

Park-Stradley and Baker West Community Council Constitution

2020-2021

Article I. Name, Purpose, and Important Policies

- A. **Name:** The two buildings represented on this community council are Park-Stradley Hall and Baker West Hall. Thus, the community council shall be named the Park-Stradley and Baker West Community Council.
- B. **Purpose:** The purpose of the Park-Stradley and Baker West Community Council is to provide for the social, educational, inclusion, wellness, and community-building needs of the residents of Park-Stradley Hall and Baker West Hall.
- C. **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, or admissions.
- D. **Sexual Misconduct Policy:** As a student organization at The Ohio State University, The Park-Stradley and Baker West 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, 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 II. Membership

The general membership of the Park-Stradley and Baker West Community Council will consist of all students of The Ohio State University who are registered and recognized as residents of Park-Stradley Hall or Baker West Hall.

Article III. Election of Executive Board Officers

- A. **Eligibility:** Any resident of Park-Stradley Hall or Baker West 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 member.
- B. **General Interest Meeting:** All Park-Stradley and Baker West residents will be provided with information about Community Council's membership opportunities and invited to attend a general interest meeting held during the first week of the fall semester and led by the organization's advisor(s). At the interest meeting, the advisor will facilitate discussion about the purpose of community council, how to apply for the executive

board or join the general body, and which positions are open on the executive board. The advisor will also answer any questions that are raised.

- 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 and a formal interview with the community council advisor and/or another senior staff member who helps advise the community council.

Article IV. The Executive Board

A. Executive Board Members

- a. The Park-Stradley and Baker West Community Council Executive Board will consist of 11 officers:
 - i. President
 - ii. Vice President
 - iii. Treasurer
 - iv. MUNDO On-Campus Ambassador (MOCA)
 - v. BSA Representative
 - vi. 2 Residence Hall Advisory Council (RHAC) Representatives
 - 1. 1 RHAC Representative from Park-Stradley Hall
 - 2. 1 RHAC Representative from Baker West Hall
 - vii. Learning and Academic Initiatives Chair
 - viii. Inclusive Excellence Chair
 - ix. Wellness and Sustainability Chair
 - x. Marketing Chair
 - 1. *Note – due to the current COVID-19 restrictions of the 2020-2021 academic year which prevent students from visiting residence halls they do not live in, we have decided to have marketing co-chairs. One marketing co-chair will be a resident of Park-Stradley and one marketing co-chair will be a resident of Baker West. This will allow the marketing co-chair for each building to post advertisement flyers in their respective building. The need for co-chairs in the marketing position will be reevaluated and potentially reduced to one marketing chair position for future academic years.
 - 2. *Considering this note, there will be 12 Executive Board officers for the 2020-2021 academic year.

A. Executive Board Purpose

- 1. The officers of the Park-Stradley and Baker West Community Council Executive Board, in their individual capacities and collectively as the Executive Board will be responsible for planning and facilitating all Park-Stradley and Baker West Community Council programs in conjunction with the general body members of the community council.

B. Executive Board Meetings

1. The Executive Board will meet at a regularly scheduled time once each week.

C. Duties of Executive Board

1. The Executive Board will work toward the purpose of the organization by planning events and supporting initiatives that provide for the social, educational, inclusion, wellness, and community-building needs of the residents in Park-Stradley Hall and Baker West Hall.
2. The Executive Board will review all funding requests and discuss any questions, comments, or concerns about the funding request to prepare for voting.
3. A Residence Life senior staff member reserves the right to approve and allocate funding in the event that neither executive board nor general body can meet.

D. Expectations of all Executive Board Members

1. Attend the Involved Living Leadership Conference
2. Attend all Executive Board and General Body meetings
3. Attend all Community Council programs
 - i. If a member is unable to attend a program, the member should notify the Advisor(s) and President in advance.

E. Duties of Each Executive Board Member

1. President

- i. Serve as the leader of the Park-Stradley and Baker West Community Council
- ii. Create an agenda for each executive board and general body meeting
- iii. Facilitate all executive board and general body meetings for the community council
- iv. Meet bi-weekly with the Park-Stradley and Baker West Community Council Advisor to discuss meetings, upcoming programs, and any other questions the president has
- v. Promote community development between the two buildings (Park-Stradley and Baker East)
- vi. Help the executive board create goals for the year and evaluate and reflect on the progress toward those goals
- vii. Support all other executive board members in their roles by assisting with program development, planning, and funding requests.

2. Vice President

- i. Serve as the leader of Executive Board and General Body meetings when the President is absent
- ii. In all other instances, help the President lead Executive Board and General Body Meetings
- iii. Organize at least one executive board social gathering each semester
- iv. Work with the President to support all other executive board members in their roles by assisting with program development, planning, and funding requests
- v. Record notes of the proceedings at executive board and general body meetings

vi. Keep a record of all programs facilitated by the community council for use in future years

3. Treasurer

- i. Maintain an up-to-date ledger for the community council tracking all spending done by the community council throughout the year
- ii. Meet with the Park-Stradley and Baker West Community Council finance advisor bi-weekly to check on the ledger, review new funding requests that will be proposed at the community council meeting, and discuss any finance related questions
- iii. Share updates about the budget and ledger at general body and executive board meetings as necessary
- iv. Facilitate all discussions about funding requests from other community council members or Resident Advisors at community council executive board and general body meetings
- v. Advocate for the responsible use of student funds
- vi. Submit grant requests to help with programming as needed

4. MUNDO On-Campus Ambassador (MOCA)

- i. ***Must be able to attend MUNDO meetings on Mondays from 6:30pm-8:00pm**
- ii. Attend weekly MUNDO meetings and serve as liaison between MUNDO and the Park-Stradley and Baker West Community Council
- iii. Attend MUNDO events
- iv. Promote MUNDO meetings and events throughout the Park-Stradley and Baker West Community
- v. Help recruit new members for MUNDO
- vi. Assist with the planning and implementation of programs related to the mission and vision of MUNDO

5. BSA Representative

- i. ***Must be able to attend BSA meetings on Thursdays at 7:00pm**
- ii. Attend weekly BSA meetings and serve as liaison between BSA and the Park-Stradley and Baker West Community Council
- iii. Assist with the planning and implementation of programs related to the mission and vision of BSA
- iv. Promote BSA within the Park-Stradley and Baker West Community

6. 2 Residence Hall Advisory Council (RHAC) Representatives

- i. ***One RHAC Representative will be a resident of Park-Stradley Hall and One RHAC Representative will be a resident of Baker West Hall**
- ii. ***Must be able to attend RHAC Meetings on Tuesdays at 7:00pm**
- iii. Actively encourage residents from their building and the entire Park-Stradley and Baker West Community to attend RHAC events and participate in RHAC initiatives
- iv. Serve as the RHAC Ambassador for the Park-Stradley and Baker West Community council by attending RHAC meetings

1. Both RHAC representatives should try to attend all RHAC meetings, but at least one must be present to represent the community council at each meeting.

v. Serve on RHAC Committees at RHAC meetings

7. Learning and Academic Initiatives Chair

- i. Plan and facilitate at least one program per semester focused on learning strategies or academic support resources
- ii. Serve as a liaison between the Community Council and the Learning Communities that exist in Baker West (Arts Scholars and Visual and Performing Arts) and Park-Stradley (Health Science Scholars, Future Health Professionals, and Nursing)
 1. Consult with Resident Advisors and residents in these learning communities and help guide programs to the needs and interests of these learning communities

8. Inclusive Excellence Chair

- i. Plan and facilitate at least one program per semester that helps educate members of the Park-Stradley and Baker West Community about topics related to diversity, equity, inclusion, and justice
- ii. Create opportunities to foster connection and build community across difference (i.e. creating opportunities for international students to connect with domestic students)

9. Wellness and Sustainability Chair

- i. Plan and facilitate at least two programs per semester focused on wellness and sustainability
- ii. Attend monthly Sustainability Chair meetings
- iii. Recruit other residents of the Park-Stradley and Baker West community to form the “Green Team”

10. Marketing Chair

- i. *As previously explained in the list of available positions, the Marketing Chair position will be a co-chair position for the 2020-2021 academic year. One co-chair will be from Park Stradley and one co-chair will be from Baker West.
- ii. Assist with the creation of advertisements and general marketing strategies for community council programs
- iii. Assist with management of hall social media account
 1. *Note – due to Residence Life policies, the advisor will need to post content on the community council’s social media account(s). However, marketing co-chairs and other members can help create all content and can share that content with the advisor. Then, the advisor will approve the content and make the post.

F. Minimum Qualifications of an Executive Board Member

1. Each Executive Board member must meet the following minimum qualifications to remain in their position:
 - i. Currently live in Park-Stradley Hall or Baker West 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 2.0

G. Executive Board Members fall below Qualifications

1. Executive Board members who fall below a GPA of 2.0 or are involved in a judicial situation will:
 - i. Meet individually with the Advisor(s).
 - ii. Be placed on probation for one semester if they fall below a GPA of 2.0 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 falls below a GPA of 2.0 again 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 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 and the Leadership & Involvement Specialist, 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. Choose a replacement for the Executive Board member via a selection process which includes an application review and a formal interview with the Community Council advisor(s)

Article V. Park-Stradley and Baker West Community Council Organization

A. General Body Membership

- a. The Park-Stradley and Baker West community council will consist of:
 - i. Any current residents of Park-Stradley Hall or Baker West Hall other than paraprofessional staff (RA/RM) and Senior Staff
- b. All residents of Park-Stradley and Baker West are considered general body members of the community council and retain the following rights:
 - i. All residents may attend General Body meetings
 - ii. All residents may participate in discussion, planning, promotion, and execution of programs facilitated by the community council

- iii. All residents may be eligible to vote on financial matters if they remain in good standing with the university, which includes a minimum cumulative GPA of 2.0.
- iv. All residents may propose programs and request funding from the community council for programs that directly benefit the Park-Stradley and Baker West community.

B. General Body Meetings

- a. The Park-Stradley and Baker West Community Council General Body will meet regularly during announced times and at least twice per month.

C. Voting

- a. Voting membership shall be given to any member of the Park-Stradley and Baker West Community Council, including the Executive Board members with the exception of the President. The President will only vote in the event of a tie.
- b. In meetings of the Executive Board, all members shall have one vote; the President shall vote only in the event of a tie or if the vote is conducted by ballot.
- c. Voting procedure shall be conducted in accordance with Robert's Rules, Newly Revised Edition. The President will tally up the votes, to be verified by the advisor(s).
 - i. Each voting member has the options of yeah, nay, or abstain.
 - ii. Abstentions will not be counted as "no" votes.
- d. The Park-Stradley and Baker West Community Council Executive Board and General Body will make all decisions by a simple majority vote.

D. Committees

- a. Depending on the needs of the Community Council and the interests of active general body members, committees may be established to create smaller working groups within the Community Council. If established, these committees would align with the four core values in Residence Life: Community, Learning, Inclusion, and Wellness.
- b. The decision to use a committee structure will be made by the Executive Board and the Advisor(s) after selection of the Executive Board and the first General Body Meeting.
- c. If a committee structure is used, the Advisor will work with the Executive Board to determine which Executive Board member(s) will chair each committee.
- d. Each General Body member would have the opportunity to choose which committee they want to work with. However, the Advisor and Executive Board will try to ensure each committee is about the same size so that the Community Council can dedicate time and effort to each of the four Residence Life core values.
- e. If a committee structure is not used because the group is too small or committees do not seem to meet the needs of the community council, all Executive Board and General Body members will work collectively toward the four Residence Life core values.

Article VI. Allocation of Funds

A. Responsibility

- a. All funds received by the Community Council shall be given to the advisor to deposit into the account. The advisor will inform the President and Treasurer when funds are added to the account.

B. Semester Budget

- a. Based on the amount of the student activity fee, the Advisor(s) will allocate funding for the semester.
- b. Then, the advisors will inform the Treasurer of how the building budget has been allocated for the semester.
- c. Finally, the Community Council will vote to approve the allocation of funds. If the Community Council feels there are any issues with the allocation of funds, they may discuss these concerns with the Advisor(s).

C. Expenditure of Funds

- a. The Advisor(s) and Treasurer will oversee the overall allocation of funding.
- b. The Community Council Executive Board and General Body will be responsible for voting on proposals for allocation of Community Council Funds.
- c. Park-Stradley Hall and Baker Hall Senior Staff in conjunction with the Treasurer will be responsible for allocating RA Programming and Senior Staff Funds.
- d. All requests for funding must be filled out using the programming form in eRezLife.
- e. Senior Staff members reserve the right to approve and allocate funding if neither executive board nor general body can meet. Additionally, Senior Staff members reserve the right to veto Community Council approval of funding and ask the Community Council to reconsider their proposed spending if the spending violates any university policy, is not an approved use of student activity fees, or raises any other cause for concern.

D. Reserves

- a. A minimum of \$2,500 per semester will be kept in the Reserve Fund at all times.

E. Funding Requests from Resident Advisors (RAs)

- a. The process through which RAs can request funding for programs will be determined by the Hall Director(s) and Assistant Hall Director(s) of each building at the beginning of the current academic year. As the process currently stands, the procedure for RAs to request funds is:
 - i. **Baker West RAs**
 1. Resident Advisors in Baker West will be given a specific amount of funding to use for floor programming. If the RAs in Baker West need more funding for program planning, they will need to submit a funding request to the Community Council for additional funds.
 - ii. **Park-Stradley RAs**
 1. Resident Advisors in Park-Stradley must have all funding requests approved by the Community Council.

2. Resident Advisors in Park-Stradley will take the following steps to request funds:
 - a. Submit a programming form on eRezLife to be reviewed by Senior Staff
 - b. After Senior Staff reviews the initial request, the RA(s) proposing the program must have the request approved by the Community Council
 - i. If the request is for \$100 or more the RA(s) must be present at the Community Council meeting to propose their funding request.
 - ii. If the request is for less than \$100, the RA(s) do not need to be present at the Community Council meeting for their request to be discussed and voted on.

Article VII. Advisor(s)

A. Appointment

- a. The Assistant Hall Directors and/or Hall Directors of Park-Stradley Hall and Baker West Hall will serve as the Advisor(s) to the Park-Stradley and Baker West Community Council
- b. The Assistant Hall Directors of Park-Stradley Hall will be the primary advisors of the Community Council.
 - i. One Assistant Hall Director will serve as the primary advisor for the Community Council
 - ii. One Assistant Hall Director will serve as the financial advisor for the Community Council

B. Duties of the Advisor(s)

- a. The Advisor(s) will serve as the principal representatives of the University and consultant to the Community Council.
- 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 the Community Council.
- d. At least one Advisor must be present for any type of voting or financial decision made by the General Body and/or Executive Board.
- e. The Advisor(s) will serve as a financial consultant and will:
 - i. Pay close attention to the Community Council Ledger to assure appropriate financial status.
 - ii. Call for an audit of the ledger in case of concern
 - iii. Sign all checks written by the Community Council
 - iv. Serve as the primary contact for RA funding requests
- f. The Advisor(s) will approve requests of any Resident Advisor (RA) who wishes to assist the Community Council in any capacity.

Article VIII. Advertising

- A. Because the Community Council is a new organization for the 2020-2021 academic year, an official logo has not yet been created. The members of the Executive Board and/or General Body can suggest ideas for an official logo for the organization. In order for a logo to become the official logo of the Park-Stradley and Baker West Community Council, it must be approved by a majority of the General Body, a majority of the Executive Board, the Advisors, and the Leadership & Involvement Specialist.
- B. If an official logo is approved, materials that may display this logo include but are not limited to: Official Executive Board communications, paper and digital advertisements, apparel, flyers, and others at the discretion of the Executive Board and the Advisor(s).
 - a. In addition, if a logo is approved, the logo will be included on any advertisements for events sponsored with Community Council funds.

Article IX. Attendees of Events of the Community Council

- A. The organization reserves the right to address members or event attendee's behavior where the member or event attendee's behavior is disruptive or otherwise not in alignment with the organization's constitution, the Code of Student Conduct, university policy, or federal, state or local law.

Article X. Amendments

- A. Any member of the Executive Board or General Body can submit amendments to the constitution. However, the constitution should not be amended easily or frequently.
- B. Any proposed amendments should be presented to the Executive Board and Advisor(s) in writing and should not be acted upon when initially introduced.
- C. After the proposal of an amendment, the amendment will be discussed in at least one General Body meeting. During the discussion, the proposed amendment will be read aloud. Then, all Executive Board and General Body members will have the opportunity to share their perspectives, ask questions, and propose adjustments to the proposed amendment.
- D. After discussion of the proposed amendment in at least one General Body meeting, a vote on the amendment will occur. Amendments to the constitution will pass if there is a unanimous vote of support from the Executive Board and at least a two-thirds vote of support from the General Body.
- E. Advisors reserve the right to make final decisions with regards to amendments to the constitution. If an amendment raises any cause for concern, an Advisor may prevent the amendment from being passed or request that the amendment be adapted.