Busch Halloran Hall Council Constitution

Preamble

1. We the people of Busch Halloran Hall Council, 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 Busch Halloran Hall Council.

Article I. Name

1. The name of this residence hall is Busch Halloran Complex, and the name of this governing body shall be the Busch Halloran Hall Council.

Article II. Purpose

1. The purpose of the Busch Halloran Hall Council is to “improve the quality of living conditions, stimulate academic and extracurricular interests of all those who live within its walls, and facilitate the building of long-lasting relationships among its residents”. This will be done by providing for the social, recreational, informational, educational, diversity, wellness and community-building involvement needs of the residents of Busch Halloran Complex and by achieving this purpose within the standards set by The Ohio State University.

Article III. Membership & Non-Discrimination Policy

1. The general membership of Busch Halloran Hall Council will consist of all students of The Ohio State University who are registered and recognized as residents of Busch Halloran Complex. All Busch Halloran residents who regularly attend programs and meetings, and have a vested interest in Busch Halloran Complex will hereinafter be referred to as the General Assembly. 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. Busch Halloran Hall Council upholds diversity as one of its highest values and will demonstrate such in its activities, members, and actions.

Article IV. The Executive Board
1. **Members.** The Busch Halloran Hall Council Executive Board will consist of the following officers. President, Vice President, Treasurer, Director and Assistant Director of Marketing, Community and Inclusion Chair and Vice-Chair, Wellness and Learning Chair and Vice-Chair, Sustainability Chair and Vice-Chair, and Halloran Representative. The Executive Board may formally vote on matters being considered by the Executive Board, except for the President who will vote only in the event of a tie. Additionally, the Advisor(s)/Executive Board may add additional positions to the executive board if deemed necessary by both the Advisor(s)/Executive Board. Individuals seeking these newly created positions must fill out the normal applications provided and are subject to the same selection procedures as the rest of the board. Furthermore Advisor(s) and the Executive Board maintain the right to form committees within the executive board and general assembly in order to best serve their community.

2. **Purpose.** The officers of Busch Halloran Hall Council, in their individual capacities and collectively as the Executive Board will be responsible for planning, administering, supervising, and executing all Busch Halloran Hall Council programs in conjunction with the General Assembly of Busch Halloran Hall Council.

3. **Minimum Requirements for Admittance.** Each Executive Board member must meet the following minimum qualifications in order to remain in their position.
   a. Currently live in Busch Halloran.
   b. Currently is not on any form of disciplinary probation.
   c. Maintain a cumulative GPA of a 2.5 or higher.
   d. Must commit to serving on the Executive Board for a full school year.
   e. Must commit to attending The Ohio State University Hall Council Executive Board retreat in the fall.
   f. Must uphold the duties and responsibilities of Busch Halloran Hall Council as stated in this constitution.

4. **Executive Board Members Who Fall Below Minimum Requirements.** Executive Board members who fall below a GPA of 2.5 or are involved in a judicial situation resulting in disciplinary probation will:
   a. Meet individually with the Advisor(s).
   b. Be placed on probation for one semester if they fall below a GPA of 2.5 or are placed on disciplinary probation.
   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(s) will keep this information confidential and reserve the right to modify these guidelines on a case by case basis.

5. **Removal of an Executive Board Officer.** An Executive Board member may be removed from their position by:
a. An Advisor or by a three-fourth vote of the General Assembly members in attendance, when determined that they are in breach of their duties outlined in their position or when they are no longer able to carry out their duties.
b. Resigning their position by submitting a written statement to the advisor.

6. Vacancies.
a. If the office of the President becomes vacant, the Vice-President shall become President.
b. If any other office becomes vacant, the Executive Board shall prepare and make available to the residents, of their respective residence hall, applications for the position within one week of the vacancy or have those duties fulfilled by a current executive.
c. Within two weeks, the whole Hall Council shall vote to determine which of the applicants shall assume the vacated position.
d. If a new Executive Board member cannot be identified from the general body or executive board itself, the senior staff Advisor(s) 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.

7. Meetings. The Executive Board will meet in regular sessions during a scheduled time, which is in the best interests of its members and advisor, at least once a week. In order to conduct business, the majority of the Executive Board members and the Advisor must be in attendance. Executive Board meetings will begin no later than the second week of fall semester.

8. Duties of the Executive Board
   a. President
      i. The President will serve as the chief officer of Busch Halloran Hall Council.
      ii. Create the agenda and preside over the General Assembly & Executive Board meetings.
      iii. Meet weekly in a one-on-one setting with Hall Council Advisor(s).
      iv. Assist with program development, planning, and funding.
      v. The President shall forfeit all voting rights except in the event of a tie where they will serve as the tie-breaking vote.
      vi. Attend Fall Executive Board Retreat.
      vii. Attend weekly Executive Board and General Body meetings.
      viii. Participate in the planning and execution of all Busch Halloran Hall Council programs.
   a. Vice President
i. Take over duties of the president in cases of absence, illness, emergency, resignation, or removal.

ii. Organize at least one Executive Board social get-together each semester.

iii. Recognize one Hall Council member biweekly for their contributions to Busch Halloran during hall council meetings. It is up to the Vice President to determine what criteria to base this recognition on as well as how to collect input from other Hall Council members.

iv. Will act as the Residence Hall Advisory Council (RHAC) representative for Busch Halloran and will attend and actively participate in all weekly RHAC meetings.

v. The VP will report back to Busch Halloran Hall Council on a weekly basis regarding RHAC initiatives and updates.

vi. The VP will serve as a communications representative of Busch Halloran activities to the RHAC general body as determined by RHAC.

vii. Find replacement for RHAC meetings if unable to attend.

viii. Report information from RHAC to Hall Council and spread information about RHAC sponsored events to all residents through necessary marketing campaigns.

ix. Attend Fall Executive Board Retreat.

x. Attend weekly Executive Board and General Body meetings.

xi. Participate in the planning and execution of Busch Halloran Hall Council programs.

b. Treasurer

i. Meet weekly with the Advisor(s) to review RA Funding requests and to write checks.

ii. Keep accurate total of Hall Council budgets.

iii. Maintain the sub accounts of Busch Halloran Hall Council, including RA floor accounts and all other accounts specified in the budget or added during the semester by obtaining funding requests, money forms and receipts, and writing checks each week.

iv. Meet with the advisor(s) each week to obtain Student Activity Fees Checks, Grant Checks, Buck ID Checks, Student payment checks, external organization grant checks, fundraising money, and all other funds. Make deposits, write checks, update ledger, and obtain checks to be deposited when necessary.

v. Present updated ledger to the Hall Council at the beginning of each meeting for discussion of spending practices.

vi. Update budget as needed by adding new sub accounts to the ledger.
vii. Work with Executive Board to write money forms for programs that require additional funding.
viii. They will review Busch Halloran and external organization funding requests prior to discussion at Executive Board and General Body meetings.
ix. Conduct the Grant Night process with the assistance of the Advisor(s).
x. Attend Fall Executive Board Retreat.
xi. Attend weekly Executive Board and General Body meetings.
xii. Participate in the planning and execution of Busch Halloran Hall Council programs.
c. Director of Marketing and Assistant Director of Marketing
   i. In working with the Advisor(s), maintain the Busch Halloran Hall Council Facebook, Twitter, and Instagram account including inviting new members, sending messages, posting updates and sending out program invites.
   ii. Maintain an accurate list of Busch Halloran Hall Council general body members.
   iii. Assist with the creation of advertisements and general marketing strategies for large Busch Halloran Hall Council programs.
   iv. Communicate key messages to the community on behalf of Busch Halloran Hall Council.
   v. Solicit the necessary resources to implement advertising campaigns throughout the community as necessary to effectively advertise all events related to the hall council functioning.
   vi. Put together, present and maintain the social calendar for the community.
   vii. Keep record of all programs put on by the council for use by future years.
   viii. Record the proceedings and actions of the Busch Halloran Hall Council and distribute copies to the General Assembly and Executive Board members.
   ix. Attend Fall Executive Board Retreat.
   x. Attend weekly Executive Board and General Body meetings.
   xi. Participate in the planning and execution of Busch Halloran Hall Council programs.
d. Sustainability Chair and Vice-Chair
   i. Plan and implement events to promote the concept of green energy and generate awareness of sustainability within the residence hall.
   ii. Responsible for knowing the policies of The Ohio State University on recycling and other sustainability issues.
   iii. Attend campus sustainability chair meetings as directed.
iv. Attend Fall Executive Board Retreat.

v. Attend weekly Executive Board and General Body meetings.

vi. Participate in the planning and execution of Busch Halloran Hall Council programs.

e. **Community and Inclusion Chair and Vice-Chair**

i. Plan, develop and the implement events that enhance our understanding of diversity, inclusion, and cultural awareness as well as community.

ii. Attend Fall Executive Board Retreat.

iii. Attend weekly Executive Board and General Body meetings.

iv. Participate in the planning and execution of Busch Halloran Hall Council programs.

f. **Wellness and Learning Chair and Vice-Chair**

i. Plan, develop and the implement events that enhance our understanding of wellness and learning

ii. Attend Fall Executive Board Retreat.

iii. Attend weekly Executive Board and General Body meetings.

iv. Participate in the planning and execution of Busch Halloran Hall Council programs.

g. **Halloran Representative**

i. Serves as a representative from Halloran House and is responsible for relaying info to Halloran from BuHa and from BuHa to Halloran

ii. Attend Fall Executive Board Retreat.

iii. Attend weekly Executive Board and General Body meetings.

iv. Participate in the planning and execution of Busch Halloran Hall Council programs.

**ALTERNATIVE Article V. Selection of Officers (IF SELECTED BY ADVISOR(S))**

1. Applications for President and Treasurer will be made available in late Spring Semester and early Fall Semester.

2. Candidates must fill out an application in order to be considered for the various positions on the Executive Board.

3. The application will consist of short answer questions, history of leadership experiences, and an interview.

4. Completed applications will be due to the front desk at a date determined by the Advisor(s).

5. Senior Staff will review application materials and with the Resident Advisors and Executive Board will interview and select the candidate that best fits the roles and responsibilities of each specific position.
6. **Selection procedures regarding the offices of President and Treasurer.**
   a. Applications must be completed and turned into the front desk of Busch House by the 13th week of spring semester in order to be reviewed by the current Executive Board and Hall Council Advisor(s).
   b. Once the applications are reviewed the Executive Board and Hall Council Advisor(s) will invite strong applicants in to interview for the position during the 13th and 14th week of the spring semester.
   c. After all interviews have been conducted the current Executive Board and Advisor(s) will select whom they deem to be the strongest candidate for the positions of President and Treasurer and notify them of their decision.
   d. The applicant that is selected to serve in these positions must then either confirm or deny the position by emailing the Executive Board and Hall director of their respective building that they applied to be a part of for the following autumn semester.
   e. Once selected to serve as either the President or Treasurer, the newly selected officers must schedule a one-on-one meeting with the Hall Director of the building that they will be living in next semester in order to implement plans to jumpstart the community development of their residence hall in the fall semester.

7. **Selection procedures regarding the other positions that are not the offices of President and Treasurer.**
   a. All other remaining positions will be filled within the first 3 weeks of autumn semester of 2016.
   b. After filling out the application and answering the short answer questions, residents must turn in their applications to the front desk by by the end of the first week of classes of the fall semester.
   c. After residents have submitted their applications and they have been reviewed by current Executive Board members and Advisor(s), residents will be notified if they have been selected to have an interview with the Advisor(s) of Busch Halloran Hall Council and any current Executive Board members.
   d. Residents will then schedule an interview date and time for the 2nd week of classes in fall semester
   e. After interviews have concluded residents will be notified if they have been selected to serve in a position on the Executive Board and they must either accept or deny the position by emailing the current Executive Board members and Advisor(s) of Busch Halloran Hall Council.

**Article VI. General Membership and General Assembly Duties**

1. **Membership.** Busch Halloran Hall Council membership will consist of:
a. Any Busch Halloran Resident.
b. The Executive Board.
c. Resident Advisors.
d. Senior Staff Members/Advisor(s).

2. Meetings
   a. Busch Halloran Hall Council will meet in regular sessions, during announced
times and at least once a month.
   b. Meetings will be open to the general membership unless the President of Busch
Halloran Hall Council, by a majority vote of the Executive Board, decides to
cancel a particular meeting. In the event of a cancelled meeting, the General
Assembly may not formally vote on any matters.

3. Voting
   a. Busch Halloran Hall Council will ratify all decisions by a majority vote.
   b. The Executive Board may veto any decision ratified by General Assembly with a
unanimous vote. However, the General Assembly may then choose to overturn
the Executive Board veto by a vote of at least two-thirds of the full council.
   c. Each resident present during a voting session will have one vote.
   d. Each voting member has the options of yeah, nay, or abstain in voting.
   e. If the vote being taken is to approve funds, then the person presenting the funding
proposal shall leave the room while the vote is being taken.
   f. Any voting member with any direct and immediate benefit to the exclusion of
others from the results of the vote should abstain. They may still give their
opinion and defense for the program, but if the presenter leaves the room, anyone
"affiliated" with the presenter should abstain.
   g. Conflict of interest shall be decided by the President, Vice President, and
Advisor(s).

4. Duties
   a. As Busch Halloran Hall Council representatives, the members will help organize
and participate as well as stimulate interest and participation in Busch Halloran
Hall Council activities by working with the Executive Board Members to help
develop community in Busch Halloran.
   b. Any member of the General Assembly may present a notion to be considered by
the Executive Board that they feel would enhance the development of their
building community or better the functionality of their hall council proceedings.

5. Minimum Qualifications
   a. Currently a resident of Busch Halloran.
   b. An Active Member is defined as any resident of Busch Halloran that has shown a
vested interest in Busch Halloran through regular attendance at Busch Halloran
Hall Council meetings and/or programs.
6. **Removal of a General Member**
   a. A General Assembly member may be removed from their position by an Advisor when determined to be in violation of the Residence Hall Code of Conduct and removed from the Residence Hall Council.

**Article VII Allocation of Funds**

1. **Responsibility.** All money received by Busch Halloran Hall Council shall be in the presence of the Advisor(s), with the assistance of the President, Vice President, and Treasurer.

2. **Budget**
   a. The Advisor(s) and the Treasurer will work together on drafting a budget, which will be voted upon by the General Assembly.
   b. In conjunction with the Executive Board, the Advisor(s) will allocate funding for the semester to determined sub-accounts.
   c. The budget can vary from semester to semester to maximize the effectiveness of programs with a set amount of funding.

3. **Expenditure of Funds**
   a. The Advisor(s) and Treasurer will be in charge of the overall allocation of funding.
   b. All requests for money must be filled out using the University Housing Money Form or eRezLife.
   c. All expenditures must have an accompanying funding request submitted through the eRezLife system or through using the University Housing Money Form request no later than one week prior to the time the money will be spent.
   d. The General Assembly will be responsible for voting on proposals for allocation of Busch Halloran Hall Council Funds/Programming and External Organization Funds.
   e. Any person associated with The Ohio State University may initiate request for funds.
   f. All expenditures must be done via the Busch Halloran pay card, which must be signed out by the Advisor(s). In instances of unexpected overcharge or other extreme cases, the Advisor(s) and President have the authority to approve a pay-by-reimbursement system.

4. **Floor Funds**
   a. 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 semester totaling $3/resident.
   b. Floor funds shall be used at the discretion of the Resident Advisor.
c. Resident Advisors may request additional funding from Busch Halloran Hall Council. To do this they must submit a request through eRezLife.

5. **Money Forms**
   a. External organizations requesting Busch Halloran Hall Council funding must submit the required University Residences and Dining Services Money Form or Programming Proposal through ERezLife to the Executive Board one week prior to the Busch Halloran Hall Council meeting at which they intend to present.

6. **Grant Request Process**
   a. **Eligibility**
      i. Any OSU student organization may request funding from Busch Halloran Hall Council by following the Busch Halloran Hall Council Grant Procedure.
   b. **Deadlines**
      i. All meetings will be grant meetings.
   c. **Procedure**
      i. Turn the grant request form in to the Treasurer or President via email, campus mail, or by dropping it off at the Busch front desk.
      ii. The request form must be turned into either the Treasurer or President one week in advance before the proposed grant night. If it is not in prior to one week in advance of their presentation the grant request will not be on the agenda for the ensuing grant night.
      iii. At the meeting the grant will be proposed to the general body. At least one copy must be made for the presentation. The grant sponsor will have 5 minutes to present the grant and 5 minutes for questions and answers.
   d. **Voting Members Guidelines**
      i. Has the grant been properly prepared?
      ii. Does the grant meet our goal to provide for Busch Halloran Residents?
      iii. Is the grant fiscally responsible?
      iv. Is it an alternative program? (i.e. is it a cultural, wellness, community service, anti-substance, late-night, or week-end program?)

**Article IIX. Advisor(s)**

1. The Advisor(s) of Busch Halloran Hall Council will be the Hall Director and/or Assistant Hall Director, to be determined by them.
2. The Advisor(s) will coordinate the selection and training of the Executive Board.
3. The Advisor(s) will participate in all functions that directly foster the success of the Busch Halloran Hall Council and the Executive Board.
4. The Advisor(s) will attend weekly Hall Council meetings, weekly Executive Board meetings, weekly meetings with the President, and weekly meetings with the Treasurer.

5. The Advisor(s) will serve as a financial consultant and will:
   a. Pay close attention to the Busch Halloran Hall Council 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 all checks written by Busch Halloran Hall Council.
   d. Serve as the primary contact for RA funding requests.

6. The Advisor(s) will provide general guidance but will leave the specific operation of the Hall Council to the Hall Council members.

7. In areas in which the Constitution is unclear or does not seem to apply to a situation, the Advisor(s) shall provide the final interpretation.

8. The Advisor will locate a Resident Advisor/Manager to serve as a representative/resource for the Busch Halloran Hall Council.

**Article IX. Amendments and Suspension of Constitution**

1. The Executive Board reserves the right to alter or suspend sections of the Constitution for a limited period of time if they deem it is in the best interest of the Busch Halloran Hall Council.

2. A proposal to amend the Constitution can be brought by any Hall Council member.

3. In cases where an amendment would be in direct conflict with the letter or spirit of University and/or Residence Life policies, the Advisor(s) may veto a proposed amendment.

4. With approval of the Advisor(s), a vote of two-thirds of all voting members can ratify a proposed amendment into the Constitution.

5. With approval of the Advisor(s), a vote of two-thirds of all voting members can call a Constitutional Convention to rewrite part or all of this Constitution.

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

The Busch Halloran Hall Council is a not-for-profit organization.