

Park-Stradley Hall Council Constitution

Article I. Name

The name of the residence hall is Park-Stradley Hall at The Ohio State University, hereinafter referred to as Park-Stradley, and the name of this governing body shall be Park-Stradley Hall Council (SPARK). The unofficial name of the organization will be SPARK and the executive board will be unofficially referred to as SPARK Board.

Article II. Purpose

The purpose of SPARK is to provide for the social, recreational, informational, educational, diversity, wellness, and community-building involvement needs of the residents of Park-Stradley Hall.

Article III. Non-Discriminatory Policy

This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

As a student organization at The Ohio State University, SPARK expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here: <https://hr.osu.edu/public/documents/policy/policy115.pdf>.

If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleIX.osu.edu> or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu.

Article IV. Membership

The general membership of SPARK will consist of all students of The Ohio State University who are registered and recognized as residents of Park-Stradley Hall. No student shall be denied membership in this organization based on race, sex, national origin, religion, age, sexual orientation, disability, political views, class rank and veteran status, et al.

- A. As required by the Guidelines for Student Organizations, 90% of the membership of a student organization must include current Ohio State University students. Active members and Executive Committee are able to make decisions regarding the membership of community and other non-student members of an organization. Community or other non-student members may be temporarily suspended with a majority vote of the Executive Committee.

Article V. Election of Officers

- A. Eligibility:** Any resident of Park-Stradley Hall is eligible to participate in the Executive Board selection process and serve on the Executive Board. Additionally, any resident may participate as a general body or “SPARK Community” member.
- B. General Interest Meeting:** All Park-Stradley residents will be provided with information about Hall Council’s membership opportunities and invited to attend a general interest meeting held in early September and led by the organization’s advisor and the former year’s president. The Constitution will be discussed, requirements for running for office outlined, and a date for the first official hall council meeting set.
- C. 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.
- D. Selection:** Executive Board officers are chosen via a selection process which includes an application review, a formal interview with the Hall Council Advisor, and existing Executive Board member approval.

Article VI. The Executive Board

A. Members

- a. The SPARK Executive Board will consist of 11 officers:
 - i. President
 - ii. Vice President
 - iii. Treasurer
 - iv. Secretary
 - v. Community Service Programming Chair
 - vi. Learning / Sustainability Programming Chair
 - vii. Inclusion Programming Chair
 - viii. Social Programming Chair
 - ix. Wellness Programming Chair
 - x. BSA Representative
 - xi. MUNDO Representative

B. Purpose

- 1. The officers of SPARK, in their individual capacities and collectively as the Executive Board will be responsible for planning, administering, supervising, and executing all SPARK programs in conjunction with the general assembly of SPARK.

C. Meetings

- 1. The Executive Board will meet in regular sessions during the scheduled time at least once a week throughout the end of the academic year. In order to conduct

business, all of the Executive Board members and the Advisor(s) must be in attendance.

D. Duties of Executive Board Meetings.

1. The executive board will review all funding requests and decisions to discuss any questions, comments, or concerns about the funding requests to prepare for the SPARK voting.
2. The Executive Board will vote and decide on funding requests equal to or under \$100 during executive board meetings. All requests that are larger than \$100 will be deliberated by at the SPARK general body vote. *A senior staff member reserves the right to approve and allocate funding in the event that neither executive board nor general body can meet.*

E. Duties of the Executive Board Members.

1. President

- i. The President will serve as chief officer of SPARK.
- ii. Preside over the SPARK and Executive Board and General Body meetings.
- iii. Assist committees with program development, planning, and funding.
- iv. Meet weekly with Advisor(s) to recap meetings and programming.
- v. Participate in all SPARK programs.

2. Vice President

- i. The Vice President will preside over Executive Board and General Body meetings when the President is absent.
- ii. Oversee committee chairs and committee break out time during SPARK General Body meetings.
- iii. Attend weekly Executive Board meetings and General Body meetings.
- iv. Participate in all SPARK programs.
- v. Fill any vacant positions if any arise temporarily until someone is appointed or if the Executive Board decides, the Vice President can assume responsibilities.
- vi. Actively encourage and recruit Park-Stradley residents to attend RHAC events and initiatives.
- vii. Serves as RHAC Ambassador for SPARK and attending their weekly RHAC meetings.

3. Treasurer

- i. Meet weekly with Advisor(s) to review RA funding requests to allocate funds
- ii. Keep accurate total of committee budgets.
- iii. Work with Executive Board to write funding requests for programs that require additional funding.

- iv. Input expenditures/deposits into University Housing ledger.
- v. Review SPARK and external organization funding requests prior to discussion at Executive Board and General Body meetings.
- vi. Participate in all SPARK programs.

4. Secretary

- i. Take detailed notes of all SPARK Executive Board and General Body Meetings.
- ii. Manage programming schedule for SPARK
- iii. Maintain an accurate list of Park-Stradley Hall Council General Body members.
- iv. Send out weekly email updates regarding SPARK meeting times and upcoming programs.
- v. Serves as an alternate representative for weekly RHAC and any special interest meetings which attendance is deemed necessary by the Executive Board.

5. Community Service Programming Chair

- i. Oversee the community service programming committee for SPARK.
- ii. Develop 1 community service program per semester for Park-Stradley Hall.

6. Learning / Sustainability Programming Chair

- i. Oversee the sustainability programming committee for SPARK.
- ii. Develop 1 sustainability program per semester for Park-Stradley Hall.

7. Inclusion Programming Chair

- i. Oversee the Inclusion Programming Committee.
- ii. Develop 1 inclusion program per semester for Park-Stradley Hall.

8. Social Programming Chair

- i. Oversee the Social Programming Committee for SPARK.
- ii. Develop 1 social program per semester for Park-Stradley Hall.
- iii. Helps plan and execute the Park-Stradley signature event “War of the Ropes”.

9. Wellness Programming Chair

- i. Oversee the Wellness Programming Committee.
- ii. Develop 1 wellness program per semester for Park-Stradley Hall.

10. Black Student Association (BSA) Representative

- i. Attend weekly BSA meetings and serve as liaison between BSA and SPARK.
- ii. Assist with the planning and implementation of programs related to the mission and vision of BSA.

11. MUNDO Representative

- i. Attend weekly MUNDO meetings and serve as liaison between MUNDO and SPARK.

- ii. Assist with the planning and implementation of programs related to the mission and vision of MUNDO.

F. Minimum Qualifications of an Executive Board Member

1. Each Executive Board member must meet the following minimum qualifications in order to remain in their position:
 - i. Currently live in Park-Stradley Hall.
 - ii. Currently is not on any form of judicial or behavior probation.
 - iii. Currently meets the requirements established for the participation in campus organizations including a cumulative GPA of no less than a 2.5.

G. Executive Board Members fall below Qualifications

1. Executive Board members who fall below a GPA of 2.5 or are involved in a judicial situation will:
 - i. Meet individually with the Advisor(s).
 - ii. 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.
 - iii. 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.
 - iv. The Advisor(s) will keep this information confidential and reserve the right to modify these guidelines on a case by case basis.

H. Removal of an Executive Board Member.

1. An Executive Board member may be removed from their position if:
 - i. A member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization's constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law. The member may be removed after the Advisor(s) consults with their direct supervisor, after which a procedure will be implemented on a case-by-case basis.
 - ii. An Executive Board member voluntarily resigns their position by submitting a written statement to the Advisor(s).

I. Replacement of an Executive Board Member.

1. If an Executive Board member is removed or resigns the Executive Board, in conjunction with the General Body, will:
 - i. Replacement Executive Board officers will be chosen via a selection process which includes an application review, a formal interview with the Hall Council Advisor, and existing Executive Board member approval.

Article VII. Park-Stradley Hall Council Organization

A. Membership

- a. SPARK will consist of:

- i. Any current Park-Stradley Hall Resident.

B. Meetings

- a. SPARK will meet in regular sessions, during announced times and at least twice per month.
- b. Two general meetings and attendance at all or 50% of events hosted may be required for membership each academic term except for summer.
- c. SPARK meetings will be open to the general membership unless the president of SPARK, ratified by a simple majority vote of the Executive Board, decides to cancel a particular meeting. In the event of a cancelled meeting, SPARK may not formally vote on any matters.
- d. The organization reserves the right to address member or event attendee behavior where the member or event attendee's behavior is disruptive or otherwise not in alignment with the organization's constitution.

C. Voting

- a. SPARK General Body will ratify all decisions by a simple majority vote.
- b. The Executive Board may veto any decision ratified by the General Body with a unanimous vote.
- c. SPARK may then choose to override the Executive Board veto by a vote of at least two-thirds of the full SPARK.

D. Duties of SPARK Members

- a. As SPARK representatives, the members will help organize, participate in, and promote interest and participation in Park-Stradley Hall activities by working with the Executive Board Chairs to help develop community in Park-Stradley Hall.

E. Minimum Qualification of Members

- a. Currently a resident of Park-Stradley Hall.

Article VII. Allocation of Funds

A. Responsibility

- a. All funds given/received to/by SPARK shall be in the presence of the Advisor(s) and the President or the Treasurer.

B. Semester Budget

- a. In conjunction with the Treasurer, the Advisor(s) will allocate funding for the Semester.
- b. The budget can change semester to semester to allow each SPARK committee to best plan programs with a set amount of funding.

C. Expenditure of Funds

- a. The Advisor(s) and Treasurer will be in charge of the overall allocation of funding.
- b. The SPARK general body will be responsible for voting on proposals for allocation of SPARK Funds and External Organization Funds.

- c. Park-Stradley Hall Senior Staff in conjunction with the Treasurer will be responsible for allocating RA Programming and Senior Staff Funds.
- d. Any person associated with The Ohio State University may initiate request for funds.
- e. All requests for money must be filled out using the designated Money Form.
- f. A senior staff member reserves the right to approve and allocate funding in the event that neither executive board nor general body can meet.

D. Reserves

- a. A minimum of \$2,000 per semester will be kept in the Reserve Fund at all times. Reserve money can only be allocated by SPARK to fund SPARK and RA programs.

E. Money Proposals

- a. External Organizations are subject to the current SPARK funding process.

Article VIII. Advisor(s)

A. Appointment

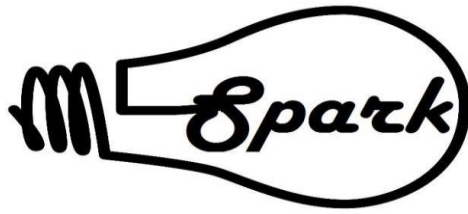
- a. The Assistant Hall Directors and/or Hall Director of Park-Stradley Hall will serve as the principal Advisor(s) to SPARK, and may appoint other members of the Park- Stradley Hall staff to co-advise.

B. Duties of the Advisor(s)

- a. The Advisor(s) will serve as the principal representatives of the University and consultant to SPARK.
- b. The Advisor(s) will coordinate the selection and training of the Executive Board.
- c. The Advisor(s) will participate in all functions that directly foster the success of SPARK and the Executive Board.
- d. The Advisor(s) will serve as a financial consultant and will:
 - i. Pay close attention to the SPARK Ledger to assure appropriate financial status.
 - ii. Call for an audit of the ledger in case of concern.
 - iii. Serve as a second signature on call checks written by SPARK.
 - iv. Serve as the primary contact for RA funding requests.
- e. The Advisor(s) will approve requests of any Resident Assistant (RA) who wishes to assist SPARK in any capacity.

Article IX. Advertising

- A. Items officially approved by SPARK may include the following logo:



- B. Materials that may display this logo include but are not limited to: Official SPARK board communications, paper and digital advertisements, apparel, flyers, and others at the discretion of the SPARK Executive Board.
- C. In addition the SPARK Logo will be included on events sponsored with Hall Council Funds or other resources

Article X. Amendments

- A. Any proposed amendments will be presented to the organization in writing and will not be acted upon when initially introduced. Upon initial introduction, the proposed amendments shall be read in the General Body meeting.
 - a. Any member of the Executive Board or General Body can submit amendments to the constitution.
- B. When a quorum is present, amendments will be passed for an Executive Board ratification with a two-thirds vote from the full SPARK General Body.
- C. Amendments can then be ratified by a unanimous vote from the Executive Board.

Article XI. Not-for-Profit Statement

The Park-Stradley Hall Council is a not-for-profit organization.