

# **Metcalf Hall Council Constitution**

Adopted: September 2007

## **Preamble:**

We the residents of Metcalf Hall, in order to promote community, spirit, and scholarship throughout our residence hall provide this Constitution to govern the Metcalf Hall Council and its Executive Board. The Executive Board shall work to provide an equal opportunity to serve each resident of Metcalf Hall and shall provide a fun and fair opportunity for residents to serve on Metcalf Hall Council Committees. The Executive Board shall be open to the ideas of the residents they represent and shall be willing to sponsor the program ideas and ordinances of the residents.

## **Article I: Membership Eligibility:**

- I. The Metcalf Hall Council (MHC) shall consist of any and all interested residents of Metcalf Residence Hall.
- II. The Executive Board of the Metcalf Hall Council shall include a President, Vice President, Secretary, Treasurer, Inter-Residence Council Representative, Fundraising Chair and Resident Advisor Liaison
  - a. Resident Advisors shall not be allowed to hold any office other than that of the Resident Advisor Liaison.
  - b. No member of the Executive Board of the Metcalf Hall Council will be allowed to serve in more than one office.
  - c. All Executive Board Members must meet the following expectations:
    - i. Each Board Member should be a resident of Metcalf Residence Hall,
    - ii. Each Board Member should be a full time student at North Carolina State University,
    - iii. And each Executive Board Member must maintain a 2.5 GPA.
- III. The General Assembly of Metcalf Hall Council shall include a Communications Coordinator, Social Chair, Athletic Director, and Floor Representatives.
  - a. No member of the General Assembly will be allowed to hold more than one office.
  - b. All General Assembly members must meet the following expectations:
    - i. Each member should be a resident of Metcalf Residence Hall,

- ii. Each member should be a full-time student at North Carolina State University,
- iii. And each member must maintain a 2.5 GPA.

## **Article II: Elections**

The first Metcalf Hall Council meeting of the fall semester, shall be called to order by the Resident Director, no later than the end of the first full week of classes. At this meeting, all residents interested in serving on the Executive Board shall indicate their interest to run for office. The Resident Director will be responsible for scheduling and running an election within one week of the first Hall Council Meeting. All residents of Metcalf Hall must be given the opportunity to the vote, and a simple majority of the votes is needed to be elected into office. In the case that a majority is not reached, a run-off election is to be held between the top two candidates. The position of Resident Advisor Liaison shall be voted upon only by the Resident Advisors of Metcalf Residence Hall. Each Officer's term shall last for one academic year. Should a position on the Executive Board be vacated during the year, a replacement will be elected at the next Metcalf Hall Council Meeting. Should the President's office be vacated, the Vice President will assume the responsibilities of the President and will oversee the election of a new Vice President at the next Metcalf Hall Council Meeting.

## **Article III: Executive Board Positions**

### **I. President**

The Hall Council President shall preside over all Metcalf Hall Council and Executive Board Meetings. The President shall also serve as the chief representative of Metcalf Hall Council at all official events, including but not limited to Hall Council sponsored programs and Central Campus programs, unless an alternate is chosen. The President should be available to meet with the residents of the residence hall by holding a minimum of six office hours each week. The President shall plan to meet with the Resident Director on a weekly basis to discuss programming and other ideas for the Executive Board to consider. The President is responsible for conducting all votes. The President shall vote only to break a tie, and shall be responsible for running all Executive Board and Metcalf Hall Council Meetings in a fair fashion. If warranted, the President is given the power to call emergency meetings of the Executive Board or Metcalf Hall Council. The President is given the power to establish committees and appoint chairs to those committees.

## **II. Vice President**

The Vice President shall fulfill the duties and obligations of the President in the President's absence, and at any time that the President shall appoint him to do so. The Vice President's chief responsibility will be to Chair the committees of Hall Spirit, Bulletin Board, Community Service, and Staff and Student Appreciation. The Vice President may vote in any meeting except for committee meetings for which he is the chair.

## **III. Secretary**

The Secretary shall be responsible for keeping the role and the minutes of all Metcalf Hall Council and Executive Board Meetings. The Secretary will be responsible for updating and maintaining the Metcalf Hall of the Year Bid Notebook, so that it remains up to date and is ready for submission to the Inter-Residence Council in April of each academic year. The Hall of the Year Notebook should include but is not limited to: weekly role, meeting minutes, program proposals, evaluations, and copies of public documents such as flyers and newsletters. The Secretary shall be responsible for maintaining the e-mail list serve of all Executive Board Members and Metcalf Hall Council General Assembly Members. The Secretary shall send weekly reminders to necessary Board Members and Metcalf Hall Council General Assembly members informing them of upcoming meetings and events.

## **IV. Treasurer**

The Treasurer shall keep records of all funds and expenditures of Metcalf Hall Council and should be prepared to submit a finance report at each Executive Board Meeting. The Treasurer will maintain two accounts, a trust account and a Wachovia checking account. The Treasurer will be responsible for balancing the checkbook with each month's statements. The Treasurer shall be responsible for submitting funding requests to the Inter-Residence Council. The Treasurer is also responsible for gaining required ADF forms for purchasing food and/or supplies for Metcalf Hall Council sponsored programs. The Treasurer will be responsible for seeing that all funding forms are endorsed by the Resident Director and submitted properly and timely to the Central Campus Administrative Assistant.

## **V. Inter-Residence Council Representative**

The Inter-Residence Council Representative shall serve as a liaison between Inter-Residence Council and Metcalf Hall

Council. The Representative shall attend all Inter-Residence Council meetings on behalf of Metcalf Hall Council, and shall report information on upcoming events to the Metcalf Hall Council and the Executive Board. The Representative will work with the Treasurer to present funding requests to the Inter-Residence Council. The Representative will also be responsible for submitting the Hall of the Month Point Tracking Sheet on behalf of Metcalf Hall Council at Inter-Residence Council Meetings.

**VI. Social Chair**

The Social Chair shall be responsible for overseeing the organization of all committees. The Social Chair will see that the committees are getting publicity information to the Bulletin Board Committee and the Communications Coordinator. The Social Chair will also see that the committee chairs are getting program proposals and publicity to the Secretary to be filed in the notebook. The Social Chair upon request of the President should be prepared to report on any committee action at the Executive Board Meeting.

**VII. Fundraising Chair**

The Fundraising Chair shall be responsible for overseeing all fundraising events of the Metcalf Hall Council. The Fundraising Chair will see that Metcalf Hall Council has adequate funds in savings to execute Metcalf Hall Council sponsored events and will work with the Treasurer to find ways to generate funds.

**Article IV: General Duties of the Executive Board**

- I. Members of the Executive Board shall be responsible for voting on any issues that come before the Metcalf Hall Council. This may include but is not limited to programming ideas, council spending, and other hall ordinances. In the case of a tie, the President will vote.
- II. Members of the Executive Board will be responsible for chairing committees and are responsible for the execution of Metcalf Hall Council sponsored events. During Committee meetings, the chair does not vote unless there is a tie.
- III. Members of the Executive Board are responsible for attending all Metcalf Hall Council and Executive Board Meetings and Hall Council sponsored events.



- IV. Members of the Executive Board are responsible for attending the campus-wide Hall Council training events sponsored by the Inter-Residence Council each semester.

#### **Article V: General Assembly Positions**

##### **I. Communications Coordinator**

The Communications Coordinator shall be responsible for publishing and posting monthly editions of the Metcalf Hall Council newsletter, The Toilet Paper. Each edition should include information about upcoming events sponsored by Metcalf Hall Council. The Communications Coordinator will also be responsible for maintaining the Metcalf Hall website and keeping all information current. The Communications Coordinator will be responsible to communicate all Metcalf Hall Council programs, activities and other information to residents via the Metcalf Hall website.

##### **II. Resident Advisor Liaison**

The Resident Advisor Liaison shall be responsible for communicating information between the Resident Advisors and the Metcalf Hall Council and Executive Board. The Resident Advisor Liaison can serve on Metcalf Hall Council Committees and can vote in any meeting.

##### **III. Athletic Director**

The Athletic Director shall be responsible for overseeing the organization of all Metcalf Residence Hall Intramural Teams. The Athletic Director shall be responsible for seeing that Metcalf Hall Intramural teams meet deadlines for participating in Intramural Athletic events including but not limited to soccer, football, basketball, and softball. The athletic director shall recruit players from within the residence hall to join various teams. The athletic director shall keep posted times and dates of various games and encourage residents to support their teams.

##### **IV. Floor Representative**

The Floor Representative shall be responsible for voicing the concerns of residents from their floor at Metcalf Hall Council Meetings. The Floor Representative should also encourage residents on their floor to participate in Hall Council sponsored programs and attend Metcalf Hall Council meetings.

#### **Article VI: General Duties of the General Assembly**

- I. Members of the General Assembly are expected to attend Metcalf Hall Council meetings and offer ideas and suggestions to the Executive Board.
- II. Members of the General assembly should plan to attend and promote Hall Council sponsored events.
- III. Members of the General Assembly should volunteer to serve on Executive Board Committees for programming.

#### **Article V: Meetings**

##### **I. Metcalf Hall Council Meetings**

The Metcalf Hall Council shall meet every other week at a time and place to be determined by the Executive Board. The President shall preside over the meeting. These meetings should serve the main purpose of gathering input from Metcalf Hall residents and informing residents and floor representatives of the actions of the Executive Board. These meetings should also serve the purpose of enlisting volunteers to serve on social events and programming committees. Metcalf Hall Council shall be responsible for electing Executive Board Members and ratifying constitutional amendments.

##### **II. Executive Board Meetings**

The Executive Board of Metcalf Hall Council shall meet weekly at a time and place determined by the President. These meetings should serve the purpose of planning and coordinating events as well as addressing concerns from residents. The Resident Director shall serve as an advisor at Executive Board Meetings. The Executive Board shall have a full meeting on the weeks that Metcalf Hall Council does not meet. On weeks that Metcalf Hall Council does meet, a brief meeting can be held unless deemed by the President that a full meeting is needed. During the Executive Board Meeting prior to Metcalf Hall Council Meeting the Board will organize an agenda for the Hall Council Meeting.

#### **Article VI: Programming Process**

- A member of the Executive Board with the program idea, or the Board Member sponsoring the idea will present the idea to the Executive Board with a brief description.
- One member of the Executive Board must take responsibility to chair the committee to organize and execute the program.

- Executive Board will analyze the cost and feasibility of the program and then vote on the idea.
- Committee Chair must e-mail Floor Representatives and General Assembly members of Metcalf Hall Council to solicit volunteers to serve on their committee.
- The Committee should meet within one week to discuss time, place, budget, and organizational needs. The Chair should consult the Treasurer to determine what the budget for the program will be.
- Program Chair must present the formal program proposal to the Executive Board at the next meeting. The Executive Board will vote to approve or disapprove of funding for the program.
- If the program is approved, the committee must carry out the program and submit a program evaluation to the Secretary to be filed in the Metcalf Hall of the Year Notebook.
- If the program is not approved, the Executive board can choose to send the proposal back to the committee for revision or can vote down the program completely.

#### **Article VII: Attendance and Impeachment**

All Executive Board Members are expected to attend all Executive Board Meetings and Metcalf Hall Council Meetings. Should an Executive Board Member accumulate a total of two unexcused absences or a total of five absences in one semester, the Executive Board can vote to have the Board member removed from office. Members of the Executive Board should notify the President prior to a meeting if they will be absent. The President shall determine whether the absences are excused or unexcused. A two-thirds vote of the officers in attendance shall remove the Board Member from office.

# *Constitution of Metcalf Residence Hall*

## *Revised September 8, 1997*

### **Preamble**

The purpose of this constitution shall be to provide a structure by which the Metcalf Hall Council shall be governed. Metcalf Hall Council shall serve the best interests of the residents of Metcalf Hall by

- Building community throughout Metcalf Hall
- Provide information to all residents
- Assess and act upon resident interest
- Work together to improve hall and school spirit

### **Article I: Name**

The governing body of Metcalf Hall shall be known as and henceforth called the "The Metcalf Excellence Team," or "The MET."

### **Article II: Membership**

#### **Section 1.**

All residents of Metcalf Hall (including Resident Advisors) shall be eligible for and possess membership in The MET. All members of The MET (excluding the President) shall have voting privileges.

#### **Section 2.**

The Executive Board shall be composed of members of The MET. The Executive Board shall consist of the President, Vice-President, Secretary, Treasurer, and Inter-Residence Council (IRC) Representative. Resident Advisors of Metcalf are eligible to hold any office except that of President of The MET.

### **Article III: Officers**

#### **Section 1. Elections**

All members of the Executive Board shall be elected in the final full month of the academic year. All officers shall hold a year-long term beginning the first day of the semester following their election.



## **Section 2. The President**

The President shall preside over all MET meetings, shall represent The MET at university functions or designate an alternate. The President shall vote only in the case of a tie, and will act in the best interest of The MET. The President shall have the power to call emergency meetings of The MET, as well as serve as the presiding officer of all Executive Board meetings. The President shall coordinate elections for the following year's officers at the end of his/her term.

## **Section 3. The Vice-President**

The Vice-President shall act as the President in the President's absence and succeed the President in the event of resignation. The Vice-President shall be the coordinator of all committees, as well as lead The MET's programming efforts. The Vice-President shall have all voting and motioning privileges, except when presiding over meetings.

## **Section 4. The Secretary**

The Secretary shall keep and publish the roll and minutes of all MET and MET Executive Board Meetings. The Secretary shall coordinate all advertising for MET activities, and maintain a copy of this Constitution. The Secretary shall be responsible for all correspondence of The MET. The Secretary shall have voting and motioning privileges in The MET.

## **Section 5. The Treasurer**

The Treasurer shall keep records of all funds and expenditures of The MET, present a report of the state of all finances at each MET meeting, and prepare a final written report at the end of the academic year summarizing all activities and transactions of The MET during the year. The Treasurer shall have voting and motioning privileges in The MET.

## **Section 6. The IRC Representative**

The IRC Representative shall serve as a liaison between IRC and The MET. The IRC Representative shall attend all scheduled IRC, MET and MET Executive Board meetings, report all relevant IRC information to The MET, and represent The MET at all IRC meetings. The IRC Representative shall have voting and motioning privileges in The MET.

## **Section 7. Qualifications**

No member of the Executive Board shall be on academic probation. Shall a member of the Executive Board be placed on academic probation, that position must be immediately vacated, and, except in the case of the President, a new officer be elected at the next MET meeting. If the President is placed on academic probation, the Vice-President shall

immediately become President, and a new Vice-President shall be elected at the next MET meeting.

#### **Article IV. Meetings**

##### **Section 1. General Meetings**

The MET shall meet weekly at a time and place determined by the members of The MET. The President shall preside over these meetings and be responsible for maintaining order in the meeting place.

##### **Section 2. Executive Board Meetings**

The MET Executive Board shall meet weekly with the Residence Director of Metcalf Hall to plan and coordinate the following MET meeting. The time and place of this meeting shall be determined by the Residence Director and the members of the Executive Board.

##### **Section 3. Quorum**

In order for business to be conducted, a quorum must be present. A quorum shall consist of 5 percent of the population of Metcalf Hall.

##### **Section 4. Conduct of Business**

All speakers must be first recognized by the President. Any member of The MET may propose a motion. Only one motion may be evaluated at a time. The body of The MET shall have at most five minutes to discuss and debate any one motion. Following discussion, a vote shall be taken. All motions other than those otherwise noted shall require a simple majority of members present to pass. Voting shall be by show of hands, and both the President and Secretary shall count the votes. A meeting shall end when a motion to adjourn passes by majority vote.

#### **Article V. Committees**

##### **Section 1.**

The MET shall make provisions for all standing committees it deems necessary. Each committee shall elect from its membership a committee chairperson, who is responsible for reporting to The MET about all committee activities.

## **Article VI. Ratification**

### **Section 1.**

This Constitution shall go into effect upon a two-thirds majority vote by all attending members of The MET, thereby making this the governing document of The Metcalf Excellence Team.

## **Article VII. Amendments**

### **Section 1.**

Amendments to this Constitution shall be presented by members of The MET in writing, and shall be voted upon in the next general meeting. A two-thirds majority shall be required to amend this Constitution.

Metcalf Hall Council  
Constitution

Article 1: NAME & PURPOSE

- Section 1- This organization shall be known as the Metcalf Hall Council.
- Section 2- The purpose of the Hall Council is to serve as the governing body for the Metcalf residence dorm, along with the House Governments.

Article 2: MEMBERSHIP

- Section 1- Membership shall be open to all Metcalf residents.
- Section 2- Voting privileges are extended to all members of the executive board, (excluding the president), and the House Government presidents.

Article 3: ELECTIONS

- Section 1- Elections of the executive board will be held one week after the first Hall Council informational meeting. All Metcalf residents have the right to vote in the election of executive board members. Executive board members will serve a one year term.
- Section 2- House Government will be chosen by the members residing on that floor. The floor representatives will be the presidents of the House Governments.
- Section 3- Any officer may be removed by a two-thirds vote of the voting members.
- Section 4- Any vacancy which may occur in an office shall be filled by appointment of the remaining members of the executive board, pending ratification at the next group meeting.

Article 4: OFFICERS

- Section 1- The elective offices of the Hall Council shall include the president, the vice-president, the secretary, the treasurer, and the IFC representatives, which will comprise the executive board.
- Section 2- The president shall preside over all Hall Council meetings, appoint chairpersons of any committees, and ensure that all elections are conducted properly. The president shall represent the Hall Council at university functions or designate an alternate. The president shall vote only in the case of a tie at a Hall Council meeting, and will act in the best interest of the Hall Council.

Article 4: continued...

- Section 3- The vice-president shall act as the president in the president's absence, succeed the president in the event of resignation, and see that all Hall Council meetings are properly conducted. The vice-president is responsible as the coordinator among committees, and serves as the ex-official member of all committees. The vice-president shall have a voice and a vote in all Hall meetings, and will act in the best interest of the Hall and IPC.
- Section 4- The secretary shall keep and publish the roll and minutes of all Hall Council and Hall Council Executive Board meetings. The secretary will also post notices to make available to all residents the time, date, and place for the Hall Council meetings, and conduct any necessary correspondence for the Hall Council. The secretary shall have a voice and a vote at all Hall meetings, and will act in the best interest of the Hall and IPC.
- Section 5- The treasurer shall keep records of all funds and expenditures of the Hall Council checks with the advisor, present a report at each Hall Council meeting, and it is mandatory to prepare a final written report at the end of the academic year summarizing all activities and transactions of the treasury during the year. The treasurer shall have a voice and a vote at all Hall meetings, and will act in the best interest of the Hall and IPC.
- Section 6- The IPC representative shall attend all scheduled IPC, Hall Council, and the Hall Council Executive Board meetings, report all relevant IPC information to the Hall Council, and solicit input from the Hall Council on policy revision, support fund requests, and applicable information before the IPC. The IPC representative shall participate in all IPC fundraisers, community service projects, and task assignments. The IPC representative shall have a voice and a vote at all Hall Council meetings, and will act in the best interest of the Hall and IPC.
- Section 7- The advisor will be a non-voting member of the executive board committee, will be appointed by Housing and Residence Life, and will attend meetings. The advisor will assist the group in their execution of roles and responsibilities, will provide feedback to the organization regarding its operation and functioning, and shall serve as a resource for alternatives with regard to decision making.
- Section 8- No executive board member shall be on academic probation.
- Section 9- No RA can hold a position on the executive board.



Article 5: AMENDING THE CONSTITUTION AND BY-LAWS

Section 1- Amendments to the constitution or by-laws shall be presented by members of the Hall Council in writing and read at a regular meeting, but shall not be voted upon until the next regular meeting, and then only after informing each voting member of the proposed amendments. A two-thirds majority vote shall be required.

Article 6: MEETINGS

Section 1- The Hall Council shall meet bi-weekly in two sessions, unless there is a need for a weekly meeting. The first session shall include members of the executive board and the presidents of the house governments. The second session will include members of the executive board only.

Section 2- In order for business to be conducted a quorum must be present. A quorum requires three floor representatives, who are the house presidents.

Section 3- Members of both the Executive Board and House Governments can only miss four meetings before possibly being voted out.

Article 7: COMMITTEES

Section 1- The Hall Council shall make provisions for any standing committees needed and/or for forming any special committees when needed.

Article 8: APPROPRIATIONS

Section 1- All appropriations must pass a two-third majority vote.

Article 9: RATIFICATION

Section 1- This constitution shall go into effect upon the two-third vote: thereby, making this the governing document of the Metcalf Hall Council.

**Constitution of the  
Metcalf Living-Learning Program**

**Article I**

**Name**

The name of this organization shall be the Metcalf Living-Learning Program.

**Article II**

**Object**

The object of this program shall be to promote the educational and social well-being of the residents abiding in Metcalf Residence Hall.

**Article III**

**Members**

Section 1. All residents of Metcalf Hall shall be members of the Metcalf Living-Learning Program.

Section 2. The residents of Metcalf Hall shall be predominantly incoming freshmen and shall include a limited number of upperclass advisors. The selection of residents shall be determined by the Department of Housing and Residence Life in conjunction with the Living-Learning Coordinator.

**Article IV**

**Hall Council**

Section 1. All legislative and deliberative responsibilities of Metcalf Residence Hall and the Metcalf Living-Learning Program shall be vested in the Metcalf Hall Council to:

- a. Formulate criteria for the furtherment of residence hall living;
- b. Promote inter and intraresidential hall activities and programs;
- c. Appropriate finances as necessary to aid programming and activities.

Section 2. The Hall Council shall be composed of three representatives from each floor during the fall semester and two representatives from each floor during the spring semester as outlined below.

- a. In the fall semester, residents of each floor will elect within two weeks after the beginning of classes one upperclass advisor and two freshmen to represent the floor.
- b. In the spring semester, residents of again participate in a general election, but will elect two people, indiscriminately freshmen or upperclass advisors, to represent the floor.

Section 3. Each Hall Council Representative must reside on the floor from which he is elected and must be a student in good standing with the University, which is defined as any student who is not on disciplinary probation.

Section 4. The responsibilities of the Hall Council Representative shall be to:

- a. Represent the opinions of their respective floors at all Hall Council meetings;
- b. Relate the actions of the Hall Council to the floors;
- c. Serve on at least one committee.

Section 5. Should the actions of any Hall Council Representative or officer be found not to be in accordance with that person's position, the Hall Council shall, by a two-thirds vote, cause that person to be removed from his/her position.

Section 6. When a Hall Council Representative is unable to attend the meetings of the Hall Council, he/she shall, from the same floor, send an alternate selected by him/her to attend the meeting in his/her place. The alternate shall be able to participate in debate in the meeting and shall have the same voting rights as the representative.

Section 7. Any Hall Council Representative, being a member of a standing committee shall, for each unexcused absence after the first such absence, be assessed one absence without an alternate from the regular Hall Council meeting attendance roll.

Section 8. The Secretary shall advise the President when any representative shall have accumulated, in one semester, four absences, for two of which alternates shall have been present in his/her lieu at the Hall Council meetings, or shall have been absent two times without an alternate from the Hall Council meetings. The President shall then order an election to be held within one week on the floor represented by said representative. At such time, said representative and/or any other or others wishing to represent said floor in the Hall Council shall be candidates. That candidate receiving a plurality of the votes cast shall be declared the representative to the Hall Council in the position for which the election was ordered.

Section 9. Vacancies among Hall Council Representatives occurring during the semester shall be filled by a special election on the affected floor with a plurality needed to be elected.

Section 10. For this election, two freshman and one UCA will be elected to represent each floor; however, if there are not enough candidates to fill these positions on a floor, three at-large representatives will be elected from the residents of that particular floor.

Section 11. Any representative who by virtue of his/her re-election, as specified in Section 8 of this Article, has been absent, in one semester, four times with an alternate at the meetings or has been absent two times without alternates present in his/her lieu at the Hall Council meetings shall automatically be removed from the position of representative for his/her floor.

Section 12. Executive Board members shall be ex-officio members of the Hall Council. The Program Coordinator shall be an ex-officio member of the Hall Council and shall advise the Hall Council.

Section 13. Motions shall be passed by a simple majority of those representatives present, who shall constitute a quorum and will follow and not oppose Robert's Rules of Order.

## **Article V**

### **Officers**

Section 1. The officers of the program shall be a President, a Legislative Vice-President, an Activities Vice-President, a Programs Vice-President, a Secretary, and a Treasurer.

Section 2. All officers shall be chosen by a general election to be held no later than three weeks prior to the last day of classes for the spring semester. They shall serve for one year or until their successors are elected. Candidates must be in good standing with the University, as stated in Article IV, Section 3.

Section 3. Nominations for officers will be accepted from any Metcalf resident. A majority of votes cast shall be needed to elect. Elections shall not become final until after the next regular Hall Council Meeting following the announcement of election results. At that meeting a majority of the Hall Council may order a recount of votes. The participants of any run-off shall be decided by the Hall Council. New officers shall take office at the end of the first regular meeting following the announcement of election results, unless a run-off is ordered. Election results shall be permanently entered into the minutes and the ballots shall be held by the Elections Committee until the new officers take office.

Section 4. Should the actions of any officer be found not to be in accordance with that person's office, the House Council shall, by a two-thirds vote, cause that person to be removed from his/her office.

Section 5. Vacancies in any office shall be filled in the following manner:

- a. For the vacancy in the Presidency, the Legislative Vice-President shall become President.
- b. For vacancies in the other offices, a Hall election shall be held. Upperclass advisors and the freshmen who have lived in Metcalf for one semester are eligible.

## **Article VI**

### **Duties of Officers**

Section 1. The President shall:

- a. Act as an official representative of the hall;
- b. Oversee the work of all officers and committees;
- c. Preside over Executive Board meetings;
- d. Preside over Hall Council meetings;
- e. Must have served at least one semester on Hall Council.

Section 2. The Legislative Vice-President shall:

- a. Represent Metcalf hall on the Inter-Residence Council;
- b. Oversee the work of all officers and committees;
- c. Familiarize him/herself with common parliamentary procedure and act as parliamentarian for Hall Council.

Section 3. The Programs Vice-President shall initiate and be responsible for all programs that encourage educational and cultural aspects of residence hall life.

Section 4. The Activities Vice-President shall initiate and be responsible for all activities that encourage the social aspects of residence life.

Section 5. The Secretary shall:

- a. Record and distribute the minutes of all Hall Council meetings to each floor;
- b. Conduct all Hall correspondence;
- c. Keep copies of minutes, correspondence, the constitution, and the standing rules;
- d. Keep attendance of all Hall Council meetings.

Section 6. The Treasurer shall record all financial transactions of the Program and shall report these at each Hall Council meeting. He/she shall also be responsible for delegation and distribution of individual floor funds and shall oversee the actions of floor treasurers.

Section 7. The Area Director shall be appointed by the Department of Housing and Residence Life, and will have the following duties:

- a. Regular attendance to Executive Board meetings;
- b. Regular attendance to Hall Council meetings;
- c. Liaison to the Department of Housing and Residence Life;
- d. Financial consultant;
- e. Provide support to Hall Council activities;
- f. Offer training opportunities;
- g. Act in an advisory role to executive officers and council members as needed.

## **Article VII**

### **Meetings**

Section 1. The Hall Council shall meet once a week during the school year, except during school holidays and when otherwise ordered by the Council or by the Executive Board. This day and time shall be decided by the Executive Board at the beginning of the fall semester.

Section 2. Attendance at regular Hall Council meetings shall be open to all Metcalf residents and required of all Hall Council representatives.

Section 3. Special meetings can be called by the President or by the Executive Board.

Section 4. A quorum shall consist of two-thirds of the Hall Council representatives.

Section 5. The rules contained in Robert's Rules of Order Newly Revised shall be the authority on all procedural questions.



## Article VIII

### **Executive Board**

Section 1. The Executive Board shall consist of the President, the Legislative Vice-President, the Programs Vice-President, the Activities Vice-President, the Secretary, and the Treasurer.

Section 2. The Executive Board shall meet once a week before Hall Council meetings. Chairpersons of special committees are invited to attend Executive Board meetings.

Section 3. The Executive Board shall have general supervision of the affairs of the program between Hall Council meetings. They shall make recommendations to the Hall Council and none of its acts shall conflict with actions taken by the Hall Council.

Section 4. Final interpretation of this constitution shall rest with the Executive Board and parliamentary rule.

## Article IX

### **Committees**

Section 1. Membership on all committees shall be open to all residents on a voluntary basis. If necessary, the President shall appoint an appropriate number of Hall Council representatives to serve on any regular or special committees.

Section 2. A Programs Committee shall be advised and/or chaired by the Programs Vice-President. This committee shall organize programs of a cultural and educational nature for the residents of Metcalf Hall.

Section 3. An Activities Committee shall be advised and/or chaired by the Activities Vice-President. This committee shall organize activities of a social and recreational nature for the residents of Metcalf Hall.

Section 4. A special Elections Committee shall be responsible for accepting nominations and organizing balloting for Hall elections. It shall be chaired by a resident appointed by the President. Its membership shall be voluntary.

Section 5. Such other committees, standing or special, shall be established by the President as the Hall Council or the Executive Board, from time to time, deem necessary. The President shall be an ex-officio member of all committees.

## Article X

### **Amendment of Constitution**

Section 1. This constitution can be amended by a two-thirds vote of the Hall Council followed by a two-thirds majority vote cast in a Metcalf Hall election.

## Article XI

### **Allotment of Hall Council Fund for Programs and Activities**

Section 1. The decision of making suite funds available (and amount) to suites during a semester will be determined by a simple majority vote of the Executive Board at the beginning of each semester.

Section 2. The allocation of suite funds may be terminated at any time before, during or after either the fall or spring semester by a majority vote of the Executive Board.

#### Section 3. Program Requirements

- a. The program must be open to and widely announced to at least one full suite.
- b. The program must be cultural, social, or educational and must be targeted to at least one full suite.
- c. Program funds, if given, may not in any way be used for the purchase of any alcoholic beverages.
- d. Programming forms must be filled out immediately after completion of program and before any funds may be received.
- e. Receipts for purchases for programs must be submitted with programming forms.

#### Section 4. Procedure for obtaining funds

- a. The organizer(s) wishing to obtain funds must first seek programming funds from the Resident Advisors and if denied, they may apply to Hall Council for necessary funds.
- b. The organizer's suite must have raised one-half of the maximum amount that the Executive Board has decided to make available. This must be raised before Fall Break for the Fall Semester or before Spring Break for the Spring Semester before their suite money can be allocated.
- c. Those organizing the program must submit a written request for funds to the Treasurer. The Treasurer will bring the request to the next regularly scheduled Executive Board meeting.
- d. The Executive Board shall decide by majority vote (including the Program Director) the amount that can be allotted. This amount cannot exceed the maximum amount (see Section 5).
- e. This proposed amount shall be presented at the next Hall Council meeting by the Treasurer. At this time, the Hall Council shall vote on the allotment of funds. A majority vote of members is needed for approval.
- f. If funding is approved, then the receipts for the exact amount must be given to the Treasurer, at which point the organizer(s) will receive the allotment.

Section 5. Maximum amount of money that can be received by a suite shall be determined by the Executive Board at the beginning of each semester that suite funds will be available.

Section 6. The funds may be used in addition to Resident Advisor funds.

Section 7. Funds must be applied for within 2 weeks of completion of program.

Section 8. All funding shall end 2 weeks prior to the end of classes of the particular semester.

Section 9. Programming fund misuse is subject to disciplinary action by the Program Director, Hall Council, or both.



**Metcalf Living-Learning Program**  
Housing and Residence Life  
North Carolina State University  
Box 7315  
Raleigh, NC 27695-7315  
(919) 737-3902

**The First Year Experience Program**  
Undergraduate Studies  
North Carolina State University  
Box 7101  
Raleigh, NC 27695-7101  
(919) 737-7528

## **Constitution of the Metcalf Living-Learning Program**

### **Article I: Name**

The name of this organization shall be the Metcalf Living-Learning Program.

### **Article II: Object**

The object of this program shall be to promote the educational and social well-being of the residents abiding in Metcalf Residence Hall.

### **Article III: Members**

Section 1. All residents of Metcalf Hall shall be members of the Metcalf Living-Learning Program.

Section 2. The residents of Metcalf Hall shall be predominantly incoming freshmen and shall include a limited number of upperclass advisors. The selection of residents shall be determined by the Department of Housing and Residence Life in conjunction with the Living-Learning Coordinator.

### **Article IV: Hall Council**

Section 1. All legislative and deliberative responsibilities of Metcalf Residence Hall and the Metcalf Living-Learning Program shall be vested in the Metcalf Hall Council to:

- a. Formulate criteria for the furtherance of residence hall living;
- b. Promote inter and intraresidential hall activities and programs;
- c. Appropriate finances as necessary to aid programming and activities.

Section 2. The Hall Council shall be composed of three freshman representatives from each floor during the fall and spring semesters who are elected within two weeks of the beginning of classes.

Section 3. Each Hall Council Representative must reside on the floor from which he is elected and must be a student in good standing with the University, which is defined as any student who is not on disciplinary probation.

Section 4. The responsibilities of the Hall Council Representative shall be to:

- a. Represent the opinions of their respective floors at all Hall Council meetings;
- b. Relate the actions of the Hall Council to the floors;
- c. Serve on at least one committee.

Section 5. Should the actions of any Hall Council Representative or officer be found not to be in accordance with that person's position, the Hall Council shall, by a two-thirds vote, cause that person to be removed from his/her position.

Section 6. When a Hall Council Representative is unable to attend the meetings of the Hall Council, he/she shall, from the same floor, send an alternate selected by him/her to attend the meeting in his/her place. The alternate shall be able to participate in debate in the meeting and shall have the same voting rights as the representative.

Section 7. Any Hall Council Representative, being a member of a standing committee shall, for each unexcused absence after the first such absence, be assessed one absence without an alternate from the regular Hall Council meeting attendance roll.

Section 8. The Secretary shall advise the President when any representative shall have accumulated, in one semester, four absences, for two of which alternates shall have been present in his/her lieu at the Hall Council meetings, or shall have been absent two times without an alternate from the Hall Council meetings. The President shall then order an election to be held within one week on the floor represented by said representative. At such time, said representative and/or any other or others wishing to represent said floor in the Hall Council shall be candidates. That candidate receiving a plurality of the votes cast shall be declared the representative to the Hall Council in the position for which the election was ordered.

Section 9. Vacancies among Hall Council Representatives occurring during the semester shall be filled by a special election on the affected floor with a plurality needed to be elected.

Section 10. Any representative who by virtue of his/her reelection, as specified in Section 8 of this Article, has been absent, in one semester, four times with an alternate at the meetings or has been absent two times without alternates present in his/her lieu at the Hall Council meetings shall automatically be removed from the position of representative for his/her floor.

Section 12. Executive Board members, Resident Advisors, and Upperclass Advisors shall be ex-officio members of the Hall Council. The Program Coordinator shall be an ex-officio member of the Hall Council and shall advise the Hall Council.

Section 13. Motions shall be passed by a simple majority of those representatives present, who shall constitute a quorum and will follow and not oppose Robert's Rules of Order.

#### **Article V: Officers**

Section 1. The officers of the program shall be a President, a Legislative Vice-President, two Programs Vice-Presidents, a Secretary, a Treasurer and two Athletic Directors, one male and one female.

Section 2. All officers shall be chosen by a general election to be held no later than three weeks prior to the last day of classes for the spring semester. They shall serve for one year or until their successors are elected. Candidates must be in good standing with the University, as stated in Article IV, Section 3.

Section 3. Nominations for officers will be accepted from any Metcalf resident. A majority of votes cast shall be needed to elect. Elections shall not become final until after the next regular Hall Council Meeting following the announcement of election results. At that meeting a majority of the Hall Council may order a recount of votes. The participants of any run-off shall be decided by the Hall Council. New officers shall take office at the end of the first regular meeting following the announcement of election results, unless a run-off is ordered. Election results shall be permanently entered into the minutes and the ballots shall be held by the Elections Committee until the new officers take office.

Section 4. Should the actions of any officer be found not to be in accordance with that person's office, the House Council shall, by a two-thirds vote, cause that person to be removed from his/her office.

Section 5. Vacancies in any office shall be filled in the following manner:

- a. For the vacancy in the Presidency, the Legislative Vice-President shall become President.
- b. For vacancies in the other offices, a Hall election shall be held. Upperclass advisors and the freshmen who have lived in Metcalf for one semester are eligible.

#### **Article VI: Duties of Officers**

Section 1. The President shall:

- a. Act as an official representative of the hall;
- b. Oversee the work of all officers and committees;
- c. Preside over Executive Board meetings;
- d. Preside over Hall Council meetings;
- e. Must have served at least one semester on Hall Council.

Section 2. The Legislative Vice-President shall:

- a. Represent Metcalf hall on the Inter-Residence Council;
- b. Oversee the work of all officers and committees;
- c. Familiarize him/herself with common parliamentary procedure and act as parliamentarian.

Section 2. A Programs Committee shall be advised and/or chaired by the Programs Vice-President. This committee shall organize programs of a cultural and educational nature for the residents of Metcalf Hall.

Section 3. An Activities Committee shall be advised and/or chaired by the Activities Vice-President. This committee shall organize activities of a social and recreational nature for the residents of Metcalf Hall.

Section 4. A special Elections Committee shall be responsible for accepting nominations and organizing balloting for Hall elections. It shall be chaired by a resident appointed by the President. Its membership shall be voluntary.

Section 5. Such other committees, standing or special, shall be established by the President as the Hall Council or the Executive Board, from time to time, deem necessary. The President shall be an ex-officio member of all committees.

#### **Article X: Amendment of Constitution**

Section 1. This constitution can be amended by a two-thirds vote of the Hall Council followed by a two-thirds majority vote cast in a Metcalf Hall election.

#### **Article XI: Allotment of Hall Council Fund for Programs and Activities**

Section 1. The decision of making suite funds available (and amount) to suites during a semester will be determined by a simple majority vote of the Executive Board at the beginning of each semester. This allocation of suite funds may be terminated at any time before, during or after either the fall or spring semester by a majority vote of the Executive Board.

##### **Section 2. Program Requirements**

- a. The program must be open to and widely announced to at least one full suite.
- b. Program funds, if given, may not be used for the purchase of any alcoholic beverages.
- c. Programming forms must be filled out immediately after completion of program and before any funds may be received.
- d. Receipts for purchases for programs must be submitted with programming forms.

##### **Section 3. Procedure for obtaining funds**

- a. The organizer(s) wishing to obtain funds must first seek programming funds from the Resident Advisors and if denied, they may apply to Hall Council for necessary funds.
- b. The organizer's suite must have raised one-half of the maximum amount that the Executive Board has decided to make available. This must be raised before Fall Break for the Fall Semester or before Spring Break for the Spring Semester before their suite money can be allocated.
- c. Those organizing the program must submit a written request for funds to the Treasurer. The Treasurer will bring the request to the next regularly scheduled Executive Board meeting.
- d. The Executive Board shall decide by majority vote (including the Program Director) the amount that can be allotted. This amount cannot exceed the maximum amount (see Section 5).
- e. This proposed amount shall be presented at the next Hall Council meeting by the Treasurer. At this time, the Hall Council shall vote on the allotment of funds. A majority vote of members is needed for approval.
- f. If funding is approved, then the receipts for the exact amount must be given to the Treasurer, at which point the organizer(s) will receive the allotment.

Section 4. The funds may be used in addition to Resident Advisor funds.

Section 5. Funds must be applied for within 2 weeks of completion of program. Maximum amount of money that can be received by a suite shall be determined by the Executive Board at the beginning of each semester that suite funds will be available. All funding shall end 2 weeks prior to the end of classes of the particular semester.

Section 6. Programming fund misuse is subject to disciplinary action by the Program Director, Hall Council or both.



Section 3. The Programs Vice-Presidents shall initiate and be responsible for all programs and activities that encourage social, educational and cultural aspects of residence hall life.

Section 4. The Secretary shall:

- a. Record and distribute the minutes of all Hall Council meetings to each floor;
- b. Conduct all Hall correspondence;
- c. Keep copies of minutes, correspondence, the constitution, and the standing rules;
- d. Keep attendance of all Hall Council meetings.

Section 5. The Treasurer shall record all financial transactions of the Program and shall report these at each Hall Council meeting. He/she shall also be responsible for delegation and distribution of individual floor funds and shall oversee the actions of floor treasurers.

Section 6. The Athletic Directors shall coordinate all intramural activities for Metcalf hall including the formation of teams as well as scheduling the times that games are to be held. The Athletic Directors shall also act as a liaison between the Intramural Department by attending organizational meetings.

Section 7. The Area Director shall be appointed by the Department of Housing and Residence Life, and will have the following duties:

- a. Regular attendance to Executive Board meetings;
- b. Regular attendance to Hall Council meetings;
- c. Liaison to the Department of Housing and Residence Life;
- d. Financial consultant;
- e. Provide support to Hall Council activities;
- f. Offer training opportunities;
- g. Act in an advisory role to executive officers and council members as needed.

#### **Article VII: Meetings**

Section 1. The Hall Council shall meet once a week during the school year, except during school holidays and when otherwise ordered by the Council or by the Executive Board. This day and time shall be decided by the Executive Board at the beginning of the fall semester.

Section 2. Attendance at regular Hall Council meetings shall be open to all Metcalf residents and required of all Hall Council representatives.

Section 3. Special meetings can be called by the President or by the Executive Board.

Section 4. A quorum shall consist of two-thirds of the Hall Council representatives.

Section 5. The rules contained in Robert's Rules of Order Newly Revised shall be the authority on all procedural questions.

#### **Article VIII: Executive Board**

Section 1. The Executive Board shall consist of the President, the Legislative Vice-President, the Programs Vice-President, the Activities Vice-President, the Secretary, and the Treasurer.

Section 2. The Executive Board shall meet once a week before Hall Council meetings. Chairpersons of special committees are invited to attend Executive Board meetings.

Section 3. The Executive Board shall have general supervision of the affairs of the program between Hall Council meetings. They shall make recommendations to the Hall Council and none of its acts shall conflict with actions taken by the Hall Council.

Section 4. Final interpretation of this constitution shall rest with the Executive Board and parliamentary rule.

#### **Article IX: Committees**

Section 1. Membership on all committees shall be open to all residents on a voluntary basis. If necessary, the President shall appoint an appropriate number of Hall Council representatives to serve on any regular or special committees.

Metcalf Hall Council  
Constitution

**Article I Name & Purpose**

Section 1 This organization shall be known as the Metcalf Hall Council.

Section 2 The purpose of the Hall Council is to serve as the governing body for the Metcalf residence dorm.

hall

**Article II Membership**

Section 1 Membership shall be open to all Metcalf residents.

Section 2 Voting privileges are extended only to members of the executive board and the floor representatives.

**Article III Elections**

Section 1 Elections of the executive board will be held one week after the first Hall Council informational meeting. All Metcalf residents have the right to vote in the election of executive board members. Executive board members will serve a one year term.

Section 2 Floor representatives will be chosen by the members residing on that floor.

**Article IV Officers**

Section 1 The elective officers of the Hall Council shall include the president, the vice president, the secretary, the treasurer, and the IRC representative, which will comprise the executive board.

Section 2 The president shall preside over all Hall Council meetings, appoint chair-persons of any committees, and ensure that all elections are conducted properly. The president shall represent the Hall Council at university functions or designate an alternate. The president shall vote only in the case of a tie at a Hall Council meeting, and will act in the best interest of the Hall and the IRC.

Section 3 The vice president shall act as the president in the president's absence, succeed the president in the event of resignation, and see that all Hall Council meetings are properly conducted. The vice president is responsible as the coordinator among committees, and serves as the ex-officio member of all the committees. The vice president shall have a voice and a vote in all Hall meetings, and will act in the best interest of the Hall and the IRC.

Section 4 The secretary shall keep and publish

the roll and minutes of all Hall Council meetings, make available to all residents the time, date, and place for the Hall Council, and conduct any necessary correspondence for the Hall Council. The secretary shall have a voice and a vote in all Hall meetings, and will act in the best interest of the Hall and the IRC.

**Section 5** The treasurer shall keep records of all funds and expenditures of the Hall Council checks with the advisor, present a report at each Hall Council meeting, and prepare a final written report at the end of the academic year summarizing all activities and transactions of the treasury during the year. The treasurer shall have a voice and a vote at all Hall meetings, and will act in the best interest of the Hall and the IRC.

**Section 6** The IRC representative shall attend all scheduled IRC, Hall Council, and Hall Council executive board meetings, report all relevant IRC information to the Hall Council, and solicit input from the Hall Council on policy revision, support fund requests, and other applicable information before the IRC. The IRC representative shall participate in IRC fundraisers, community service projects, and task assignments. The IRC representative shall have a voice and a vote in all Hall and IRC meetings, and will act in the best interest of the Hall and the IRC.

#### **Article V Amending the Constitution and By-Laws**

**Section 1** Amendments to the constitution or by-laws shall be presented by members of the club in writing and read at a regular meeting, but shall not be voted upon until the next regular meeting, and then only after informing each voting member of the proposed amendments. A majority two-thirds vote shall be required.

#### **Article VI Meetings**

**Section 1** The Hall Council shall meet weekly in sessions. The first session will include members of the executive board only, with the second session following the first and including all Hall Council members.

#### **Article VII Committees**

**Section 1** The Hall Council shall make provision for any standing committees needed and/or for forming any special committees when needed.

#### **Article IX Appropriations**

**Section 1** All appropriations must pass a two-third majority vote.

**Article X    Ratification**

    Section 1    This constituion shall be in effect  
after it passes a two-thirds majority vote.

CONSTITUTION OF THE  
METCALF LIVING-LEARNING PROGRAM

Article 1

Name

The name of this organization shall be the Metcalf Living-Learning Program.

Article 11

Object

The object of this program shall be to promote the educational and social well-being of the residents abiding in Metcalf Residence Hall.

Article 111

Members

Section 1. All residents of Metcalf Hall shall be members of the Metcalf Living-Learning Program.

Section 2. The residents of Metcalf Hall shall be predominantly incoming freshmen and shall include a limited number of upperclassmen advisors. The selection of residents shall be determined by The Department of Residence Life in conjunction with the Living-Learning Coordinator.

Article IV

House Council

Section 1. All legislative and deliberative responsibilities of Metcalf Residence Hall and the Metcalf Living-Learning Program



shall be vested in the Metcalf House Council to:

- a. Formulate criteria for the furtherment of residence hall living;
- b. Promote inter and intraresidential hall activities and programs;
- c. Appropriate finances as necessary to aid programming and activities.

Section 2. The House Council shall be composed of three representatives from each floor during the fall semester and two representatives from each floor during the spring semester as outlined below.

- a. In the fall semester, residents of each floor will elect within two weeks after the beginning of classes one upper-class advisor and two freshmen to represent the floor.
- b. In the spring semester, residents of each again participate in a general election, but will elect two people, indiscriminately freshmen or upperclass advisors, to represent the floor.

Section 3. Each House Council representative must reside on the floor from which he is elected and must be a student in good standing with the University, which is defined as any student who is not on disciplinary probation.

Section 4. The responsibilities of the House Council representative shall be to:

- a. Represent the opinions of their respective floors at all House Council meetings;
- b. Relate the actions of the House Council to the floors;
- c. Serve on at least one committee.

Section 5. Should the actions of any House Council representative or office be found not to be in accordance with that person's position, the House Council shall, by a two-thirds vote, cause that person to be removed from his/her position.

✓ Section 6. When a House Council Representative is unable to attend the meetings of the House Council, he/she shall, from the same floor, send an alternate selected by him/her to attend the meeting in his/her place. The alternate shall be able to participate in debate in the meeting and shall have the same voting rights as the representative.

✓ Section 7. Any House Council Representative, being a member of a standing committee shall, for each unexcused absence after the first such absence, be assessed one absence without an alternate from the regular House Council meeting attendance roll.

✓ Section 8. The Secretary shall advise the President when any representative shall have accumulated, in one semester, four absences, for two of which alternates shall have been present in his/her lieu at the House Council meetings, or shall have been absent two times without an alternate from the House Council meetings. The President shall then order an election to be held within one week on the floor represented by said representative. At such time, said representative and/or any other or others wishing to represent said floor in the House Council shall be candidates. That candidate receiving a plurality of the votes cast shall be declared the representative to the House Council in the position for which the election was ordered.

Section 9. Vacancies among House Council Representatives occurring during the semester shall be filled by a special election on the affected floor with a plurality needed to be elected.

Section 10. For this election, two freshman and one UCA will be elected to represent each floor; however, if there are not enough candidates to fill these positions on a floor, three at-large representatives will be elected from the residents of that particular floor.

Section 11. Any representative who by virtue of his/her re-election, as specified in Section 8 of this Article, has been absent, in one semester, four times with an alternate at the meetings or has been absent two times without alternates present in his/her lieu at the House Council meetings shall automatically be removed from the position of Representative for his/her floor.

Section 12. Executive Board members shall be ex-officio members of the House Council. The Program Coordinator shall be an ex-officio member of the House Council and shall advise the House Council.

Section 13. Motions shall be passed by a simple majority of those representatives present, who shall constitute a quorum and will follow and not oppose Robert's Rules of Order.

#### Article V.

##### Officers

Section 1. The officers of the program shall be a President, a Legislative Vice-President, an Activities Vice-President, a Services Vice-President, a Secretary, and a Treasurer.

Section 2. All officers shall be chosen by a general election to be held no later than three weeks prior to the last day of classes for the spring semester. They shall serve for one year or until their successors are elected. Candidates must be in good standing with the University, as stated in Article IV, Section 3.

Section 3. Nominations for officers will be accepted from any Metcalf resident. A majority of votes cast shall be needed to elect. Elections shall not become final until after the next regular House Council Meeting following the announcement of election results. At that meeting a majority of the House Council may order a recount of votes. The participants of any run-off shall be decided by the House Council. New officers shall take office at the end of the first regular meeting following the announcement of election results, unless a run-off is ordered. Election results shall be permanently entered into the minutes and the ballots shall be held by the Elections Committee until the new officers take office.

Section 4. Should the actions of any officer be found not to be in accordance with that person's office, the House Council shall, by a two-thirds vote, cause that person to be removed from his/her office.

Section 5. Vacancies in any office shall be filled in the following manner:

- a. For the vacancy in the Presidency, the Legislative Vice-President shall become President.
- b. For vacancies in the other offices, a Hall election shall be held. Upperclass advisors and the freshmen who have lived in Metcalf for one semester are eligible.

## Article VI

### Duties of Officers

Section 1. The President shall:

- a. Act as an official representative of the hall;
- b. Oversee the work of all officers and committees;
- c. Preside over Executive Board meetings;
- d. Preside over House Council meetings;
- e. The President must have served at least one semester on House Council.

Section 2. The Legislative Vice-President shall:

- a. Represent Metcalf Hall on the inter-Residence Council;
- b. Oversee the work of all officers and committees;

- c. Familiarize him/herself with common parliamentary procedure and act as parliamentarian for House Council.

Section 3. The Programs Vice-President shall initiate and be responsible for all programs that encourage educational and cultural aspects of residence hall life.

Section 4. The Activities Vice-President shall initiate and be responsible for all activities that encourage the social aspects of residence life.

Section 5. The Services Vice-President shall oversee the acquisition and the use of the residence hall facilities and refund losses from the game machines.

Section 6. The Secretary shall:

- a. Record and distribute the minutes of all House Council meetings to each floor;
- b. Conduct all Hall correspondence;
- c. Keep copies of the minutes, correspondence, the constitution, and the standing rules;
- d. Keep attendance of all House Council meetings.

Section 7. The Treasurer shall record all financial transactions of the Program and shall report these at each House Council meeting. He/she shall also be responsible for delegation and distribution of individual floor funds and shall oversee the actions of floor treasurers.

Section 8. The Area Director shall be appointed by Residence Life, and will have the following duties:

- a. Regular attendance to Executive Board meetings;
- b. Regular attendance to House Council meetings;
- c. Liason to Housing and Residence Department;
- d. Financial consultant;
- e. Provide support to House Council activities;
- f. Offer training opportunities;
- g. Acts in an advisory role to executive officers and council members as needed.

## Article VII

### Meetings

Section 1. The House Council shall meet once a week during the school year, except during school holidays and when otherwise

ordered by the Council or by the Executive Board. This day and time shall be decided by the Executive Board at the beginning of the fall semester.

Section 2. Attendance at regular House Council meetings shall be open to all Metcalf residents and required of all House Council representatives.

Section 3. Special meetings can be called by the President or by the Executive Board.

Section 4. A quorum shall consist of two-thirds of the House Council representatives.

Section 5. The rules contained in Robert's Rules of Order Newly Revised shall be the authority on all procedural questions.

#### Article VIII

##### Executive Board

Section 1. The Executive Board shall consist of the President, the Legislative Vice-President, the Programs Vice-President, the Activities Vice-President, the Secretary, and the Treasurer.

Section 2. The Executive Board shall meet once a week before House Council meetings. Chairmen of special committees are invited to attend Executive Board meetings.

Section 3. The Executive Board shall have general supervision of the affairs of the program between House Council meetings. They shall make recommendations to the House Council and none of its acts shall conflict with actions taken by the House Council.

Section 4. Final interpretation of this constitution shall rest with the Executive Board and parliamentary rule.

#### Article IX

##### Committees

Section 1. Membership on all committees shall be open to all residents on a voluntary basis. If necessary, the President shall appoint an appropriate number of House Council representatives to serve on any regular or special committees.

Section 2. A Programs committee shall be chaired by the Programs Vice-President. This committee shall organize programs of a cultural and educational nature for the residents of Metcalf Hall.

Section 3. An Activities Committee shall be chaired by the Activities Vice-President. This committee shall organize activities of a social and recreational nature for the residents of Metcalf Hall.

Section 4. A Services Committee shall be chaired by the Services Vice-President. This committee shall be in charge of Hall facilities, liaison between Residence Life and Dorm, responsible for maintenance of House Council office and dorm possessions, and shall provide other miscellaneous services.

Section 5. A special Elections Committee shall be responsible for accepting nominations and organizing balloting for Hall elections. It shall be chaired by a resident appointed by the President. Its membership shall be voluntary.

Section 6. Such other committees, standing or special, shall be established by the President as the House Council or the Executive Board, from time to time, deem necessary. The President shall be an ex-officio member of all committees.

#### Article X

##### Amendment of Constitution

Section 1. This constitution can be amended by a two-thirds vote of the House Council followed by a two-thirds majority vote cast in a Metcalf Hall election.

#### Article XI

##### Allotment of House Council Funds for Programs

Section 1. The decision of making suite funds available (and amount) to suites during a semester will be determined by a simple majority vote of the Executive Board at the beginning of each semester.

Section 2. The allocation of suite funds may be terminated at any time before, during or after either the fall or spring semester by a majority vote of the Executive Board.

Section 3. Program Requirements

- a. The program must be open to and widely announced to at least one full suite.
- b. The program must be cultural, social, or educational and must be targeted to at least one full suite.
- c. Program funds, if given, may not in any way be used for the purchase of any alcoholic beverages.
- d. Programming forms must be filled out immediately after completion of program and before any funds may be received.
- e. Receipts for purchases for program must be submitted with programming forms.

Section 4. Procedure for obtaining funds

- a. The organizer(s) wishing to obtain funds must first seek programming funds from the Resident Advisors and then they may apply to House Council for necessary funds.
- b. The organizer's suite must have raised one-half of the maximum amount that the Executive Board has decided to make available. This must be raised before Fall Break (for Fall Semester funds), or before Spring Break (for Spring Semester funds) before their suite money can be allotted.
- c. Those organizing the program must submit a written request for funds to the Treasurer. The Treasurer will bring the request to the next regularly scheduled Executive Board meeting.
- d. The Executive Board shall decide by majority vote (including the Program Director) the amount that can be allotted. This amount cannot exceed the maximum amount (see Section 5).
- e. This proposed amount shall be presented at the next House Council meeting by the Treasurer. At this time, the House Council shall vote on the allotment of funds. A majority vote of members is needed for approval.
- e. If funding is approved, then the receipts for the exact amount must be given to the Treasurer, at which point the organizer(s) will receive the allotment.

Section 5. Maximum amount of money that can be received by a suite shall be determined by the Executive Board at the beginning of each semester that suite funds will be available.



Section 6. The funds may be used in addition to Resident Advisor funds.

Section 7. Funds must be applied for within 2 weeks of completion of program.

Section 8. All funding shall end 2 weeks prior to the end of classes of the particular semester.

Section 9. Programming fund misuse is subject to disciplinary action by the Program Director, House Council, or both.

Proposed Amendment to the Constitution of the Mike Metcalf Living Learning Program Vetter

Article XI Allotment of House Council Funds for Programs

section 1. The decision of making suite funds available (and amount) to suites during a semester ~~or year~~ will be determined by a simple majority vote of the executive board at the beginning of each semester ~~or year~~.

The allocation of  
section 2. Suite Funds may be terminated at any time before, during or after either the fall or spring semester by a majority vote of the executive board.

section 3. Program Requirements

- a) The program must be open to and widely announced to at least one full suite
- b) The program must be cultural, social or educational and be targeted to at least one full suite
- c) Program funds, if given, may not in any <sup>way</sup> be used for the purchase of any alcoholic beverages.
- d) Programming forms must be filled out immediately after completion of program and before any funds may be received.
- e) Receipts for purchases for program must be submitted with programming forms.

section 4. Procedure for obtaining funds

- a) The organizer(s) wishing to obtain funds must first seek programming funds from RA, IF denied, then they may apply to house council for necessary funds.
- b) The organizer's suite must have raised one-half of the maximum amount that the executive board has decided to make available. This must be raised before Fall Break (for Fall Semester funds), ~~and~~ OR before Spring Break (for Spring Semester funds) ~~if available~~ in addition to before their suite money can be allotted.

- c.) Those organizing the program must submit a written request for funds to the Treasurer. The Treasurer will bring the request to the next regularly scheduled executive board meeting.
- d.) The executive board shall be decided by majority vote (including the ~~Ad~~<sup>Program Director</sup>), the amount that can be allotted. This amount can not exceed the maximum amount (see section 5)
- e.) This proposed amount shall be presented at the next house council meeting by the Treasurer. At this time the house council shall vote on the allotment of funds. A majority vote of members is needed for approval.
- f.) If funding is approved then the receipts for exact amount must be given to the treasurer, at which point the organizer(s) will receive the allotment.

section 5. Maximum amount of money that can be received by a suite shall be determined by the executive board at the beginning of each semester that suite funds will be available.

section 6. The funds may be used in addition to RA funds.

section 7. Funds must be applied for within 2 weeks of completion of program

section 8. All funding shall end 2 weeks prior to the end of classes of the particular semester. ~~or year depending on what time period has been decided upon~~

section 9. Programming fund misuse is subject to disciplinary action by the ~~Ad~~<sup>P.P.</sup>