

Owen Hall Council Constitution

Preamble: We the members of Owen Hall Council have implemented this constitution to establish guidelines for legal and effective organization of government within this residence hall. By acting in accordance with this constitution, Owen Hall Council shall serve our constituents to the best of our ability.

Article I: Name

The governing body and legislative organization of Owen Residence Hall shall hereby be referred to as Owen Hall Council

Article II: Membership and General Responsibilities

- A. Owen Hall Council Membership Standards
 - a. Must be a resident of Owen Residence Hall
 - b. Good academic and judiciary standing with the University
- B. Owen Hall Council
 - a. Uphold the student body code
 - b. Maintain order and unity within Owen Residence Hall
 - c. Promote inter/intra hall activities
 - d. Allocate appropriate finances
 - e. Seek to create the ideal conditions for academic, social, and personal growth.
 - f. Attendance to meetings required. See Article X

Article III: Owen Hall Council Executive Board

- A. The Owen Hall Council Executive Board consist of 13 (thirteen) elected positions
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. Inter-Residence Council Representative
 - f. Social Events Coordinator
 - g. Publicity Coordinator
 - h. Four (4) Floor Representatives
 - i. FYC Liaison
 - j. Webmaster

B. Individual Responsibilities

a. The President shall:

- i. Preside over Owen Hall Council meetings
- ii. Act as a liaison between staff and Owen Hall Council by attending staff (Resident Advisors, Resident Mentors, Resident Director) meetings
- iii. Evaluate candidates for committee chairman/woman, and after consulting the Owen Hall Council, appoint the proper individual to head appropriate committees
- iv. Appoint chairperson to head special task forces as needed
- v. Make recommendations to Owen Hall Council regarding his/her observations of officers, committees, and committee chairperson.
- vi. Be responsible for handling the removal procedures outlined in Article IX, Section A only if such removal involves the Vice President.
- vii. Be the chairperson for the Equipment and Facilities committee
- viii. Not have a vote in Owen Hall Council motions unless there is a tie
- ix. Run future elections during the year in the event that a position needs to be filled

b. The Vice President shall:

- i. Assume all duties of the President in absence of the President
- ii. Interpret the Constitution in regards to Owen Hall Council
- iii. Perform duties delegated to him by the President and Owen Hall Council
- iv. Be responsible for the removal procedures found in Article IX, Section A unless he/she is being removed
- v. Represent Owen Hall Council on campus committees and organizations when necessary
- vi. Directly advise the President on all Owen Hall Council matters
- vii. Make recommendations to Owen Hall Council regarding his observations of officers, committees, and chairperson
- viii. Become a non-voting member of all committees

c. The Secretary shall:

- i. Keep a recording of Owen Hall Council meeting attendance
- ii. Publish a record of attendance activities, functions, and minutes on a regular basis
- iii. Be responsible for all written correspondence (including e-mail) between Owen Hall Council and other organizations
- iv. Keep an updated roster of Owen Hall Council representatives and Resident Advisors that contains name, phone numbers and room number, which shall be furnished upon request
- v. Keep the minutes of each Owen Hall Council meeting
- vi. Be responsible for setting up a listserv that includes all residents

- d. The Treasurer shall:
 - i. Keep complete and accurate records of all financial transactions
 - ii. Report the financial health of the Owen Hall Council after each program and at general body meetings
 - iii. Submit a written semester report of finances on the form provided by Housing and Residence Life
 - iv. Be responsible for the Owen Hall Council off-campus checking account
 - v. Be the chairperson for the Fundraising Committee.

- e. The Inter-Residence Council Representative shall:
 - i. Represent Owen Hall Council in all Inter-Residence Council related matters
 - ii. Keep Owen Hall Council updated on all Inter-Residence Council activities and policies.
 - iii. Adhere to all IRC descriptions
 - iv. Attend all IRC meetings and provide the Owen Hall Council Executive Board with updates at meetings

- f. The Social Events Coordinator shall:
 - i. Be in charge of social events that occur in Owen Residence Hall
 - ii. Be the chairperson for the Programming Committee.
 - iii. Set up block seating for residents for athletic events
 - iv. Inform residents of intramural sports sign up deadlines

- g. The Publicity Coordinator shall:
 - i. Be in charge of publicity for events that occur in Owen Residence Hall
 - ii. Be in charge of maintaining the Owen Hall Council bulletin board
 - iii. Be the chairperson for the Publicity Committee
 - iv. Have publicity out at least three (3) days before an event
 - v. Be responsible for creative and effective advertising for Owen hall

- h. The Floor Representatives shall:
 - i. Represent residents within their respective floor (either ground, 1st, 2nd, or 3rd floors).
 - ii. Be a member of a standing committee.

- i. The FYC Liaison shall:
 - i. Attend all FYC Student Council meetings and report back to the Owen Hall Council FYC news and events
 - ii. Deliver funding proposals to the FYC council to allocate for funds
 - iii. Be a voting member in the FYC Student Council
 - iv. Actively participate in FYC events

- j. The Webmaster shall:
 - i. Create and update the Owen Hall website that is allotted to the hall by the Inter-Residence Council

Article IV: General Elections

- A. To be eligible to vote in any Owen Hall Council Executive Board election, one must be a current resident of Owen Residence Hall.
- B. Election of Owen Hall Council Executive Board
 - a. The elections shall be held within four (4) weeks after residents have moved into Owen Residence Hall
 - b. The Resident Advisors shall be in charge of running the elections
 - c. Any resident, who is in good standing with the University, is eligible to run for office
 - d. Voting shall consist of one night during the office hours of Resident Advisors
 - e. In the event of a tie, the Owen Hall Council Advisor shall schedule a run-off a week following the general elections.
 - f. One person may only run for one (1) position on the Executive Board
 - g. In the event of a vacancy, a 2/3 vote by the Executive Board is required to move a member up to the vacant position
 - h. In the event of a vacancy within the year, another election shall take place for the open position

Article V: Owen Hall Council Advisor

- A. The Owen Hall Council shall have an advisor appointed by the Department of Housing and Resident Life typically being the Residence Director of Owen Residence Hall.
- B. It shall be the duty of the Owen Hall Council Advisor to:
 - a. Act as a liaison between Owen Hall Council and the Department of Housing and Resident Life, and any other organization
 - b. Interpret laws and stipulation passed down by campus, city, state, or federal governing bodies when necessary in legal issues involving Owen Hall Council
 - c. Attend all Owen Hall Council meetings
 - d. Co-sign checks and advise expenditures in the best interests of Owen Hall Council
 - e. Shall act to carry out other Owen Hall Council responsibilities as specified in other articles of this Constitution.

Article VI: Owen Hall Council Committees

- A. Each standing committee shall have one chairperson appointed by the President unless already granted chairpersonship according to this Constitution
 - a. The chairperson shall be responsible for all the committee's activities and shall report directly to the Owen Hall Council
 - b. Organize the meeting times and dates for their respective committee
 - c. Appoint a secretary to take minutes
 - d. Committee must provide the Publicity Coordinator with advertisement information more than three (3) days in advance
 - e. Executive Board members shall choose the committee they will be involved with at the beginning of the year
- B. There shall be four (4) standing committees
 - a. Fundraising
 - i. Design and promote fundraising projects
 - ii. Keep Owen Hall Council well advised of the Council's financial situation
 - b. Publicity
 - i. Advertise for all Owen Hall Council functions
 - ii. Observe the University poster policy
 - iii. Remove all advertisements immediately following the event.
 - c. Programming
 - i. Design and propose events for possible Owen Hall Council sponsorships
 - ii. Review any social or mixer requests
 - iii. Make primary plans for Owen Hall Council events
 - d. Equipment and Facilities
 - i. Make recommendations regarding equipment purchases
 - ii. Design and oversee equipment check-out policies
 - iii. Keep a current inventory of all Owen Hall Council equipment
 - iv. Prepare proper Owen Residence Hall facilities for Owen Hall Council usage

Article VII: Owen Hall Council Expenditure Policies

- A. The Owen Hall Council will maintain an off-campus checking account
 - a. Revenue generated from Owen Hall Council functions and fundraisers is to be deposited into the Owen Hall Council checking account
 - b. Checking account money may only be withdrawn with the consent of Owen Hall Council
- B. The Owen Hall Council President, Treasurer, and one other member may vote to spend up to \$50 dollars for any given Owen Hall Council function in the event of any emergency (i.e. a late program proposal)

Article VIII: Owen Hall Council Constitution, Amendments, and By-Laws

- A. Amendments
 - a. Any resident may sponsor an amendment and submit a written copy to Owen Hall Council
 - b. A two-thirds vote of Owen Hall Council is required for an amendment to be placed into the Owen Hall Council Constitution
- B. New Constitutions
 - a. Any resident may sponsor a new Constitution and submit a written copy to Owen Hall Council
 - b. A two-thirds vote of Owen Hall Council is required for the Constitution to be moved forward to a general vote
 - c. A plurality of residents must vote to ratify a new Constitution
- C. Bylaws
 - a. Bylaws for Owen Residence Hall shall be passed by a two-thirds vote of Owen Hall Council
 - b. These laws shall be concerned with hall policy and shall be maintained by the Vice President
 - c. Once passed, bylaws must be published and placed on the books with the Owen Hall Council Constitution

Article IX: Removal Policies

- A. Any Owen Hall Council member may be removed from his position for:
 - a. Failure to fulfill his obligations to the Owen Hall Council
 - b. Being placed on academic probation by the University
 - c. Disciplinary problems on campus
 - d. Discrepancies with the attendance policy in Article X
- B. The Vice President shall chair the removal process unless he/she is being removed then the President will oversee the process
- C. The charges brought against an Owen Hall Council member must be submitted in writing to be reviewed by the Owen Hall Council
- D. The Owen Hall Council member being charged has the full opportunity to defend his position before the Owen Hall Council
- E. After considering the case at hand, a $\frac{3}{4}$ vote is required by Owen Hall Council to remove a person
- F. Quorum shall consist of $\frac{1}{2}$ the voting members being present.

Article X: Attendance Policies

- A. Executive Board members must acquire prior approval from the President before missing a meeting.
- B. Executive Board members are able to miss two (2) unapproved meetings per semester
- C. Executive Board members must attend two (2) programs set up by the Owen Hall Council other than their own.