

# The Constitution of Carroll Hall Council

## Article I: Name and Mission Statement

Section I: The name of the student governing organization of Carroll Residence Hall shall be the Carroll Hall Council.

Section II: The purpose of the Carroll Hall Council (CHC) is to maintain and improve the facility (Carroll Residence Hall) and the quality of life for the residence of Carroll Hall.

## Article II: Membership of Council

Section I: Offices and Qualifications for Offices

- A. The council shall consist of the executive board and floor representatives
  1. The Executive board shall have a President, Vice President, Treasurer, Secretary, Athletic Director and the IRC Representative
  2. The floor representatives shall consist of no more than four floor representatives per floor 2-10. If more than four people want to be representatives a vote shall be taken between the residents on that floor

Section II: Election of CHC officers

- A. At the beginning of the fall semester of each year, the election of CHC will be held.
  1. These elections will be held in compliance with the deadlines imposed by the IRC and the Carroll Hall Executive Board (CHEB).
  2. The current CHC advisor and Carroll Hall AC will be responsible for the coordination of the elections.
    - a. To be eligible for office, a candidate must first satisfy the qualifications for office as prescribed in Article II, Section I, Part A. The candidate should also fully understand the duties of the office they seek as prescribed in Article II, Section III
    - b. Candidates will be able to solicit votes at a times specified by CHEB where all residents will vote via secret ballot.



3. In the event that one or more officers cannot be determined through the above procedures, a special meeting of the CHEB will be held to resolve the matter.
4. In the event that an officer position becomes vacant following the fall election of officers, the position will be appointed by the CHEB.
5. In the event a CHEB member is not fulfilling his/her duties as stated in Article III, then he/she will be reviewed for his/her continuation as a CHEB member by the CHC Advisor.

### Section III: Duties of the Officers

#### A. The CHC President

1. Shall preside over all regular meetings and all extra meetings of the CHEB. They are to be familiar with constitution procedures defined herein, and with procedures for running meetings.
2. Shall make agenda for each CHC meeting.
3. Shall only vote in the case of a tie, and shall be required to vote to break a tie.
4. Shall appoint chairpersons to head any special task forces or committees as necessary.
5. Shall directly supervise other officers.
6. Shall represent the CHC on campus committees and organizations where necessary.
7. Shall be required to attend at least one Inter-Residence Council (IRC) meeting per semester.
8. Shall be required to attend both spring and fall hall council training as provided by the IRC. In the event of an emergency, a CHEBM may send a proxy, but that proxy must not be a CHC member.

#### B. The CHC Vice-President

1. Shall act in the capacity of president in all situations where the president is absent.
2. Shall be the constitutional expert who can be called upon to answer specific questions regarding procedures stated in this constitution.
3. Shall supervise all committees standing and temporary.

4. Shall make recommendations to the president regarding their observations of committees.
5. Shall perform other special duties as delegated by the president and agreed upon by the CHC member.
6. Shall assist the secretary in posting of publicity produced by the Secretary.
7. Shall be required to attend a least one IRC meeting per semester.
8. Shall be required to attend both spring and fall hall council training as provided by the IRC. In the event of an emergency, a CHEBM may send a proxy, but that proxy must not be a CHC member.

#### C. The CHC Treasurer

1. Shall keep a detailed, accurate, and available record of all financial transactions (i.e. expenditures and income).
2. Shall make an oral bi-monthly update of financial transactions at each executive board and general body meeting.
3. Shall be responsible for countersigning all checks payable through the off-campus checking account.
4. Shall make deposits of income to the off-campus checking account as quickly as possible following an event where money was collected.
5. Shall be required to attend at least one IRC meeting per semester.
6. Shall be required to attend both spring and fall hall council training as provided by the IRC. In the event of an emergency, a CHEBM may send a proxy, but that proxy must not be a CHC member.

#### D. The CHC Secretary

1. Shall keep written minutes of each CHC member meeting, recording all motions made and associated vote tallies for, against, and abstained.
2. Shall be responsible for all official written correspondence between the CHEB and other persons or agencies, on or off campus.
3. Shall be directly responsible for the advertisement of Carroll Hall Council Meetings and activities no less than three days in advance.

4. Shall be responsible for the writing "Of the Month's" (OTM), no less than one per month.
5. Shall be required to attend a least one IRC meeting per semester.
6. Shall be required to attend both spring and fall hall council training as provided by the IRC. In the event of an emergency, a CHEBM may send a proxy, but that proxy must not be a CHC member.

E. The Inter-Residence Council (IRC) Representative

1. Shall serve as a liaison between the IRC and Carroll Hall.
2. Shall attend weekly IRC Meetings.
3. Shall attend all CHC meetings and Carroll Hall General Body meetings.
4. Shall give a detailed report of the IRC meetings at each CHC meeting and a detailed report of CHC events at each IRC Meeting.
5. Shall facilitate and delegate the responsibility of requesting funds from IRC as needed by the CHC.
6. Shall review IRC minutes at each meeting.
7. Shall be required to attend both spring and fall hall council training as provided by the IRC. In the event of an emergency, a CHEBM may send a proxy, but that proxy must not be a CHC member.

F. Athletic Director

1. Shall be responsible for organizing all intramural and athletic events in Carroll Hall
2. Shall be responsible for representing the spirits of Carroll Hall
3. Shall be required to attend a least one IRC meeting per semester.
4. Shall be required to attend both spring and fall hall council training as provided by the IRC. In the event of an emergency, a CHEBM may send a proxy, but that proxy must not be a CHC member.

CONSTITUTION  
FOR  
CARROLL HALL COUNCIL  
NORTH CAROLINA STATE UNIVERSITY

Article I: Membership

All students residing in Carroll Hall are members of the Governing body. Should an executive board member accrue two unexcused absences in the same semester, the Carroll Hall Council will request the officers resignation and elections will be held to fill the vacated office.

Article II: Government

Section 1: President

It shall be the duty of the council president to conduct weekly executive meetings, to conduct weekly hall council meetings, to make decisions about activities when no one else is available, to supervise the implementation of social, educational, cultural, and service programs, to make sure all activities are voted upon, publicized, carried through and then evaluated, to be a good role model in leadership and supervisory situations, and to take responsibility for all activities sponsored by Hall Council. The president shall only vote to break a tie.

Section 2: Vice President

It shall be the duty of the vice president to conduct meetings in the absence of the president, to make decisions when the president is unavailable, to be responsible for keeping the Constitution and Bylaws updated, and to take responsibility for all activities sponsored by the Hall Council. The Vice President shall have any voting powers except in an Executive Committee vote.

Section 3: Secretary

It shall be the duty of the Secretary to take minutes at the Hall Council meetings, to head some committees for social, educational, cultural, and service programs, to be a good role model in leadership and supervisory situations, and to take responsibility for all activities sponsored by Hall Council. The secretary shall not have any voting powers except in an Executive Committee vote.

Section 4: Treasurer

It shall be the duty of the council Treasurer to prepare for bill payment, to balance the financial status, to submit receipt to IRC when money might be received, to be a good role model in leadership and supervisory situations, and to take responsibility for all activities sponsored by Hall Council. The Treasurer shall have not have any voting powers except in an Executive Committee vote.

Section 5: IRC Representative

It shall be the duty of the IRC Representative to attend all IRC meetings and report IRC information to the Executive Committee and Hall Council. This person is responsible for finding a replacement should s/he not be able to attend an IRC meeting. The IRC Representative shall not have any vote except in Executive Committee vote.

Section 6: Voting Members

Every Carroll Hall resident who attends a meeting will have voting powers. In voting procedures, the majority of the members of council will rule. In case of a tie, the President will vote to break a tie.

#### Section 7: Floor representatives

There shall exactly one representative per floor. This person is responsible for representing his or her floor at the weekly Hall Council meeting, for keeping all residents of that floor updated as to the events of Carroll Hall and of finding a replacement should he or she not be able to attend a meeting.

#### Section 8: Women with Voices/Womentors

The Women with Voices are hereby a subcommittee of the Carroll Hall Council. The womentors are responsible for serving as a peer advisors whose goal is to keep female residents informed and aware, to serve as a representative from the suite to Hall Council meetings, and work with the RA to develop community on the floor and within the suites. The womentors however are allowed to vote with residents of Carroll Hall, but are not allowed to vote on executive decisions which are voted on by the Executive Board.

### Article III: Elections

#### Section 1: Nominating Committee

A nomination committee will consist of any interested members not planning on running for an office. The committee will collect the names of candidates. If there are more than two candidates running for one office, the nominating committee will choose two nominees.

#### Section 2: Criteria

Candidates to be nominated for Hall Council offices to serve next school year, will have lived in the Hall at least one semester and preferably would have been involved in Hall Council. The candidates should also be a student in good standing with the University. Resident advisors are not eligible to hold Hall Council office.

#### Section 3: Voting

A voting booth will be set up late in the spring semester where all residents of Carroll Hall will have the opportunity to elect the officers. Elections will last at lest one week.

### Article IV: New Officers

New officers will attend officer training and leadership day. If for some reason an officer has to leave office, a nominating committee will be formed to select two candidates for election to that position.

### Article V: The Constitution

Amendments may be made at any time during the year as needed. Amendments will be made by the Vice President upon a majority vote by the Hall Council.

### Article VI: Advisors

The Residence Director will advise the council on any procedures or regulations of the Department of Housing and Resident Life.

### Article VII: Quorum

A quorum shall consist of two-thirds of the present voting members.

Constitution  
for the  
Triad Area Council  
of  
North Carolina State University

**PREAMBLE**

We, the residents of the Triad (Syme, Gold, and Welch) residence halls, recognizing the need for a structure whereby the cooperative efforts and concerns of the Triad residence halls may be coordinated and facilitated to benefit the residents with a variety of educational, cultural, and social activities throughout the academic year, do hereby establish this constitution as our self-governing policy.

**PART I: NAME and MEMBERSHIP**

**Chapter 1: Name**

The Name of the organization shall be Triad Area Council of North Carolina State University, hereinafter referred to as TAC.

**Chapter 2: Membership**

All residents of the Triad (Syme, Gold, and Welch) residence halls are eligible for membership in the TAC. Any member may be considered an active member if s/he attends 2/3 of regularly scheduled TAC meetings. Active membership is determined each semester. Active members may serve on any committee or serve as committee chairpersons and have a voice and vote.

**PART II: GOVERNMENT**

**Chapter 1: The Executive Board**

**Article 1: Composition of the Executive Board**

The Executive Board is composed of the officers of the TAC, namely the President, Vice-President, Secretary, Treasurer and Inner-Residence Hall Representative (IRC representative).

**Article 2: Powers and Duties of the Officers of the TAC**

**Section 1: President**

It shall be the duty of the President: to preside at all meetings, including the Executive Board Meetings; to appoint the chairperson of any committee, subject to the approval of the Executive Board of the TAC; to see that all elections are conducted properly and in accordance with this constitution; to ensure the duties of other Executive Board members are fulfilled; to represent the TAC before any organization or person; to vote in the event of a tie at the meetings of TAC. The President of TAC shall also act in the best interest of TAC as a whole.

## **Section 2: Vice-President**

It shall be the duty of the Vice-President, in the event of the absence of the President, to preside over the TAC meetings. In the event of the resignation of the President, the Vice-President shall share the responsibilities of the President until a new President can be elected. It shall be the duty of the Vice-President to negotiate at the beginning of each new TAC semester the development and advisement of the various committees TAC deems relevant. The Vice-President shall have a voice and a vote at all meetings of the TAC. The Vice-President of TAC shall also act in the best interest of TAC as a whole.

## **Section 3: Secretary**

It shall be the duty of the Secretary to keep and publish the minutes of all TAC meetings; to make available to all members of TAC the date, time, and place for all TAC meetings and any changes thereof; to keep a record of all those attending TAC meetings; and to conduct any necessary correspondence for the TAC. The Secretary shall have a voice and vote at all meetings of the TAC. The Secretary of TAC shall also act in the best interest of TAC as a whole.

## **Section 4: Treasurer**

It shall be the duty of the Treasurer to be responsible for and to keep records of funds and expenditures of the TAC checking account, pinball trust account, and the IRC trust account. Reconciliation of all accounts shall be prepared with the assistance of the Advisor of TAC at the end of each month. The status of all accounts shall be reported to the members of the TAC at regular intervals. The Treasurer shall have a voice and vote at all meetings of the TAC. The Treasurer shall also act in the best interest of the TAC as a whole.

## **Section 5: IRC Representative**

It shall be the duty of the IRC Representative to act as a liaison between the TAC and the IRC. The IRC Representative will attend all IRC meetings, conveying pertinent TAC information to the IRC. It is the responsibility of the IRC Representative to find an alternate representative should s/he be unable to attend a given IRC meeting. The IRC representative is responsible for submitting the "Of the Month" forms and support fund requests to the IRC. The IRC Representative shall have a voice and vote at all meetings of the TAC. The IRC Representative shall also act in the best interest of the TAC as a whole.

## **Chapter 2: TAC Floor Representatives**

### **Article 1: Number and Election of TAC Floor Representatives**

Floor Representatives shall be elected by their corresponding floor members within the first week of classes, or prior to the first TAC meeting, whichever is later. In the event that a floor representative is not chosen within this time frame, the Executive Board shall appoint floor representatives.

Each building in the Triad shall have the following number of representatives:

Syme: 8 (2 per floor) Gold: 3 (1 per floor) Welch: 3 (1 per floor)



## **Article 2: Powers and Responsibilities of the Floor Representatives**

Each Floor Representative holds a vote at the TAC meetings. Floor Representatives shall serve as an active member on at least one TAC committee. Floor Representatives shall solicit input from their floor members on all TAC matters, and vote in the best interest of their floor. Floor Representatives shall be required to attend all general meetings of the TAC. In the event that they are unable to attend, it is the responsibility of the Floor Representative to find an alternate. After three missed meetings, the Executive Board, in conjunction with the TAC Advisor, has the option to remove a Floor Representative from the TAC. It is the duty of the Floor Representatives to inform their floor members of all activities and matters related to the TAC.

## **Chapter 3: Quorum**

### **Article 1: Quorum Number**

A Quorum shall consist of 10 voting members of the TAC. No voting on TAC matters shall take place without a Quorum present.

### **Article 2: Voting Members**

Voting members of the TAC shall consist of the Executive Board members, except the President, all active Floor Representatives and any active members as determined by the Executive Board.

## **PART III: ELECTIONS of TAC EXECUTIVE BOARD**

### **Chapter 1: Election of TAC Officers**

#### **Article 1: Election of the TAC President**

The TAC President shall be elected no later than the third TAC meeting in April prior to the beginning of their term. To be eligible to run for the President's position, the a TAC member must be considered an active member for the current semester, and be in good academic standing. Election of the new President shall be voted upon by all active TAC members, excluding the TAC President. Active members not present at the TAC meeting in which elections are held may vote by absentee ballot, to be turned in before the election takes place.

#### **Article 2: Election of the TAC Executive Board (Vice-President, Treasurer, Secretary, IRC Representative)**

Elections for the Executive Board of TAC shall be held by the third TAC meeting in April prior to the beginning of their term. In the event that the positions are not filled at that time, officers for TAC shall be elected no later than the first TAC meeting of the semester. To be eligible to run for the positions of Vice-President, Treasurer, Secretary, and IRC Representative, the individual must be in good academic standing. Election of new officers shall be voted upon by all active TAC members, excluding the TAC President. Active members not present at the TAC meeting in which the elections are held may vote by absentee ballot, to be turned in before the election takes place.

## **Chapter 2: Procedures for Elections and Transition of New Officers**

### **Article 1: Election Procedures**

Announcement of the elections must be made no less than four meetings before the election is to be held. Applications are due at the beginning of the meeting prior to the meeting in which elections shall be held, and must be read at that meeting. It is the responsibility of the outgoing President to ensure that elections are carried out in a fair and ethical manner. In the event that the current President is running for re-election, the Advisor to the TAC shall ensure that the elections are carried out in a fair and ethical manner.

### **Article 2: Transition of New Officers**

All TAC officers elected in the April prior to their term will meet with the outgoing officers of TAC for informal training and discussion of their new positions. Those officers elected at the beginning of the new semester will meet with the TAC Advisor for this purpose. The officers of the TAC shall take office on the onset of the last meeting of the TAC in the spring semester. Both old and new officers shall be present at this meeting. The first TAC meeting of the academic year shall be held by the second week of classes. The complete new council shall conduct this meeting and subsequent meetings.

## **PART IV: THE CONSTITUTION**

Any amendments to this constitution must be approved by a 2/3 majority of the TAC voting members present at the meeting at which the vote on the amendment is held (assuming quorum is present).

## **PART V: BYLAWS TO THE TAC CONSTITUTION**

### **Chapter 1: Committees**

#### **Article 1: Formation and Membership**

Committees shall be formed for the purpose of improving the efficiency of the TAC and providing an opportunity for responsibility and leadership among the members of the organization. Each TAC Floor Representative is required to be an active member of at least one standing committee. Any Triad resident may serve as a member or chairperson of a TAC committee. All committees shall have a chairperson who shall be appointed by the TAC Vice-President, subject to the approval of the TAC Executive Board.

Committee chairpersons are required to attend all regularly scheduled TAC meetings, or find a representative to attend in their place. After three missed meetings, the Executive Board in conjunction with the TAC Advisor, has the option to remove a committee chairperson from the TAC.

#### **Article 2: Duties of the Committee Chairperson**

It shall be the duty of the chairperson of any TAC committee to appoint members of his/her committee in conjunction with the TAC Executive Board, to inform members of the date, time, and place of all committee meetings, to preside over those committee meetings, and to ensure that all business delegated to his/her committee is carried out. At

the next meeting, the chairperson is to present an oral report to the TAC describing any business conducted by the committee since the previous TAC meeting. The Committee Chairperson is responsible for providing the Secretary with a written report, which includes a list of members in attendance at the committee meeting. Committee Chairpersons shall have a voice and a vote at all TAC meetings.

### **Article 3: Special Committees**

Special committees may be appointed at any time for any specific purpose. The Vice-President of the TAC shall appoint the chairpersons of these committees upon approval of the Executive Board. In turn, the chairperson shall appoint members to the committee, in conjunction with the TAC Executive Board.

### **Chapter 2: TAC Advisor**

An Advisor will be appointed by the East Campus Assistant Director and will function as a consultant to the TAC as well as the liaison to Housing and Resident Life.

### **Chapter 3: Qualifications of Officers and TAC Members**

**Article 1:** An officer of the TAC shall be a resident of the Triad (Syme, Gold, and Welch). They shall be students in good academic standing and not have a continuing record of University and/or Housing and Residence Life disciplinary action.

**Article 2:** No person shall hold more than one TAC office at a given time.

**Article 3:** No Resident Advisor in the Department of Housing and Residence Life shall hold a TAC office.

### **Chapter 4: Replacement of Officers**

**Article 1:** The President of the TAC shall appoint a replacement whenever a vacancy occurs in any other TAC office, subject to approval of the TAC Executive Board and TAC Advisor.

**Article 2:** If the office of the President is vacant, the Vice-President shall lead the TAC until such time as an election can be held. An election to fill the President's position shall be held within two regularly scheduled meetings of the TAC.

### **Chapter 5: Reasons for Replacement**

**Article 1:** An officer of the TAC and any representative to the TAC shall be impeached if s/he fails to fulfill the duties of his/her office or moves out of the residence halls.

**Article 2:** Any Floor Representative of the TAC may initiate impeachment proceedings against a TAC officer. 2/3 of all active Floor Representatives are required to be present at the time of the impeachment vote in order to impeach an officer. Motions for impeachment are to be made one week prior to the impeachment vote.



# North Carolina State University

Department of Student Development  
Division of Student Affairs

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October 24, 1995

Heather Stough  
Women With Voices  
Campus Box 22110  
702 E Carroll Hall  
NCSU Campus

Dear Heather:

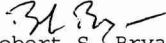
We have reviewed your organization's constitution and officers list and everything seems to be in proper order. You are now a registered student organization at North Carolina State University entitled to all privileges entailed in that status.

Understand that this registration in no way gives the University or Student Government responsibility for any financial liability which may be incurred by your group. Your status does, however, give you the opportunity to approach the Student Senate with a request for funds, and it gives you certain on-campus solicitation privileges.

Please be aware that we ask each student organization to update its file whenever there is a change of officers and at the beginning of each school year. Failure to do so will result in a loss of registration.

If the Department of Student Development can be of assistance to your group, please do not hesitate to call on us. Good luck with your new group.

Sincerely,

  
Robert S. Bryan, Jr.  
Associate Director  
Student Development

cc: John O'Quinn, President, Student Government  
Dick Parham, Reservations, Student Center  
Catherine Kuhary, Registration and Records

# CONSTITUTION

FOR

CARROLL HALL

NORTH CAROLINA STATE UNIVERSITY

## Article I: Name

The name of the organization shall be Women With Voices.

## Article II: Membership

All students residing in Carroll Hall are members of the governing body

## Article III: Government

### Section 1: Business Director

It shall be the duty of the Business Director to conduct weekly executive meetings, conduct weekly Women With Voices meetings, make decisions about activities when no one else is available, supervise the implementation of social, educational, cultural, and service programs, make sure all activities are voted upon, publicized, carried through and then evaluated, be a good role model in leadership and supervisory situations, and take responsibility for all activities sponsored by Women With Voices. The Business Director shall only vote to break a tie.

### Section 2: Director of Communication

It shall be the duty of the Director of Communication to conduct meetings in the absence of the Business Director, make decisions when the president is unavailable, be responsible for keeping the Constitution and Bylaws updated, act as Interim Business Director in the event of a Business Director's resignation until a new Business Director can be elected, act as coordinator of all focus groups, attend all Inter-Residence Council meetings, report IRC information to the Board of Directors and Women With Voices, take responsibility for all activities sponsored by Women With Voices, and be a good role model in leadership and supervisory positions. The Director of Information shall have voice and vote at all meetings.

### Section 3: Director of Information

It shall be the duty of the Director of Information to keep and publish the roll and the minutes of all Women With Voices meetings, make available to all hall residents the time, date, place for Women With Voices meetings, conduct any necessary correspondence for Women With Voices, act as a liaison with the

Women's Center, be a good role model in leadership and supervisory situations, and take responsibility for all activities sponsored by Women With Voices. The Director of Information shall have voice and vote at all meetings

#### Section 4: Director of Finance

It shall be the duty of the Director of Finance to pay the bills, balance the financial status, submit receipts to IRC when money might be received, be a good role model in leadership and supervisory situations, and take responsibility for all activities sponsored by Women With Voices. The Director of Finance shall have voice and vote at all meetings.

#### Section 5: Athletic Director

It shall be the duty of the Athletic Director to fulfill the expectations set forth by the Intramural Department, act as a liaison between the Intramural Office and Women With Voices, make intramural sports options available to all residents, be a good role model in leadership and supervisory positions, and take responsibility for all activities sponsored by Women With Voices. The Athletic Director shall have voice and vote at all meetings.

### Article IV: Elections

#### Section 1: Nomination Committee

A nominating committee will consist of any interested members not planning on running for a directorship. The committee will collect the names of the candidates. If there are more than two people running for one office, the nominating committee will narrow the choice to two nominees.

#### Section 2: Criteria

Candidates to be nominated for Women With Voices' Board of Directors to serve the next school year, will have lived in the hall at least one semester and preferably would have been involved with Women With Voices. The candidates should also be a student in good standing with the university. Resident Advisors are not eligible to hold a Women With Voices directorship.

#### Section 3: Voting

A voting booth will be set up late in the spring semester where all residents of Carroll Hall will have the opportunity to elect the officers.

#### Section 4: Removal and Impeachment

In the event that three-fourths of the voting members of Women With Voices feel a student is incapable of fulfilling the duties of a member of the Board of Directors, a vote of the residents

shall be taken. Two-thirds of the votes cast must be obtained to remove a person from office or to impeach said person.

#### Article V: New Officers

The new officers will attend Board of Director training and leadership day. If, for some reason a member of the Board of Directors has to leave office, any present members of the Board of Directors will have first preference for that position, otherwise the Executive Committee will either select a replacement, or hold an election between nominees, from among current available residents of Carroll Hall who would agree to uphold all of the duties of their appointed, or elected directorship.

#### Article VI: The Constitution

Amendments will be made on a yearly basis as needed by the Director of Communication.

#### Article VII: Advisors

There will be two advisors to Women With Voices. The Residence Life Coordinator or the Residence Director and a selected Resident Advisor shall attend Women With Voices meetings. The Residence Life Coordinator will advise Women With Voices on any procedures or regulations of the Department of Housing and Residence Life. The Resident Advisor shall be responsible for submitting any pertinent information to all the other Resident Advisors in Carroll Hall.

#### Article VIII: Quorum

A quorum shall consist of two-thirds of the voting members.

10-2-87

CONSTITUTION  
FOR  
CARROLL HALL  
NORTH CAROLINA STATE UNIVERSITY

Part I  
NAME AND MEMBERSHIP

CHAPTER 1: NAME

The name of the organization shall be Carroll Hall Council.

CHAPTER 2: MEMBERSHIP

All students residing in Carroll are members of the Governing Body.

PART II  
GOVERNMENT

CHAPTER 1: POWERS AND DUTIES OF THE OFFICERS

Article I. It shall be the duty of the council president to conduct weekly executive meetings, to conduct weekly hall council meetings, to make decisions about activities when no one else is available, to supervise the implementation of social, educational, cultural and service programs, to make sure all activities are voted upon, publicized, carried thru and then evaluated, to be a good role model in leadership and supervisory situations, to take responsibility for all activities sponsored by hall council.

Article II. It shall be the duty of the council vice president to conduct meetings in the absence of the president, to make decisions when the president is unavailable, to be responsible for attending IRC meetings and reporting IRC information to the Executive Committee and Hall Council, to be responsible for keeping the Constitution and Bylaws updated, to be a good role model in leadership and supervisory situations, to take responsibility for all activities sponsored by Hall Council.

Article III. It shall be the duty of the council secretary to take minutes at all executive meetings, to take minutes at all Hall Council meetings, to read minutes at executive and Hall Council meetings, to head some committees for social, educational, cultural and service programs, to be a good role model in leadership and supervisory situations, to take responsibility for all activities sponsored by Hall Council.

Article IV. It shall be the duty of the council treasurer to pay the bills, to balance the checkbook once a month, to keep Executive Council informed about their financial status, to submit receipts to IRC when money might be received, to be a good role model in leadership and supervisory situations, to take responsibility for all activities sponsored by Hall Council.

Article V. Every Carroll resident who attends a meeting will have voting powers. In case of a tie, the President will vote to break it.

Section 1. In voting procedures, the majority of the mem-



bers of council will rule.

Section 2. It shall be the duty of each representative to Hall Council to represent her floor at the meetings, to inform the residents of the activities of the council, to serve on committees and to vote.

### PART III ELECTIONS

Article I. Nominating Committee. The nominating committee will consist of any interested members not planning on running for an office. The committee will collect names of the candidates. If there are more than two people running for one office, the nominating committee will narrow the choice to two.

Article II. Nominations. Candidates will have lived in the hall at least one year and preferably would have been involved in Hall Council in the previous year.

Article III. Elections. A voting booth will be set up late in the spring semester where all residents of Carroll will have the opportunity to elect the officers. Elections will last approximately one week.

### CHAPTER 2: NEW OFFICERS

The new officers will attend officer training and leadership day. If, for some reason an officer has to leave office, any of the present officers will have dibs on that position, otherwise, the Executive Committee will select one.

### PART IV THE CONSTITUTION

Amendments will be made on a yearly basis as needed by the Vice President.

### PART V ADVISORS

There will be two advisors to Carroll Hall Council. The Area Director and a selected Resident Advisor.

# Carroll Hall Constitution

## Article I - Name

This organization is to be known as Carroll Hall, North Carolina State University.

## Article II - Purpose

The purpose of Carroll Hall is to provide residence for women students of North Carolina State University, to create opportunities for fellowship and recreation, and to create an atmosphere conducive to study.

## Article III - Membership and Responsibilities

- section 1. All residents of Carroll Hall are members of the organization.
- section 2. Each resident is responsible for conducting herself according to the rules and regulations of the University and Carroll Hall.

## Article IV - House Council

- section 1. The Executive Branch of House Council will consist of a President, Vice-President, Secretary, and Treasurer to be elected by the members of Carroll Hall.
- section 2. The duties of the Executive Branch of House Council:
- a. The duties of the President are:
    - (1) To convene and preside over meetings of the House Council.

- (2) To oversee the work of the officers.
  - (3) To act as official representative of the organization.
  - (4) To represent Carroll Hall on the Central Campus Executive Board.
- b. The duties of the Vice-President are:
- (1) To exercise all powers of the president in her absence.
  - (2) To work in close relationship with the President and share such responsibilities as the President requests.
  - (3) To represent the Hall at the IRC meetings.
  - (4) To oversee the work of the committees.
- c. The duties of the Secretary are:
- (1) To keep accurate records of all proceedings and documents of the organization.
  - (2) To conduct all the correspondence of the organization.
- d. The duties of the Treasurer:
- (1) To collect, disburse, and account for the revenues of the organization.
  - (2) To, in addition to the President, represent Carroll Hall on the Central Campus Executive Board.

section 3. The House Council shall consist of one representative (and one alternate) elected from each suite, whose duties shall be to

express the opinions of their respective suites, to relate the actions of the House Council to their suite, and to serve on a committee of the House Council.

### Article V - Amendments

Amendments to this constitution may be proposed by the House Council or be petitioned with 25% of the residents. The amendment will take effect immediately after a  $\frac{2}{3}$  majority vote of the residents.

### By-Laws

#### Article I - Standing committees

- section 1. The standing committees of the House Council are social, fundraising, and service.
- section 2. Committees can be added or deleted as voted on by the House Council.
- section 3. The duties of each committee shall be assigned by the House Council Executive Board at the beginning of the fall semester of each school year.
- section 4. Each committee shall elect a chairman to direct the duties of the committee.
- section 5. The duty of each committee member shall be to support the chairman and carry out the assignments of the committee.
- section 6. The House Council is responsible for the activities of these standing committees and

is liable for the debts incurred in carrying out plans and programs approved by the House Council.

section 7. Reports by the chairman of the committees shall be given at each House Council meeting if requested by the President.

### Article II - Nominations

section 1. Candidates for House Council Executive Board shall be nominated by the residents.

section 2. An election committee will be established three weeks prior to election in order to accept nominations and carry out election procedures.

section 3. Nominations will be accepted starting two weeks prior to the election date.

section 4. The slate of candidates will be presented by the elections committee, to the dorm a week prior to elections.

### Article III - Elections

section 1. To be eligible to vote in the dorm elections, one must be a resident of Carroll Hall.

section 2. Elections shall be held on the second week of April for the House Council Executive Board: Suite representatives will be chosen in the fall.

section 3. All nominees must be residents of Carroll Hall: Presidential nominees must have served on the House Council for a year.

- section 4. All voting will be done by secret and preferential ballot.
- section 5. All Executive Board positions must be won by a margin of 10% of the votes cast or a run-off election will be held.
- section 6. An election of the organization can be contested by a petition of 25% of the residents. The procedure to be followed in the case of a contested election or vacancies on the Executive Board will be determined by the Executive Board with the approval of House Council.
- section 7. In the event that 25% of the residents feel that a student is incapable of fulfilling an office, a vote must be obtained to remove the person from office.
- section 8. The term of office for the Executive Board members shall begin in May of each school year, and terminate the following May.

#### Article III - Procedure in Meetings

- section 1. Procedure in meetings shall be governed by Robert's Rules of Order.
- section 2. A majority of members constitutes a quorum for all meetings of the House Council and branches thereof.
- section 3. A majority vote is sufficient for all questions or which the constitution does not require a larger proportion of votes.

## Article II - Amendments

Amendments to the By-Laws may be proposed by members of the House Council or by a petition signed by 10% of the residents. The amendment will take effect immediately after a majority vote of the residents.

## Article III - Hall Adviser

Adviser shall be appointed to Carrall Hall by Residence Life. She shall have jurisdiction over all monetary matters of the House Council.

CONSTITUTION  
FOR  
CARROLL HALL  
NORTH CAROLINA STATE UNIVERSITY

Article I: Name

The name of the organization shall be women With Voices

Article II: Membership

All students residing in Carroll Hall are members of the Governing Body

Article III: Government

Section 1: President

It shall be the duty of the council president to conduct weekly executive meetings, to conduct weekly hall council meetings, to make decisions about activities when no one else is available, to supervise the implementation of social, educational, cultural, and service programs, to make sure all activities are voted upon, publicized, carried through and then evaluated, to be a good role model in leadership and supervisory situations, and to take responsibility for all activities sponsored by hall council. The president shall only vote to break a tie.

Section 2: Vice President

It shall be the duty of the vice president to conduct meetings in the absence of the president, to make decisions when the president is unavailable, to be responsible for keeping the Constitution and Bylaws updated, and to take responsibility for all activities sponsored by the Hall Council. The vice president shall not have any voting powers except in an Executive Committee vote.

Section 3: Secretary

It shall be the duty of the council secretary to take minutes at all Hall Council meetings, to head some committees for social, educational, cultural, and service programs, to be a good role model in leadership and supervisory situations, and to take responsibility for all activities sponsored by Hall Council. The secretary shall not have any voting powers except in an Executive Committee vote.

Section 4: Treasurer

it shall be the duty of the council treasurer to pay the bills, to balance the financial status, to submit receipt to IRC when money might be received, to be a good role model in leadership and supervisory situations, and to take responsibility



for all activities sponsored by Hall Council. The treasurer shall not have any; voting powers except in an Executive Committee vote.

#### Section 5: IRC representative

It shall be the duty of the IRC representative to attend all IRC meetings and report IRC information to the Executive committee and Hall Council. This person is responsible for finding a replacement should she not be able to attend an IRC meeting. The IRC representative shall not have any vote except in an Executive committee vote.

#### Section 6: Voting members

Every Carroll Hall resident who attends a meeting will have voting powers. In voting procedures, the majority of the members of council will rule. In case of a tie, the President will vote to break the tie.

#### Section 7: Floor representatives

There shall be a minimum of one representative per floor. This person is responsible for representing her floor at the weekly Hall council meeting, for keeping all residents of her floor updated as to the events of Carroll Hall and of finding a replacement should she not be able to attend a meeting.

#### Section 8: Womentors

The womentors are responsible for serving as a peer advisor whose goal is to keep residents informed and aware, to serve as a representative from the suite to Women with voices meetings, and work with the RA to develop community on your floor and in your suite. The womentors however are allowed to vote with the residents of Carroll Hall, but are not allowed to vote on executive decisions which are voted by the executive board.

### Article IV: Elections

#### Section 1: Nominating Committee

A nomination committee will consist of any interested members not planning on running for an office. the committee will collect the name of the candidates. If there are more than two people running for one office, the nominating committee will narrow the choice to two nominees.

#### Section 2: Criteria

Candidates to be nominated for Hall Council offices to serve next school year, will have lived in the hall at least one semester and preferably would have been involved in Hall Council. The candidates should also be a student in good standing with the university. Resident advisors are not eligible to hold a Hall Council office.

#### Section 3: Voting

A voting booth will be set up late in the spring semester where all residents of Carroll Hall will have the opportunity to

elect the officers Elections will last at least one week.

#### Section 4: Removal and impeachment

In the event that three-fourths of the voting member on the Hall Council feel a student is incapable of fulfilling the duties of an officer, a vote of the residents shall be taken. Two-thirds of the cast must be obtained to remove a person from office or to impeach said person.

#### Article V: New Officers

The new officers will attend officer training and leadership day. If, for some reason as officer has to leave office, any of the present officers will have dibs on that position, otherwise, the Executive Committee will either select a replacement, or hold an election between nominees, from among the current available residents of Carroll Hall who would agree to uphold all of the duties of their appointed, or elected office.

#### Article VII: The Constitution

Amendments will be made on a yearly basis by the Vice President. The Vice President can also make amendments during the year as needed, after being voted by the Hall Council.

#### Article VII: Advisors

There will be two advisors to Carroll hall Council, the Resident Director, and a selected Resident Advisor, shall attend Hall Council meetings. The Resident Director will advise the council on any procedures or regulations of the Department of Housing and Resident Life. The Resident Advisor shall be responsible for submitting any pertinent to all other Resident Advisors in Carroll Hall.

#### Article VIII: Quorum

A quorum shall consist of two-thirds of the present members voting.

#### Article IX: Executive Board for Carroll Hall 1996-1997

President: Heather Stough	203D	512-1882
Vice President: Amy Bryant	204D	512-6920
Secretary: Jill Williams	702D	512-2967
Treasurer: Sarah Halstead	702C	512-5380
IRC representative: Veronica Simmons	304E	512-9107
Athletic Director: Nykiya Lee	504E	512-9941

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