

Lee Hall Council Constitution

Preamble

The purpose of this constitution is to provide a structure for the Lee Hall Council to best serve the interests of the residents of Lee Hall. Conducting themselves in a responsible and legal manner, Lee Hall Council is committed to providing Lee residents with a variety of social, educational, and cultural activities throughout the academic year. The Council is responsible for the facilitation of community development, academic education, and leadership development.

Article 1: Name

The governing body of Lee Hall will be called "Lee Hall Council"

Article 2: Membership

Section 1.

- A. The executive branch of the Hall Council will consist of seven positions: President, Vice President, Treasurer, Secretary, 2 Inter-Residence Council Representatives, and a Webmaster. Any of these positions may be jointly held with the approval of the majority of the current council. Athletic Directors (if any are needed) may also serve on the e-board if they so choose.
- B. Elections for President and Secretary will be held annually in the spring during dead week before Spring Finals, all other officers will be elected annually in the fall during the first or second week of the semester. Each officer's term in office is one academic year, all incumbents may be re-elected, however, each officer's term is not to exceed 2 academic years in the same office.

Section 2.

The General Board will be the voting body of the Hall Council. It will consist of one Judicial Board member, 18 Floor Representatives (2 from each floor), three athletic directors (if needed), Resident Advisors, and Members at Large.

Section 3.

The discussing body of the Lee Hall Council will be composed of the individuals noted in Article 2, sections 1 and 2, as well as any resident of Lee Hall who wishes to voice an opinion.

Article 3: Qualifications for Membership

Section 1.

Any Lee Hall Council member must be a student in good standing that attends NCSU and is a resident of Lee Hall.

Section 2.

The Executive positions will be filled by popular vote of the general population of Lee Hall.

- A. In compliance with the IRC constitution, a Resident Advisor may not hold a Hall Council office.
- B. A simple majority of the voting members is required to elect a candidate to office
- C. Officer elections will take place in the order of President, Vice President, Treasurer, Secretary, Inter-Resident Council Representatives, and Webmaster.
- D. In the event that a position is not filled in the in the fall elections, the vacancy will be filled following the election of the general board.

Section 3.

The Judicial Board Member and Athletic Directors will be elected by popular vote of the general population of Lee Hall.

Section 4.

Floor Representatives will be elected by popular vote by the residents of their floor in the fall. Unless only 2 people show interest in the position on a floor, in which case they are elected to office by default. On floors where more than 2 individuals are interested the Resident Advisors of the floor are responsible for conducting the election by the date specified by the Hall Council.

Section 5.

Residents of Lee Hall may become Members at Large simply by indicating their interest during the Hall Council elections. At any other time during the year Members at Large will be nominated by any voting member and then approved by a majority vote of Lee Hall Council.

Article 4: Powers and Responsibilities

Section 1.

The President has the responsibility and authority to:

- A. Preside at Hall Council meetings and Executive Board meetings.
- B. Table legislation for a period of one week.
- C. Vote in case of a tie.
- D. Preside over the appointment of committee chairs.
- E. Make motions at Hall Council meetings.
- F. Act as the representative of Lee Hall Council to other campus organizations when necessary with the duty to report all actions to the Hall Council.

Section 2.

The Vice-President of Business and Programming has the responsibility and authority to:

- A. Assume the duties of the President in his/her absence and to assume the position of President in the event of presidential impeachment or resignation.
- B. Upon adhering to the attendance policy as defined in Article 6 of this constitution, have the power of one vote at Hall Council meetings.
- C. Make Motions at Hall Council meetings.
- D. Keep up with the status of each committee established to do any programming and report on said committees in absence of committee chairs, (this includes all committee's formed during the year and the standing committees.)
- E. Organizing fund raising events with the aid of Hall Council treasurer and getting raised funds to treasurer and advisor for proper processing and deposit in Hall Council accounts.
- F. Perform other duties as assigned by the President.

Section 3.

The Treasurer has the responsibility and authority to:

- A. Keep detailed, accurate, and available records of all financial transactions of Hall Council and for writing a monthly and semester report of such transactions.
- B. Present a weekly report of the financial situation of the Council at meetings.
- C. Upon adhering to the attendance policy as defined in Article 6 of this constitution, have the power of one vote at Hall Council meetings.
- D. Make motions at Hall Council meetings.
- E. Secure cash boxes and make deposits, and make reimbursements to the account.
- F. Track funds obtained through IRC and West Campus Allocations.
- G. Perform other duties as assigned by the President.

Section 4.

The Secretary has the responsibility and authority to:

- A. Keep written minutes of each meeting.
- B. Have a copy of the minutes posted on the lobby bulletin board.
- C. Maintain an up to date list of current members including names, addresses, phone numbers, e-mail addresses and screen names.
- D. Tally Hall Council votes and record in minutes.
- E. Coordinate Hall Council office hours.
- F. Make Motions at Hall Council meetings
- G. Upon adhering to the attendance policy as defined in Article 6 of this constitution, have the power of one vote at Hall Council meetings.
- H. Keep track of all program attendance and record information in typed format.
- I. Perform other duties as assigned by the President.

Section 5.

The Inter-Residence Council Representatives have the responsibility and authority to:

- A. Represent Lee Hall Council at IRC Meetings.
- B. Report information from IRC meetings to Lee Hall Council and to solicit input from Hall Council on policy revision, support funds requests, and other applicable information.
- C. Make motions at Hall Council meetings
- D. Report back to the Sr. VP of Hall Council Affairs of IRC about the status of the council.
- E. Perform Duties required by IRC and it's executive board
- F. Upon adhering to the attendance policy as defined in Article 6 of this constitution, have the power of one vote at Hall Council meetings.
- G. Perform other duties as assigned by the President.

Section 6.

The Web Master has the responsibility and authority to:

- A. Make Motions at Lee Hall Council Meetings
- B. Upon adhering to the attendance policy as defined in Article 6 of this Constitution, have the power of one vote at Hall Council Meetings.
- C. Keep the Lee Hall website up to date, with accurate Information. Updating as often as necessary, be it after every meeting or every other week, in order to keep all calendars regarding Hall Council and other functions that are on the site current.
- D. Keep important information regarding the web account (i.e. Login and Password) Secure, and secret. And only available to the Advisor and other exec board members (pending the approval of the Advisor)
- E. Discuss matters of site security, in the unlikely event of a breach of security with the exec board and advisor and recommend changing the password or other information to re-secure and re-establish the site
- F. Perform Other duties as assigned by the President

Section 7.

The Judicial Board Member has the responsibility and authority to:

- A. Sit on the Housing Judicial Board, and perform duties required by and associated with that position as set forth by Housing.
- B. Make motions at Hall Council meetings
- C. Upon adhering to the attendance policy as defined in Article 6 of this Constitution, have the power of one vote at Hall Council Meetings.
- D. Perform other duties as assigned by the President.

Section 8.

The Floor Representatives have the responsibility and authority to:

- A. Inform residents of his/her floor of activities and programs planned by Lee Hall Council.
- B. Bring concerns or suggestions from the residents of his/her floor to Hall Council.
- C. Call floor meetings upon informing the Resident Advisors of the floor.
- D. Make motions at Hall Council meetings
- E. Upon adhering to the attendance policy as defined in Article 6 of this Constitution, have the power of one vote at Hall Council Meetings.
- F. Perform other duties as assigned by the President.

Section 9.

Members at Large have the responsibility and authority to:

- A. Work with floor representatives to deliver and receive information to/from the residents of his/her floor.
- B. Make motions at Hall Council meetings.
- C. Upon adhering to the attendance policy as defined in Article 6 of this Constitution, have the power of one vote at Hall Council Meetings.
- D. Perform other duties as assigned by the president.

Section 10.

The Athletic Directors have the responsibility and authority to:

- A. Attend Hall Council meetings in order to report on intramural activities and progress.
- B. Attend monthly meetings with the Intramural Office.
- C. Have the option of being on the Executive Board.

Section 11.

The Advisor has the responsibility and authority to:

- A. Act as a liaison between the Council and other administrative departments of the university.
- B. Interpret residence hall policies, university, city, state, and federal laws when legal issues are raised in relation to a proposed activity or event.
- C. Attend all regular council meetings and additional council meetings when appropriate.
- D. Co-sign all checks, which are written in the Lee off campus checking account, and shall monitor and advise Lee on the expenditure of all hall money.

Article 5: Standing Committees

Section 1.

Standing Committees the following committees have been established thru tradition or popularity and are as follows.

A. Publicity – This committee is responsible for creating all publicity and posting for Lee Hall Council programs, the chairs of committees, or individuals needing something publicized must get this information to the Publicity chair at least 1 week before the event. It is not the responsibility of the chair to hunt down those that need info posted, if information needs to be posted get it to the chair. The Publicity Chair also has the option of serving on the Executive Board.

B. Coffee Hour – This committee is responsible for the Coffee Hour program, which holds evening programming that includes coffee and cookies for residents. The committee may select the date and Time, however Wednesdays at 10pm have proven popular. Also at least 2 Coffee Hours should be held each month, themes or additional programming with in Coffee Hour is at the discretion of the committee.

C. Music – Lee Inclined – This committee is made up of Staff and Hall council members. The number of students in this committee should equal the number of RAs on the committee. The committee is responsible for programming 2 events in the series each semester, the themes, bands, décor, and food, are at the discretion of the committee.

Article 6: Attendance Policy

Section 1.

Members will loose voting privileges for one week following an absence. A ‘vote less’ meeting will be added for each successive absence.

Section 2.

Sending a proxy (any Lee Resident) will prevent the loss of voting privileges.

Article 7: Financial

Section 1.

Up to a limit of \$300 per event or item, funding will be done by a majority vote of the General Board. Above the \$300 limit, a two-thirds majority vote will be necessary.

Section 2.

A unanimous vote by one Executive Board member, the treasurer, and the advisor may distribute an emergency request for funds, up to \$100. The circumstances of the emergency distribution of funds must be explained to the General Board at the next Hall Council meeting.

Section 3.

Hall Council may support the cost of a Lee Hall Program or activity sponsored by RA(s) with the approval of the majority of Hall Council.

Section 4.

Any request for funds must be submitted to Hall Council at least two weeks prior to the event or program.

Article 8: Removal and Replacement of Members

Section 1.

Any officer, floor representative, or member at large may be removed from the position for failure to fulfill Hall Council duties and/or for the willful misuse of Hall Council funds. The member in question will be issued a written and verbal address, removal and replacement will be at the discretion of the Executive Board and the Advisor. The Executive Board may also elect to put the individual on a probationary period first, the length of which will be decided by the Executive Board, and if the problem persists removal will occur.

Section 2.

Officers, floor representatives, or member at large may resign their positions giving two weeks notice and completing all duties through the two-week period.

Section 3.

A Hall Council member from the General Board must nominate new Officers. They will be elected by a simple majority vote of the General Board or by the process of Acclamation if no Hall Council member objects to the Acclamation.

Section 4.

Floor Representatives will be replaced by a General Board member from that floor, elected by the voting body. In the event that no General Board member from the floor is available or interested, a floor representative for the floor will be elected by the voting body from any interested member regardless of the floor of residence.

Section 5.

An officer will be removed from his/her position if their academic status becomes that of probation.

Article 9: Hall Council Procedures

Section 1.

Robert's Rules of Order shall be the basis for the operation procedure in Hall Council meetings.

Section 2.

All meetings are valid unless a quorum is called in advance. If a quorum is called, there must be half of the General Board present to be valid.

Article 10: Amendments to the Constitution

Section 1.

The constitution of the Lee Hall Council may be amended by a two-thirds majority of the present members of the General Board, one week after the proposed amendments and revisions have been presented to the Hall Council.

LEE CONSTITUTION

Preamble

The purpose of this constitution is to provide a structure for the Lee Hall Council to best serve the interests of the residents of Lee Hall. Conducting themselves in a responsible and legal manner, Lee Hall Council is committed to providing Lee residents with a variety of social, educational, and cultural activities throughout each academic year.

Article I: Membership

The Lee Hall Council shall consist of eighteen Floor Section Representatives (hereafter called FSR's), four officers (President, Vice President, Secretary, Treasure), one Inter-Residence Hall Representative (hereafter called IRC R), four Athletic Directors (hereafter called AD's), and General Board Members (hereafter called GBM's).

1. Qualifications for Membership

- a. A Lee Hall Council member must be a student in good standing who attends NCSU and is a resident of Lee Residence Hall.
- b. A FSR must be a resident of the floor section that elects him or her and must live in the floor section which he or she represents, except in the case of an FSR vacancy which occurs under conditions outlined in Section 5 of this article
- c. An officer of Lee Hall Council must first have been to Hall Council as a GBM, and then elected by a simple majority (one more than half) of the GBM's in attendance at a regular meeting of Lee Hall Council (as defined in Article I, Section 3, Part a).
- d. A student interested in becoming a member of Lee Hall Council may do so under procedures outlined in Section 3 of this article.

2. Procedures for Becoming an FSR

- a. Elections for FSR's will normally take place in the spring of each year following the annual De-centralized Housing Process, but prior to last week of scheduled classes.
- b. An FSR shall be elected by the residents of the Lee Floor section upon which he or she lives. The 18 floor sections in Lee correspond to the following suites of rooms:

001-104	105-108	201-206	207-212
301-306	307-312	401-406	407-412
501-506	507-512	601-606	607-612
701-706	707-712	801-806	807-812
901-906	907-912		
- c. In the event that no FSR candidate can be found for the spring election,

the spring election for that floor section shall be postponed until the beginning of the fall semester. In this case, a separate floor section election will be held under guidelines of Section 5 of this Article.

- d. The current RA of a given floor section is responsible for conducting the election for his/her current floor section on the date designated by Lee Hall Council.
- e. Voting procedure for an FSR election are as follows:
 - 1. All FSR elections must be supervised by the current RA on that floor section.
 - 2. A resident wishing to vote must live on that floor section and may only vote for one of the FSR candidates running on his/her floor section.
 - 3. The candidates of a given floor section who received the greatest number of votes will be designated as that section's FSR.
 - 4. In the event the winning FSR no longer desires to be representative, the first runner-up shall become that floor section's representative.
 - 5. The day following the election, the list of winning candidates shall be posted on the representative floor lounge windows indicating name and section of winners.

3. Procedures for Becoming an Officer

- a. An officer of the Lee Hall Council must first have been a GBM, except in the case where a current officer intends to run for reelection. His/Her name may simply be placed into nomination by a GBM.
- b. In compliance with the IRC Constitution, current RA's can not hold a Hall Council office.
- c. The four officers of the Lee Hall Council are to be elected by the members of the Hall Council in attendance at the next regular meeting following the spring FSR elections. To be eligible for an office, a GBM's name must be placed in nomination by a GBM. Following comments by all candidates for a given office, all candidates will be asked to leave the area. A hand vote for each candidate will be taken, with each member voting only once; and voting for only one candidate.
- d.
 - 1. A simple majority of voting members at the meeting is required in order to elect a candidate to office.
 - 2. Officer elections will take place in order of President, Vice President, Treasurer, and Secretary with procedures outlined in Part A of Section 3 of this article being followed separately for each officer position election.
 - 3. Following the election of new officers, the old officers, become

GBM's upon request. They are expected to assume advisory positions until the new officers are comfortable with the duties and procedures of their offices.

- e. In the event that one or more officers can not be found through the above procedures, a special meeting of the Hall Council will be held to resolve the matter.
- f. In the event that an officer position becomes vacant following the spring election of officers, the officer position will be filled from the ranks of current FSR's and GBM's under procedures outlined in Section 3, Part B of this article. The election must be held at the regular meeting following the time when the Hall Council becomes aware of the vacancy.

4. Procedures for Becoming an AD

An AD is the liaison between the Lee Hall residents and the intramural department.

- a. applicants must complete an application and be chosen by the executive board.
- b. Lee Hall is represented by one male AD for Lee North, one male AD for Lee South, and Two Co-Female AD's.

5. Procedures for becoming a GBM

A general board member is defined as a Lee resident who is interested in working on the Hall Council but who does not qualify for membership as an FSR or officer. Such interested persons may become voting members of the Hall Council. The GBM is subject to periodic evaluation the same as FSR's (see Article VII). RA's who regularly attend meetings are GBM's.

6. Procedure for Becoming an IRC Representative

An IRC rep is a liaison with IRC and the Lee Hall Council appointed by the board during the spring semester.

7. Procedures for Filling FSR Vacant Positions

An FSR position may become vacant at some time due to: a) failure to find interested candidates prior to the spring elections; b) loss of interest or membership eligibility of FSR's elected in the spring; c) removal of an FSR from the position under conditions and procedures outlined in Article VII; d) election of an FSR to an officer position. In the event of such vacancies, the following procedure will be followed:

- a. In the event where no interested FSR candidate could be found to run in the spring, the Lee Hall Council president and RA of the floor sections involved shall make a considerable effort to locate one or more candidates for a fall FSR election.

- b. In the event where FSR positions are vacant due to an officer's election, the first runner-up in the spring FSR election will be asked to assume the duties of FSR, if he or she is willing and still meets eligibility requirements, or an FSR shall be appointed as outlined in Section a.
 - c. In the event of FSR position becoming vacant during the course of a regular semester, the President shall appoint the GBM who lives closest to the vacant position to serve as Interim FSR until such time as an FSR election can be held. In the event where no GBM's are available, the FSR living on the other section of the floor shall be appointed temporarily as the Interim FSR for the floor section in question.
6. In any case where only one FSR candidate is found running for a given FSR position, he or she will be automatically designed as his section's FSR without the necessity of having to hold an election.

Article II: Specific Duties, Responsibilities, and Powers of Lee Hall Council Members.

- 1. All bona fide members except the officers shall have the right to vote on all issues, motions, etc. brought to question before the Lee Hall Council, with the exception that the President may only vote in the case of a tie.
- 2. All FSR's and GBM's are required to serve on at least one of the permanent committees as defined in Part e of Section 7 of the article.
- 3. All members are required to attend regular meeting on a consistent basis. A member who misses more than 3 regular meetings during a given regular semester without reasonable excuse, may be subject to removal under procedures outlined in Article VII.
- 4. All members are required to attend and work at as many Lee House Council sponsored functions as possible during the year.
- 5. A FRS:
 - a. Is responsible for informing residents on his floor section of activities, programs, etc. which are being planned or proposed, for voicing the opinions and suggestions of his floor members at the regular Lee Hall Council meetings, and all money as allotted as determined each semester by the budget.
- 6. A GBM:
 - a. Is required to participate in a functional capacity for the council, i.e. regular office duty, serving in some capacity for House Council sponsored events.
 - b. Is subject to periodic review.
 - 1. The president shall be responsible for initiating the procedure for removal of GBM, based upon the GBM's inattentiveness at meetings and/or lack of effort on a committee as reported by the

committee chairperson.

- c. May be required to serve as Interim FSR under conditions of Section 5, Article 1.

7. The President:

- a. Shall preside over all regular meetings and all extra meetings of the Lee House Council. He is to be familiar with constitutional procedures defined herein, and also with procedures for running meetings.
- b. Shall be required to vote to break a tie.
- c. Shall directly supervise the performance of committee chairman and other officers, and make recommendations to the Council regarding changes in such positions due to observed inadequate performances.
- d. Shall be the representative of other campus organizations where necessary
- e. Shall select from FSR's and GMB's, chairpersons to head each of the four permanent committees (Publicity, Programming, Cellar & Turf, and Campus relations), other chairpersons necessary to head special additional committees, and committee members to work on the various committees.

8. The Vice President:

- a. Shall act in the capacity of President in all situations where the President is absent.
- b. Shall aid at meetings of the House Council by acting as a Sergeant at Arms during meetings.
- c. Shall perform other special duties as developed by the President and agreed upon by the House Council.

9. The Treasurer:

- a. Shall be responsible for keeping detailed, accurate, and available records of all financial transactions (i.e., expenditures and income), and for making a written monthly and semester report of such transactions on a form provided by the Department of Resident Life.
- b. Shall be responsible for countersigning all checks payable through the Lee House Council off campus checking account.
- c. Is responsible for making a weekly written report of income and expenditures (including balance of checking account and amount of cash-on-hand) to be entered into the minutes at the regular weekly meeting of House Council.
- d. Is responsible for keeping a small amount of cash on hand in a secure cash box for use at various hall functions.

- e. Is responsible for making deposits of income in off campus checking account as quickly as feasible following events where the money was collected. It is understood that the cash-on-hand for an extended period should not exceed \$50.00.

10. The Secretary:

- a. Is responsible for keeping written minutes of each scheduled meeting, recording all motions made and associated vote tallies for, against, and abstained. Is responsible for having a copy of the minutes posted on the lobby bulletin board each week, within two days following the regular meeting.
- b. Is responsible for initiating and following up all official written correspondence between the council and other persons or agencies, on campus or off campus.
- c. Is responsible for keeping an up-to-date listing of current members including names, addresses, and phone numbers. Is responsible for making the list available to all house council members and the Lee Advisor. Is responsible for keeping a list of Lee Resident Hall activities card holders.

11. IRC Representative:

- a. Is responsible for attending IRC meetings and reporting back information presented to the Lee Hall Council meetings.
- b. Taking concerns and information for Lee Hall to the IRC meetings.
- c. Perform the duties and expectations of IRC representatives.

12. An Athletic Director:

- a. Report on intramural activities and progress at Hall Council meetings
- b. Attend monthly meeting with the intramural office.
- c. Post activities in the lobby to keep residents informed.

13. The Programming Committees Chairman:

- a. Is responsible for coordinating a committee of council members who obtain necessary information regarding social activities being undertaken, sponsored, or funded by the House Council.
 - 1. Responsibility includes but is not limited to:
 - a. Obtaining information regarding prices and making reservations for bands and discos; purchasing supplies for parties, cookies, etc.; coordinating clean up activities following the functions.

- b. Is responsible, in particular, for the coordinating, printing, and the distribution of Lee Activity Cards.
13. The Publicity Committee Chairman:
- a. Is responsible for coordinating a committee of council members who advertise all functions sponsored or funded by the House Council.
 - 1. Responsibility includes but is not limited to:
 - a. Posting signs at least one week in advance of a sponsored event in public areas such as bulletin boards, suite bathroom doors in Lee, and other resident halls, or on off campus buildings as desired by the House Council.
14. The Facilities Committee Chairman:
- a. Is responsible for coordinating a committee of council members who obtain information about prices of any equipment to be purchased or otherwise funded by the House Council. Also responsible to assist, where deemed desirable, in the purchase of equipment or material, or in the completion of repairs or replacement of equipment currently owned and/or operated by the House Council.
 - 1. Responsibility includes but is not limited to:
 - a. Keeping a current inventory of House Council owned and/or operated equipment; making suggestions as to additional equipment needed obtaining necessary repairs or replacement of current House Council equipment.
 - b. RA's should serve as reserve members for the committee in case of need.
 - c. Coordinate athletic events for the hall.

Article 3: Hall Monies

Cash revenue obtained through hall functions is to be deposited in the Lee Hall checking account. Such money may only be withdrawn with the consent of the House Council and the signatures of both the Lee Treasurer and the senior staff member of the Department of Residence Life who is designated as the official Lee Advisor. Checking account money or cash on-hand may only be spent with prior permission of the Lee House Council.

- 1. An emergency request for funds may be required to ensure the smooth operation of a Lee Hall Council sponsored event. In such an instance, one of the executive board members, Treasurer and Lee Advisor may unanimously vote to approve an addition sum of money to be spent, but not to exceed a limit of \$100 for any given event.
 - a. Following expenditure of such additional emergency funds, it shall be the

responsibility of the executive board to explain the reason for the expenditure to the House Council at its next regular meeting.

Article 4: Duties and Responsibilities of Lee Hall Council Advisor

The advisor shall be one of the Department of Resident Life senior staff member who resides in Lee.

1. Shall be responsible for acting as a liaison between the Council and other administrative departments of the University.
2. Shall interpret residence hall policies, university, city, state, and federal laws when legal issues are raised in relation to a proposed sponsored activity or event.
3. Shall attend all regular council meetings and additional council meetings when appropriate.
4. Shall cosign all checks which are written on the Lee off-campus checking account, and shall monitor and advise Lee on the expenditure of all hall monies.
5. Shall act as mediator in situations of disputes between Lee and other non-Lee residents.
6. Shall act to carry out other duties and responsibilities as specified in other sections of this constitution, which pertain to the Lee advisor.

Article 5: Meetings

1. The Lee House Council shall meet on a regular basis (usually once per week) during the fall and spring semesters for the purpose of:
 - a. Entertaining and acting upon motions, proposals, suggestions, etc. which are brought before the Lee House Council by its members or by others.
 - b. Allocating monies for projects or activities which are determined by the House Council to be worthy of sponsorship.
2. Standing committees of the Lee Council shall meet as necessary to carry out duties and responsibilities as specified by either the constitution or by further motions or amendments.
3. An extra meeting shall be called each week by the President, which shall consist of the officers and committee chairmen, and advisor. This Executive Board Meeting shall function to aid in the planning and/or coordination of the work of various committees.

Article 6: Motions and Decisions Made by the Lee House Council

1. Suggestions for the allocation of money or other sponsorship by the Lee House Council must be brought before the council in the form of a written or verbal motion to be voted upon by members attending a regular meeting.
 - a. No motion shall be considered passed or valid unless at least a simple majority of all current members in attendance vote to approve of the motion (unless otherwise specified in other sections of this constitution).
 - b. Decisions not related to the expenditure of monies may be reached by discussion and general consensus rather than by voting.
 - c. Hand write all expenditures of money.
2. For motions to be voted upon, a minimum quorum of six FSR's must be present.

Article 7: Removal of Lee Council Members

Any member of the House Council may be removed from the council by the council for failure to qualify for membership as an officer, FSR, or GBM.

1. An officer or FSR may be removed from office by a 2/3 vote of the full membership (excluding the accused). Such vote is to be conducted by secret ballot and is to be tallied and reported by the advisor. No officer or FSR will be removed without first being given an opportunity to hear specific reasons for removal request and a chance to present his or her point of view to the house council.
2. An FSR may be automatically removed from the council when he or she moves from the floor section which elected him. However, such a person shall immediately be given the opportunity to become a GBM or to run as a candidate in a pending election on his or her new floor section. Under these conditions, his or her new GBM status will be decided upon at the next regular meeting according to previously outlined procedures.
 - a. Residents of a given floor section may petition for the removal of their FSR for failure to perform his or her duties to their satisfaction. Such petitions require the signatures and hall addresses of at least 2/3 of the current residents of that floor section. Under these conditions, his new GBM status will be decided upon at the next regular meeting according to previous outlined procedures.
 1. Upon receipt of the petition, the House Council shall be responsible for judging the merit of the charges. Excluding the accused FSR, the council shall vote to

retain or remove the accused FSR. At least a 2/3 vote of the eligible members in attendance at the regular meeting is required for removal of the FSR. It is understood that in most cases, the council shall vote to remove the FSR towards whom the petition is directed. However, the Council may act to allow said different floor section, provided that he or she meets eligibility requirements.

2. A GBM may be removed from office upon a majority (2/3) vote of members in attendance of the meeting at a regular meeting. It is understood that a GBM shall be given the opportunity to hear charges in advance of the meeting at which the motion for his or her removal is made. Also, said GBM shall have the opportunity to present his or her side of the issue before the hand vote is taken.
3. An officer will be removed from the executive board if their academic status becomes that of probation.

Article 8: Activity Cards

The Lee House Council shall provide for the opportunity for Lee residents to purchase Activity Cards. The price shall be decided upon at the last meeting of the House Council during the Spring semester. The holder of such a card shall be eligible for reduced prices and discounts at Lee sponsored functions. Activity Card holders shall be entitled to the reasonable use of various equipment purchased by the House Council (e.g. vacuum cleaner, table tennis equipment, etc.) It is understood that this amendment shall apply to Lee Activity Cards and their holders only. However, under special circumstances, the Lee House Council may vote to jointly honor activity cards of other residence halls at certain events.

1. Members of the House Council shall be considered to automatically hold Activity Cards (i.e., without purchasing them). Such card is only valid for the period of their membership. Such card will entitle the member to all discounts, use of equipment, as defined in this Article, except that they will not be eligible for any raffles, drawings, etc. for which an activity card would otherwise be eligible.
2. Resident Advisors are welcome to participate in Lee House Council meetings and events and may purchase activity cards for half price.

Article 9: Amendments to the Constitution

This constitution shall go into effect following ratification by 2/3 of the full Lee House Council membership and shall supercede all previous constitutions adopted by Lee Hall. Proposed amendments to the constitution must be presented to the Lee House Council in written form and require a 2/3 vote of the full Lee House Council membership in order to be adopted by the Lee House Council.

LEE CONSTITUTION

*This is a revised
draft. The final
draft is forthcoming.*

Preamble

*Synthesize
a document*

The purpose of this constitution is to provide a structure for the Lee House Council to best serve the interests of the residents of Lee Residence Hall. Conducting themselves in a responsible and legal manner, Lee House Council is committed to providing Lee residents with a variety of social, educational, and cultural activities throughout each academic year.

Article I: Membership

The Lee House Council shall consist of 18 Floor Section Representatives (hereafter called FSR's), four officers (President, Vice President, Secretary, and Treasurer), and General Board Members (hereafter called GBM's).

1. Qualifications for Membership

- a. A Lee House Council member must be a student in good standing who attends NCSU and who is a resident of Lee Residence Hall.
- b. A FSR must be a resident of the floor section that elects him and must live on the floor section which he represents, except as in the case of an FSR vacancy which occurs under conditions outlined in Section 5 of this article.
- c. An officer of Lee House Council must first have been elected to House Council as an FSR, and then elected by a simple majority (one more than half) of the FSR's in attendance at a regular meeting of Lee Council (as defined in Article 5). The only exception to this is found in Article 1, Section 3, Part a.
- d. If no FSR vacancies are on a floor section, a student interested in becoming a member of Lee House Council may do so under procedures outlined in Section 3 of this article.

2. Procedures for Becoming an FSR

- a. Elections for FSR's will normally take place in the spring of each year following the annual Residence Life lottery, but prior to the last week of scheduled classes. (~~DE-CENTRALIZED HOUSING PROCESS~~)
- b. A FSR shall be elected by the residents of the Lee floor section upon which he lives. The 18 floor sections in Lee correspond to the following suites of rooms (enclosed in parentheses):

(001-104);			
(105-108);	(201-206);	(207-212);	(301-306);
(307-312);	(401-406);	(407-412);	(501-506);
(507-512);	(601-606);	(607-612);	(701-706);
(707-712);	(801-806);	(807-812);	(901-906);
(907-912).			

There may be only one FSR from each of the 18 floor sections at any given time.

omit

- c. Persons living on a given floor section who are interested in becoming candidates in a FSR election must announce their intentions to run in the election at least three days prior to the date of the election. Announcement of such intentions require: (1) submitting name and additional data to the present FSR of that floor section; (2) publicly announcing intention to run in the form of a poster on the floor section's bulletin board, and visiting residents in each suite on the floor section.
- d. In the event that no FSR candidates can be found for the spring election, the spring election for that floor section shall be postponed until the beginning of the fall semester. In this case, a separate floor section election will be held under guidelines of Section 5 of this article.
- e. The ^{current R.A.} ~~current FSR~~ of a given floor section is responsible for conducting the election for his current floor section on the date designated by Lee House Council.
- f. Voting procedures for an FSR election are as follows:
 1. All FSR elections must be supervised by the current ^{RA} ~~FSR~~ on that floor section.
 2. A resident wishing to vote must live on that floor section and may only vote for one of the FSR candidates running on his floor section.
 3. The candidates of a given floor section who receive the greatest number of votes will be designated as that section's FSR.
 4. In the event the winning FSR no longer desires to be representative, the first runner-up shall become that floor section's representative.
 5. The day following the election, the list of winning candidates shall be posted on the ~~Lee office window~~, indicating name and section of winners. *(respective floor lounge windows)*

3. Procedures for Becoming an Officer

- a. An officer of the Lee House Council must first have been elected as an FSR, except in the case where a current officer intends to run for reelection. His name may simply be placed into nomination by a FSR. A current officer who runs for reelection and loses ~~may become a GBM.~~ *is becomes auto a GBM upon request.*
- b. The four officers of the Lee House Council are to be elected by those old and new members of the House Council in attendance at the next regular meeting following the Spring FSR elections. To be eligible for an office, a FSR's name must be placed in nomination by a fellow FSR. Following nominations, each candidate is allowed time to make any comments regarding his qualifications, etc. The previous president will be responsible for coordinating the election for all four officers. Following comments by all candidates for a given office, all candidates are asked to leave the area. A hand vote for each candidate will be taken, with each member voting only once; and voting for only one of the candidates.
 1. A simple majority of voting members at the meeting is required in order to elect a candidate to office.

2. Officer elections will take place in order of President, Vice President, Treasurer, and Secretary, with procedures outlined in Part "a" of Section 3 of this article being followed separately for each officer position election.

upon request 3. Following the election of new officers, the old officers ^{become GBM} ~~are no longer considered bona fide members (unless reelected)~~. However, if at all possible, they are expected to assume advisory positions until the new officers are comfortable with the duties and procedures of their offices.

- c. In the event that one or more officers cannot be found through the above procedures, a special meeting of the House Council will be held to resolve the matter.
- d. In the event that an officer position becomes vacant following the spring election of officers, the officer position will be filled from the ranks of current FSR's and GBM's under procedures outlined in Section 3, Part b of this article. The election must be held at the regular meeting following the time when the House Council becomes aware of the vacancy.

4. Procedures for Becoming a GBM

A general board member (GBM) is defined as a Lee resident who is interested in working on the house council but who does not qualify for membership as an FSR or officer. Such interested persons may become voting members of the house council. The GBM is subject to periodic evaluation the same as FSR's (see Article 7).

5. Procedures for Filling FSR Vacant Positions

A FSR position may become vacant at some time due to: a) failure to find interested candidates prior to the spring elections; b) loss of interest or membership eligibility of FSR's elected in the Spring; c) removal of a FSR from the council under conditions and procedures outlined in Article 7; d) election of a FSR to position of officer of the Lee House Council. In the event of such vacancies, the following procedures will be followed:

- a. In the event where no interested FSR candidate could be found to run in the spring, the Lee House Council president and the RA of the floor sections involved shall make a considerable effort to locate one or more candidates for a fall FSR election. Election procedures outlined in Section 2 of this article are to be followed with the exception that said FSR elections may occur on separate dates, but must be completed prior to the third regular meeting of the house council in the Fall Semester.
- b. In the event where FSR positions are vacant due to the election of officers, the first runner-up in the spring FSR election will be asked to assume the duties of FSR, providing he is willing and still meets eligibility requirements.
- c. In the event of FSR positions that become vacant during the course of a regular semester, the President shall appoint the GBM who lives closest to the vacant position to serve as Interim FSR until such time as an FSR

election can be held. In the event where no GBM's are available, the FSR living on the other section of the floor shall be appointed temporarily as the Interim FSR for the floor section in question.

- 6. In any case where only one FSR candidate is found running for a given FSR position, he will be automatically designated as his section's FSR without the necessity of having to hold an election.

Article 2: Specific Duties, Responsibilities, and Powers of Lee House Council Members

- 1. All bona fide members except the officers shall have the right to vote on all issues, motions, etc. brought to question before the Lee House Council, with the exception that the President may only vote in the case of a tie.

- *2. All FSR's and GBM's are required to serve on at least one of the permanent committees as defined in Part "e" of Section 7 of this article.

- 3. All members are required to attend regular meetings on a consistent basis. A member who misses more than three regular meetings during a given regular semester without reasonable excuse, may be subject to removal under procedures outlined in Article 7.

- 4. All members are required to attend and work at as many Lee House Council sponsored functions as possible during the year.

5. A FSR:

- a. Is responsible for informing residents on his floor section of activities, programs, etc. which are being planned or proposed, and for voicing the opinions and suggestions of his floor members at the regular Lee House Council meetings.

6. A GBM:

are required to

- a. ~~Is to be appointed by the president to~~ serve on at least one permanent Lee House Council committee *and/or participate in a functional capacity for the Council, i.e. regular office duty, serving*
- b. Is subject to periodic review. ~~also~~ *in some capacity for House-Council sponsored events.*

- 1. The president shall be responsible for initiating the procedures for removal of a GBM, based upon the GBM's inattendance at meetings and/or house council sponsored events, lack of effort on a committee as reported by the committee chairman.

- c. May be required to serve as Interim FSR under conditions of Section 5, Article 1.

d. RA's who regularly attend meeting are GBM's.

7. The President:

- a. Shall preside over all regular meetings and all extra meetings of the Lee House Council. He is to be familiar with constitutional procedures defined herein, and also, with procedures for running meetings. ~~to be~~

- b. Shall only vote in the case of a tie, and shall be required to vote to break a tie.

- c. Shall directly supervise the performance of committee chairmen and other officers, and make recommendations to the council regarding changes in such positions due to observed inadequate performances.
- d. Shall be the representative of other campus committees and organizations where necessary.
- e. Shall select from FSR's and GBM's, chairmen to head each of three permanent committees (Publicity and Programming, Facilities), other chairmen necessary to head special additional committees, and committee members to work on the various committees.
 - 1. In the event where a member of one committee is chosen to head a special committee, his duties on the permanent committee upon which he serves will be lessened considerably as long as he is chairman of the special committee.
- f. Shall perform all duties as expressed in the various other sections of this constitution where the president's efforts are specifically called for.

7. *May appoint a Parliamentarian as deemed necessary by the current House Council.*

8. The Vice President:

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- 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 aid at meetings of the house council by acting as a Sergeant at Arms during meetings.
- d. Shall perform other special duties as delegated by the President and agreed upon by the house council.

9. *b. Shall serve as Lee House Council representative to the IRC and shall report on IRC activities and meetings at each H.C. meeting.*

The Treasurer:

- a. Shall be responsible for keeping detailed, accurate, and available records of all financial transactions (i.e., expenditures and income), and for making a written monthly and semester report of such transactions on a form provided by the Department of Residence Life.
- b. Shall be responsible for countersigning all checks payable through the Lee House Council off-campus checking account.
- c. Is responsible for making a weekly written report of income and expenditures (including balance of checking account and amount of cash-on-hand) to be entered into the minutes at the regular weekly meeting of the house council.
- d. Is responsible for keeping a small amount of cash-on-hand in a secure cash box for use at various hall functions.
- e. Is responsible for making deposits of income in off-campus checking account as quickly as feasible following events where the money was

collected. It is understood that the cash-on-hand for an extended period should not exceed \$50.00.

4. Is responsible, in particular, for coordinating the printing and distribution of Lee Activity Cards.

10. The Secretary:

- a. Is responsible for keeping written minutes of each scheduled meeting, recording all motions made and associated vote tallies for, against, and abstained. Is responsible for having a copy of the minutes posted on the lobby bulletin board each week, within two days following the regular meeting.
- b. Is responsible for initiating and following-up all official written correspondence between the council and other persons or agencies, on campus or off campus.
- c. Is responsible for keeping an up-to-date listing of current members including names, addresses, and phone numbers. Is responsible for making this listing available to all council members and the Lee Advisor. Also, is responsible for placing an updated copy of this Directory on public display in the Lee lobby throughout the course of the regular academic year.

11. Programming Committee Chairman:

- a. Is responsible for coordinating a committee of council members who obtain necessary information regarding social activities being undertaken, sponsored, or funded by the house council.
 1. Responsibility includes but is not limited to:
 - a. Obtaining information regarding prices and making reservations for bands, and discos; purchasing supplies for parties, cookouts, etc.; coordinating clean-up activities following functions.
 - b. Providing at least one educational program per semester.

12. The Publicity Committee Chairman:

- a. Is responsible for coordinating a committee of council members who advertise all functions sponsored or funded by the house council.
 1. Responsibility includes but is not limited to:
 - a. Posting signs at least ^{1 week}~~2 days~~ in advance of a sponsored event in public areas such as bulletin boards, suite bathroom doors in Lee, and in other residence halls, or on or off campus buildings as desired by the house council.

13. The Facilities Committee Chairman:

- a. Is responsible for coordinating a committee of council members who obtain information about prices of any equipment to be purchased or otherwise

funded by the house council. Also responsible to assist, where deemed desirable, in the purchase of equipment or material, or in the completion of repairs or replacement of equipment currently owned and/or operated by the house council.

- 1. Responsibility includes but is not limited to:
 - a. Keeping a current inventory of house council owned and/or operated equipment; making suggestions as to additional equipment needed; obtaining necessary repairs or replacement of current house council equipment.

b. RA's should serve as reserve members for the committee in case of need.

Article 3: Hall Monies

Cash revenue obtained through hall functions is to be deposited in the Lee Hall checking account. Such money may only be withdrawn with the consent of the house council and the signatures of both the Lee Treasurer and the senior staff member of the Department of Residence Life who is designated as the official Lee advisor. Checking account money or cash on hand may only be spent with prior permission of the Lee House Council.

- 1. An emergency request for funds may be required to ensure the smooth operation of a Lee House Council sponsored event. In such an instance, one of the executive board members, Treasurer, and Lee Advisor may unanimously vote to approve of an additional sum of money to be spent, but not to exceed a limit of \$100.00 for any given event.
 - a. Following expenditure of such additional emergency funds, it shall be the responsibility of the executive board to explain the reason for the expenditure to the house council at its next regular meeting.

Article 4: Duties and Responsibilities of Lee House Council Advisor

The advisor shall be one of the Department of Residence Life senior staff members who resides in Lee.

- 1. The Lee Advisor:
 - a. Shall be responsible for acting as a liason between the council and other administrative departments of the University.
 - b. Shall interpret residence hall policies, and university, city, state, and federal laws when legal issues are raised in relation to a proposed sponsored activity or event.
 - c. Shall attend all regular council meetings and additional council meetings where appropriate.
 - d. Shall cosign all checks which are written on the Lee off-campus checking account, and shall advise Lee on the expenditure of all hall monies so that they are expended in the best interest of Lee residents.
 - e. Shall act as mediator in situations of disputes between Lee and other non-Lee persons.

- f. Shall act to carry out other duties and responsibilities as specified in other sections of this constitution, which pertain to the Lee advisor.

Article 5: Meetings

The Lee House Council shall meet on a regular basis (usually once per week) during the fall and spring semesters for the purpose of:

1. Entertaining and acting upon motions, proposals, suggestions, etc. which are brought before the Lee House Council by its members or by others.
2. Allocating monies for projects or activities which are determined by the House Council to be worthy of sponsorship.

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

An extra meeting shall be called each week by the President, which shall consist of the officers and committee chairmen, and advisor. This "Executive Board Meeting" shall function to aid in the planning of an agenda for the regular meeting, and/or to assist in the planning and/or coordination of the work of various committees.

Article 6: Motions and Decisions Made by the Lee House Council

1. Suggestions for the allocation of money or other sponsorship by the Lee House Council must be brought before the council in the form of a written or verbal motion to be voted upon by members attending a regular meeting.
 - a. No motion shall be considered passed or valid unless there is at least a simple majority of all current members in attendance and at least a simple majority of the members in attendance vote to approve of the motion (unless otherwise specified in other sections of this constitution).
 - b. Decisions not related to the expenditure of monies may be reached by discussion and general concensus rather than by voting.
2. Any part or whole of previous motions may be superceded at any time by a new motion, without having to first defeat the previous motion before voting on the new motion.

Article 7: Removal of Lee Council Members

Any member of the house council may be removed from the council by the council for failure to qualify for membership, or failure to perform the duties pertaining to his specific membership as an officer, FSR, or GBM.

1. An officer or FSR may be removed from office by a 2/3 vote of the full membership (excluding the accused). Such vote is to be conducted by secret ballot and is to be tallied and reported by the advisor. No officer or FSR will be removed without first being given an opportunity to hear specific reasons for removal request and a chance to present his point of view to the house council.
2. An FSR may be automatically removed from the council when he moves from the floor section which elected him. However, such a person shall immediately be

given the opportunity to become a GBM or to run as a candidate in a pending FSR election on his new floor section. Under these conditions, his new GBM status will be decided upon at the next regular meeting according to previously outlined procedures.

- a. Residents of a given floor section may petition for the removal of their FSR for failure to perform his duties to their satisfaction. Such petitions require the signatures and hall addresses of at least 2/3 of the current residents of that floor section. A written statement explaining the accusations must accompany the petition.
 1. Upon receipt of the petition, the house council shall be responsible for judging the merit of the charges. Excluding the accused FSR, the council shall vote to retain or remove the accused FSR. At least a 2/3 vote of the eligible members in attendance at the regular meeting is required for removal of an FSR. It is understood that in most cases, the council shall vote to remove the FSR toward whom the petition is directed. However, the council may act to allow such FSR to apply as GBM or to run in an FSR election on a different floor section, provided that he meets eligibility requirements.
 2. A GBM may be removed from office upon a 2/3 majority vote of members in attendance at a regular meeting. It is understood that a GBM shall be given the opportunity to hear charges in advance of the meeting at which the motion for his removal is made. Also, said GBM shall have the opportunity to present his side of the issue before the hand vote is taken.

Article 8: Activity Cards

The Lee House Council shall provide the opportunity for Lee residents to purchase Activity Cards. The price shall be decided upon at the last meeting of the House Council during the Spring Semester. The holder of such a card shall be eligible for reduced prices and discounts at Lee sponsored functions. Activity Card holders shall be entitled to the reasonable use of various equipment purchased by the House Council (e.g. vacuum cleaner, table tennis equipment, etc.). It is understood that this amendment shall apply to Lee Activity Cards and their holders only. However, under special circumstances, the Lee House Council may vote to jointly honor activity cards of other residence halls at certain events.

1. Members of the House Council shall be considered to automatically hold honorary Activity Cards (i.e., without purchasing them). Such card is only valid for the period of their membership. Such card will entitle the member to all discounts, use of equipment, etc. as defined in this Article, except that they will not be eligible for any raffles, drawings, etc. for which an activity card would otherwise be eligible.
2. Resident Advisors are welcome to participate in Lee House Council meetings and events and may purchase activity cards for half price.

Article 9: Amendments to the Constitution

This constitution shall go into effect following ratification by 2/3 of the full Lee House Council membership and shall supercede all previous constitutions adopted by Lee Hall. Proposed amendments to the constitution must be presented to the Lee House Council in written form and require a 2/3 vote of the full Lee House Council membership in order to be adopted by the Lee House Council.

Amendments

Article I.:
Item I.

- e. No Resident Advisor may hold a Floor Section Representative Position.

Constitution of Lee Hall

Preamble

The purpose of this constitution is to provide a structure for the Lee Hall Council to best serve the interests of the residents of Lee Hall. Conducting themselves in a responsible and legal manner, Lee Hall Council is committed to providing Lee residents with a variety of social, educational, and cultural activities throughout the academic year. The Council is responsible for the facilitation of community development, academic education, and leadership development.

Article 1: Name

The governing body of Lee Hall will be called 'Hall Council.'

Article 2: Membership

Section 1.

- A. The executive branch of Hall Council will consist of five positions-President, Vice-President, Treasurer, Secretary, and an Inter-Residence Council Representative. Any of these positions may be jointly held with the approval of the majority of the current council. The Athletic Directors for the hall also have the option of being executive board members.
- B. Elections for officers will be held annually in the spring.

Section 2.

The General Board will be the voting body of Hall Council. It will consist of nine Floor Representatives, three Athletic Directors, and Members at Large.

Section 3.

The discussing body of Lee Hall Council will be composed of the individuals noted in Article 2, Sections 1 and 2, as well as any resident of Lee Hall who wishes to voice an opinion.

Article 3: Qualifications for Membership

Section 1.

Any Lee Hall Council member must be a student in good standing who attends NCSU and ~~is~~ a resident of Lee Hall.

Section 2.

The executive positions will be filled by popular vote by the voting body of Lee Hall Council.

- A. In compliance with the IRC constitution, a Resident Advisor may not hold a Hall Council office.
- B. A simple majority of the voting members is required to elect a candidate to office.

- C. Officer elections will take place in order of President, Vice-President, Treasurer, Secretary. and IRC Representative.
- D. In the event that a position is not filled in the spring elections, the vacancy will be filled in the fall following the election of a general board.

Section 3.

Floor representatives will be elected by popular vote by the residents of their floor in the fall. The Resident Advisors of each floor are responsible for conducting the election for by the date established by Hall Council.

Section 4.

Members-at-Large will be accepted to Lee Hall Council at the beginning of each semester.

Article 4: Powers and Responsibilities

Section 1.

The President has the responsibility and authority to:

- A. Preside at Hall Council and Executive Board meetings.
- B. Table legislation for a period of one week.
- C. Vote in the case of a tie.
- D. Preside over the appointment of committee chairs.
- E. Make motions at Hall Council meetings.
- F. Act as the representative of Lee Hall Council to other campus organizations when necessary with the duty to report all actions to the Hall Council.

Section 2.

The Vice-President has the responsibility and authority to:

- A. Assume the duties of the President in his/her absence and to assume the position of President in the event of a presidential impeachment or resignation.
- B. Upon adhering to the attendance policy as defined in Article 6 of this constitution, have the power of one vote at Hall Council meetings.
- C. Make motions at Hall Council meetings.
- D. Perform other duties as assigned by the President.

Section 3.

The Treasurer has the responsibility and authority to:

- A. Keep detailed, accurate, and available records of all financial transactions of Hall Council and for writing a monthly and semester report of such transactions.
- B. Present a weekly report of the financial situation of the Council at meetings.
- C. Have the power to make motions at Hall Council meetings.
- D. Upon adhering to the attendance policy as defined in Article 6 in this constitution, have the power of one vote at Hall Council meetings.
- E. Secure cash box(s) and make deposits.

- F. Perform any additional tasks as assigned by the president.

Section 4.

The Secretary has the responsibility and the authority to:

- A. Keep written minutes of each meeting.
- B. Have a copy of the minutes and Bathroom Buddy posted on the lobby bulletin board each week.
- C. Maintain an up to date list of current members including names, addresses and phone numbers.
- D. Tally Hall Council votes and record in minutes.
- E. Coordinate Hall Council Office hours.
- F. Have the power to make motions at Hall Council meetings.
- G. Upon adhering to the attendance policy as defined in Article 6 of this constitution, have the power of one vote at Hall Council meetings.
- H. Perform any additional tasks as assigned by the president.

Section 5.

The IRC representative has the responsibility and authority to:

- A. Represent Lee Hall Council at IRC meetings.
- B. Report information from IRC meetings to Lee Hall Council and to solicit input from Hall Council on policy revision, support fund requests, and other applicable information.
- C. Have the power to make motions at Hall Council meetings.
- D. Upon adhering to the attendance policy as defined in Article 6 of this constitution, have the power of one vote at Hall Council meetings.
- E. Perform any additional duties as assigned by the president.

Section 6.

Floor representatives have the responsibility and authority to:

- A. Inform residents on his/her floor of activities and programs planned by Lee Hall Council.
- B. Bring concerns or suggestions from the residents of his/her floor to Hall Council.
- C. Call floor meetings upon informing the Resident Advisors of the floor.
- D. Make motions at Hall Council meetings.
- E. Upon adhering to the attendance policy as defined in Article 6 in this constitution, have the power of one vote at Hall Council meetings.
- F. Perform any additional duties as assigned by the president.

Section 8.

Members at Large have the responsibility and authority to:

- A. Work with the floor representative to deliver and receive information to/from the residents of his/her

- floor.
- B. Upon adhering to the attendance policy as defined in Article 6 of this constitution, have the power of one vote at Hall Council meetings.
 - C. Have the power to make motions at Hall Council meetings.
 - D. Perform any additional duties as assigned by the president.

Section 7.

The athletic directors have the responsibility and authority to:

- A. Attend Hall Council meetings in order to report in intramural activities and progress.
- B. Attend monthly meetings with the Intramural Office.
- C. Have the option of being on the executive board.

Section 8.

The advisor of Lee Hall Council shall be one of the Department of Resident Life senior staff members who resides in Lee Hall. He/she has the responsibilities and authority to:

- A. Act as a liaison between the Council and other administrative departments of the university.
- B. Interpret residence hall policies, university, city, state, and federal laws when legal issues are raised in relation to a proposed activity or event.
- C. Attend all regular council meetings and additional council meetings when appropriate.
- D. Cosign all checks which are written in the Lee off campus checking account, and shall monitor and advise Lee on the expenditure of all hall money.

Article 5: Standing Positions

The following are standing positions which are appointed by the president on a semester long basis:

- A. Movie Night Coordinator organizes the publicity of movie night, rents the movies, and facilitates the event.
- B. Morale Coordinator is the person assigned the responsibility of planning activities for Hall Council Members. These activities may include (but are not limited to) planning ice-breakers, providing recognition for superior work, and organizing Hall Council social activities.
- C. Wellness Liaison is a liaison between Hall Council and the Center for Health Directions. He/She will assist in the development of wellness activities and programs within the Hall.

Article 6: Attendance Policy

Section 1.

Members will lose voting privileges for one week following an absence. A 'voteless' meeting will be added for each

successive absence

Section 2.

Sending a proxy (any Lee Hall Resident) will prevent the loss of voting privileges

Article 7:- Financial

Section 1.

Up to a limit of \$300 per event or item, funding will be done by a majority vote of the General Board. Above the \$300 limit, a two-thirds majority vote will be necessary.

Section 2.

An emergency request for funds, up to \$100, may be distributed by a unanimous vote by one executive board member, the treasurer, and the advisor. The circumstances of the emergency distribution of funds must be explained to the General Board at the next meeting of Hall Council.

Section 3.

Hall Council may support the cost of a Lee Hall program or activity sponsored by RA(s) with the approval of the majority of General Board.

Section 4.

Any request for funds must be submitted to Hall Council at least two weeks prior to the event or program.

Article 8: Removal and Replacement of Members

Section 1.

Any officer, floor representative, or member at large, may be removed from the position for failure to fulfill Hall Council duties and/or for the willful misuse of Hall Council funds. The member in question will be issued a written and verbal address and will be put on a probationary period, the length of which will be determined by the executive board. If the problem continues after the allocated probationary period, removal and replacement will be at the discretion of the Executive board and the Advisor.

Section 2.

Officers, floor representatives, and members at large may resign their position by giving two weeks notice and completing all duties through the two week period.

Section 3.

New officers, with the exception of President, must be nominated by a Hall Council member from the General Board. They will be elected by a simple majority vote of the General Board.

Section 4.

Floor representatives will be replaced by a General Board member from that floor, elected by the voting body. In the event that no General Board member from that floor is available or

interested. a floor representative for the floor will be elected by the voting body from any interested member regardless of the floor of residence.

Section 5.

An officer will be removed from his/her position if their academic status becomes that of probation.

Article 9: Hall Council Procedures

Section 1.

Robert's rules of order shall be the basis for the operation procedure in Hall Council meetings.

Section 2.

All meetings are valid unless a quorum is called in advance. If a quorum is called, there must be $\frac{1}{2}$ of the General Board present for the meeting to be valid.

Article 10: Amendments to the Constitution

The constitution of Lee Hall Council may be amended by a two-thirds majority of the present members of the General Board, one week after the proposed amendments and revisions have been presented to the Hall Council.

Constitution of Lee Hall

Preamble

The purpose of this constitution is to provide a structure for the Lee Hall Council to best serve the interests of the residents of Lee Hall. Conducting themselves in a responsible and legal manner, Lee Hall Council is committed to providing Lee residents with a variety of social, educational, and cultural activities throughout the academic year. The Council is responsible for the facilitation of community development, academic education, and leadership development.

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Section 1.

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- B. Elections for officers will be held annually in the spring.

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The General Board will be the voting body of Hall Council. It will consist of nine Floor Representatives, Three Athletic Directors, and Members at Large.

Section 3.

The discussing body of Lee Hall Council will be composed of the individuals noted in Article 2, Sections 1 and 2, as well as any resident of Lee Hall who wishes to voice an opinion.

Article 3: Qualifications for Membership

Section 1.

Any Lee Hall Council member must be a student in good standing who attends NCSU and a resident of Lee Hall.

Section 2.

The executive positions will be filled by popular vote by the voting body of Lee Hall Council.

- A. In compliance with the IRC constitution, a Resident Advisor may not hold a Hall Council office.
- B. A simple majority of the voting members is required to elected a candidate to office.

- C. Officer elections will take place in order of President, Vice-President of Programming, Vice-President of Business, Treasurer, Secretary, and IRC Representative.
- D. In the event that a position is not filled in the spring elections, the vacancy will be filled in the fall following the election of a general board.

Section 3.

Floor representatives will be elected by popular vote by the residents of their floor in the fall. The Resident Advisors of each floor are responsible for conducting the election for by the date established by Hall Council.

Section 4.

Members at Large will be accepted to Lee Hall Council at the beginning of each semester.

Article 4: Powers and Responsibilities

Section 1.

The President has the responsibility and authority to:

- A. Preside at Hall Council and Executive Board meetings.
- B. Table legislation for a period of one week.
- C. Vote in the case of a tie.
- D. Preside over the appointment of committee chairs
- E. Make motions at Hall Council meetings.
- F. Act as the representative when necessary with the duty to report all actions to the Hall Council.

Section 2.

The Vice-President of Programming has the responsibility and authority to:

- A. Assume the duties of the President in his/her absence and to assume the position of President in the event of a presidential impeachment or resignation
- B. Upon adhering to the attendance policy as defined in Article 6 of this constitution, have the power of one vote at Hall Council meetings.
- C. Make motions at Hall Council meetings.
- D. Perform other duties as assigned by the President.
- E. Insure that the constitution is upheld along with Robert's Rules of Order.

Section 3

The Vice-President of Business has the responsibilities and authority to:

- A. Upon adhering to the attendance policy as defined in Article 6 of this constitution, have the power of one vote at Hall Council meetings.
- B. Make motions at Hall Council meetings.
- C. Perform other duties as assigned by the President.
- D. Serve as the mediator between Lee Hall Council and outside agencies.

Section 4.

The Treasurer has the responsibility and authority to:

- A. Keep detailed, accurate, and available records of all financial transactions of Hall Council and for writing a monthly and semester report of such transactions.
- B. Present a weekly report of the financial situation of the Council at meetings.
- C. Have the power to make motions at Hall Council meetings.
- D. Upon adhering to the attendance policy as defined in Article 6 of this constitution, have the power of one vote at Hall Council meetings.
- E. Secure cash box(s) and make deposits.
- F. Perform any additional tasks as assigned by the president.

Section 5.

The Secretary has the responsibility and the authority to:

- A. Keep written minutes of each meeting.
- B. Have a copy of the minutes and Bathroom Buddy posted on the lobby bulletin board each week.
- C. Maintain an up-to-date list of current members including names, addresses and phone numbers.
- D. Tally Hall Council votes and record in minutes.
- E. Coordinate Hall Council office hours.
- F. Have the power to make motions at Hall Council meetings.
- G. Upon adhering to the attendance policy as defined in Article 6 of this constitution, Have the power of one vote at Hall Council meetings.
- H. Perform any additional tasks as assigned by the President.

Section 6

The IRC Representative has the responsibility and authority to:

- A. Represent Lee Hall Council at IRC meetings.
- B. Report information from IRC meetings to Lee Hall Council and to solicit input from Hall Council on policy revision support fund request, and other applicable information.
- C. Have the power to make motions at Hall Council meetings.
- D. Upon adhering to the attendance policy as defined in Article 6 of this constitution, have the power of one vote at Hall Council meetings.
- F. Perform any additional duties as assigned by the president.

Section 8.

Members at Large have the responsibility and authority to:

- A. Work with the floor representative to deliver and receive information to/from the residents of his/her floor.
- B. Upon adhering to the attendance policy as defined in Article 6 of this constitution, have the power of one vote at Hall Council meetings.
- C. Have the power to make motions at Hall Council meetings.
- D. Perform any additional duties as assigned by the president.

Section 9.

The athletic directors have the responsibilities and authority to:

- A. Attend Hall Council meetings in order to report in intramural activities and progress.
- B. Attend monthly meetings with the Intramural Office.
- C. Have the option of being on the executive board.
- D. Upon adhering to the attendance policy as defined in Article 6 of this constitution, have the power of one vote at Hall Council meetings.

Section 10

The advisor of Lee Hall Council shall be one of the Department of Resident Life senior staff members who resides in Lee Hall. He/she has the responsibilities and authority to:

- A. Act as a liaison between the Council and other administrative departments of the university.
- B. Interpret residence hall policies, university, city, state, and federal laws when legal issues are related to a proposed activity or event.
- C. Attend all regular council meetings and additional council meetings when appropriate.
- D. Cosign all checks which are written in the Lee off campus checking account, and shall monitor and advise Lee on the expenditure of all Hall money.
- E. Mediate intra-Council problems

The following are standing positions which are appointed by the president on a semester long basis:

- A. Movie Night Coordinator organizes the publicity of movie night, rents the movies, and facilitates the event.
- B. Wellness Liaison is liaison between Hall Council and the Center for Health Directions. He/She will assist in the development of wellness activities and programs within the Hall.

Article 6: Attendance Policy

Section 1.

Members will lose voting privileges for one week following an absence. A 'voteless' meeting will be added for each successive absence.

Section 2.

Sending a proxy to a Lee Hall Council (any Lee Hall Resident) will prevent the loss of voting privileges.

Article 7: Financial

Section 1.

Up to a limit of \$300 per event or item, funding will be done by a majority vote will be necessary.

Section 2.

An emergency request for funds, up to \$100, may be distributed by a unanimous vote by one executive board member, the treasurer, and the advisor. The circumstances of the emergency distribution of funds must be explained to the General Board at the next meeting of Hall Council.

Section 3.

Hall Council may support the cost of a Lee Hall program or activity sponsored by RA(s) with the approval of the majority of General Board.

Section 4.

Any request for funds must be submitted to Hall Council at least two weeks prior to the event or program.

Article 8: Removal and Replacement of Members

Section 1.

Any officer, floor representative, or member at large, may be removed from the position for failure to fulfill Hall Council duties and/or for the willful misuse of Hall Council funds. The member in question will be issued a written and verbal address and will be put on a probationary period, the length of which will be determined by the executive board. If the problem continues after the allocated probationary period, removal and replacement will be at the discretion of the Executive board and the Advisor.

Section 2.

Officers, floor representatives, and members at large may resign their position by giving two weeks notice and completing all duties through the two week period.

Section 3.

New officers, with the exception of President, must be nominated by a Hall Council member from the General Board. They will be elected by a simple majority vote of the General Board.

Section 4.

Floor representatives will be replaced by a General Board member from that floor, elected by the voting body. In the event that no General Board member from that floor is available or interested, a floor representative for the floor will be elected by the voting body from any interested member regardless of the floor of residence.

Section 5.

An officer will be removed from his/her position if their academic status becomes that of probation.

Article 9: Hall Council Procedures

Section 1.

Robert's rules of order shall be the basis for the operation procedure in Hall Council meetings.

Section 2.

All meetings are valid unless a quorum is called in advance. if a quorum is called, there must be $\frac{1}{2}$ of the Hall Council present for the meeting to be valid.

Article 10: Amendments to the Constitution

The constitution of Lee Hall Council may be amended by a $\frac{2}{3}$ majority of the present members of the General Board, one week after the proposed amendments and revisions have been presented to the Hall Council.

LEE CONSTITUTION

Preamble

The purpose of this constitution is to provide a structure for the Lee Hall Council to best serve the interests of the residents of Lee Residence Hall. Conducting themselves in a responsible and legal manner, Lee Hall Council is committed to providing Lee residents with a variety of social, educational, and cultural activities throughout each academic year.

Article I: Membership

The Lee Hall Council shall consist of 36 Floor Section Representatives (hereafter called FSR's), four officers (President, Vice President, Secretary, and Treasurer), and General Board Members (hereafter called GBM's).

1. Qualifications for Membership

- a. A Lee Hall Council member must be a student in good standing who attends NCSU, is a resident of Lee Residence Hall, and who attends 3 consecutive Hall Council Meetings. Resident Advisors must attend 2 meetings or programs per month (Area director policy). Two FSR's from each end of a floor, or proxy must come to every meeting. For each absence, 20% of that floor's allotted funds for that semester will be taken away.
- b. A FSR must be a resident of the floor section that elects him or her and must live of the floor section which he or she represents, except as in the case of an FSR vacancy which occurs under condition outlined in Section 5 of this article.
- c. An officer of Lee Hall Council must first have been to Hall council as a GBM, then elected by a simple majority (one more than half) of the GBM's in attendance at a regular meeting of Lee Hall council (as defined in Article 1, section 3, Part a).
- d. A student interested in becoming a member of Lee Hall Council may do so under procedures outlined in Section 4 of this article.

2. Procedure for Becoming an FSR

- a. Elections for FSR's will normally take place in the spring of each year following the annual De-centralized Housing Process, but prior to last week of scheduled classes.
- b. A FSR shall be elected by the residents of the Lee floor section upon which he or she lives. The 18 floor sections in Lee correspond to the following suites of rooms:

001-104	105-108	201-206	207-212
301-306	307-312	401-406	407-412
501-506	507-512	601-606	607-612
701-706	707-712	801-806	807-812
901-906	907-912		

- c. In the event that no FSR candidates can be found for the spring election, the spring election for that floor section shall be postponed until the beginning of the fall semester. In this case, a separate floor section election will be held under guidelines of section 5 of this article.
 - d. The current RA of a given floor section is responsible for conduction the election for his or her current floor section on the date designated by Lee Hall Council.
 - e. Voting procedures for an FSR election are as follows:
 - 1. All FSR elections must be supervised by the current RA on that floor section.
 - 2. A resident wishing to vote must live on that floor section and may only vote for one of the FSR candidates running on his or her floor section.
 - 3. The candidates of a giving floor section who receive the greatest number of votes will be designated as that section's FSR.
 - 4. In the event the winning FSR no longer desires to be representative, the first runner-up shall become that floor's section's representative.
 - 5. The day following the election, the list of winning candidates shall be posted on the respective floor lounge windows indicating name and section of winners.
3. Procedures for Becoming an Officer
- a. An officer of the Lee Hall Council must first have been a GBM, except in the case where a current officer intends to run for reelection. His or her name may be placed into nomination by a GBM.
 - b. The four officers of the Lee Hall Council must first have been a GBM, and are to be elected by the members of the Hall Council in attendance at the next regular meeting following the spring FSR elections. To be eligible for an office, a GBM's name must be placed in nomination by a GBM. Following comments by all candidates for a given office, all candidates are asked to leave the area. A hand vote for each candidate will be taken, with each member voting only once, and voting for only one of the candidates.
 - c.
 - 1. A simple majority of voting members at the meeting is required in order to elect a candidate to office.
 - 2. Officer election will take place in order of President, Vice President, Treasurer, and Secretary with procedures outlined in Part a of Section 3 of this article being followed separately for each officer position election.
 - 3. Following the election of new officers, the old officers, become GBM's upon request. They are expected to assume advisory positions until the new officers are comfortable with the duties and procedures of their offices

- c. In the event that one or more officers cannot be found through the above procedures, a special meeting of the Hall Council will be held to resolve the matter.
 - d. In the event that an officer position becomes vacant following the spring election of officers, the officer position will be filled from the ranks of current FSR's and GBM's under procedures outlined in Section 3, part b. of this article. This election must be held at the regular meeting following the time when the Hall Council becomes aware of the vacancy.
4. Procedure for Becoming a GBM

A general board member (GBM) is defined as a Lee resident who is interested in working on the Hall Council but who does not qualify for membership as an FSR or officer. Such interested persons may become voting members of the Hall Council. The GBM is subject to periodic evaluation the same as FSR's (see Article VII).

5. Procedures for Filling FSR Vacant Positions

An FSR position may become vacant at some time due to: a) failure to find interested to candidates prior to the spring elections; b) loss of interest or membership eligibility of FSR's elected in the spring; c) removal of an FSR from the position under conditions and procedures outlined in Article VII; d) election of an FSR to an officer position. In event of such vacancies, the following procedures will be followed:

- a. In the event where no interested FSR candidate could be found to run in the spring, the Lee Hall Council president and RA of the floor sections involved shall make considerable effort to locate one or more candidates for a fall FSR election.
- b. In the event where FSR positions are vacant due to an officer's election, the first runner-up in the spring FSR election will be asked to assume the duties of FSR, providing he or she is willing and still meets eligibility requirements, or an FSR shall be appointed as outlined in Section a.
- c. In the event of FSR positions becoming vacant during the course of a regular semester, the president shall appoint the GBM who lives closest to the vacant position to serve as Interim FSR until such time as a FSR election can be held. In the event where no GBM's are available, the FSR living on the other section of the floor shall be appointed temporarily as the Interim FSR for the floor section in question.

- 6. In any case where only one FSR candidate is found running for a given FSR position, he will be automatically designated as his section's FSR without the necessity of having to hold an election.

Article II: Specific Duties, Responsibilities, and Powers of Lee Hall Council

- 1. All bona fide members except the officers shall have the right to vote on all issues, motions, etc. brought to question before the Lee Hall Council, with the exception that *the President may only vote in the case of a tie.*
- 2. All FSR's and GBM's are required to serve on at least one of the permanent committees as defined in Part E of Section 7 of this article.

3. All members are required to attend regular meetings on a consistent basis. A member who misses more than three regular meetings during a given regular semester without reasonable excuse, may be subject to removal under procedures outlined in Article VII.
4. All members are required to attend and work at as many Lee Hall Council sponsored functions as possible during the year.
5. A FSR is responsible for informing residents on his floor section of activities, programs, etc. which are being planned or proposed, for voicing opinions and suggestion of his floor members at the regular Lee Hall Council meetings, and all money as allotted as determined each semester by the budget.
6. A GBM:
 - a. Is required to participate in a functional capacity for the Council, i.d. regular office duty, serving in some capacity for Hall Council sponsored events.
 - b. Is subject to periodic review.
 1. The president shall be responsible for initiating the procedure for removal of a GBM, based upon the GBM's inattentence at meetings and/or lack of effort on the part on a committee as reported by the committee chairman.
 - c. May be required to serve as Interim FSR under conditions of Article I, Section 5.
 - d. RA's who regularly attend meetings are GBM's.
7. The President:
 - a. Shall preside over all regular meetings and all extra meetings of the Lee Hall Council. The is to be familiar with constitutional procedures defined herein, and also with procedures for running meetings.
 - b. Shall be required to vote to break a tie.
 - c. Shall directly supervises the performance of committee chairmen and other officers, and make recommendations to the Council regarding changes in such positions due to observed inadequate performances.
 - d. Shall be the representative of other campus committees and organizations where necessary.
 - e. Shall select from FSR's and GBM, chairmen to head each of the four permanent committees (Publicity; Programming; Tavern, Turf and Athletic; and Campus Relations), other chairmen necessary to head special additional committees, and committee members to work on the various committees.
 1. In the event where a member of one committee is chosen to head a special committee, his duties on the permanent committee upon which he serves will be lessened considerably as long as he is chairman of the special committee.

8. The Vice President:
- a. Shall act in the capacity of President in all situations where the President is absent.
 - b. Shall aid at meetings of the Hall Council by acting as Sergeant at Arms during meetings.
 - c. Shall perform other special duties as developed by the President and agreed upon by the Hall Council.
 - d. Shall serve as Lee House council representative to the IRC and shall report on IRC activities and meetings at each Hall Council meeting.
9. The Treasurer:
- a. Shall be responsible for keeping detailed, accurate, and available records of all financial transactions (i.e. expenditures and income), and for making a written monthly and semester report of such transactions on a form provided by the Department of Residence Life.
 - b. Shall be responsible for countersigning all checks payable through the Lee Hall Council off-campus checking account.
 - c. Is responsible for making a weekly written report of income and expenditures (including balance of checking accounting and amount of cash on hand) to be entered into the minutes at the regular weekly meeting of the Hall Council.
 - d. Is responsible for keeping a small amount of cash-on-hand in a secure cash box for use at various hall functions.
 - e. Is responsible for making deposits of income in off-campus checking account as quickly as feasible following events where the money was collected. It is understood that the cash-on-hand for an extended period should not exceed \$50.00.
10. The Secretary:
- a. Is responsible for keeping written minutes of each scheduled meeting, recording all motions made and associated vote tallies for, against, and abstained. Is responsible for having a copy of the minutes posted on the lobby bulletin board each week, within two days following the regular meeting.
 - b. is responsible for initiating and following up on all official written correspondence between the council and other persons or agencies, on campus or off campus.
 - c. Is responsible for keeping and up-to-date listing of current members including names, addresses, and phone numbers. Is responsible for making the list available to all Hall Council members and the Lee Hall Advisor.

11. The Programming Committee Chairman:
- a. Is responsible for coordinating a committee of council members who obtain necessary information regarding social activities being undertaken, sponsored, or funded by the Hall Council.
 - 1. Responsibilities includes but is not limited to:
 - a. Obtaining information regarding prices and making reservations for bands and discos; purchasing supplies for parties, cookies, etc.; coordinating clean-up activities following the functions.
 - b. Is responsible, in particular for the coordinating, the printing, and distribution of Lee Hall Activity Cards.
 - b. Is responsible for coordinating a sub-committee to participate in fund-raising for Lee Hall Council events. This sub-committee should also elect a chair-person within the group by a simple majority.
12. The Publicity Committee Chairman:
- a. Is responsible for coordinating a committee of council members who advertise all functions sponsored or funded by the Hall Council.
 - 1. Responsibility includes but is not limited to:
 - a. Posting signs at least one week in advance of sponsored events in public areas such as bulletin boards, suite bathrooms doors in Lee, and other residence halls, or on off-campus buildings as desired by the Hall Council.
13. The Tavern, Turf and Athletic Committee Chairman:
- a. Is responsible for coordinating a committee of council members who obtain information about prices of any equipment to be purchased or otherwise funded by the Hall Council. also responsible to assist, where deemed desirable, in the purchase of equipment or materials, or in completion of repairs or replacement of equipment currently owned and/or operated by the Hall Council.
 - 1. Responsibility includes but is not limited to:
 - a. Keeping a current inventory of Hall Council owned and/or operated equipment; making suggestions as to additional equipment needed, obtaining necessary repairs or replacement of current Hall Council equipment.
 - b. RA's should serve as reserve members for the committee in case of need.
 - c. Coordinate athletic events for the hall.

15. The Campus Relations Committee Chairman:
- a. Is responsible for coordinating a committee of council members to revise, as needed and present the Lee Hall Council Constitution for approval by the council. The revisions should be done within the first month of the school year.
 - b. Responsible for rewards.
 - c. Responsible for conferences and campus participation.

Article III: Hall Monies

Cash revenue obtained through hall functions is to be deposited in the Lee Hall checking account. Such money may only be withdrawn with the consent of the Hall council and the signatures of both the Lee Treasurer and the senior staff member of the Department of Residence Life who is designated as the official Lee Hall advisor. Checking account money or cash-on-hand may only be spent with prior permission of the Lee Hall Council.

1. An emergency request for funds may be required to ensure the smooth operation of a Lee Hall Council sponsored event. In such an instance, one of the executive board members, Treasurer and Lee Advisor may unanimously vote to approve an additional sum of money to be spent, but not to exceed a limit of \$100.00 for any given event.
 - a. Following expenditure of such additional emergency funds, it shall be the responsibility of the executive board to explain the reason for the expenditure to the Hall Council at its next regular meeting.

Article IV: Duties and Responsibilities of Lee Hall Council Advisor

The advisor shall be one of the Department of Residence Life senior staff members who resides in Lee.

1.
 - a. Shall be responsible for acting as a liaison between the Council and other administrative departments of the University.
 - b. Shall interpret residence hall policies, university, city, state, and federal laws when legal issues are raised in relation to a proposed sponsored activity or event.
 - c. Shall attend all regular council meetings and additional council meetings where appropriate.
 - d. Shall co-sign all checks which are written on the Lee off-campus checking account, and shall advise Lee Hall Council on the expenditure of all hall monies so that they are expended in the best interest of non-Lee persons.
 - e. Shall act as mediator in situations or disputes between Lee and non-Lee persons.
 - f. Shall act to carry out other duties and responsibilities as specified in other sections of this constitution, which pertain to the Lee advisor.

Article V: Meetings

The Lee Hall Council shall meet on a regular basis (usually once per week) during the fall and spring semesters for the purpose of:

1. Entertaining and acting upon motions, proposals, suggestions, etc. which are brought before the Lee Hall Council by its members or others.
2. Allocating monies for projects or activities which are determined by the Hall Council to be worthy of sponsorship.

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

An extra meeting shall be called each week by the President, which shall consist of the officers and committee chairmen, and advisor. This Executive Board Meeting shall function to aid in the planning and/or coordination of work of various committees.

Article VI: Motions and Decisions made by the Lee Hall Council

1. Suggestions for the allocation of money or other sponsorship by the Lee Hall Council must be brought before the council in the form of a written or verbal motion to be voted upon by members attending a regular meeting.
 - a. No motion shall be considered passed or valid unless there is at least a simple majority of all current members in attendance vote to approve the motion (unless otherwise specified in other sections of this constitution).
 - b. Decisions not related to the expenditure of monies may be reached by discussion and general consensus rather than voting.
 - c. Hand write all expenditures of monies.

Article VII: Removal of Lee Hall Council Members

Any member of Hall Council may be removed from the council by the council for a failure to qualify for membership as an officer, FSR, or GBM.

1. An officer or FSR may be removed from office by a 2/3 vote of the *full* membership (excluding the accused). Such vote is to be conducted by secret ballot and is to be tallied and reported by the advisor. No officer or FSR will be removed without first being given an opportunity to hear specific reasons for removal request and a chance to present his point of view to the Hall Council.
2. An FSR may automatically removed from the council when he moves from the floor section which elected him. However, such a person shall immediately be given the opportunity to become a GBM or to run as a candidate in a pending floor election on his new floor section. Under these conditions, his new GBM will be decided upon at the next regular meetings according to previously outlined procedures.
 - a. Residents of a given floor section may petition for the removal of their FSR for failure to perform his duties to their satisfaction. Such petitions require the signatures and hall addresses of at least 2/3 of that floor section. Under these conditions, his new GBM status will be decided upon at the next regular meeting according to previously outlined procedures.

1. Upon receipt of the petition, the Hall Council shall be responsible for judging the merit of such charges. Excluding the accused FSR, the council shall vote to retain or remove the accused FSR. At least as 2/3 vote of the eligible members in attendance at the regular meeting is required for the removal of the FSR. It is understood that in most cases, the council shall vote to remove the FSR towards whom the petition is directed. However, the Council may act to allow said different floor section, provided that he meets eligibility requirements.
2. A GBM may be removed from office upon a majority (2/3) vote of members in attendance of the meeting at a regular meeting. It is understood that a GBM shall be given an opportunity to hear charges in advance of the meeting at which the motion for his removal is made. Also, said GBM shall have the opportunity to present his side of the issue before the hand vote is taken.

Article VIII: Activity Cards

The Lee Hall Council shall provide for the opportunity for Lee Residents to purchase Activity Cards. The price shall be decided upon at the last meeting of the Hall Council during the Spring semester. The holder of such a card shall be eligible for reduced prices and discounts at Lee sponsored functions. Activity card holders shall be entitled to the reasonable use of various equipment purchased by the Hall Council (e.g. vacuum cleaner, table tennis equipment, etc.) It is understood that this amendment shall apply to Lee Activity Cards and their holders only. However, under special circumstances, the Lee Hall Council may vote to jointly honor activity cards of other residence halls at certain events.

1. Members of the Hall Council shall be able to purchase Activity Cards for half price. Such card will entitle the member to all discounts, use of equipment, as defined in this Article, except that they will not be eligible for any raffles, drawings, etc. for which an activity card would otherwise eligible.

Article IX: Amendments to the Constitution

This constitution shall go into effect following ratification by 2/3 vote of the full Lee Hall Council and shall supercede all previous constitutions adopted by Lee hall. Proposed amendments to the constitution must be presented to the Lee Hall Council in written form and require a 2/3 vote of the full Lee Hall Council in order to be adopted by the Lee Hall Council.

LEE CONSTITUTION

Preamble

The purpose of this constitution is to provide a structure for the Lee Hall Council to best serve the interests of the residents of Lee Hall. Conducting themselves in a responsible and legal manner, Lee Hall Council is committed to providing Lee residents with a variety of social, educational, and cultural activities throughout each academic year.

Article I: Membership

The Lee Hall Council shall consist of eighteen Floor Section Representatives (hereafter called FSR's), four officers (President, Vice President, Secretary, Treasure), one Inter-Residence Hall Representative (hereafter called IRC R), four Athletic Directors (hereafter called AD's), and General Board Members (hereafter called GBM's).

1. Qualifications for Membership

- a. A Lee Hall Council member must be a student in good standing who attends NCSU and is a resident of Lee Residence Hall.
- b. A FSR must be a resident of the floor section that elects him or her and must live in the floor section which he or she represents, except in the case of an FSR vacancy which occurs under conditions outlined in Section 5 of this article
- c. An officer of Lee Hall Council must first have been to Hall Council as a GBM, and then elected by a simple majority (one more than half) of the GBM's in attendance at a regular meeting of Lee Hall Council (as defined in Article I, Section 3, Part a).
- d. A student interested in becoming a member of Lee Hall Council may do so under procedures outlined in Section 3 of this article.

2. Procedures for Becoming an FSR

- a. Elections for FSR's will normally take place in the spring of each year following the annual De-centralized Housing Process, but prior to last week of scheduled classes.
- b. An FSR shall be elected by the residents of the Lee Floor section upon which he or she lives. The 18 floor sections in Lee correspond to the following suites of rooms:

001-104	105-108	201-206	207-212
301-306	307-312	401-406	407-412
501-506	507-512	601-606	607-612
701-706	707-712	801-806	807-812
901-906	907-912		
- c. In the event that no FSR candidate can be found for the spring election,

the spring election for that floor section shall be postponed until the beginning of the fall semester. In this case, a separate floor section election will be held under guidelines of Section 5 of this Article.

- d. The current RA of a given floor section is responsible for conducting the election for his/her current floor section on the date designated by Lee Hall Council.
- e. Voting procedure for an FSR election are as follows:
 - 1. All FSR elections must be supervised by the current RA on that floor section.
 - 2. A resident wishing to vote must live on that floor section and may only vote for one of the FSR candidates running on his/her floor section.
 - 3. The candidates of a given floor section who received the greatest number of votes will be designated as that section's FSR.
 - 4. In the event the winning FSR no longer desires to be representative, the first runner-up shall become that floor section's representative.
 - 5. The day following the election, the list of winning candidates shall be posted on the representative floor lounge windows indicating name and section of winners.

3. Procedures for Becoming an Officer

- a. An officer of the Lee Hall Council must first have been a GBM, except in the case where a current officer intends to run for reelection. His/Her name may simply be placed into nomination by a GBM.
- b. In compliance with the IRC Constitution, current RA's can not hold a Hall Council office.
- c. The four officers of the Lee Hall Council are to be elected by the members of the Hall Council in attendance at the next regular meeting following the spring FSR elections. To be eligible for an office, a GBM's name must be placed in nomination by a GBM. Following comments by all candidates for a given office, all candidates will be asked to leave the area. A hand vote for each candidate will be taken, with each member voting only once; and voting for only one candidate.
- d.
 - 1. A simple majority of voting members at the meeting is required in order to elect a candidate to office.
 - 2. Officer elections will take place in order of President, Vice President, Treasurer, and Secretary with procedures outlined in Part A of Section 3 of this article being followed separately for each officer position election.
 - 3. Following the election of new officers, the old officers, become

- b. In the event where FSR positions are vacant due to an officer's election, the first runner-up in the spring FSR election will be asked to assume the duties of FSR, if he or she is willing and still meets eligibility requirements, or an FSR shall be appointed as outlined in Section a.
 - c. In the event of FSR position becoming vacant during the course of a regular semester, the President shall appoint the GBM who lives closest to the vacant position to serve as Interim FSR until such time as an FSR election can be held. In the event where no GBM's are available, the FSR living on the other section of the floor shall be appointed temporarily as the Interim FSR for the floor section in question.
6. In any case where only one FSR candidate is found running for a given FSR position, he or she will be automatically designed as his section's FSR without the necessity of having to hold an election.

Article II: Specific Duties, Responsibilities, and Powers of Lee Hall Council Members.

- 1. All bona fide members except the officers shall have the right to vote on all issues, motions, etc. brought to question before the Lee Hall Council, with the exception that the President may only vote in the case of a tie.
- 2. All FSR's and GBM's are required to serve on at least one of the permanent committees as defined in Part e of Section 7 of the article.
- 3. All members are required to attend regular meeting on a consistent basis. A member who misses more than 3 regular meetings during a given regular semester without reasonable excuse, may be subject to removal under procedures outlined in Article VII.
- 4. All members are required to attend and work at as many Lee House Council sponsored functions as possible during the year.
- 5. A FRS:
 - a. Is responsible for informing residents on his floor section of activities, programs, etc. which are being planned or proposed, for voicing the opinions and suggestions of his floor members at the regular Lee Hall Council meetings, and all money as allotted as determined each semester by the budget.
- 6. A GBM:
 - a. Is required to participate in a functional capacity for the council, i.e. regular office duty, serving in some capacity for House Council sponsored events.
 - b. Is subject to periodic review.
 - 1. The president shall be responsible for initiating the procedure for removal of GBM, based upon the GBM's inattendance at meetings and/or lack of effort on a committee as reported by the

GBM's upon request. They are expected to assume advisory positions until the new officers are comfortable with the duties and procedures of their offices.

- e. In the event that one or more officers can not be found through the above procedures, a special meeting of the Hall Council will be held to resolve the matter.
- f. In the event that an officer position becomes vacant following the spring election of officers, the officer position will be filled from the ranks of current FSR's and GBM's under procedures outlined in Section 3, Part B of this article. The election must be held at the regular meeting following the time when the Hall Council becomes aware of the vacancy.

4. Procedures for Becoming an AD

An AD is the liaison between the Lee Hall residents and the intramural department.

- a. applicants must complete an application and be chosen by the executive board.
- b. Lee Hall is represented by one male AD for Lee North, one male AD for Lee South, and Two Co-Female AD's.

5. Procedures for becoming a GBM

A general board member is defined as a Lee resident who is interested in working on the Hall Council but who does not qualify for membership as an FSR or officer. Such interested persons may become voting members of the Hall Council. The GBM is subject to periodic evaluation the same as FSR's (see Article VII). RA's who regularly attend meetings are GBM's.

6. Procedure for Becoming an IRC Representative

An IRC rep is a liaison with IRC and the Lee Hall Council appointed by the board during the spring semester.

7. Procedures for Filling FSR Vacant Positions

An FSR position may become vacant at some time due to: a) failure to find interested candidates prior to the spring elections; b) loss of interest or membership eligibility of FSR's elected in the spring; c) removal of an FSR from the position under conditions and procedures outlined in Article VII; d) election of an FSR to an officer position. In the event of such vacancies, the following procedure will be followed:

- a. In the event where no interested FSR candidate could be found to run in the spring, the Lee Hall Council president and RA of the floor sections involved shall make a considerable effort to locate one or more candidates for a fall FSR election.

committee chairperson.

- c. May be required to serve as Interim FSR under conditions of Section 5, Article 1.

7. The President:

- a. Shall preside over all regular meetings and all extra meetings of the Lee House Council. He is to be familiar with constitutional procedures defined herein, and also with procedures for running meetings.
- b. Shall required to vote to break a tie.
- c. Shall directly supervise the performance of committee chairman and other officers, and make recommendations to the Council regarding changes in such positions due to observed inadequate performances.
- d. Shall be the representative of other campus organizations where necessary
- e. Shall select from FSR's and GMB's, chairpersons to head each of the four permanent committees (Publicity, Programming, Cellar & Turf, and Campus relations), other chairpersons necessary to head special additional committees, and committee members to work on the various committees.

8. The Vice President:

- a. Shall act in the capacity of President in all situations where the President is absent.
- b. Shall aid at meetings of the House Council by acting as a Sergeant at Arms during meetings.
- c. Shall perform other special duties as developed by the President and agreed upon by the House Council.

9. The Treasurer:

- a. Shall be responsible for keeping detailed, accurate, and available records of all financial transactions (i.e., expenditures and income), and for making a written monthly and semester report of such transactions on a form provided by the Department of Resident Life.
- b. Shall be responsible for countersigning all checks payable through the Lee House Council off campus checking account.
- c. Is responsible for making a weekly written report of income and expenditures (including balance of checking account and amount of cash-on-hand) to be entered into the minutes at the regular weekly meeting of House Council.
- d. Is responsible for keeping a small amount of cash on hand in a secure cash box for use at various hall functions.

- e. Is responsible for making deposits of income in off campus checking account as quickly as feasible following events where the money was collected. It is understood that the cash-on-hand for an extended period should not exceed \$50.00.

10. The Secretary:

- a. Is responsible for keeping written minutes of each scheduled meeting, recording all motions made and associated vote tallies for, against, and abstained. Is responsible for having a copy of the minutes posted on the lobby bulletin board each week, within two days following the regular meeting.
- b. Is responsible for initiating and following up all official written correspondence between the council and other persons or agencies, on campus or off campus.
- c. Is responsible for keeping an up-to-date listing of current members including names, addresses, and phone numbers. Is responsible for making the list available to all house council members and the Lee Advisor. Is responsible for keeping a list of Lee Resident Hall activities card holders.

11. IRC Representative:

- a. Is responsible for attending IRC meetings and reporting back information presented to the Lee Hall Council meetings.
- b. Taking concerns and information for Lee Hall to the IRC meetings.
- c. Perform the duties and expectations of IRC representatives.

12. An Athletic Director:

- a. Report on intramural activities and progress at Hall Council meetings
- b. Attend monthly meeting with the intramural office.
- c. Post activities in the lobby to keep residents informed.

13. The Programming Committees Chairman:

- a. Is responsible for coordinating a committee of council members who obtain necessary information regarding social activities being undertaken, sponsored, or funded by the House Council.
 - 1. Responsibility includes but is not limited to:
 - a. Obtaining information regarding prices and making reservations for bands and discos; purchasing supplies for parties, cookies, etc.; coordinating clean up activities following the functions.

- b. Is responsible, in particular, for the coordinating, printing, and the distribution of Lee Activity Cards.

13. The Publicity Committee Chairman:

- a. Is responsible for coordinating a committee of council members who advertise all functions sponsored or funded by the House Council.
 - 1. Responsibility includes but is not limited to:
 - a. Posting signs at least one week in advance of a sponsored event in public areas such as bulletin boards, suite bathroom doors in Lee, and other resident halls, or on off campus buildings as desired by the House Council.

14. The Facilities Committee Chairman:

- a. Is responsible for coordinating a committee of council members who obtain information about prices of any equipment to be purchased or otherwise funded by the House Council. Also responsible to assist, where deemed desirable, in the purchase of equipment or material, or in the completion of repairs or replacement of equipment currently owned and/or operated by the House Council.
 - 1. Responsibility includes but is not limited to:
 - a. Keeping a current inventory of House Council owned and/or operated equipment; making suggestions as to additional equipment needed obtaining necessary repairs or replacement of current House Council equipment.
 - b. RA's should serve as reserve members for the committee in case of need.
 - c. Coordinate athletic events for the hall.

*Committee
Service
Hall*

Article 3: Hall Monies

Cash revenue obtained through hall functions is to be deposited in the Lee Hall checking account. Such money may only be withdrawn with the consent of the House Council and the signatures of both the Lee Treasurer and the senior staff member of the Department of Residence Life who is designated as the official Lee Advisor. Checking account money or cash on-hand may only be spent with prior permission of the Lee House Council.

- 1. An emergency request for funds may be required to ensure the smooth operation of a Lee Hall Council sponsored event. In such an instance, one of the executive board members, Treasurer and Lee Advisor may unanimously vote to approve an addition sum of money to be spent, but not to exceed a limit of \$100 for any given event.
 - a. Following expenditure of such additional emergency funds, it shall be the

responsibility of the executive board to explain the reason for the expenditure to the House Council at its next regular meeting.

Article 4: Duties and Responsibilities of Lee Hall Council Advisor

The advisor shall be one of the Department of Resident Life senior staff member who resides in Lee.

1. Shall be responsible for acting as a liaison between the Council and other administrative departments of the University.
2. Shall interpret residence hall policies, university, city, state, and federal laws when legal issues are raised in relation to a proposed sponsored activity or event.
3. Shall attend all regular council meetings and additional council meetings when appropriate.
4. Shall cosign all checks which are written on the Lee off-campus checking account, and shall monitor and advise Lee on the expenditure of all hall monies.
5. Shall act as mediator in situations of disputes between Lee and other non-Lee residents.
6. Shall act to carry out other duties and responsibilities as specified in other sections of this constitution, which pertain to the Lee advisor.

Article 5: Meetings

1. The Lee House Council shall meet on a regular basis (usually once per week) during the fall and spring semesters for the purpose of:
 - a. Entertaining and acting upon motions, proposals, suggestions, etc. which are brought before the Lee House Council by its members or by others.
 - b. Allocating monies for projects or activities which are determined by the House Council to be worthy of sponsorship.
2. Standing committees of the Lee Council shall meet as necessary to carry out duties and responsibilities as specified by either the constitution or by further motions or amendments.
3. An extra meeting shall be called each week by the President, which shall consist of the officers and committee chairmen, and advisor. This Executive Board Meeting shall function to aid in the planning and/or coordination of the work of various committees.

Article 6: Motions and Decisions Made by the Lee House Council

1. Suggestions for the allocation of money or other sponsorship by the Lee House Council must be brought before the council in the form of a written or verbal motion to be voted upon by members attending a regular meeting.
 - a. No motion shall be considered passed or valid unless at least a simple majority of all current members in attendance vote to approve of the motion (unless otherwise specified in other sections of this constitution).
 - b. Decisions not related to the expenditure of monies may be reached by discussion and general consensus rather than by voting.
 - c. Hand write all expenditures of money.
2. For motions to be voted upon, a minimum quorum of six FSR's must be present.

Article 7: Removal of Lee Council Members

Any member of the House Council may be removed from the council by the council for failure to qualify for membership as an officer, FSR, or GBM.

1. An officer or FSR may be removed from office by a 2/3 vote of the full membership (excluding the accused). Such vote is to be conducted by secret ballot and is to be tallied and reported by the advisor. No officer or FRS will be removed without first being given an opportunity to hear specific reasons for removal request and a chance to present his or her point of view to the house council.
2. An FSR may be automatically removed from the council when he or she moves from the floor section which elected him. However, such a person shall immediately be given the opportunity to become a GBM or to run as a candidate in a pending election on his or her new floor section. Under these conditions, his or her new GBM status will be decided upon at the next regular meeting according to previously outlined procedures.
 - a. Residents of a given floor section may petition for the removal of their FSR for failure to perform his or her duties to their satisfaction. Such petitions require the signatures and hall addresses of at least 2/3 of the current residents of that floor section. Under these conditions, his new GBM status will be decided upon at the next regular meeting according to previous outlined procedures.
 1. Upon receipt of the petition, the House Council shall be responsible for judging the merit of the charges. Excluding the accused FSR, the council shall vote to

retain or remove the accused FSR. At least a 2/3 vote of the eligible members in attendance at the regular meeting is required for removal of the FSR. It is understood that in most cases, the council shall vote to remove the FSR towards whom the petition is directed. However, the Council may act to allow said different floor section, provided that he or she meets eligibility requirements.

2. A GBM may be removed from office upon a majority (2/3) vote of members in attendance of the meeting at a regular meeting. It is understood that a GBM shall be given the opportunity to hear charges in advance of the meeting at which the motion for his or her removal is made. Also, said GBM shall have the opportunity to present his or her side of the issue before the hand vote is taken.
3. An officer will be removed from the executive board if their academic status becomes that of probation.

Article 8: Activity Cards

The Lee House Council shall provide for the opportunity for Lee residents to purchase Activity Cards. The price shall be decided upon at the last meeting of the House Council during the Spring semester. The holder of such a card shall be eligible for reduced prices and discounts at Lee sponsored functions. Activity Card holders shall be entitled to the reasonable use of various equipment purchased by the House Council (e.g. vacuum cleaner, table tennis equipment, etc.) It is understood that this amendment shall apply to Lee Activity Cards and their holders only. However, under special circumstances, the Lee House Council may vote to jointly honor activity cards of other residence halls at certain events.

1. Members of the House Council shall be considered to automatically hold Activity Cards (i.e., without purchasing them). Such card is only valid for the period of their membership. Such card will entitle the member to all discounts, use of equipment, as defined in this Article, except that they will not be eligible for any raffles, drawings, etc. for which an activity card would otherwise be eligible.
2. Resident Advisors are welcome to participate in Lee House Council meetings and events and may purchase activity cards for half price.

Article 9: Amendments to the Constitution

This constitution shall go into effect following ratification by 2/3 of the full Lee House Council membership and shall supercede all previous constitutions adopted by Lee Hall. Proposed amendments to the constitution must be presented to the Lee House Council in written form and require a 2/3 vote of the full Lee House Council membership in order to be adopted by the Lee House Council.