

# Archer-Torres, Blackwell, Drackett Community Council Constitution

## Article I. Name

The name of this organization shall be Archer-Torres, Blackwell, Drackett Community Council.

## Article II. Purpose

The purpose of the DTAB shall be to enhance student life in community via academic, service, developmental, self-governance, and social opportunities. DTAB shall promote high standards of living in Archer-Torres, Blackwell and Drackett Tower with an overall focus on developing a strong sense of community throughout the complex. It shall also advocate and represent student interests to the University, University Residences, and other outside governing bodies.

## Article III. Membership

The general membership of DTAB will consist of all students of The Ohio State University who are registered and recognized as residents of DTAB. 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, etc.

## Article IV. Election of Officers

- A. Date of Application Availability.** Executive Board applications will be available at information sessions the first week of class. The application will consist of short answer questions.
- B. Application Due Date.** Completed applications will be due within two weeks after they are made available.
- C. Selection Procedure.** The advisor to DTAB will review application materials and select the candidate that best fits the purpose of the DTAB and the position.
- D. Term.** The term for the new Executive Board will commence immediately following acceptance of the position and will run through the end of the academic year in May.

## Article V. The Executive Board

- A. Members.** The DTAB Executive Board will consist of the following officers: President, Vice President, Secretary, Treasurer, RHAC Senator, MUNDO Ambassador, BSA Representative, and Sustainability Chair.. The group can also choose to have committee chairs or Floor Senators for any focus areas the group deems appropriate. The Executive Board may formally vote on matters being considered by the Executive Board, except for the President who will vote only to break a tied vote.
- B. Purpose.** The officers of the DTAB, in their individual capacities and collectively as the Executive Board will be responsible for planning, administering,

supervising, and executing all programs initiated by the Community Council in conjunction with the general body of the DTAB.

**C. Meetings.** The Executive Board will meet in regular sessions during the scheduled time at least once a week. Executive Board will begin the second full week of Autumn Semester. In order to conduct business, the majority of the Executive Board members and the Advisors must be in attendance. If an Executive Board member can foresee an absence, they must notify either the President or Advisor(s) in advance.

**1. Duties of the Executive Board**

- a. Attend weekly general body and executive board meetings as well as all events put on by the group
- b. Coordinate general programming efforts
- c. Assist with the development and implementation of two late night, alcohol alterative programs per semester
- d. Coordinate all academic and educational activities
- e. Assist with the development and implementation of two distinct/different programs per semester

**2. Duties of the President**

- a. Serve as chief officer of DTAB
- b. Preside over the general body and Executive Board meetings
- c. Prepare an agenda for all Executive Board and general body meetings
- d. Work with Executive Board to allocate the budget
- e. Prepare, enforce and uphold the constitution of the DTAB.
- f. In conjunction with the RHAC Liaison, the President will act as the backup Residence Hall Advisory Council (RHAC) representative for DTAB and will attend and actively participate in all weekly RHAC meetings when the RHAC Liaison cannot be present.
- g. Meet weekly one on one with the advisor for DTAB
- h. Participate in all programs initiated by DTAB

**3. Duties of the Vice President**

- a. Assist the group with program development, planning and funding
- b. Send out weekly email updates regarding meeting times and upcoming programs to the DTAB community
- c. Preside over Executive Board and general DTAB meetings when the President is absent.
- d. Find opportunities to actively engage in and develop a relationship with faculty buddy and PD liaison
- e. Coordinate pictures and documentation for all DTAB sponsored programs in cooperation with general body members
- f. Participate in all programs initiated by the DTAB.

**4. Duties of the Secretary**

- a. Maintain an accurate list of all DTAB members
- b. Take meeting minutes at both Executive Board and general body meetings, which are to be sent out via email within 24 hours to all DTAB members, resident advisors, as well as appropriate advisor(s)
- c. Participate in all programs initiated by the DTAB.

**5. Duties of the Treasurer**

- a. Meet weekly with the Advisor to review RA Funding requests and write checks

- b. Keep accurate total of budgets
- c. Work with Executive Board to write money forms and grants for programs that require additional funding
- d. Input expenditures/deposits into University Housing ledger
- e. Review DTAB and external organization funding requests prior to discussion at Executive Board and general body meetings
- f. Conduct the Grant Night process with the assistance of the Advisors
- g. Participate in all programs initiated by the DC

**6. Duties of the RHAC Senator**

- a. Act as the Residence Hall Advisory Council (RHAC) senator for DTAB and will attend and actively participate in all weekly RHAC meetings
- b. Responsible for spreading awareness for on-campus social events and creating an overall sense of community across DTAB
- c. Communicate and collaborate with the general board members to execute community-wide programs

**7. Duties of the MUNDO Ambassador**

- a. Co-Coordinate all cultural awareness activities and programs with BSA Representative
- b. Assist with the development and implementation of two distinct/different programs per semester
- c. In addition to programming, the MUNDO Ambassador will be responsible for attending MUNDO meetings once a week
- d. Participate in all programs initiated by the DTAB

**8. Duties of the BSA Representative**

- a. Co-Coordinate all cultural awareness activities with MUNDO Ambassador
- b. Assist with the development and implementation of two distinct/different programs per semester
- c. In addition to programming, the BSA Representative will be responsible for attending BSA meetings once a week
- d. Participate in all programs initiated by the DTAB

**9. Duties of the Health and Wellness Chair**

- a. Coordinate all health and wellness activities
- b. Assist with the development and implementation of two distinct/different programs per semester, focusing on health and wellness
- c. Participate in all programs initiated by the DTAB

**10. Duties of the Sustainability Chair**

- a. Coordinate all community outreach and sustainability activities
- b. Assist with the development and implementation of two distinct/different programs per semester
- c. In addition to programming, the Sustainability chair will be responsible for raising awareness of sustainability issues and attending other meetings as needed
- d. Participate in all programs initiated by the DTAB

**D. Minimum Qualifications of an Executive Board Member.** Each E-Board member must meet the following minimum qualifications in order to remain in his/her position:

1. Currently live in the Archer-Torress, Blackwell, or Drackett Tower
2. Currently is not on any form of judicial probation and must follow both OSU's and the Residence Hall's code of conduct.

3. Currently meets the requirements established for the participation in campus organizations including a cumulative GPA of no less than a 2.5
- E. Executive Board Members fall below Qualifications.** Executive Board members who fall below a GPA of 2.5 or are involved in a judicial situation will:
1. Meet individually with the Advisor
  2. 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
  3. 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.
  4. The Advisor will keep this information confidential and reserve the right to modify these guidelines on a case by case basis
- F. Removal of an Executive Board Member.** An E-Board member may be removed from their position by:
1. 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, the member may be removed after the Advisor(s) consults with their direct supervisor and the Program Coordinator for Leadership & Involvement.
  2. Any elected officer of the chapter may be removed from their position for 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. The Advisor(s) may act for removal after consulting with their direct supervisor and the Program Coordinator for Leadership & Involvement.
  3. If the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending).
  4. An E-Board member may also voluntarily resign his/her position by submitting a written statement to the advisor.
- G. Replacement of an Executive Board Member.** If an Executive Board member is removed or resigns the Executive Board, in conjunction with the General Body, will:
1. Nominate a new Executive Board member from qualified General Body members
  2. Require that nominated members present information on why they would be a qualified Executive Board member
  3. Conduct a vote of the General Body to elect the new Executive Board member
  4. If a new Executive Board member cannot be identified from the general body, the Executive Board and Advisor will determine an appropriate solution
    - a. Choosing not to replace an Executive Board member
    - b. Conducting a new application process
    - c. Asking a current Executive Board member to change positions
- H. Suspension of Constitution.** The Executive Board reserves the right to alter or suspend other sections of the Constitution for a limited period if they deem it is in the best interest of the DTAB

### Article VI. DTAB

- A. Membership.** The DTAB will consist of:
  - 1. Any resident from the Drackett Tower, Archer-Torres, or the Blackwell.
- B. Meetings.**
  - 1. The DTAB will meet in regular sessions, during announced times and at least once a week.
  - 2. The DTAB meetings will be open to the general membership unless the president of the DTAB, by a majority vote of the Executive Board, decides to cancel a weekly meeting. In the event of a cancelled meeting, the DTAB may not formally vote on any matters.
- C. Voting.**
  - 1. DTAB will ratify all decisions by a majority vote.
  - 2. The Executive Board may veto any decision ratified by the DTAB with a unanimous vote. However, DTAB may then choose to overturn the Executive Board veto by a vote of at least two-thirds of the full DTAB.
  - 3. Each resident present during a voting session will have one vote.
- D. Duties of DTAB Members.** As DTAB representatives, the members will help organize and participate as well as stimulate interest and participation in DTAB activities by working with the Executive Board Chairs to help develop community in DTAB.
- E. Minimum Qualification of Members.**
  - 1. Currently a resident of the DTAB building

**Article VII. Allocation of Funds**

- 1. Responsibility.** All money given allocated by the DTAB shall be in the presence of the Advisor, the President, and the Treasurer.
- 2. Quarterly Budget.**
  - a. In conjunction with the Treasurer, the Advisor will allocate funding for the semester.
  - b. The budget will remain the same from semester to semester to allow DTAB to best plan programs with a set amount of funding.
- 3. Expenditure of Funds**
  - a. The Advisor and the Treasurer will oversee the overall allocation of funding.
  - b. For each quarter funding allocation will remain the same (as possible):
    - i. DTAB Programming:** >\$1500
    - ii. Hall Improvements:** >\$200
    - iii. Startup Funds:** \$1000
    - iv. RA Programming:** \$2000
    - v. Senior Staff Funds/Morale Fund:** \$300
    - vi. Front Desk Funds/OA Recognition:** \$150
    - vii. RA Floor Funds:** ~\$1800 (*\$2/resident on the floor(s) which the RA oversees*)
  - c. The DTAB general body will be responsible for voting on proposals for allocation of DTAB Funds and External Organization Funds.
  - d. External Organization funds will be limited to \$25 per program and no more than 50% of the total cost. The general body may choose not to allocate any funds for external organization requests, but if it does, the maximum allocation of funds for external requests is capped at \$50/quarter (all requests) to ensure resident fees are kept within the community.

- e. DTAB Senior Staff in conjunction with the Treasurer will be responsible for allocating RA Programming and Senior Staff Funds.
  - f. DTAB under the direction of the Treasurer will be responsible for determining how best to hear funding requests and may choose to designate specific funding request nights or hear requests every night.
- 4. Reserves.** A minimum of \$1000 will always be kept in the Reserve Fund. During the academic year, reserve money can only be allocated by DTAB to fund DTAB and RA programs. During the summer, Senior Staff will have access to the reserve money.
- 5. RA Funding**
- a. RAs requesting DTAB funding must submit the required Programming Proposal to the Executive Board at least one week prior to the scheduled funding request
  - b. If the proposal is not submitted by this time, the proposal will not be heard.
  - c. Programming Proposals for DTAB programs must be submitted to the advisor's mailbox prior presenting, and at least one week prior to the program.

### **Article VIII. Advisors**

- A. Appointment.** The Assistant Hall Director and/or Hall Director of Archer-Toress, Blackwell, Drackett will serve as the principal Advisor to DTAB.
- B. Duties of the Advisor.**
- 1. The advisor will serve as the principal representatives of the University and consultant to DTAB.
  - 2. The Advisor will coordinate the selection and training of the Executive Board.
  - 3. The Advisor will participate in all functions that directly foster the success of DTAB and the Executive Board.
  - 4. In the absence of an active DTAB, the advisor may ratify or make changes to the DTAB and constitution in the best interests of the organization.
  - 5. The Advisor will serve as a financial consultant and will:
    - a. Pay close attention to the DTAB Ledger to assure appropriate financial status
    - b. Call for an audit of the ledger in case of concern
    - c. Serve as a second signature on call checks written by DTAB
    - d. Serve as the primary contact for RA funding requests
  - 6. The Advisor may secure additional support from a DTAB Resident Advisor/Manager to assist in the Advisor role.

### **Article IX. Not-for-Profit Statement**

The DTAB is a not-for-profit organization.

### **Article X. Non-Discrimination Statement**

The DTAB serves all students in the DTAB community in compliance with the [policy of The Ohio State University](#), regardless of sex, age, race, color, gender identity or expression, religion, national or ethnic origin, disability, sexual orientation, Vietnam-era or other veteran status.