

Constitution of the

Bowen, Raney, Busch, Halloran Community Council

2020-2021

Preamble

1. We the people of Bowen, Raney, Busch, Halloran Community Council, in order to form a successful 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 Bowen, Raney, Busch, Halloran Community Council.

Article I. Name

1. The name of this residence hall is the Raney, Bowen, Busch and Halloran Houses and the name of this governing body shall be the Bowen, Raney, Busch, Halloran Community Council (BRBH).

Article II. Purpose

1. The purpose of the Raney, Bowen, Busch Halloran Community 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 educationally providing for the community-building, sustainability, equity and inclusion based involvement needs of the residents of Raney House, Bowen House, and the Busch-Halloran Complex and by achieving this purpose within the standards set by The Ohio State University.

Article III. Membership and Non-Discrimination Policy

1. The general membership of Bowen, Raney, Busch, Halloran Community Council will consist of all students of The Ohio State University who are registered and recognized as residents of Raney, Bowen, Busch or Halloran houses. All Raney, Bowen, Busch and Halloran residents who regularly attend programs and meetings, and have a vested interest in the houses will thereafter be referred to as the General Assembly. BRBH upholds diversity as one of its highest values and will demonstrate such in its activities, members, and actions.
2. **Non Discrimination 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.

Article IV. The Executive Board

1. **Members.** The BRBH Executive Board will consist of the following officers: President, Vice President, Treasurer, Secretary 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.
 - a. Furthermore, the 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. **Selection of Officers**
 - a. Applications for all Executive Board members will be made available early Autumn Semester.
 - b. Candidates must fill out an application in order to be considered for the various positions on the Executive Board.
 - c. The application will consist of short answer questions and possibly an interview.
 - d. Completed applications will be due to the Advisor(s) via email within a week from the application is sent out to the residents in the Raney, Bowen, Busch, and Halloran houses.
 - e. Advisor(s) will review application materials and select the candidate that best fits the roles and responsibilities of each specific position.
 - f. Immediately following the release of roles the new terms will begin. The E-Board will serve as officers until the end of the spring semester.
 - g. 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.
3. **Purpose.** The officers of Bowen, Raney, Busch, Halloran Community Council, in their individual capacities and collectively as the Executive Board will be responsible for planning, administering, supervising, and executing all Bowen, Raney, Busch, Halloran Community Council programs in conjunction with the General Assembly of Bowen, Raney, Busch, Halloran Community Council.
4. **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 Raney, Bowen, Busch, or Halloran House.
 - 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 ILO Retreat.
 - f. Must uphold the duties and responsibilities of Bowen, Raney, Busch, Halloran Community Council as stated in this constitution.
5. **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 falls 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.
6. **Removal of an Executive Board Officer.**

- a. Appropriate Reasons for Removal
 - i. If 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
 - ii. Any elected officer of the chapter may be removed from their position for any valid cause. Cause for removal includes, but is not limited to: violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws.
 - b. An Executive Board member may be removed from their position by:
 - i. 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.
 - ii. Resigning their position by submitting a written statement to the advisor.
- 7. 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.
- 8. 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 Executive Board members and an Advisor must be in attendance.
- 9. Duties of the Executive Board**
- a. President**
 - i. The President will serve as the primary leader of Bowen, Raney, Busch, Halloran Community 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 The Ohio State University Hall ILO Retreat.
 - vii. Attend weekly Executive Board and biweekly General Body meetings.
 - b. Vice President**
 - i. The Vice President will serve as the secondary leader of Bowen, Raney, Busch, Halloran Community Council.
 - ii. Take over duties of the President in cases of absence, illness, emergency, resignation, or removal.
 - iii. Organize at least one Executive Board social get-together each semester.

- iv. Recognize one Hall Council member bi-weekly for their contributions to the BRBH 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.
- v. Will act as the Residence Hall Advisory Council (RHAC) representative for BRBH and will attend and actively participate in all weekly RHAC meetings.
- vi. The Vice President will report back to Bowen, Raney, Busch, Halloran Community Council on a biweekly basis regarding RHAC initiatives and updates.
- vii. The Vice President will serve as a communications representative of BRBH activities to the RHAC general body as determined by RHAC.
- viii. Find replacement for RHAC meetings if unable to attend. Report information from RHAC to the Community Council and spread information about RHAC sponsored events to all residents through necessary marketing campaigns.
- ix. Attend The Ohio State University Hall ILO Retreat.
- x. Attend weekly Executive Board and General Body meetings. Participate in the planning and execution of Bowen, Raney, Busch, Halloran Community Council programs.

c. Treasurer

- i. Maintain the sub accounts of Bowen, Raney, Busch, Halloran Community 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.
- ii. Meet with the Hall Director each week to update ledger, to obtain Student Activity Fees Checks, Grant Checks, Buck ID Checks, Student payment checks, external organization grant checks, fundraising money, and to make deposits.
- iii. Present updated ledger to the Hall Council at the beginning of each meeting for discussion of spending practices.
- iv. Update budget as needed by adding new sub accounts to the ledger.
- v. Work with the Executive Board to write money forms for programs that require additional funding.
- vi. They will review Bowen, Raney, Busch, Halloran and external organization funding requests prior to discussion at Executive Board and General Body meetings.
- vii. Conduct the Grant Application process for the Resident Advisors during their staff meeting.
- viii. Attend The Ohio State University Hall ILO Retreat
- ix. Attend weekly Executive Board and General Body meetings.
- x. Participate in the planning and execution of Bowen, Raney, Busch, Halloran Community Council programs.

d. Secretary

- i. The secretary will also serve as the marketing chair.
- ii. In working with the Advisor(s), maintain the Bowen, Raney, Busch, Halloran Community Council Facebook, Twitter, and Instagram account including inviting new members, sending messages, posting updates and sending out program invites.
- iii. Maintain an accurate list of BRBH general body members.
- iv. Assist with the creation of advertisements and general marketing strategies for large Bowen, Raney, Busch, Halloran Community Council programs.
- v. Communicate key messages to the community on behalf of Bowen, Raney, Busch, Halloran Community Council.

- vi. Solicit the necessary resources to implement advertising campaigns throughout the community as necessary to effectively advertise all events related to the hall council functioning.
 - vii. Put together, present and maintain the social calendar for the community.
 - viii. Keep record of all programs put on by the Hall Council for use by future years.
 - ix. Record the proceedings and actions of the Bowen, Raney, Busch, Halloran Community Council and distribute copies to the General Assembly and Executive Board members.
 - x. Attend The Ohio State University Hall ILO Retreat.
 - xi. Attend weekly Executive Board and General Body meetings.
 - xii. Participate in the planning and execution of Bowen, Raney, Busch, Halloran Community Council programs.
- e. Sustainability Chair**
- i. Plan, develop, and implement events that enhance our understanding of sustainability.
 - ii. Attend Fall Executive Board Retreat.
 - iii. Attend weekly Executive Board and General Body meetings.
 - iv. Participate in the planning and execution of Bowen, Raney, Busch, Halloran Community Council programs.

Article VI. General Membership and General Assembly Duties

1. **Membership.** Bowen, Raney, Busch, Halloran Community Council membership will consist of:
 - a. Any Raney, Bowen, Busch, or Halloran Resident.
 - b. The Executive Board.
 - c. Resident Advisors.
 - d. Senior Staff Members/Advisor(s).
 - e. Floor Representatives
 - f. RHAC Representatives
 - g. BSA Representative
 - h. Mundo Representative
2. **Meetings**
 - a. Bowen, Raney, Busch, Halloran Community Council will meet biweekly.
 - b. Meetings will be open to any resident of Bowen, Raney, Busch or Halloran house.
 - c. A meeting may only be cancelled if the President of BRBH proposes a meeting cancellation and the remaining members of the Executive Board supports the decision with a majority vote.
 - i. In the event of a cancelled meeting, the General Assembly may not formally vote on any matters.
3. **Voting**
 - a. Bowen, Raney, Busch, Halloran Community Council will ratify all decisions by a majority vote.
 - b. The Executive Board may veto any decision ratified by the 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. If the presenter leaves the room, any voting member with any direct and immediate benefit to the exclusion of others from the results of the vote, and anyone otherwise “affiliated” with the presenter, should abstain. However, they may still give their opinion and/or defense for the program.
 - i. If necessary, conflicts of interest shall be decided by the President, Vice President, Treasurer, and Advisor(s).

4. Duties

- a. As Bowen, Raney, Busch, Halloran Community Council representatives, the members will help organize and participate as well as stimulate interest and participation in Bowen, Raney, Busch, Halloran Community Council activities by working with the Executive Board Members to help develop community..
- 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.
- c. Duties of Representatives
 - i. Floor Representatives
 - 1. Engage with residents on their floor to determine wants and needs of the community.
 - 2. Recruit students from each floor of Raney, Bowen, Busch, and Halloran.
 - 3. Attend weekly Executive Board and General Body meetings.
 - 4. Participate in the planning and execution of Bowen, Raney, Busch, Halloran Community Council programs.
 - ii. RHAC Representatives
 - 1. Will act as a Residence Hall Advisory Council (RHAC) representative for BRBH and will attend and actively participate in all weekly RHAC meetings.
 - 2. Will help report back to Bowen, Raney, Busch, Halloran Community Council on a biweekly basis regarding RHAC initiatives and updates.
 - 3. Will serve as a communications representative of BRBH activities to the RHAC general body as determined by RHAC.
 - 4. Find replacement for RHAC meetings if unable to attend. Report information from RHAC to the Community Council and spread information about RHAC sponsored events to all residents through necessary marketing campaigns.
 - iii. BSA Representative
 - 1. Will act as a Black Student Association (BSA) representative for BRBH and will attend and actively participate in all BSA meetings.
 - 2. Will report back to Bowen, Raney, Busch, Halloran Community Council on a biweekly basis regarding BSA initiatives and updates.
 - 3. Will serve as a communications representative of BRBH activities to the BSA general body as determined by BSA.
 - 4. Find replacement for BSA meetings if unable to attend. Report information from BSA to the Community and spread information about BSA sponsored events to all residents through necessary marketing campaigns.
 - iv. Mundo Representative
 - 1. Will act as a Mundo representative for BRBH and will attend and actively participate in all Mundo meetings.

2. Will report back to Bowen, Raney, Busch, Halloran Community Council on a biweekly basis regarding Mundo initiatives and updates.
 3. Will serve as a communications representative of BRBH activities to the Mundo general body as determined by Mundo.
 4. Find a replacement for Mundo meetings if unable to attend. Report information from Mundo to the Community Council and spread information about Mundo sponsored events to all residents through necessary marketing campaigns.
5. **Minimum Qualifications**
- a. Currently a resident of Raney, Bowen, Busch or Halloran House.
 - b. An Active Member is defined as any resident of Bowen, Raney, Busch or Halloran that has shown a vested interest in Bowen, Raney, Busch, Halloran or through regular attendance at Bowen, Raney, Busch, Halloran Community Council meetings and/or programs.
6. **Removal of a General Member**
- a. 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.
 - b. 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 Bowen, Raney, Busch, Halloran Community Council shall be in the presence of the Advisor(s), with the assistance of the President, Vice President, and Treasurer.
2. **Budget**
 - a. The Hall Director, 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 Hall Director and Advisor(s) will allocate funding for the semester to the 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 Hall Director, 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 Funding Form or eRezLife.
 - c. All expenditures must have an accompanying funding request submitted through the eRezLife system or through using the Funding 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 Bowen, Raney, Busch, Halloran Community Council Funds/Programming and External Organization Funds.
 - e. Any person associated with The Ohio State University may initiate a request for funds.
 - f. All expenditures must be done via the Community Council n 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 Bowen, Raney, Busch, Halloran Community Council. To do this they must submit a request through eRezLife to the Hall Director and the Assistant Hall Director, and the Funding Form to the Treasurer one week prior to the Bowen, Raney, Busch, Halloran Community Council meeting at which they intend to present.
5. **Funding Form**
- a. Resident Advisors requesting for funds must submit the Funding Form to the Treasurer one week prior to the Bowen, Raney, Busch, Halloran Community Council meeting at which they intend to present.
 - b. External organizations requesting Bowen, Raney, Busch, Halloran Community Council funding must submit the Funding Form and the Programming Proposal through eRezLife to the Treasurer one week prior to the Bowen, Raney, Busch, Halloran Community Council meeting at which they intend to present.
6. **Funding Request Process**
- a. **Eligibility**
 - i. Any OSU student organization may request funding from Bowen, Raney, Busch, Halloran Community Council by following the BRBH Funding Procedure.
 - b. **Deadlines**
 - i. All meetings will be funding meetings.
 - c. **Procedure**
 - i. The person(s) requesting funds must submit the Funding Form to the Treasurer via the shared link.
 - ii. The Funding Form must be submitted to the Treasurer one week in advance before the Bowen, Raney, Busch, Halloran Community Council meeting at which they intend to present. If it is not submitted one week in advance of their presentation the funding request will not be on the agenda for that meeting.
 - iii. The funding request will be proposed to the Executive Body and General Body members. The person(s) requesting for funding will have 5 minutes to present their request 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 Bowen, Raney, Busch, Halloran Community Residents?
 - iii. Is the grant fiscally responsible?
 - iv. Is it an alternative program? (i.e. is it a cultural, sustainability, community service, anti-substance, late-night, or week-end program?)

Article VIII. Advisor(s)

1. The Advisor(s) of the Bowen, Raney, Busch, Halloran Community 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 Bowen, Raney, Busch, Halloran Community 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 Bowen, Raney, Busch, Halloran Community 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 Bowen, Raney, Busch, Halloran Community 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 Bowen, Raney, Busch, Halloran Community 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 Bowen, Raney, Busch, Halloran Community Council.
2. The constitution should be reviewed for changes once per year, prior to October 30th.
3. A proposal to amend the Constitution can be brought by any Hall Council member.
4. 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.
5. With approval of the Advisor(s), a vote of two-thirds of all voting members can ratify a proposed amendment into the Constitution.
6. 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 Bowen, Raney, Busch, Halloran Community Council is a not-for-profit organization.

Article XI. Sexual Misconduct Policy

As a student organization at The Ohio State University, the Bowen, Raney, Busch, Halloran Community Council 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 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 XII. Land Acknowledgement

An acknowledgment of the land is a formal statement that recognizes Indigenous Peoples as the traditional stewards of this land and the enduring relationship that exists between Indigenous Peoples and their

traditional territories.

Indigenous people have been coming to what is now the state of Ohio for thousands of years, and the series of large-scale geometric, boundary, and effigy earthworks still visible in central and southern Ohio bear witness to this region's historical importance as a center for economic, spiritual, artistic, and intellectual endeavor and exchange.

The office of Diversity and Inclusion, the American Indian Studies undergraduate minor program and the Student Life Multicultural Center acknowledges central Ohio as the traditional homeland of the Shawnee Nation, Miami, Wyandotte and other Indigenous nations who have strong ties to these lands. Today, individuals from a broad range of Indigenous backgrounds call Columbus and central Ohio home.