

# CONSTITUTION OF BRAGAW HALL COUNCIL

## PREAMBLE

We the students of Bragaw Hall in order to provide a structure whereby a student governing organization may best serve the interests of the residents of Bragaw Hall. Through their strictly voluntary efforts, the BBOG is committed to acting in a responsible and legal manner in providing Bragaw residents with a variety of social, educational and cultural activities throughout each academic year. As a demonstration of their altruistic intentions, the BBOG proposes to work within the guidelines of the following constitution.

## ARTICLE I: Name and Membership

The name of the student governing organization of Bragaw Residence Hall shall be the Bragaw Board of Governors, hereafter referred to as the BBOG.

The BBOG shall consist of General Board members (GBMs), Floor Section Representatives (FSR) and executive officers. The BBOG Executive Board Members shall establish each year a statement of Hall Council purpose, position and responsibilities. This statement should also provide membership information.

## ARTICLE II: Legislative Branch

### A. Section 1: General Board Members (GBMs)

1. Qualifications
  - a. A BBOG GBM must be a resident of Bragaw Hall and must be in good standing with Bragaw Hall and NCSU.
  - b. All Resident Advisors (RAs) of Bragaw are GBMs.
2. Duties
  - a. All GBMs should attend BBOG meetings weekly
  - b. All members attend and participate in as many BBOG sponsored functions as possible during the year.

### B. Section 2: Floor Section Representatives (FSRs)

1. Qualifications
  - a. An FSR must be a resident Bragaw Hall and must be in good standing with Bragaw Hall and NCSU.
  - b. An FSR should plan to fulfill their duties through the entire year (i.e. they should not plan to graduate or co-op during the fall or spring semester).
2. Duties of FSRs in addition to their duties as GBMs
  - a. AN FSR distributes BBOG materials as needed.
  - b. An FSR acts as a liaison between the BBOG and the residents in their section.
  - c. An FSR undertakes any additional duties as designated by their RA.

## ARTICLE III: BBOG Officers

A. Section 1: Qualifications for Becoming a BBOG Officer

1. An officer should plan to fulfill their duties throughout the whole year (i.e. they should not plan to graduate or co-op during the fall or spring semester).
2. Resident Advisors (RAs) of Bragaw are not eligible to be officers.
3. A student may hold only one executive BBOG position at any one time.
4. Any student on academic probation may not hold an executive board position.

B. Section 2: Powers and Duties of Officers

The Executive branch primarily consists of but not limited to the President, Senior Vice-President, Vice-President of Finance, Vice President of Administration, 2 Athletic Directors, and 2 IRC Representative:

1. The BBOG President
  - a. Shall preside over all regular meetings and all extra meetings of BBOG. They are to be familiar with constitutional procedures defined herein, and with procedures for running meetings.
  - b. Shall appoint chairpersons to each of the six permanent committees (Facilities, Fundraising, Newsletter, Programming, Publicity and Special Projects).
  - c. Shall appoint chairpersons to head any special task forces or ad hoc committees as necessary.
  - d. Shall directly supervise other officers.
  - e. Shall make recommendations to BBOG regarding their observations of officers, committees, and committee chairpersons.
  - f. Shall be responsible for initiating the procedures for removal of a BBOG member according to Article IX.
  - g. Shall represent the BBOG on campus committees and organizations where necessary.
2. The BBOG Senior Vice-President
  - a. Shall act in the capacity of president in all situations where the president is absent.
  - b. Shall be the constitutional expert who can be called upon to answer specific questions regarding procedures stated in this constitution.
  - c. Shall supervise all committees.
  - d. Shall make recommendations to the president regarding their observations of committees.
  - e. Shall perform other special duties as delegated by the president and agreed upon by the BBOG.
  - f. Shall advise the president in and makes sure the meeting follows parliamentary procedures.
  - g. Shall write an agenda to serve as a guide including but not limited to General Board Meetings and Executive Board Meetings.
  - h. Shall act as a liaison between BBOG and other Hall Councils.
  - i. Shall take charge of programming efforts of BBOG.
  - j. Shall monitor any voting procedure.
3. The BBOG Vice-President of Finance
  - a. Shall keep detailed, accurate, and available records of all BBOG financial transactions (i.e. expenditures and income).
  - b. Shall make a written monthly report of financial transactions at each executive board and general body meeting.

- c. Shall be responsible for countersigning all checks payable through the BBOG off-campus checking account.
  - d. Shall make deposits of income to the BBOG off-campus checking account as quickly as possible following a BBOG event where money was collected.
  - e. Shall directly supervise the Fundraising committee and make recommendations to the president regarding their observations.
  - f. Shall keep a small amount of cash on hand in a secure cash box for use at various hall functions. The cash on hand for extended periods should not exceed \$100 and should be kept track of with the On-Hand-Cash Form.
  - g. Must deposit all monies exceeding \$250 within 24 hours of receiving.
4. The BBOG Vice-President of Administration
- a. Shall keep written minutes of each BBOG meeting, recording all motions made and associated vote tallies for, against, and abstained.
  - b. Shall be responsible for all official written correspondence between the BBOG, and other persons or agencies, on or off campus.
  - c. Shall maintain attendance list for each meeting and give attendance reports to the RLC and both Residence Director of Bragaw Hall within one week
  - d. Shall directly supervise the Publicity committee and Newsletter committee.
  - e. Shall make recommendations to the president regarding their observations of committees.
  - f. Shall oversee the creation and updating the BBOG web page.
5. The Inter-Resident Council (IRC) Representatives
- a. Shall serve as liaison between the IRC and Bragaw Hall.
  - b. Shall attend weekly IRC Meetings.
  - c. Shall attend weekly BBOG Executive Board meetings and BBOG General Body Meetings.
  - d. Shall give a detailed report of the IRC meetings at each BBOG meeting and shall announce BBOG events at each IRC meeting
  - e. Shall request funds from IRC as needed by the BBOG.
  - f. Shall provide copies of the IRC minutes at each BBOG meeting.

#### ARTICLE IV: Election of BBOG Officers

- A. In the spring semester of each year, the election of all officers for the upcoming year will be held.
- 1. These elections will be held in compliance with the deadlines imposed by the IRC for the securing of officers.
  - 2. The current BBOG president will be responsible for the coordination of the elections.
  - 3. The president will open the floor for nominations for the office.
  - 4. To be eligible for office, a candidate must first satisfy the qualifications for office as prescribed in Article II, Section 2 Part A. The candidate should also fully understand the duties of the office they seek.
  - 5. Following the nominations, each candidate should make comments to the BBOG regarding their qualifications.
  - 6. After comments, candidates are asked to leave the area (out of hearing range) so the remaining GBMs and officers may discuss the pros and cons of each candidate. The

process will consist of three pros, three cons, and then alternate until there are no more comments.

7. At the conclusion of the discussion, a secret ballot will be held, with each GBM and officer voting only once in each office.
  8. A simple majority of the voting GBM in attendance is required to elect a candidate to office.
  9. Officer elections will take place in the order of president, vice-president, treasurer, secretary, and IRC representative.
  10. Any officer that is still in good standing with Bragaw Hall and NCSU at the end of the academic year may remain in their position for the next academic school year.
- B. In the event that one or more officers cannot be determined through the above procedures, a special meeting of the BBOG will be held to resolve the matter.
- C. In the event that an officer position becomes vacant following the fall election of officers, the position will be filled by the procedures outlined in Part A of this Article. The election must be held at the regular meeting following the time when the BBOG becomes aware of the vacancy.

#### ARTICLE V: BBOG Committees and Committee Chairpersons

##### Section 1: BBOG Committees

###### A. Facilities Committee

1. Shall be responsible for BBOG equipment. The duties accompanying this responsibility include but are not limited to:
  - a. Purchases
    1. Obtaining price information for any equipment the BBOG is considering purchasing.
    2. Making recommendations to the BBOG regarding possible equipment purchases.
  - b. Repairs
    1. Insuring that all BBOG owning equipment is in proper working order.
    2. Completing the necessary repairs of all BBOG owned equipment not in proper working order.
  - c. Inventory
    1. Keeping a current written inventory of all BBOG owned and operated equipment.
    2. Submitting a master inventory of all the BBOG owned and operated equipment to the president at the beginning and end of each semester.
    3. Notifying the president if any damages and/or loss of BBOG equipment.
2. Shall be responsible for the BBOG Gameroom. The duties accompanying this responsibility include, but are not limited to:
  - a. Keeping the Activity Room/Gameroom clean.
  - b. Posting rules and regulations for the Gameroom.

###### B. Fundraising Committee

1. Shall obtain information regarding possible fundraisers to be sponsored by the BBOG.
2. Shall initiate suggestions for fundraisers to be sponsored by the BBOG.
3. Shall be responsible for the coordination of fundraisers.

###### C. Newsletter

1. Shall be responsible for composing a bi-weekly newsletter informing residents of BBOG events.

###### D. Programming Committee

1. Shall obtain necessary information regarding educational, cultural, and social programming to be sponsored by the BBOG.
  2. Shall initiate suggestions for education, cultural, and social programming to be sponsored by the BBOG.
- E. Publicity Committee
1. Shall advertise all functions undertaken, sponsored, or funded by the BBOG.
  2. Shall advertise additional functions at the request of BBOG.
  3. Shall follow the university approved poster policy.
  4. Shall remove advertisement immediately following the event.
- F. Special Project Committee
1. Shall obtain information regarding community service projects or other special projects that can be undertaken by the BBOG.
  2. Shall initiate suggestions for projects to be undertaken, sponsored, or funded by the BBOG.

#### Section 2: Committee Chairpersons

- A. All committee chairpersons shall be appointed by the BBOG presidents.
- B. Duties of Committee Chairpersons
  1. The committee chairpersons must insure that its committee's responsibilities are met.
  2. The committee chairpersons must maintain a dialogue with the Vice President.

#### ARTICLE VI: Hall Monies

Cash revenues obtained through amusement equipment revenue or hall functions are to be deposited in the Bragaw Hall trust fund account. Such money may only be withdrawn with the consent of the BBOG advisor and the signatures of both the BBOG treasurer and the senior staff member of the Department of Housing and Resident Life who is designated as the official BBOG advisor. Checking account money or cash on hand may only be spent with prior permission of the BBOG.

- A. The BBOG will maintain both an IRC Trust Fund account and an off campus checking account.
  1. Revenue obtained through amusement equipment will be deposited directly into the IRC Trust Fund. Requests for funds or payments should be submitted to the Department of Housing and Resident Life by the BBOG treasurer the first of each week.
  2. The BBOG can maintain an off-campus checking account. Such money may only be withdrawn with the consent of the BBOG and the signatures of both the treasurer and the senior staff member of the Housing and Resident Life who is designated as the BBOG advisor or the president.
  3. Checking and Trust Fund account money may only be spent with the prior permission of the BBOG.
- B. The BBOG president, BBOG treasurer, and BBOG advisor may unanimously spend up to \$100 for any given BBOG event, in an emergency situation.
  1. Following the expenditure of such additional emergency funds, it shall be the responsibility of the BBOG president to submit a written rationale for the expenditure to the BBOG at its next regular meeting.
  2. Following submission of the written rationale, the BBOG shall vote to accept or reject the rationale with a simple majority vote of attending members necessary for approval. In the event of a rejection of the rationale, the BBOG shall act to determine appropriate further action to be taken.

## ARTICLE VII: Duties and Responsibilities of BBOG Advisor

The BBOG advisor shall be a senior staff member of the Department of Housing and Residence Life who resides in Bragaw. Ordinarily, such an advisor will be a full-time staff member.

### A. The BBOG Advisor:

1. Shall be responsible for acting as a liaison between the BBOG and the other administrative departments of the University.
2. Shall interpret residence hall policies, and university, city, state, and federal laws to the BBOG when legal issues are raised in relation to a proposed BBOG sponsored activity or event.
3. Shall attend all regular BBOG meetings and additional BBOG meetings where appropriate.
4. Shall co-sign checks, as needed, which are written on the BBOG off-campus checking account, and shall advise BBOG of the expenditure of all hall moneys so that they are expended in the interest of Bragaw residents.
5. Shall act as a mediator in situation of disputes between the BBOG and non-BBOG persons.
6. Shall act to carry out other duties and responsibilities specified in other sections of this constitution, which pertain to the BBOG advisor.

## ARTICLE IX: Meetings

The general body is to decide the meeting time for the BBOG meetings to come.

### A. General Board Meetings

1. Motions, proposals, and suggestions brought before the BBOG by its members or by the others will be acted upon during the General Board Meeting.
2. Monies for projects or activities that are determined by the BBOG to be worthy of sponsorship will be allocated during General Board Meetings.

### B. Committee Meetings

Standing committees or specially formed committees of the BBOG shall meet as necessary to carry out duties and responsibilities as specified by either this constitution or by further motions or amendments.

### C. Executive Board Meetings

The Executive Board shall be composed of the BBOG officers and the advisors.

1. The Executive Board shall be composed of the five BBOG officers and the advisors.
2. Purpose of the Executive Board Meetings
  - a. To aid in the planning of an agenda for the regular BBOG meeting.
  - b. To assist in the planning and/or coordination of the work of various committees.
  - c. Introduce and initiate topics and events to be discussed in the general body meeting.
3. The Executive Board shall determine its own meeting time and place.

## ARTICLE X: Motions and Decisions Made by BBOG

A. Suggestions for the allocation of money or other sponsorship by the BBOG must be brought before the BBOG in the form of a written or verbal motion to be voted upon by BBOG regular attending members.

1. No motion shall be considered passed or validated unless there is a quorum of current BBOG members in attendance and at least a simple majority (one-third or more) of

members in attendance must vote to approve the motion (unless otherwise specified in other sections of this constitution).

2. Decisions not related to the expenditure of moneys may be reached by discussion and general consensus rather than by voting.
- B. Any part of whole of previous motions may be superseded at the time by a new motion without having to first defeat the previous motion before voting on the new motion.

#### ARTICLE XI: Removal of BBOG Members

Any member of the BBOG may be removed from the BBOG by the BBOG for failure to perform the duties pertaining to their specific membership as officer, GBM, committee chairperson, or committee member.

- A. An officer of the BBOG may be removed from office by a 2/3 vote of the full BBOG membership (excluding the accused). Such a vote is to be conducted by a secret ballot and is to be tallied and reported by the BBOG advisor. No officer will be removed without first being given an opportunity to hear specific reasons for removal and a chance to present their case.

#### ARTICLE XII: BBOG-Bragaw Sports Guidelines

Athletic directors can assume no BBOG funding unless the following steps are taken to obtain funding.

- A. All purchases must be handled through the Bragaw athletic coordinator.
- B. The athletic coordinator must come to the weekly BBOG meeting and request money for each specific sport.
- C. Receipts must be provided or no reimbursements will be made. A price must be obtained, funds must be requested, and then the board will approve the request.
- D. The week following the athletic coordinator's request, the treasurer will submit a funding report from Bragaw that could cover up to 50% of the cost. Amount of funding is the treasurer's discretion, and depends on the BBOG's financial situation.

#### ARTICLE XII: Amendments made to Bragaw Constitution

This constitution shall be ratified by a 2/3 vote of the BBOG General Assembly at a meeting called for the purpose of its ratification membership and shall supercede all previous constitutions adopted by the BBOG. Proposed amendments to this constitution shall be presented by members of the BBOG in writing and shall be read at a regular meeting, but shall not be voted upon until the next regular meeting and then only after informing each member of the proposed amendment. A 2/3 vote of the full membership is required in order for the amendment to be adopted by the BBOG.