by a vote of the Executive Committee. At this time in the year, the Winter Study and Spring recommendations shall be considered guidelines to place the Fall recommendation in a full fiscal year context. This—and all—allocation recommendation must be broken down—with full detail in each subdivision—by group or person overseeing the portions of the allocation. Furthermore, to each element of the allocation, the treasurer must attach a general description about the uses the money is being allocated to cover. For example, one line item of the allocation recommendation might be the following: \$1,000 to be managed by the freshman

representative for freshman bonding events. The treasurer and the executive committee are not obligated to allocate funds to anything including the following headings; however, the treasurer must break out the following line items—even if the allocations to them are zero—in the allocation recommendation. The items to be broken out: Social Committee allocation, Community Engagement Committee allocation, faculty relations allocation, Competition Committee allocation, infrastructure allocation, and freshman programming allocation.^{xi} The treasurer and the Executive Committee may allocate the neighborhood's resources to other headings and uses at their discretion. All allocation recommendations must be broken down to the greatest possible level of detail. In addition to allocating funds to specific uses, the treasurer and Executive Committee may also opt to allocate funds to an Executive Committee discretionary account that is held in reserve and allocated as needs arise throughout the funding period. However, the treasurer and the Executive Committee may not allocate all of the neighborhood's resources to a discretionary account. At least 50% of the neighborhood's resources must be allocated at the beginning of the funding period. Once the treasurer submits his or her recommendation, the Executive Committee shall approve or amend the recommendation using the procedure outlined in the prior sections. This budgeting process applies to both the neighborhood's school-provided and non-school-provided funds.

ii. To be Completed Before the First Tuesday of Winter Study

The treasurer and the Executive Committee must repeat the process outlined in the prior section. For this deadline, the treasurer must submit and the Executive Committee must approve or amend allocations for the Winter Study and Spring periods. In this round of allocations, the Winter Study allocation recommendation must be an actual figure and the Spring allocations must be considered a revised guideline. These allocations must be constructed and approved subject to the same exact conditions detailed in the prior section.

iii. To be Completed Before the First Day of the Second Full Week of Classes

The treasurer and the Executive Committee must repeat the process outlined in the prior sections. For this deadline, the treasurer must submit and the Executive Committee must approve or amend an actual allocation plan for the Spring semester. This allocation must be constructed and approved subject to the same exact conditions detailed in the prior sections.

6. Non-School-Provided Funds Audit

There shall be an independent, external audit of Dodd Neighborhood's non-school-provided resources. Since Dodd Neighborhood's school-provided resources are already subject to audit by the college, this requirement does not extend to those funds. The independent audit shall be conducted by the faculty chair of the Committee on Undergraduate Life or an adult employed by the college, not currently enrolled as a student at Williams College, not a member of the Dodd Neighborhood Governance Board, and approved by the faculty chair of the Committee on Undergraduate Life. The audit must be conducted a minimum of two times during the academic year: once during Winter Study and once in May. The treasurer and the auditor may opt to conduct more audits at their discretion. Each audit must include a detailed accounting of all of the non-school-provided

funds accumulated and spent by the neighborhood in the period since the last audit. During the audit, the treasurer must produce receipts, invoices or other proof to substantiate each purchase, account for all of the non-school-provided funds spent by the neighborhood and prove to the auditor that none of the non-school-provided funds collected by the neighborhood were used for the improper personal benefit of any member of the Neighborhood Governance Board, used in a manner contrary to the content of statements made by the officers of the neighborhood while the funds were collected, or used in violation of school or neighborhood rules. During the audit, the treasurer must also provide detailed information about all of the funds taken in by the neighborhood since the last audit. This must include the source of the funds, the methods used and statements made to collect the funds, any restrictions placed on the funds—by the fund provider or otherwise—and the current location of the funds. The treasurer must also provide detailed information—backed up by credible evidence—of the location of all of the non-school-provided funds that the neighborhood claims to have in its possession. If the treasurer claims to be holding resources in cash or uncashed checks, the treasurer must show the actual cash or uncashed checks to the auditor. If the treasurer claims to have the funds in either a bank account or another location, the treasurer must give the auditor access to the most up to date available statements for that account or location.^{xii} The treasurer's personal records are necessary but not sufficient for the purpose of the audit. In addition to providing his or her personal records, the treasurer must provide statements from the institution holding the money or show the actual money to the auditor. At the conclusion of the audit, the auditor must write up a report assessing the financial integrity of the Dodd Neighborhood Governance Board in its handling of the neighborhood's non-school-provided funds. This report must include information about whether or not the treasurer presented sufficient evidence to account for all of the non-school-provided funds taken in and spent by the neighborhood. The report must also mention whether or not the auditor believes that any of the neighborhood's non-school provided funds have been expropriated or used improperly. The content of the rest of the report is up to the discretion of the auditor. The auditor should sign the report. Once the report is complete, the auditor should submit signed versions of the report to the president of Dodd Neighborhood and the editorial board of the *Williams Record*. Each year, after the May audit, the Dodd Neighborhood Governance Board shall deliver all audit reports not currently held by the Williams College Archives to the Williams College Archives.

7. Non-School-Provided Funds Taken in by the Neighborhood

All non-school-provided funds taken in by the neighborhood must be taken in as donations to the neighborhood. When soliciting for non-school-provided funds, the neighborhood must solicit for donations and inform all providers of non-school-provided funds that any funds given to the neighborhood are given as donations.

VI. Elections

All elections shall be conducted according to the below guidelines.

1. Elected Positions

The following positions shall be elected by the neighborhood. See the following section for more details about the election procedure and mechanisms.

Positions:

- President
- Vice President
- Treasurer
- At Large Neighborhood Representative with a Special Focus on Minority Concerns
- Publicity Director
- Social Committee Chair
- Community Engagement Committee Chair
- Competition Committee Chair

2. Election Procedure and Mechanisms

All elected positions shall be elected in the Spring. In the Spring, each rising Sophomore, Junior, and Senior affiliated with Dodd Neighborhood for the following academic year shall have a single vote in each elected position election. An elections commission shall organize the elections. This elections commission shall be comprised of the members of the Dodd Neighborhood Governance Board not standing for election for the upcoming term and the relevant members of the Office of Campus Life. The elections commission must use either a simple majority vote or an instant runoff voting mechanism. If the commission selects a simple majority vote mechanism, positions shall be allocated according to the following. If one candidate wins a simple majority of the vote, that candidate wins that race. If no candidate wins a simple majority of the vote, the elections commission must hold a runoff between the two top vote getters—this method shall be employed for scenarios in which there are more than two candidates or scenarios in which there is an exact tie. In the event that there is more than a two-way tie for the top position, all of the candidates in the tie shall be included on the ballot in the runoff election. In the event that there is a top vote getter and then a tie for the second highest number of votes, the top vote getter and all of the candidates in the tie for the second highest number of votes shall be included on the ballot in the runoff election. In the runoff election, the top vote getter—regardless of whether or not he or she gets a majority—wins the position. If there is an exact tie for the highest number of votes, the outgoing Executive Committee shall decide the race. All of the candidates tying for top position in the runoff shall have their names placed on a ballot. All members of the Executive Committee other than the president shall vote on this ballot. The candidate with the highest number of Executive Committee votes shall win the position. If there is another tie, the president shall select the winner from the group of candidates receiving the highest number of votes. If the elections commission selects an instant runoff voting mechanism, positions shall be allocated according to the rules of instant runoff voting. If there is an exact tie that cannot be settled by the instant runoff mechanism, the position shall be allocated through the following procedure. All of the candidates tying for top position in the instant runoff shall have their names placed on a ballot. All members of the Executive Committee other than the president shall vote on this ballot. The candidate with the highest number of Executive Committee votes shall win the position. If there is another tie, the president shall select the winner from the group of candidates receiving the highest number of votes.

3. Transfer of Power

Elected neighborhood officers take office immediately after the results of their elections are finalized. If a race or races take longer to settle than the other races, the elected officials

from the decided races are not kept out of office until all of the races are decided. Each official takes office as soon as his or her race is decided.

4. *Who May Stand for Election*

The requirements vary by position.

i. President

The candidates for president must satisfy the following criteria. Prior to the election, all presidential candidates must have lived for at least a full semester in one of the nine Dodd houses listed in the above definition of Dodd Neighborhood. In addition, the candidates must be rising juniors or seniors and must be affiliated with Dodd Neighborhood for the upcoming academic year. Finally, each candidate must be in good standing with the college. Except for the study abroad provisions detailed below, there are no split tickets for this position.

ii. All Other Positions

The candidates for all other positions must satisfy the following conditions. The candidates must be affiliated with Dodd Neighborhood for the upcoming year and be in good standing with the college. Except for the study abroad provisions detailed below, there are no split tickets for these positions.

iii. Provisions for Study Abroad

Studying abroad does not bar an individual from running for a position on the Dodd Neighborhood Governance Board. However, candidates who are abroad during the time of the election or plan to study abroad at any point during their term must satisfy the following conditions. Students who are abroad at the time of election, must designate a proxy to fill the position from the time of the election until the end of that academic year. The name of that proxy and the dates during which that proxy will hold the position must appear on the ballot alongside the name of the candidate running from abroad. In addition, the ballot must also contain information that clearly indicates that the candidate is running from abroad. Any student running for a position from abroad must be on campus for the Fall semester contained in the term of the position. A student meeting the criteria in the president section may not run for the president position if he or she plans to study abroad in the Spring of the academic year after the student's election as president. Similarly, a student satisfying the conditions in the all other positions section may not run for the vice president, or treasurer positions if he or she plans to study abroad in the Spring of the academic year after the student's election to one of those two positions. While the president, vice president and treasurer may run from abroad, they must remain on campus for the entirety of the academic year after the election. Candidates for all other positions may plan on studying abroad in the Spring of the academic year after their elections. If a candidate selects this option, he or she must designate a proxy to fill the position from the time of the student's departure from campus until the end of the elected term. The name of that proxy and the dates during which that proxy will hold the position must appear on the ballot alongside the name of the candidate who plans on going abroad. In addition, the ballot must also contain information that clearly indicates that the candidate is planning on studying abroad.^{xiii} Each candidate or candidate / proxy

ticket must offer voters a candidate or candidates who will fill the applicable position for the entirety of the term. The ballot information must include dates—with no gaps—during which each member of the ticket will fill the position. For Governance Board members who are on campus during the Fall and Spring semesters of their term but want to study abroad during the Winter Study of their term, the Executive Committee—by simple majority vote—may decide which of those governance board members may go abroad during Winter Study. If the Executive Committee votes to allow a Governance Board member—who is on campus for both the Fall and Spring semesters of his or her term—to go abroad during winter study, the Executive Committee—by simple majority vote—may decide whether or not to fill that board member’s position with a proxy. If the Executive Committee votes to fill the position with a proxy, the proxy must be confirmed through the appointments process detailed above.

5. Provisions for Placing a Name on the Ballot

Any student who meets the above criteria and acts in accordance with the above requirements may appear on the ballot. In order to appear on the ballot, the student must submit a self-nomination according to the criteria—including time deadlines—listed in the public correspondence of the elections commission. The elections commission may decide whether or not to allow write in candidates.

6. Publicizing the Election

The elections commission is responsible for adequately publicizing the positions, self-nomination criteria, and elections to all eligible candidates and voters. The elections commission must inform all eligible candidates about the available positions, the requirements for filling each available position, the criteria for getting on the ballot, and the election mechanism used to select winners. The elections commission must inform all eligible voters about the candidates running for each position, the description of each position, the power granted to each position and the election mechanism used to select winners. In addition, the elections commission must distribute the candidates’ self-nominations to all eligible voters. The elections commission must make all elections and position specific information available to all eligible candidates at least one week before self-nominations are due. The elections commission must make all elections and position specific information—including the candidates’ self-nominations—available to all eligible voters at least one week before the voting period. The elections commission must inform all eligible voters of their eligibility and the manner in which they may vote. In addition to its other implications, that requirement means that the elections commission must satisfactorily explain the voting mechanism to all eligible voters.

7. Length of the Voting Period

The voting period must span an amount of time sufficient for all eligible voters to have at least one opportunity to vote under normal circumstances.^{xiv} In the case of online elections, this period shall be no less than 48 hours.

8. Provisions for Off-Campus Voting

Eligible voters who are off-campus during the voting period and in email contact shall not be disenfranchised. Those voters must have the opportunity to vote in all races via

electronic means—either email or an online mechanism. If the main vote is to be held in person and the result is to be determined at the voting site, the eligible off-campus voters who are in email contact must have the opportunity to submit electronic votes in advance of the voting event. Eligible voters who are off-campus but not in email contact may be disenfranchised. These voters are considered to be under abnormal circumstances. Thus, their inability to vote does not violate the requirements established in the prior section.

VII. Process for Approving the Constitution

This constitution must be approved by a vote of the affiliates of Dodd Neighborhood. In order for the constitutional vote to be valid, at least one quarter of the eligible voters in the election—the rising sophomores, juniors and seniors affiliated with Dodd Neighborhood at the time of the vote—must participate in the constitutional vote. Of those who cast a ballot in the constitutional vote, at least two thirds must vote in favor of the constitution in order for the constitution to become the official Dodd Neighborhood constitution. Until a constitution is approved by a vote of the neighborhood subject to the above requirements, this document shall be adopted as the operating by-laws for the Dodd Neighborhood Governance Board. If implemented as operating by-laws, the guidelines in this document may be amended by votes of the General Board. The Dodd Neighborhood Governance Board must place a constitution on the ballot in each Spring election until the neighborhood approves a constitution.

VIII. Process For Amending the Constitution

Once approved by the neighborhood, the constitution may be amended through the following process. If the amendment is proposed by a voting member of the General Board, the General Board must discuss the amendment and take a normal vote—decided by a simple majority—about whether or not the proposal or an amended form of the proposal shall be put to a vote of the neighborhood. If the General Board votes to put the amendment proposal to the neighborhood, it shall be voted on by the entire neighborhood. If the General Board votes not to put the amendment proposal to the neighborhood, the proponents of the amendment may form a petition for a full neighborhood vote. If 25% of current eligible Dodd Neighborhood voters sign the petition in favor of a vote, the amendment proposal must be put to a full vote of the neighborhood. The petition must include the exact wording—easily viewable by and legible to anyone who is deciding whether or not to sign the petition—of the proposed amendment to be put to a vote of the neighborhood. For the purposes of amendment proposal petitions, current eligible Dodd Neighborhood voters are defined in the following manner. If the signatures are gathered before the neighborhood transfer process is complete and students have received notification about their neighborhood assignments for the following year, current eligible Dodd Neighborhood voters are defined as the current sophomores, juniors and seniors affiliated with Dodd Neighborhood for the academic year in which the signatures are collected. If the signatures are gathered after the neighborhood transfer process is complete and students have received notification about their neighborhood assignments for the following year, current eligible Dodd Neighborhood voters are defined as the rising sophomores, juniors and seniors affiliated with Dodd Neighborhood for the following academic year. If the amendment is proposed by anyone other than a voting member of the General Board, the proponents of the amendment may try to convince a voting member of the General Board to adopt the proposal and introduce it to the General Board as his or her proposal^{xv} If at least one General Board member picks up the proposal and introduces it to the General Board as his or her own, then the

amendment proposal shall go through the process outlined above. If none of the members of the General Board opt to adopt the proposal and introduce it as their own, then the proponents of the proposal may go through the petition process detailed above. Once an amendment proposal is brought to a vote of the full neighborhood through either the General Board approval or the petition process, the amendment is approved if the following conditions are met. At least 50% of current eligible Dodd Neighborhood voters—see above for definition—must participate in the amendment approval vote and at least 2/3 of all participants in the amendment approval vote must vote to approve the amendment. If the neighborhood approves the amendment, it is adopted immediately. The Neighborhood Governance Board must distribute all relevant information about the vote and the amendment through all available channels at least one week before the vote. The voting and information distribution must meet the requirements established in the elections section of this document—section VI.

IX. By-Laws

The Neighborhood Governance Board may establish by-laws to govern its own procedures and operations. All by-laws must be approved by a normal vote of the General Board. The full slate of by-laws must be approved at the first General Board meeting of each academic year. Within an academic year, no votes of any component of the Dodd Neighborhood Governance Board are valid until the General Board approves the by-laws for the academic year. By-laws may not contradict, negate or nullify a clause, stipulation or aspect of the constitution. The constitution shall always and everywhere override the by-laws. In the event of a contradiction between the by-laws and the constitution, the constitution shall govern.

X. Involuntary Removal of a Neighborhood Official

The process for involuntarily removing a neighborhood official varies by position. In some instances, the Neighborhood Governance Board and the neighborhood affiliates may not have the power to remove an official.

1. Elected Student Officers

Elected student officers may be involuntarily removed through the following process. Any neighborhood affiliate may initiate the involuntary removal process by drafting a petition to remove the elected official or officials. For a multiple removal petition, the petition drafters must select one of the following options. The petition drafters may either form a single petition for a slate of removals, individual petitions for each removal, or petitions with different—but not overlapping—slates. Each petition must independently satisfy the following criteria in order to reach the voting stage. At the voting stage, each petition is voted on independent of the others. If 25% of current eligible Dodd Neighborhood voters sign the petition, the involuntary removal proposal must be put to a full vote of the neighborhood. For the purposes of removal petitions, current eligible Dodd Neighborhood voters are defined in the following manner. If the signatures are gathered before the neighborhood transfer process is complete and students have received notification about their neighborhood assignments for the following year, current eligible Dodd Neighborhood voters are defined as the current sophomores, juniors and seniors affiliated with Dodd Neighborhood for the academic year in which the signatures are collected. If the signatures are gathered after the neighborhood transfer process is complete and students have received notification about their neighborhood assignments for the following year, current eligible

Dodd Neighborhood voters are defined as the rising sophomores, juniors and seniors affiliated with Dodd Neighborhood for the following academic year. Once a removal petition is brought to a vote of the full neighborhood, the removal is approved if the following conditions are met. At least 50% of current eligible Dodd Neighborhood voters—see above for definition—must participate in the removal vote and at least 2/3 of all participants in the removal vote must vote to approve the removal. If the neighborhood approves the removal, the removal is effective immediately. The Neighborhood Governance Board must distribute all relevant information about the vote and the reasons for removal through all available channels at least one week before the vote. The voting and information distribution must meet the requirements established in the elections section of this document—section VI. An ousted elected official is replaced through the process outlined in the Provisions For Replacing Members of the Dodd NGB Within Term section—section II.

2. Appointed Student Officers

This section applies to all students appointed to fill positions created as appointed positions, all students appointed to replace an elected official, and all students appointed to fill an elected position that was not filled—because no one appeared on the ballot—during the elections. These removals may happen through one of two channels. In the first channel, any voting member of the General Board may propose a removal at the General Board meeting. If that occurs, the issue shall be put to a vote only if the requirements outlined in the Requirements for NGB Meetings section are satisfied—see number 5 of section IV. In this channel the involuntary removal must be approved by at least 2/3 of the voting members of the General Board. All members of the General Board—including the president—present at the meeting must vote. No member present at the meeting may abstain. If the official who is the subject of the vote—the person that at least one member of the General Board is trying to remove—is a voting member of the General Board, he or she may vote. If the General Board votes to remove an appointed official, the vote is final. If the General Board votes not to remove an appointed official, the proponents of the removal may take the vote to the neighborhood affiliates. In this case, the proponents of the removal must go through the same exact petition and voting process as the one used to remove an elected official. In this case, the vote of the current eligible Dodd Neighborhood voters overrides the vote of the General Board. The second channel is the same as this alternate method. Any neighborhood affiliate may remove an appointed student official through the exact same petition and voting process used to remove an elected student official.

3. Baxter Fellows

The Baxter Fellows are employees of the Office of Campus Life. Thus, a Baxter Fellow may be involuntarily removed subject to the guidelines agreed upon by the Office of Campus Life and the Dodd Neighborhood Governance Board.

4. The Residential Life Coordinator

The Residential Life Coordinator is an employee of the Office of Campus Life. Thus, the Residential Life Coordinator may be involuntarily removed through the guidelines established by the Office of Campus Life.

5. The Faculty Associate

The faculty associate is an employee of the college and appointed by the administration. Thus, the faculty associate may be involuntarily removed through the guidelines established by the Williams College administration.

XI. Official Neighborhood Crest

The below image is the official Dodd Neighborhood crest and coat of arms.^{xvi}



XII. Official Mascot

The Dalmatian is the official Dodd Neighborhood mascot.

Signatories

The undersigned hereby approve this document as the constitution of Dodd Neighborhood and submit it to the Dodd Neighborhood affiliates for final approval and official recognition.

Peter Nurnberg '09
President

Date

Narae Park '10
Vice President

Date

Christophe Dorsey-Guillaumin '10
Treasurer

Date

Jamie Havlin '10
Publicity Coordinator

Date

Natalie Friedman '10
Minority Coalition Representative

Date

Emily Spine '11
Freshman Representative

Date

Jessica Clarke '10
Faculty Relations Coordinator

Date

Emily Behrman '09
Social Committee Chair

Date

Petya Miteva '10
Social Committee Chair

Date

Gershwin Penn '11
Community Engagement Committee Chair

Date

Jared Currier '09
Competition Committee Chair

Date

Katie Kamieniecki
Residential Life Coordinator

Date

Appendix: Boards Prior to the Implementation of the Constitution

2006-2007

President –	Noah Smith-Drelich
Treasurer –	Peter Nurnberg
Community Liaison –	Greg Walker
Historian –	Alex Hoff
Neighborhood Life Coordinator –	Emily Behrman
Campus Life Coordinator ^{xvii} –	Katie Kamienieki
Faculty Associates –	Professor Satyan Devadoss
	Coach Peter Wells
	Professor Marjorie Hirsch
	Professor Charles Dew

2007-2008

President –	Peter Nurnberg
Vice President –	Narae Park
Treasurer –	Christophe Dorsey-Guillaumin
Publicity Coordinator –	Jamie Havlin
Minority Coalition Representative –	Natalie Friedman
Freshman Representative -	Emily Spine
Faculty Relations Coordinator –	Jessica Clarke
Social Committee Chair –	Emily Behrman / Meghan Nidever / Petya Miteva
Community Engagement Committee Chair –	Raffana Donelson / Gershwin Penn
Competition Committee Chair –	Jared Currier
Campus Life Coordinator –	Katie Kamienieki
Faculty Associates –	Professor Satyan Devadoss
	Professor Edward Burger
	Professor Shawn Rosenheim
	Coach David Paulson
	Professor Anita Sokolsky
Baxter Fellows –	Raffana Donelson
	Susan Yoon
	Jared Currier
	Meghan Nidever
	Casey York
	Emily Behrman
	John Comforto
	Christophe Dorsey Guillaumin
	Steven Menking
	Andrew Bartsch

ⁱ Two future Dodd Neighborhood Presidents served—at different times—on the Committee on Undergraduate Life during the neighborhood planning process. Noah Smith-Drelich—the first Dodd Neighborhood President—served from the Fall of 2004 through the Spring of 2005 and Peter Nurnberg—the first Dodd Neighborhood Treasurer and the second Dodd Neighborhood President—served from the Fall of 2005 through the Spring of 2006.

ⁱⁱ Dodd Neighborhood also includes freshman entries affiliated with the neighborhood. Since the entries affiliated with the neighborhood are subject to change and the status of the entry affiliation program was not determined before the completion of this document, the affiliated entries are not included in the formal definition of Dodd Neighborhood.

ⁱⁱⁱ The “hub” house is the house in the neighborhood that hosts the majority of the neighborhood’s programs and activities.

^{iv} If the publicity director has the requisite knowledge and training, the publicity director may perform the maintenance operations. However, the publicity director is not required to perform the maintenance operations. If the publicity director does not have the expertise required to maintain the website, another member of the board or someone not affiliated with the board may do the direct maintenance of the website. If the publicity director is not the person directly maintaining the website, the publicity director is responsible for giving the person maintaining the website all of the information he or she needs to keep the website up to date and monitoring the website to make sure the site is being properly maintained. If necessary, the board may hire a person or people to maintain the website. In that case, the publicity director is still responsible for making sure the hired website maintainers are properly maintaining the website.

^v The publicity director is also responsible for publicizing the events held by the other committees. The publicity director sits on the Social Committee because the Social Committee hosts events on a weekly basis. Since the other committees host events less frequently, the publicity director is expected to get all of the information he or she needs to publicize the other committees’ events at the General Board meetings.

^{vi} If the Executive Committee votes down all nominees or none of the JAs approved by the Executive Committee are interested in serving on the committee, this position goes unfilled.

^{vii} While the Executive Committee sets the Social Committee’s budget, neither the Executive Committee nor the General Board can overturn the Social Committee’s decisions regarding how the allocated money can be spent or specific event details. As long as the Social Committee remains within its budget and the Social Committee mandate specified in this document, it is not required to follow the recommendations made by the General Board.

^{viii} While the Executive Committee sets the Community Engagement Committee’s budget, neither the Executive Committee nor the General Board can overturn the Community Engagement Committee’s decisions regarding how the allocated money can be spent or specific details of the committee’s initiatives. As long as the Community Engagement Committee remains within its budget and the Community Engagement Committee mandate specified in this document, it is not required to follow the recommendations made by the General Board.

^{ix} While the Executive Committee sets the Competition Committee’s budget, neither the Executive Committee nor the General Board can overturn the Competition Committee’s decisions regarding how the allocated money can be spent or specific details of the committee’s initiatives. As long as the Competition Committee remains within its budget and the Competition Committee mandate specified in this document, it is not required to follow the recommendations made by the General Board.

^x This meeting time flexibility comes with the stipulation that the Competition Committee chair must hold at least the minimum number of meetings requisite for the Competition Committee to satisfy the objectives outlined in this document.

^{xi} Although the allocations must break out funds for different uses, the treasurer may opt to implement this allocation in a variety of ways. For example, the treasurer may opt to keep all of the funds in a single neighborhood account and only allow spending by different components of the neighborhood governance board such that the spending fits within the allocations approved by the Executive Committee. In addition, the treasurer may opt to work with the controller’s office and establish different accounts for each of the allocations.

^{xii} If the account is viewable online—as was the case as of 3/25/2008—the treasurer must submit the online balance as of the day of the audit.

^{xiii} For the purposes of this section, the designation of abroad includes candidates who are or who plan on studying anywhere but the Williams campus. Thus, students who opt to study for a given period in a program that is inside the U.S. but not on the Williams campus shall be considered to be abroad and thus must adhere to the guidelines in

this section. Thus, in addition to students in many other programs, these requirements apply to students in or students who plan to be in programs such as Williams Mystic and Williams in New York.

^{xiv} In other words, the average student must have access to the voting mechanism and sufficient time to vote during the voting period. However, one students' abnormal circumstances—such as an unexpected trip away from campus during which the student does not have email access—during the voting period shall not be considered to violate this requirement.

^{xv} While the amendment will be introduced under the voting member's name, the voting member must give appropriate credit to the people who originally created the proposal.

^{xvi} The crest was designed by Alexandra Hoff—the first and only Dodd Neighborhood historian.

^{xvii} The Campus Life Coordinator position is the predecessor of the Residential Life Coordinator position. After the 2007-2008 academic year, the Office of Campus Life renamed the Campus Life Coordinators Residential Life Coordinators.