**Jones Tower Activity Board Constitution**

(Completed October 28th, 2010)
(Updated February 28th, 2015)

**Article I: Name of the Organization and Non-Discrimination Policy**
The name of this organization shall be the Jones Tower Activity Board, hereafter referred to as JTAB.

**Article II: Non-Discrimination Policy**
Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited.

**Article III: Purpose**
The purpose of the Jones Tower Activity Board is to promote a strong and inclusive community in Jones Tower through activities and events that bring residents together in fun and meaningful ways.

**Article IV: Membership**
The membership of JTAB will consist of students residing within Jones Tower.
The structure of the JTAB will include one President, one Treasurer, one Secretary, one Historian, one Residence Hall Advisory Council (RHAC) Representative, one Black Student Association (BSA) Representative, one Sustainability Chair, and one Advisor. All residents of the complex are welcome to attend and participate in General Body meetings.

**Section I: Expectations of General Membership**
All members of JTAB must meet the following expectations in order to remain active:

- Maintain a 2.5 cumulative GPA
- Regularly attend General Body Meetings
- Attend two General Body Meetings in order to cast a vote; to maintain vote must attend at least every third meeting
- Serve on one of several standing committees as established by the Executive Board
- Attend as many JTAB sponsored events as possible

**Section II: Expectations of the Executive Board Membership**
All members of the Executive Board are expected to fulfill the following general duties as well as duties specific to their position:

- Maintain a 2.5 cumulative GPA
- Attend all Executive Board meetings
- Attend all General Body meetings
- All Executive Board members should attend as many JTAB sponsored events as possible

**Section III: The President**
- Is elected by the residents of Jones Tower
● Presides over all Executive Board and General Body meetings
● Prepares an agenda for all Executive Board and General Body meetings
● Serves as the official representative of JTAB at campus activities and organizations or appoint a replacement in his/her absence
● Calls special meetings of JTAB as deemed necessary
● Makes necessary appointments to vacancies in the Executive Board with the 2/3 vote of JTAB
● Meets on a regular basis with the Advisor of JTAB
● Maintains open lines of communication with the Advisor of JTAB
● Makes sure JTAB is in good standing with the University and the SOURCE
● Serves as a member of one of the JTAB committees

Section IV: The Treasurer
● Is elected by the residents of Jones Tower
● Is responsible for maintaining an accurate account balance of all funds for JTAB
● Balances the JTAB checkbook once a week with the JTAB Advisor
● Responsible for ensuring that the JTAB funds are budgeted each semester
● Maintains open lines of communication with the JTAB Advisor
● Addresses the entire council when dealing with a money allocation above set amount of money determined by the General Body

Section V: The Secretary
● Is elected by the residents of Jones Tower
● Is responsible for recording minutes at both the Executive Board and General Body meetings
● Is responsible for sending a copy of the minutes to the JTAB Executive Board
● Is responsible for presenting a summary of the previous meeting at all Executive Board and General Body meetings
● Keeps a current calendar of events in which JTAB is a participant both on and off campus
● Compiles and Maintains an up to date e-mail list of all the complex Resident Advisors, Executive Board members, and General Body members
● Serves as a member of one of the JTAB committees
● Serves on the budget committee for 1 semester during the academic year

Section VI: Director of Marketing
● Is elected by the residents of Jones Tower
● Is responsible for chairing the public relations committee
● Advertises for any event sponsored by JTAB with the help of their committee members
● Create social media updates to be approved by the Advisor
  Twitter: https://twitter.com/OSUJonesTower
  Facebook: https://www.facebook.com/jones.tower?fref=ts

Section VII: Historian
● Is elected by the residents of Jones Tower
● Keeps visual record of all JTAB programs and events
● Assembles the scrapbook for Hall of the Year during Spring semester
● Serves as a member of one of the JTAB committees
Section VIII: Residence Hall Advisory Council (RHAC) Representative
● Is elected by the residents of Jones Tower
● Attends all RHAC meetings or appoint a replacement in case of absence
● Serves as the communication liaison between RHAC and JTAB
● Reports to the Executive Board and General Body as necessary

Section IX: Black Student Association (BSA) Representative
● Is elected by the residents of Jones Tower
● Attends all BSA meetings or appoint a replacement in case of absence
● Serves as the communication liaison between BSA and JTAB
● Reports to the Executive Board and General Body as necessary

Section X: The Advisor
● Is the hall director of Jones Tower
● Serves as an administrative resource
● Serves as a link to university officials and staff
● Keeps Executive Board informed of and help interpret university policy
● Maintains objectivity in all meetings
● Ensures that JTAB funds are spent in accordance with university policy
● Ensures that all financial transactions are appropriately recorded
● Maintains weekly meetings with JTAB President and Treasurer, outside of Executive Board and General Body Meetings
● Is responsible for passing on all necessary items and information between academic years

Article IV: Administrative Procedures

Section I: Elections
● The election guidelines will be decided yearly by the existing Executive Board members and the Advisor
● Requirements for candidacy:
  ▪ Must be a resident of Jones Tower
  ▪ Must have a cumulative G.P.A. of 2.5

Section II: Impeachments
● An Executive Board member and a General Body member may be removed by a two-thirds (2/3) majority vote of the General Body in the event of one of the following:
● Failure to act in accordance with the Constitution
● Actions detrimental to the interest of Jones Tower residents
● Conviction of a violation of the published university Code of Conduct as set forth in the Residence Hall handbook and/or other official university publications
● Before such a vote may be taken, the accused officer/member must be given the opportunity to defend himself/herself and to cross-examine his/her accusers in a hearing before the entire General Body; procedures for such a hearing shall be determined by the Advisor(s) and/or President
Article V: Meetings

Section I: Meeting Times and Frequency
● The Executive Board will meet once per week at a day and time determined by both the Advisor and the Executive Board. The General Body meeting time and frequency will be set by both the Advisor and the Executive Board.
● The weekly meeting can be postponed given an Executive Board agreement.
● Executive Board meetings will be closed to the general public except by appointment.
● General Body meetings will be open to the public.
● Emergency meetings may be called at the request of the President and/or Advisor.

Section II: Meeting Protocol
● President calls the meeting to order
● Secretary takes attendance
● Executive Board Reports: each Executive Board Member will have an opportunity to give updates relevant to their position
● Old Business
● New Business: items of new business to be introduced by the president
● When said tasks have been accomplished or the set time for the meeting has elapsed the President will adjourn the meeting

Section III: Voting
● Will occur when deemed necessary by an Executive Board member
● A presenter (if applicable) will bring forth their request before the General Body
● The presenter answers any questions, then leaves the room
● The President calls for discussion on the motion
  ○ Discussion begins with the person who stated the motion
● The President calls the vote
  ○ All votes will be tabulated by the Secretary
  ○ Action is confirmed on the topic
    ▪ A simple majority constitutes affirmation in all cases except for those regarding impeachment or amendments to the Constitution
● The presenter is brought into the room and informed of the results of the vote
● Presenter is dismissed by the President

Article VII: Treasury

Section I: Budget Process
● The budget must be made by the second week of the semester by the Treasurer, except for Autumn semester, when the budget must be made within two weeks of elections
● The minimal accounts that need to be present in the budget are the following:
  ○ RA Floor Funds ($3 per resident per RA)
  ○ Hall Improvement (Funds to improve the facilities or amenities of Jones Tower)
  ○ General Funds (All extra funds not distributed into other funds)
• The Treasurer has sole discretion with advice from the Advisor, but may also consider including the Executive Board in the process

Section II: Allocation Process

Section 2.1: Allocation Request Process
• Allocation of funds may be made possible if the person or persons making the request completely fill out and submit a Money Request Form by the set deadline.

Section 2.2: The Voting Process
• When the allocation is requesting more than the set amount determined by the General Body it needs to be decided upon by General Body. At all other times The Budget Committee will decide money allocations.

Section 2.3: Reimbursements
• Receipts and completed money forms must be received before any reimbursements are given.

Section III: Permissions
• The Advisor has the ability to use JTAB funds for building events/activities without prior approval from the budget committee
• The Advisor has the ability to spend JTAB funds whenever JTAB is not in session
• During the spring semester a summer budget will be put together by the Treasurer and approved by the General Body which the Advisor will be able to spend out of during the summer.
• The Advisor has the ability to approve RA requests for money if a situation presents itself without the prior approval of the JTAB General Body.
• The President, the Treasurer, and Advisor have the ability to approve $20 or below purchases by members of JTAB for JTAB events/programs without prior approval from the JTAB General Body (in emergency situations only)

Section IV: Carry-Over Requirements
• The Treasurer is required to carry-over any unused funds that are in the accounts from previous semesters; these funds may be rolled back into the General Fund at the discretion of the Executive Board
  o Unused floor funds may be rolled over into the same RAs floor fund for the next semester

Section V: Checks
• Two signatures are required on all JTAB checks
• Only the Treasurer, Advisor, President and other members on the account are authorized to sign checks
• All the proper forms and guidelines must be completed in accordance with the
An accurate record of all issued checks must be recorded in the ledger

Section VI: Deposits
- It will be the duty of the Treasurer and/or Advisor to make deposits into the checking account

Section VII: Audit Requirements
- If being audited by the administration, a meeting must be scheduled immediately
- A current copy of the previous semester’s budget, semester report, copy of current semester’s budget, binder of money forms, and the updated check book and ledger must be ready

Section VIII: Advisor Roles
- The Advisor is to assist with the needs of the Treasurer to the best of his/her ability
- He/She is to have weekly meetings to make sure that the checking account and ledger totals are accurate

Section IX: Treasury Funds

Section 9.1: Minimum Balance Requirements:
- There will be no minimum balance requirement for the individual accounts
- There will be a minimum balance of fifty dollars in the JTAB checking account to insure overdraft protection

Section 9.2: Funds For/From Other Organizations
- Money request forms must be completed by the deadline determined by the Treasurer and/or Advisor
- Requests for funds after a program has been completed may be granted upon extenuating circumstances to be determined by the Executive Board
- All donations/grants from other organizations should be deposited into the appropriate account no later than one week following receipt of the check
- No donations of monetary funds shall be made to any charity or organization
- Campus-wide groups, off-campus groups, and non-affiliated groups:
  - All groups must submit a money request to the Treasurer
  - They must follow the regulations stated above
  - The groups may only submit one request per event

Article VIII: Ratification and Amendments

This constitution shall be effective upon a two-thirds (2/3) majority vote of the General Body.

Amendments of this constitution may be proposed by any member of JTAB. To become effective, it must be approved by a vote of three-fourths (3/4) of the entire General Body. Proposed amendments must be submitted in writing first to the Executive Board and upon
passing the Executive Board to the General Body. Changes can also be made by the advisor of JTAB upon the consultation of the Executive Board or when there is no Executive Board in place (as in over the summer).