BOARD of ACTIVITIES for MENDOZA-NORTON-SCOTT COMPLEX CONSTITUTION

Article I. Name

The name of the residence complex is Mendoza-Norton-Scott, and the name of this governing body shall be the Board of Activities for Mendoza-Norton-Scott (BAMNS).

Article II. Purpose

The purpose of BAMNS is to provide for the social, recreational, informational, educational, diversity, wellness and community-building involvement needs of the residents of Mendoza-Norton-Scott Complex.

Article III. Membership & Non-Discrimination Policy

The general membership of BAMNS will consist of all students of The Ohio State University who are registered and recognized as residents of Mendoza-Norton-Scott Complex. 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 (see article X).

Article IV. Election of Officers/ Selection Process

A. Date of Application Availability:
   Spring Semester: Executive Board applications will be available to MNS residents upon returning from Spring Break. High priority will be put on selecting the President and one additional Executive Board member. In the case where there are no fit candidates, the application and selection process will take place in the following Fall Semester.
   Fall Semester: Executive Board applications will be available at the Mendoza-Norton-Scott Complex Front Desk beginning move-in day each year. The application will consist of short answer questions and history of leadership experiences. Specific dates vary dependent upon the date of move-in day.

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

C. Selection Procedure:
   Fall and Spring Semesters: Senior Staff (will review application materials and the student advisors and/or Senior Staff will interview and select the candidate that best fits the roles and responsibilities of BAMNS 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. Advisors**

**A. Professional Advisors.** BAMNS Advisors will consist of the Senior Staff members of Mendoza-Norton-Scott Complex.

1. **Duties of the Professional Advisors:**
   a. Serve as the primary contact person registered on the Ohio State Union’s Website.
   b. Serve as a liaison between the department of Residence Life and the BAMNS Executive Board.
   c. Serve as a liaison between the Resident Advisors and the BAMNS Executive Board.
   d. Serve as the executive manager of the BAMNS bank account and fiscal transactions.
   e. The Advisor(s) will coordinate the selection and training of the Executive Board.
   f. The Advisor(s) will participate in all functions that directly foster the success of BAMNS and the Executive Board.
   g. The Advisor(s) will serve as a financial consultant and will:
      1. Pay close attention to the BAMNS Ledger to assure appropriate financial status.
      2. Call for an audit of the ledger in case of concern.
      3. Serve as a second signature on call checks written by BAMNS.
      4. Serve as the primary contact for RA funding requests.
   h. The Advisor will locate a Resident Advisor/Manager to serve as a representative/resource for BAMNS.

**B. Student Advisors.** Up to two Resident Advisors and/or the Resident Manager working in the Mendoza-Norton-Scott Complex may volunteer to serve as student advisors to BAMNS.

1. **Duties of the Student Advisor(s):**
   a. Serve as a liaison between the Resident Advisors and the BAMNS Executive Board and general body members.
   b. Assist in promoting BAMNS meetings and events to the Mendoza-Norton-Scott complex.

**Article VI. The Executive Board**

**A. Members.** BAMNS Executive Board will consist of at least five officers: (1) President, (2) Vice-President, (3) Secretary, (4) Treasurer, (5) Director of Wellness and Sustainability, (6) Director of Inclusion and Diversity, (7) Director of Social and Community Engagement, (8) Director of Academic and Learning. 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 the BAMNS, in their individual capacities and collectively as the Executive Board will be responsible for planning, administering, supervising, and executing all BAMNS programs in conjunction with the general body of BAMNS.

* In the case there are few applications for Director positions there will be a Director for Housing Core Values (Wellness, Inclusion, and Community) and Director of Sustainability.
C. Meetings. The Executive Board will meet in regular sessions during the scheduled time at least one a week. Executive Board will begin the second full week of 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 BAMNS
   b. Preside over the BAMNS and Executive Board meetings
   c. Assist committees with program development, planning and funding
   d. Attend weekly Executive Board meetings
   e. Attend General Body Meetings
   f. Attend Fall Executive Board Retreat
   g. Meet weekly in a one-on-one setting with BAMNS Advisor(s)
   h. Participate in the planning and execution of all BAMNS programs
   i. Meet weekly with BAMNS Advisor(s)

2. Duties of the Vice-President:
   a. Work closely with the President, other members of the Executive Board, Community Directors, and Advisors.
   b. Act as the RHAC Liaison for the Complex and will attend and actively participate in all weekly RHAC meetings
   c. Join and attend meetings of a RHAC committee
   d. Meet weekly with BAMNS Advisor(s)
   e. Fill any newly vacant position in the Executive Board until a new member is appointed or until the Executive Board decides it is within the Vice President’s role to assume that position
   f. Attend weekly Executive Board meetings
   g. Attend General Body Meetings
   h. Attend Fall Executive Board Retreat
   i. Participate in all BAMNS programs

3. Duties of the Treasurer:
   a. The Treasurer will meet weekly with the Advisor(s) to review RA Funding requests and to write checks
   b. Keep accurate total of committee budgets
   c. Work with Executive Board to write money forms for programs that require additional funding
   d. Input expenditures/deposits into University Housing ledger
   e. Review BAMNS and external organization funding requests prior to discussion at Executive Board and general body meetings
   f. Conduct the Grant Night process with the assistance of the Advisor
   i. Send out weekly email updates regarding BAMNS meeting times and upcoming programs
   ii. Maintain an accurate list of MNS H.C. general body members
   iii. Attend weekly Executive Board meetings
   iv. Attend General Body Meetings
   v. Attend Fall Executive Board Retreat
   g. Participate in all MNS H.C. programs
a. Meet weekly with the BAMNS Advisor(s) and Serve as the Residence Hall Advisory Council (RHAC).

4. **Duties of the Secretary:**
   a. In working with the Advisor(s), maintain the BAMNS Facebook, Twitter, and Instagram group for the MNS Complex including inviting new members, sending messages, posting updates and sending out program invites.
   b. Attend weekly Executive Board meetings
   c. Attend General Body Meetings
   d. Attend Fall Executive Board Retreat
   e. Assist with the creation of advertisements and general marketing strategies for large BAMNS programs
   f. Communicate key messages to the Mendoza-Norton-Scott Complex on behalf of BAMNS
   g. Meet weekly with BAMNS Advisor(s)

5. **Duties of the Director of Wellness and Sustainability:**
   a. Plan and implement events that promotes the concept of sustainability / awareness in the complex.
   b. Attend monthly meetings to plan activities and provide feedback to the RHAC Sustainability Chair
   c. Meet with University Housing and University Dining Services about sustainability initiatives in the residence hall community
   d. Meet monthly with BAMNS Advisor(s)
   e. Attend weekly Executive Board meetings
   f. Attend General Body Meetings
   g. Attend Fall Executive Board Retreat

6. **Duties of the Director of Inclusion and Diversity:**
   a. Collaborate with different student groups to highlight events on campus and in the complex, including those associated with the Multicultural Center, SUSTAINS and ICE Scholars.
   b. Plan, develop and the implement events that enhance our understanding of diversity, inclusion, and cultural awareness.
   c. Organize at least one Executive Board social get-together each semester
   d. Act as or finding a committee member to serve as the BSA (Black Student Association Rep)
   e. Meet monthly with BAMNS Advisor
   f. Attend weekly Executive Board meetings
   g. Attend General Body Meetings
   h. Attend Fall Executive Board Retreat

7. **Duties of the Director of Academic and Learning:**
   a. The planning, developing and the implement events that foster academic success and well-being.
   b. Meet monthly with BAMNS Advisor
   c. Attend weekly Executive Board meetings
   d. Attend General Body Meetings
   e. Attend Fall Executive Board Retreat

8. **Duties of the Director of Social and Community Engagement**
   a. Plan, develop and the implement community / social events and service opportunities and initiatives
b. Meet monthly with MNS H.C. Advisor

c. Attend weekly Executive Board meetings
d. Attend General Body Meetings
e. Attend Fall Executive Board Retreat

Executive Board Membership:

A. Eligibility. Each E-Board member must meet the following minimum qualifications in order to remain in his/her position:
   1. Currently live in Mendoza, Norton, or Scott House
   2. Currently is not on any form of judicial or behavioral probation
   3. Currently meets the requirements established for the participation in campus organizations including a cumulative GPA of no less than a 2.5

B. 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:
   1. Meet individually with the Advisor
   2. Be placed on probation for one quarter if they fall below a GPA of 2.5 or are found in violation of violating the Residence Hall Handbook and/or Code of Student Conduct
   3. 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.
   4. The Advisor will keep this information confidential and reserve the right to modify these guidelines on a case by case basis

C. Removal of an Executive Board Member. An E-Board member may be removed from their position by:
   1. An Advisor or by a three-fourth vote of the BAMNS 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.
   2. An E-Board member may also voluntarily resign his/her position by submitting a written statement to the advisor.

D. 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:
   1. Nominate a new Executive Board member from qualified General Body members
   2. Require that nominated members present information on why they would be a qualified Executive Board member
   3. Conduct a vote of the General Body to elect the new Executive Board member
   4. If a new Executive Board member can not be identified from the general body, the Executive Board and Advisor will determine an appropriate solution
      a. Choosing not to replace an Executive Board member
      b. Conducting a new application process
      c. Asking a current Executive Board member to change positions

E. Suspension of Constitution. 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 BAMNS or the Mendoza-Norton-Scott Complex.
Article VII. Allocation of Funds

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

1. Semesterly Budget
   a. The funding for BAMNS is allocated from a portion of the student activity fee ($9.00 per resident).
   b. A check will be given to the BAMNS Advisor(s) at both the four and six week marks of each semester—this is dependent upon the number of residents in the complex.
   c. In conjunction with the Treasurer, the Executive Board will allocate funding for the semester.
   d. The budget can vary from semester to semester to allow each BAMNS Executive Board and/or committee to best plan programs with a set amount of funding.

2. Expenditure of Funds
   a. The Advisor(s) and the Treasurer will be in charge of the overall allocation of funding.
   b. For each semester funding allocation will remain the same (as possible):
      i. BAMNS Funds/Programming: 40%
      ii. Reserve: 15%
      iii. Bank Fees: 2%
      iv. Recognition: 8%
      v. External Organizations: 5%†
      vi. RA Floor Funds: 30%
   c. The BAMNS general body will be responsible for voting on proposals for allocation of BAMNS Funds/Programming and External Organization Funds.
   d. Mendoza-Norton-Scott Complex Senior Staff in conjunction with the Treasurer will be responsible for allocating Funds.
   e. Any person associated with The Ohio State University may initiate request for funds.
   f. BAMNS will allow external organizations (including Resident Advisors) to attend any general body meeting to request funds for their initiatives.

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 semester totalling $3/resident.

4. Reserves. A minimum of 15% of the budget will be kept in the Reserve Fund at all times. Reserve money can only be allocated by MNS H.C. to fund MNS H.C. and RA programs.

5. Money Forms.
   a. External organizations requesting MNS H.C. funding must submit the required University Housing Money Form to the Executive Board one week prior to the scheduled Grant Night.

† External organizations (e.g. recognized student organizations) are only allowed to be allocated funds in the instance where quid pro quo is evident (i.e. both BAMNS and the EO are benifitting from the partnership).
b. If the Money Form is not submitted by this time, the proposal will not be on the agenda for the ensuing MNS H.C. Grant Night.

**Article VIII. Programming**

A. **Purpose.** The purpose of BAMNS programming is to promote positive interactions for residents within the Mendoza-Norton-Scott Complex.

B. **Core Values.** Each core value of the department should be the focus of at least one program during the semester. Thus, BAMNS should have a minimum of four programs a semester (Wellness, Inclusion, Learning and Community).

C. **Collaboration.** BAMNS is encouraged to collaborate with inside and outside student organizations, Student Life offices etc., during the course of the year. Some examples are as follows:
   a. Student Life Multicultural Center
   b. Student Life Wellness Center
   c. Mendoza-Norton-Scott Serves (MNS Serves)
   d. Resident Advisor Programming
   e. SUSTAINS Learning Community (Located in Scott)
   f. Innovation, Creativity and Entrepreneurship (ICE) Scholars (Located in Norton)

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

The Mendoza-Norton-Scott Hall Council is a not-for-profit organization.

**Article X – Non Discrimination Policy**

This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.