Mack Hall Council Constitution

Preamble

1. We the people of Mack 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 Mack Hall Council.

Article I. Name

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

Article II. Purpose

1. The purpose of the Mack 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 Mack Hall, 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 Mack Hall Council will consist of all students of The Ohio State University who are registered and recognized as residents of Mack Hall. All Mack Hall residents who regularly attend programs and meetings, and have a vested interest in Mack Hall Council, 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. Mack 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 Mack Hall Executive Board will consist of the following officers. President, Vice President, Treasurer, Secretary, RHAC Representative, Floor representatives and Sustainability Chair. 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 Mack Hall Council, in their individual capacities and collectively as the Executive Board will be responsible for planning, administering, supervising, and executing all Mack Hall Council programs in conjunction with the General Assembly of Mack 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 Mack Hall.
   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 Mack 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. 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.
   c. 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. Resigning their position by submitting a written statement to the advisor.

6. **Vacancies.**
   a. 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.
   b. Within two weeks, the whole Hall Council shall vote to determine which of the applicants shall assume the vacated position.
c. If a new Executive Board member cannot be identified from the general body, 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, once a week. In order to conduct business, the majority of the Executive Board members and the Advisor must be in attendance.

8. Duties of the Executive Board
   . President
   . The President will serve as the chief officer of Mack Hall Council.
   i. Create the agenda and preside over the General Assembly & Executive Board meetings.
   ii. Meet bi-weekly in a one-on-one setting with Hall Council Advisor(s).
   iii. Assist with program development, planning, and funding.
   iv. The President shall forfeit all voting rights except in the event of a tie where they will serve as the tie-breaking vote.
   v. Attend Fall Executive Board Retreat.
   vi. Attend weekly Executive Board and General Body meetings.
   vii. Participate in the planning and execution of all Mack 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 Mack 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. In working with the Advisor(s), maintain the Mack Hall Council Facebook, Twitter, and Instagram account including inviting new members, sending messages, posting updates and sending out program invites.
   v. Attend Fall Executive Board Retreat.
   vi. Attend weekly Executive Board and General Body meetings.
   vii. Participate in the planning and execution of Mack Hall Council programs.

   b. Treasurer
   . Meet bi-weekly with the Advisor(s) to review RA Funding requests and to write checks.
   i. Keep accurate total of Hall Council budgets.
   ii. Maintain the sub accounts of Mack Hall, 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.
   iii. Make deposits, write checks, update ledger, and obtain checks to be deposited when necessary.
iv. Present updated ledger to the Hall Council at the beginning of monthly meeting for discussion of spending practices.

v. Update budget as needed by adding new sub accounts to the ledger.

vi. Work with Executive Board to write money forms for programs that require additional funding.

vii. Attend Fall Executive Board Retreat.

viii. Attend weekly Executive Board and General Body meetings.

ix. Participate in the planning and execution of Mack Hall Council programs.

c. **Secretary**

   i. Maintain an accurate list of Mack Hall Council general body members.

   ii. Assist with the creation of advertisements and general marketing strategies for large Mack Hall Council programs.

   iii. Communicate key messages to the community on behalf of Mack Hall Council.

   iv. Record the proceedings and actions of the Mack Hall Council and distribute copies to the General Assembly and Executive Board members.

iv. Attend Fall Executive Board Retreat.

v. Attend weekly Executive Board and General Body meetings.

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

d. **RHAC Representative**

   i. The RHAC Liaison will act as the Residence Hall Advisory Council (RHAC) representative for Mack and will attend and actively participate in all weekly RHAC meetings.

   ii. The RHAC Liaison will report back to Mack on a weekly basis regarding RHAC initiatives and updates.

   iii. The RHAC Liaison will serve as a communications representative of Mack activities to the RHAC general body as determined by RHAC.

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

v. Attend Fall Executive Board Retreat.

vi. Attend weekly Executive Board and General Body meetings.

vii. Participate in the planning and execution of Mack Hall Council programs.

e. **Sustainability Chair**

   i. Plan and implement events to promote the concept of green energy and generate awareness of sustainability within the residence hall.

   ii. Attend monthly RHAC meetings to plan activities and provide feedback to the RHAC Sustainability Chair.

   iii. Responsible for knowing the policies of The Ohio State University on recycling and other sustainability issues.

   iv. Attend campus sustainability chair meetings as directed.

v. Attend Fall Executive Board Retreat.

vi. Attend weekly Executive Board and General Body meetings.

vii. Participate in the planning and execution of Mack Hall Council programs.
f. **Floor Representatives**
   i. Assist with the creation of advertisements and general marketing strategies for large Mack Hall Council programs.
   ii. Communicate key messages to the community on behalf of Mack Hall Council.
   iii. Recruit and retain general body members
   iv. Recruit and retain students to programs put on by Mack Hall Council
   v. Attend Fall Executive Board Retreat.
   vi. Attend weekly Executive Board and General Body meetings.
   vi. Participate in the planning and execution of Mack Hall Council programs.

**Article V. Election of Officers**

1. Elections of the President, and Treasurer for the following year shall be held no later than the 13th week of Spring Semester.
2. Elections of all other Executive Board members and floor representatives shall be held no later than the 2nd week of Fall Semester.
3. In order to be placed on the ballot for elections, residents must complete and turn in an application made available to them from the front desk of their respective residence hall.
4. The application will consist of short answer questions, history of leadership experiences, and petition sheet with 20 resident signatures.
5. All members of the Mack Hall Council may run and vote in an election. Members of Mack Hall Council may run for multiple positions in an election, but may only hold one position.
6. The Executive Board and Advisor(s) shall be responsible for conducting the election and counting the votes. Results shall be posted no later than one week after the election.
7. Executive board members who are running in the election shall not take part in the conducting of the elections or the counting of the votes.
8. **For elections concerning the offices of President and Treasurer**
   a. After applications are turned in, candidates are allowed to campaign inside their residence hall that they will be or are currently living in during the autumn semester.
   b. Elections for the offices of President and Treasurer will be held during the 13th week of spring semester.
   c. If elected applicants must accept or deny their position by emailing the Hall Director of the residence hall that they will be living in next year or their current Hall Director if already living in their respective residence hall.
   d. After an applicant accepts the position offer, they must schedule a one-on-one meeting with the Hall Director of the residence hall that they will be living in and they must shadow the current Executive Board at one of their last meetings before the end of the spring semester.
   e. If spring elections do not fill all of the vacant positions, an autumn election must be held before the end of the 2nd week of the autumn semester.
9. **For elections concerning positions that are not the offices of the President or Treasurer**
   All other remaining positions will be filled within the first 2 weeks of autumn semester of 2016.
   a. Applications will be made available to residents upon move in, in the fall.
   b. After filling out the application and answering the short answer questions applications need to be turned in to the front desk by the end of the first week of the start of classes.
   c. After residents have submitted their applications they will be allowed to campaign in Mack Hall (see campaigning guidelines below).
   d. Elections will be held during the 2nd week of classes being in session.
   e. If elected to a position, residents must accept or deny the position by emailing the Hall Director of their residence hall.

10. **Campaigning**
   Campaigning shall begin the day applications are available and last until the end of the voting time period.
   a. Signage must be approved by the hall director and is limited to 1 sign per floor and 1 sign in the lobby. (Restriction does not include flyers that are handed out)
   b. Campaigning is not allowed at Hall Council events.
   c. Candidates may not use slander or libel against another candidate.
   d. Candidates are not allowed to use mailbox stuffers or give out gifts
   e. Any breach of campaigning guidelines may be brought to the Executive Board and will be considered as grounds for disqualification from the election

**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 petition sheet with 20 resident signatures.
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 Mack Hall 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.
   All other remaining positions will be filled within the first 3 weeks of autumn semester of 2016.
a. After filling out the application and answering the short answer questions, residents must turn in their applications to the front desk by the end of the first week of classes of the fall semester.
b. 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 Mack Hall Council and any current Executive Board members.
c. Residents will then schedule an interview date and time in the first few weeks of classes in fall semester.
d. 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 Mack Hall Council.

Article VI. General Membership and General Assembly Duties

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

2. Meetings.
   Mack Hall Council will meet in regular sessions, during announced times and at least once a month.
a. Meetings will be open to the general membership unless the President of Mack 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. Mack 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 Mack Hall Council representatives, the members will help organize and participate as well as stimulate interest and participation in Mack Hall Council activities by working with the Executive Board Members to help develop community in Mack Hall.
   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 Mack Hall.
   b. An Active Member is defined as any resident of Mack Hall that has shown a vested interest in Mack Hall through regular attendance at Mack 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 Mack 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 each of the to be 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 Mack 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 Huntington 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 Mack Hall Council. To do this they must submit a request through eRezLife.

5. **Money Forms**
   a. External organizations requesting Mack 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 Mack Hall Council meeting at which they intend to present.

6. **Grant Request Process**
   a. **Eligibility**
      i. Any OSU student organization may request funding from Mack Hall Council by following the Mack Hall Council Grant Procedure.
   b. **Deadlines**
      a. 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 Mack Hall 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.
c. **Voting Members Guidelines**

   i. Has the grant been properly prepared?
   ii. Does the grant meet our goal to provide for residents?
   iii. Is the grant fiscally responsible?

   iii. Is it an alternative program? (i.e. is it a cultural, wellness, inclusion, learning, faculty, community service, anti-substance, late-night, or week-end program?)

---

**Article IX. Advisor(s)**

1. The Advisor(s) of Mack Hall 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 Mack Hall Council and the Executive Board.
4. The Advisor(s) will attend weekly Hall Council meetings, weekly Executive Board meetings, bi-weekly meetings with the President, and bi-weekly meetings with the Treasurer and once per semester with every person holding a position on the executive board.
5. The Advisor(s) will serve as a financial consultant and will:
   a. Pay close attention to the Mack 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 Mack 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 Mack 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 Mack 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 Mack Hall Council is a not-for-profit organization.