

# CONSTITUTION OF ALEXANDER GLOBAL VILLAGE 2007-2008

## **Preamble**

We, the residents of Alexander Hall, in order to encourage community, spirit, and scholarship throughout our residence hall, to work together for all residents, hereby provide this constitution. We will provide a fair, fun, and reasonable process to serve all residents, and thus present this constitution for our hall council.

## Part One: Membership in Alexander Hall

All residents of Alexander Hall are considered members of the “General Assembly.”

## Part Two: Representation and Duties of Representatives

### Chapter I: *Membership of the Alexander Hall Council*

- Article 1. The Alexander Hall Council, hereafter referred to as the Hall Council, is composed of four parts: the General Assembly, the Floor Representatives, the Committee Chairs, and the Executive Board.
- Article 2. The Floor Representatives should consist of at least one representative from each floor.
- Article 3. The Executive Board is composed of the President, Vice President, Secretary, Treasurer, and the Inter-Residence Council (IRC) Representative.
- Article 4. The Committee Chairs are the Philanthropy Chair, the Social Chair, the OTM Chair and the Fundraising Chair.
- Article 5. The Residence Director of Alexander Hall is the Hall Council Advisor.
- Article 6. No Residence Advisor can hold an Executive Board position.

### Chapter II: *Responsibilities of the Hall Council*

- Article 1. It is the responsibility of all Hall Council members to be familiar with this Constitution, be aware of all decisions made by the Hall Council by attending all Hall Council meetings, and act as voting representatives when a vote is required.
- Article 2. It is the responsibility of the Floor Representatives to recruit assistance, keep residents abreast of upcoming programs, inform residents of facilities updates, encourage General Assembly participation, update the Hall Council calendar/Bulletin Board, gather and collect data, and post Hall Council advertisements.
- Article 3. Responsibilities of the Executive Board
- Section 1. It is the responsibility of the President to chair all of the weekly meetings of the Hall Council, to prepare an agenda before each of the weekly meetings, to vote on Hall Council business in the event of a tie, to appoint committees when necessary, and to be thoroughly familiar with and ensure the adherence to this constitution by the Hall Council.
- Section 2. It is the responsibility of the Vice President to chair weekly meetings of the General Assembly and Executive Board in absence of the President, to assist the President in the execution of his or her duties, and to ensure that the Hall council works in close conjunction with the Residence Hall staff.
- Section 3. It is the responsibility of the Secretary to keep a copy of the attendance for the E-board and General Assembly meetings, take the minutes of each meeting, submit a copy for permanent file in the Hall Council office, and place all copies of monetary requests, correspondence with other organizations, and Hall Council advertisements in a permanent

file. The Secretary should also submit a monthly newsletter to the Inter-Residence Council regarding executed programs as well as those that are forthcoming.

Section 4. It is the responsibility of the Treasurer to keep an accurate record of the financial transactions of all Hall Council sponsored programs and to submit them to permanent file in the Hall Council office. In addition, the Treasurer must cooperate with the Advisor to the Hall Council and the President, in the management of financial resources, submit a brief financial report to the Hall Council during the weekly meeting of Hall Council, co-chair any committee involving the raising of funds, and work with the IRC Representative to ensure the appropriate and timely receipt of funds from any IRC accounts.

Section 5. It is the responsibility of the IRC Representative to attend all meetings of the IRC, to accurately represent the concerns and opinions of the Hall Council in the IRC, to be an active participant and encourage Hall Council participation in IRC functions, to present a brief report of IRC meetings to the Hall Council, and to present any and all requests for IRC funding on behalf of the Hall Council.

Section 6. It is the responsibility of the Fundraising Coordinator to develop ideas and strategies for raising money to support Hall Council initiatives and then to implement these ideas by forming fundraising committees.

Section 7. It is the responsibility of the Philanthropy Chairperson to provide Hall Council members with ideas and opportunities to better serve Alexander Hall, NCSU and the Raleigh community. The Philanthropy Chairperson is responsible for ensuring that the hall has teams to participate in service events around NCSU.

Section 8. It is the responsibility of the two Athletic Directors to attend the AD meetings as representatives of Alexander Hall and to ensure that the hall is adequately represented on the intramural teams in order to prevent being fined. AD's should be abreast of each other's events (which may require meeting at least once a week).

Section 9. It is the responsibility of the OTM Chairperson to research and nominate students that deserve recognition for various reasons such as showing outstanding leadership in the residential community for OTMs. The OTM Chairperson is also responsible for nominating outstanding programs put on in Alexander community each month. Lastly, this person shall be in charge of submitting the nominations to NRHH by the 1<sup>st</sup> of each month.

Section 10. It is the responsibility of the Hall Council advisor to advise the Hall Council on any matter, to attend Hall Council meetings regularly, or to appoint an appropriate representative. In addition, the Advisor must sign all checks and payment requests for Hall Council accounts, closely monitor the management of Hall funds, and make certain that all financial reports and records are properly completed and compiled.

Section 11. It is the responsibility of the GREEN Coordinator to create recycling and sustainability-related programs and to promote the idea of sustainability in Alexander through publicity.

Part Three: Nominations and Elections

Chapter 1: *Terms for nomination to any Hall Council position*

- Article 1. All nominees for a position on the Hall Council must have the intent to serve the members of Hall Council in a fair manner throughout the year and to promote interaction among those members.
- Article 2. All nominees for a position on the Hall Council must be willing to interact with, encourage participation from, and promote a sense of well-being and community among members of the Hall Council.
- Article 3. All nominees for a position on the Hall Council must be willing to place rational precedence on the matters of Hall Council above involvement with other organizations.
- Article 4. All nominees for a position on the Hall Council must be students in good standing with NCSU and Alexander Hall, in addition to being residents in Alexander Hall.
- Article 5. No position within the Hall Council shall be held by more than one person at one time, except when deemed appropriate by consensus of the Executive Board and Advisor.
- Article 6. Providing for the exceptions stated in the Policies of the Hall Council, all elected members of the Executive Board and Floor Representatives shall serve one full term, consisting of one fall semester and the following spring semester.
- Article 7. Executive Board has the power to spend Hall Council finance as deemed appropriate by the General Assembly.

Chapter II: *Terms of nomination for Executive Board Members*

- Article 1. A position on the Executive Board is elected by a simple majority vote of the General Assembly members present at the time of elections.
- Article 2. The position of Floor Representatives is elected by a simple majority vote of those floor residents to be represented, present at the meeting when the vote is held.

Chapter III: *Voting for the members of the Hall Council*

- Article 1. A position on the Executive Board is elected by a simple majority vote of the General Assembly members present at the time of elections.
- Article 2. The position of Floor Representatives is elected by a simple majority vote of those floor residents to be represented, present at the meeting when the vote is held.

Chapter IV: *Elections*

- Article 1. Election of the Executive Board

Section 1. The President and IRC Representative are elected in the spring before their term. They will oversee election procedure the following fall as well as determine how ties will be dealt with during the election period.

Section 2. Any violations of election procedures will result in the disqualification of the offending candidates.

Section 3. No candidate is allowed to assist in the running of elections.

Section 4. Results of the Executive Board elections must be posted no later than midnight of the date of elections.

#### Part Four: Removal and replacement of Hall Council members

##### Chapter I: *Removal of Hall Council members from office.*

Article 1. Any Hall Council member can be removed from office if regular attendance to the Hall council meetings is not maintained. Regular attendance is defined as attending all but two meetings per semester. Absences should be discussed with the President prior to the Hall Council meeting.

Article 2. Any Hall Council member can be removed from office if the Hall Council finds them to be negligent or derelict of the duties of the position held.

Article 3. Any Hall Council member can be removed from office if he or she is not in good judicial standing with NCSU.

Article 4. Any hall Council member can be removed from office if residency in Alexander Hall is not maintained.

Article 5. Adequate notice by the Executive Board must be given before removal of any Hall Council members. Hall Council members are subject to removal if they fall under any of the above articles and understand that receiving notice implies removal from Hall Council if conduct continues.

Article 6. Any Hall Council member may initiate impeachment proceedings against any member. There must be a one-week period between initiation and impeachment proceedings.

Article 7. A three-quarter-majority vote of the members present at the Executive Board meetings is needed to remove an Executive Board member from office. The initiator and the accused are not eligible to vote.

Article 8. Any member of Hall Council who wishes to resign must provide a one-week notice to the General Assembly except in case of sudden housing changes, or if the member is dropping out or transferring to a different university.

##### Chapter II: *Replacement of a Hall Council member*

###### Article 1. Replacement of Floor Representatives

Section 1. When a floor representative position becomes vacant, a floor meeting must be called and an election held to fill the vacancy, within two weeks.

- Section 2. If no qualified resident of the floor in question accepts the appointment, the vacancy will stand.
- Article 2. Replacement of an Executive Board member  
 Section 1. When an Executive Board position becomes vacant, an election must be held at the next Hall Council meeting.  
 Section 2. If no qualified candidate can be appointed, the Executive Board can appoint a resident of the hall to fill the position.
- Article 3. When the position of President becomes vacant, the Vice President resigns his/her position, succeeds to President, and elections are held to fill the Vice President position.

Part Five: The Constitution of Alexander Hall

All amendments to the Constitution must be submitted to the Hall Council in written form and approved by a simple majority vote by the Hall Council members present at the meeting when voting takes place.

- Chapter I: *Definition of a Hall Council Meeting*  
 A Hall Council meeting consists of a scheduled meeting of Executive Board members, Floor Representatives and/or General Assembly.
- Chapter II: *Frequency of Hall Council Meetings*  
 Article 1. The first meeting of the new Hall Council should be held no later than the second week of classes in the fall semester, at the discretion of the Executive Board.  
 Article 2. The Executive Board should determine a Hall Council meeting time with proper notice to residents. Meetings may be postponed or rescheduled when necessary, at the discretion of the Executive Board.
- Chapter III: *Voting*  
 Except the President, all Hall Council members have full and equal voting power when dealing with Hall Council business, during regular open Hall Council sessions.

Part Six: Programming Process and Financial Request

- The member with the program idea shall present the program idea to the Executive Board with a brief description.
- One member must take responsibility to chair the program/committee.
- The Executive Board shall discuss the idea, and then vote for or against the idea.
- The person chairing the committee shall be responsible for advertisement and recruitment of assistance from E-board members, floor reps, and hall residents when needed.
- The program committee shall meet within one week to determine the time, place, budget, and other organizational factors. (The Treasurer shall be consulted for all

financial concerns will in advance of the program.) A funding request form must be submitted within a week prior to the program to the Hall Treasurer.

- The program chairperson shall present the formal program proposal during the Executive Board meeting. The Executive Board will then vote to deny or approve funding for the program.
- The committee shall carry out the program and submit a program evaluation to the Secretary and Advisor to be put in the Alexander Hall Council notebook.

-- End of Constitution --