BOWEN HALL COUNCIL CONSTITUTION

Article I. Name
The name of the residence hall is Bowen House, and the name of this governing body shall be Bowen Hall Council, thereon referred to as “HALL COUNCIL”.

Article II. Purpose
The purpose of HALL COUNCIL is to provide for the social, recreational, informational, educational, diversity, wellness and community-building involvement needs of the residents of Bowen House.

Article III. Membership & Non-Discrimination Policy
The general membership of hall council will consist of all students of The Ohio State University who are registered and recognized as residents of Bowen House. 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. Selection Procedure. Interest to serve on the Executive Board will be completed through an application and interview process overseen by the primary advisor for the organization. The primary advisor will review all materials and make selections appropriate to the needs and interests of the organization. Standing Executive Board members will be notified of decisions and solicited to provide assistance if available.

B. 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 HALL COUNCIL Executive Board will consist of at least three officers with additional officers selected based on the needs and interests of the HALL COUNCIL: (1) President, (2) Vice President for Leadership, (4) Vice President for Recognition and Service, (5) Secretary, (6) Treasurer, (7) Sustainability Chair, and (8) Diversity Chair. 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 HALL COUNCIL, in their individual capacities and collectively as the Executive Board will be responsible for planning, administering, supervising, and executing all HALL COUNCIL programs in conjunction with the general body of HALL COUNCIL.

C. **Meetings.** The Executive Board will meet in regular sessions with the general body during the scheduled time at least once a week.

D. **Duties of the Executive Board.** Unless otherwised noted, all members of the Executive Board are to attend 80% of Hall Council meetings each semester, attend the Executive Board Retreat, participate in all HALL COUNCIL programs, and assist with at minimum, four HALL COUNCIL programs each semester.

1. **Duties of the President:**
   a. The President will serve as chief officer of HALL COUNCIL
   b. Attend and presides over 90% of HALL COUNCIL meetings
   c. Assist committees with program development, planning and funding
   d. Attend the Executive Board Retreat
   e. Meet at minimum, once monthly in a one-on-one setting with HALL COUNCIL Advisor(s)
   f. Collaborate with different student groups to highlight events on campus and in the community, including those associated with the Mount Leadership Society Scholars Program
   g. Participate in the planning and execution of all HALL COUNCIL programs

2. **Duties of the Treasurer:**
   a. The Treasurer will meet at minimum, bi-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 organize documentation for programs that require additional funding
   d. Input expenditures/deposits into University Housing ledger
   e. Review HALL COUNCIL 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

3. **Duties of the Vice President for Leadership:**
   a. Organize at least one experience for the executive board each semester to support executive officers to gain skills in one of the following areas; communication and interpersonal skills, problem solving, time management, civility, self-advocacy, or mental health wellness
   b. Support president to meet with executive board members to strengthen logistical planning skills
   c. Monitor the progress of committees not overseen by the president or treasurer to ensure goals are reached
4. **Duties of the Vice President for Recognition & Service:**
   a. Organize one semester-long recognition initiative for Bowen House residents and staff.
   b. At least once a month, complete an "Of The Month" through the National Residence Hall Honorary submission process
   c. Coordinate at least one service experience each semester
   d. Support the Sustainability Chair to achieve their goals and arrange environmental events for Bowen House
   e. Lead (or designate another) the general body in a 5-10 minute ice-breaker activity for each meeting

5. **Duties of the Secretary:**
   a. Maintain record of meeting minutes for Executive Board approval
   b. Maintain digital records of HALL COUNCIL events (photographs, video recordings, etc.)
   c. Send out weekly email updates regarding HALL COUNCIL meeting times and upcoming programs to advisor to share with general membership
   d. Maintain an accurate list of HALL COUNCIL general body members in attendance at meetings and programs

6. **Duties of the Sustainability Chair:**
   a. Plan and implement events to promote the concept of green energy and generate awareness of sustainability within Bowen House
   b. Attend monthly meetings to plan activities and provide feedback to the RHAC Sustainability Chair

7. **Duties of the Diversity Chair:**
   a. Serve as the Black Student Association (BSA) hall council representative for Bowen House and will attend and actively participate in all weekly BSA meetings.
   b. Organize at least one Executive Board social get-together each semester to encourage growth in multicultural competence.
   c. Collaborate with different student organizations whose missions support multicultural support and highlight their efforts within the Bowen House community.

8. **Minimum Qualifications of an Executive Board Member.** Each E-Board member must meet the following minimum qualifications in order to remain in their position:
   a. Currently live in Bowen House
   b. Currently is not on any form of judicial or behavioral probation
   c. Currently meets the requirements established for the participation in campus organizations including a cumulative GPA of no less than a 2.5
9. **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 Residence Hall 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

10. **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 HALL COUNCIL members in attendance, when determined to be in breach of their duties outlined in their position or when they is no longer able to carry out their duties.
   b. An E-Board member may also voluntarily resign their position by submitting a written statement to the advisor.

11. **Replacement of an Executive Board Member during the Academic Year.** 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. Bowen House Hall Council**

A. **Membership.** HALL COUNCIL will consist of:
   1. Any Bowen House Resident.
   2. General Committee Members working under the Executive Members
B. Meetings.
   1. HALL COUNCIL will meet in regular sessions, during announced times and at least once a month.
   2. HALL COUNCIL meetings will be open to the general membership unless the Director of HALL COUNCIL, by a majority vote of the Executive Board, decides to cancel a particular meeting. In the event of a cancelled meeting, HALL COUNCIL may not formally vote on any matters.

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

D. Duties of HALL COUNCIL Members. As HALL COUNCIL representatives, the members will help organize and participate as well as stimulate interest and participation in Bowen House activities by working with the Executive Board Chairs to help develop community in Bowen House.

E. Minimum Qualification of Members.
   1. Currently a resident of Bowen House.

F. Removal of a General Member. A general member may be removed from their position by:
   i. An Advisor when determined to be in violation of the Residence Hall Code of Conduct and removed from the Residence Hall.

Article VII. Allocation of Funds

A. Responsibility. All money given/received to HALL COUNCIL shall be in the presence of the Advisor, with the assistance of the President or the Treasurer.
   1. Budget.
      a. Completed in conjunction with the Treasurer.
      b. The budget can vary from semester to semester to allow each HALL COUNCIL committee to best plan programs with a set amount of funding.
   2. Expenditure of Funds
      a. The HALL COUNCIL general body will be responsible for voting on proposals for allocation of HALL COUNCIL Funds/Programming and External Organization Funds.
      b. Bowen House Senior Staff in conjunction with the Treasurer will be responsible for allocating Funds.
c. Requests for funds may only be made of the HALL COUNCIL only when the service rendered exclusively benefits the residents of Bowen House.
   i. Requests for funds must be received in person and the requestor must provide a written summary of their request including, at minimum, a person of contact (phone and email), purpose or request, date funds are needed by, and an itemized budget.

3. Floor Funds. Because programming is a requirement of the Resident Advisor position, each RA will receive floor funds that they may use to plan programs each semester totalling $3/resident. This amount may be altered if the HALL COUNCIL could not convene within the first two weeks of classes starting.

   Article VIII. Advisors

A. Appointment. The Hall Director (otherwise known as “Senior Staff”) of Bowen House will serve as the principal Advisor to HALL COUNCIL, and may appoint other members of the Bowen House staff to co-advises

B. Duties of the Advisor.
   1. The Advisor(s) will serve as the principal representative of the University and consultant to HALL COUNCIL
   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 HALL COUNCIL and the Executive Board
   4. The Advisor(s) will serve as a financial consultant and will:
      a. Pay close attention to the 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 call checks written by HALL COUNCIL
      d. Serve as the primary contact for RA funding requests

   Article IX. Not-for-Profit Statement

The Bowen House Hall Council is a not-for-profit organization.

   Article XII – 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.