**BRADLEY-PATERSON HALL CONSTITUTION**

**Preamble**
We the People of Bradley-Paterson Hall, in Order to form a more perfect year, establish friendships, ensure community is built, provide for our common goals, promote the general Welfare, and secure the Blessings of Liberty for ourselves and Posterity, do ordain and establish this Constitution for the Bradley-Paterson Hall Council.

**Article I. Name**
The name of the residence hall is Bradley-Paterson Hall (BP), hereinafter referred to as Bradley-Paterson Hall, and the name of this governing body shall be the Bradley-Paterson Hall Council (BPHC).

**Article II. Purpose**
The purpose of BPHC is to provide for the social, recreational, informational, educational, diversity, wellness and community-building involvement needs of the residents of BP.

**Article III. Membership & Non-Discrimination Policy**
The general membership of BPHC will consist of all students of The Ohio State University who are registered and recognized as residents of Bradley-Paterson Hall. This organization and its members shall not discriminate and no student shall be denied membership in this organization based on race, sex, national origin, religion, age, sexual orientation, gender identity/expression, disability, political views, class rank and veteran status, et al.

**Article IV. Election of Officers/ Selection Process**

A. Date of Application Availability. Executive Board applications will be available at the Paterson Front Desk beginning move-in day each year. The application will consist of short speech and a petition sheet requiring the signatures of forty (40) residents.

B. Application Due Date. Completed applications will be due to the front desk one week after they are made available.

C. Selection Procedure. Residents of BP will vote on the candidates that will best fit the purpose of BPHC and the position.

D. Term. The term for the new Executive Board will commence immediately following acceptance of the position and will run through the end of the academic year in May.

**Article V. The Executive Board**

A. Members. The Bradley-Paterson Hall Executive Board will consist of at least seven officers: President, two RHAC Representatives, Treasurer, Vice-President, Sustainability Chair, and
Secretary. The Advisor can also choose to have co-committee chairs for any/all of the committees. The Executive Board may formally vote on matters being considered by the Executive Board, except for the President who will vote only to break a tied vote.

B. Purpose. The officers of BPHC, in their individual capacities and collectively as the Executive Board will be responsible for planning, administering, supervising, and executing all BPHC programs in conjunction with the general body of BPHC.

C. Meetings. The Executive Board will meet in regular sessions during the scheduled time at least one a week. Executive Board will begin as soon as possible in the Autumn Semester. In order to conduct business, the majority of the Executive Board members and the Advisors must be in attendance.

D. Duties of the Executive Board.
   1. Duties of the President.
      a. The President will serve as chief officer of BPHC
      b. S/he will preside over the BPHC and Executive Board meetings
      c. S/he will assist committees with program development, planning and funding
      d. Attend weekly Executive Board meetings
      e. Meet each week one on one with BPHC Advisor
      f. Participate in all BPHC programs
   2. Duties of the RHAC Representatives
      a. S/he will assist with the creation of advertisements for large BPHC programs
      b. S/he will act as the Residence Hall Advisory Council (RHAC) representative for Bradley-Paterson Hall and will attend and actively participate in all weekly RHAC meetings.
      c. Participate in all BPHC programs
      d. Meet biweekly one on one with BPHC Advisor
   3. Duties of the Treasurer:
      a. The Treasurer will meet weekly with BPHC Advisor to review RA Funding requests and to write checks
      b. S/he will keep accurate total of committee budgets
      c. Work with Executive Board to write money forms for programs that require additional funding
      d. S/he will input expenditures/deposits into University Housing ledger
      e. S/he will review BPHC and external organization funding requests prior to discussion at Executive Board and general body meetings
      f. Participate in all BPHC programs
   4. Duties of the Secretary:
      a. The Secretary will be responsible for maintaining an accurate list of BPHC general body members
      b. S/he will send out minutes weekly from executive meeting and general body meeting
      c. Meet biweekly one on one with BPHC Advisor
   5. Duties of the Sustainability Chair
      a. Meet biweekly one on one with BPHC Advisor
      b. Will work on creating events promoting the concept of green energy and sustainability within the Residence Hall
c. Attend campus sustainability chair meetings as directed.

6. **Duties of the Vice-President:**

   a. The Vice-President will preside over Executive Board and general BPHC meetings when the President is absent.
   b. Meet biweekly one on one with BPHC Advisor

7. **Minimum Qualifications of an Executive Board Member.** Each E-Board member must meet the following minimum qualifications in order to remain in his/her position:
   
   a. Currently live in Bradley-Paterson Hall
   b. Currently is not on any form of judicial or behavior probation
   c. Currently meets the requirements established for the participation in campus organizations including a cumulative GPA of no less than a 2.5

8. **Executive Board Members fall below Qualifications.** Executive Board members who fall below a GPA of 2.5 or are involved in a judicial situation will:
   a. Meet individually with the Advisor
   b. Be placed on probation for one semester if they fall below a GPA of 2.5 or are found in violation of violating the Residential Living Handbook and/or Code of Student Conduct
   c. If the Executive Board member is involved in a subsequent policy violation or fall below a GPA of 2.5 it will be determined that they have breached their duties and removal procedures will be followed.
   d. The Advisor will keep this information confidential and reserve the right to modify these guidelines on a case by case basis

9. **Removal of an Executive Board Member.** An E-Board member may be removed from their position by:
   a. An Advisor or by a three-fourth vote of the BPHC members in attendance, when determined to be in breach of his/her duties outlined in his/her position or when s/he is no longer able to carry out his/her duties.
   b. An E-Board member may also voluntarily resign his/her position by submitting a written statement to the advisor.

10. **Replacement of an Executive Board Member.** If an Executive Board member is removed or resigns the Executive Board, in conjunction with the General Body, will:
    a. Nominate a new Executive Board member from qualified General Body members
    b. Require that nominated members present information on why they would be a qualified Executive Board member
    c. Conduct a vote of the General Body to elect the new Executive Board member
    d. If a new Executive Board member can not be identified from the general body, the Executive Board and Advisor will determine an appropriate solution
       i. Choosing not to replace an Executive Board member
       ii. Conducting a new application process
       iii. Asking a current Executive Board member to change positions
Article VI. Bradley-Paterson Hall Activities Board

A. Membership. BPHC will consist of:
   1. Any Bradley-Paterson Hall Resident.
   2. At least one representative from each wing.

B. Meetings.
   1. BPHC will meet in regular sessions, during announced times and at least once a week.
   2. BPHC meetings will be open to the general membership unless the president of BPHC, by a majority vote of the Executive Board, decides to cancel a particular weekly meeting. In the event of a cancelled meeting, BPHC may not formally vote on any matters.

C. Voting.
   1. BPHC will ratify all decisions by a majority vote.
   2. The Executive Board may veto any decision ratified by BPHC with a unanimous vote. However, BPHC may then choose to overturn the Executive Board veto by a vote of at least two-thirds of the full BPHC.
   3. Each resident present during a voting session will have one vote.

D. Duties of BPHC Members. As BPHC representatives, the members will help organize and participate as well as stimulate interest and participation in Bradley-Paterson Hall activities by working with the Executive Board Chairs to help develop community in Bradley-Paterson Hall.

Article VII. Allocation of Funds

A. Responsibility. All money given/received to BPHC shall be in the presence of the Advisor, the President or the Treasurer.

   1. Semester Budget.
      a. In conjunction with the Treasurer, the Executive Board will allocate funding for the quarter.
      b. The budget can vary from semester to semester to allow each BPHC committee to best plan programs with a set amount of funding.

   2. Expenditure of Funds
      a. The Advisor and Treasurer will be in charge of the overall allocation of funding.
      b. For each semester funding allocation will remain the same (as possible):
         i. BPHC Funds/Programming: $1,450
         ii. Reserve: $3000
         iii. Bank Fees: $30
         iv. Recognition: $500
         v. External Organizations: $390
         vi. RA Floor Funds: $1560
      c. The BPHC general body will be responsible for voting on proposals for allocation of BPHC Funds/Programming and External Organization Funds.
d. Bradley-Paterson Hall Senior Staff in conjunction with the Treasurer will be responsible for allocating Funds.

c. Any person associated with The Ohio State University may initiate request for funds.

3. **Floor Funds.** Because programming is a requirement of the Resident Advisor position, each RA will receive floor funds that s/he may use to plan programs each quarter. These funds will total $1560 per semester.

4. **Reserves.** A minimum of $3,000 will be kept in the Reserve Fund at all times. Reserve money can only be allocated by BPHC to fund BPHC and RA programs.

**Article VIII. Advisors**

A. **Appointment.** The Assistant Hall Director and/or Hall Director of Bradley-Paterson Hall will serve as the principal Advisor to BPHC, and may appoint other members of the Bradley-Paterson Hall staff to co-advises.

B. **Duties of the Advisor.**
   1. The advisor will serve as the principal representatives of the University and consultant to BPHC.
   2. The Advisor will coordinate the selection and training of the Executive Board.
   3. The Advisor will participate in all functions that directly foster the success of BPHC and the Executive Board.
   4. The Advisor will serve as a financial consultant and will:
      a. Pay close attention to the BPHC Ledger to assure appropriate financial status.
      b. Call for an audit of the ledger in case of concern.
      c. Serve as a second signature on call checks written by BPHC.
      d. Serve as the primary contact for RA funding requests.
   5. The Advisor will locate a Resident Advisor/Manager to serve as a representative/resource for BPHC.

**Article IX. Not-for-Profit Statement**

The Bradley-Paterson Hall Activities Board is a not-for-profit organization.

**Article X. Amendment Ratification and Constitution Suspension**

A. **Amendment Ratification**
   1. Each year the executive board should review the constitution and propose changes. The constitution can be amended by two thirds of the BPHC.

B. **Constitution Suspension**
   1. The Executive Board reserves the right to alter or suspend other sections of the Constitution for a limited period of time if they deem it is in the best interest of BPHC.