

CONSTITUTION

Of The

Baker Leadership Team

Article I. Name

The name of the residence hall is Baker Hall, hereinafter referred to as Baker, and the name of this governing body shall be the Baker Leadership Team (BLT).

Article II. Purpose

BLT is to provide for the needs of the residents of Baker in the areas of community, wellness, inclusion, and learning in accordance with the four core values adopted by the Department of Residence Life at the Ohio State University.

Article III. Membership

The general membership of BLT will consist of all students of The Ohio State University who are registered and recognized as residents of Baker. All Baker residents who regularly attend programs and meetings, and have a vested interest in BLT, will hereinafter be referred to as the General Assembly. 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.

Article IV. Election of Officers

- A. **Presidential Election.** In the last two months of spring semester, the General Assembly will nominate a selection of presidential candidates for next year. The approved candidates will have a week to campaign following a meeting with the Hall Director and advisors pertaining to the campaign regulations. After the campaign week, General

Assembly will hold an election and must reach a majority. Each candidate must have been active as an Executive Board member, a Floor Representative, or a General Assembly member during the academic year. Additionally, the candidates must be registered as residents of Baker for the next academic year. If no candidate is eligible or interested, the election of the President will follow the same procedure as the rest of the Executive Board.

- B. **Date of Application Availability.** Executive Board applications, for all positions exempting President, will be available at the Baker East or West Front Desks within the first two weeks of autumn semester. The application will consist of several short-answer questions regarding the individual's interest and experience in a leadership role.
- C. **Application Due Date.** Completed applications will be due to the Residence Hall Director one week after they are made available.
- D. **Selection Procedure.** The Hall Director, Advisors, and President will review application materials and select the candidate that best fits the purpose of BLT and the position for which the candidate has applied.
- E. **Term.** The term for President will commence at the end of the school year immediately following elections, and will run through and until the election of a new president the next year. 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 spring.

Article V. The Executive Board

- A. **Members.** The BLT Executive Board will consist of seven permanent offices: President, Vice President, Marketing, Treasurer, Director of Sustainability, RHAC Senators, and Black Student Association, and MUNDO Representative. 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. Members of other major housing organizations may apply to the Executive Board and must proceed through the normal selection processes to become a full member of the Executive Board. These organizations include the National Residence Hall Honorary, Allies for Diversity, and Off the Lake Productions.
 - b. The Executive Board may authorize the establishment of additional Executive Board positions for identified need areas through unanimous consensus of the board and a majority vote of the General Assembly. Individuals seeking these positions must fill out the normal application and are subject to the same selection procedures as the rest of the board.
 - c. Resident Advisors are able to apply for positions other than Advisor on the executive board with permission of the President and Hall Director/Assistant Hall Director.

- B. **Purpose.** The officers of BLT, in their individual capacities and collectively as the Executive Board will be responsible for planning, administering, supervising, and executing all BLT programs in conjunction with the General Assembly. BLT will focus on implementing no less than one program per academic semester in each of the following areas: community, inclusion/diversity, learning, and wellness.
- C. **Meetings.** The Executive Board will meet as needed throughout the academic year. The President and Treasurer will have regular one-on-one meetings with the Advisor(s). In order to conduct business, a majority of the Executive Board members (no less than half of the board plus one) and the Advisor(s) must be in attendance.
- D. Duties of the Executive Board.**
- a. **Duties of the President.**
 - i. The President will serve as chief officer of BLT
 - ii. The President will preside over the BLT and Executive Board meetings
 - iii. The President will assist with program development, planning and funding
 - iv. The President will meet with the Advisor if needed
 - v. The President will participate in and/or assist with all BLT programs
 - b. **Duties of the Treasurer**
 - i. The Treasurer will meet as needed with Advisor(s) to write checks and reconcile all sub-accounts of the BLT ledger
 - ii. The Treasurer will keep accurate total of sub-account budgets
 - iii. The Treasurer will work with Executive Board to write money forms for programs that require additional funding
 - iv. The Treasurer will input expenditures/deposits into University Housing ledger unless the Advisor takes on full responsibility for this task
 - v. The Treasurer will update the General Assembly on the status of the budget and account each week
 - vi. The Treasurer will conduct the Grant Night process with the assistance of the Advisor(s)
 - vii. The Treasurer will participate in and/or assist with all BLT programs
 - c. **Duties of the Vice President**
 - i. The Vice President will be responsible for maintaining an accurate list of BLT General Assembly members
 - ii. The Vice President will coordinate communications with members and residents through a variety of social media and multi-media communications platforms as deemed most suitable to the current Executive Board
 - iii. The Vice President will meet with the BLT Advisor(s) as needed
 - iv. The Vice President participate in and/or assist with all BLT programs

d. Duties of the Marketing Chair

- i. The Marketing Chair will assist with the creation of advertisements for all BLT programs
- ii. The Marketing Chair will solicit the necessary “man power” to implement advertising campaigns throughout Baker East/West as necessary to effectively advertise all events related to BLT function
- iii. The Marketing Chair participate in and/or assist with all BLT programs

e. Duties of the Director of Sustainability

- i. The Director of Sustainability will plan, implement and evaluate all sustainability initiatives and efforts as determined by both the BLT and the Student Life Sustainability Council
- ii. The Director of Sustainability will serve as the representative to the Student Life Sustainability Council and report BLT progress to the Student Life Sustainability Council as well as report back SLSC initiatives to BLT
- iii. The Director of Sustainability will solicit the necessary “man power” to implement sustainable practices, programs, initiatives and efforts in the Baker community
- iv. The Director of Sustainability will participate in and/or assist with all BLT programs
- v. The Director of Sustainability will be required to hold at least two sustainability events per semester.

f. Duties of the RHAC Senators

- i. The RHAC Senators will act as the Residence Hall Advisory Council (RHAC) representative for Baker and will attend and actively participate in all weekly RHAC meetings.
- ii. The RHAC Senators will report back to BLT on a weekly basis regarding RHAC initiatives and updates
- iii. The RHAC Senators will serve as a communications representative of BLT activities to the RHAC general body as determined by RHAC
- iv. The RHAC Senators will participate in and/or assist with all BLT programs

g. Duties of the BSA Liaison

- i. The BSA Liaison will act as the representative for Baker to the Black Student Association and will attend and actively participate in all weekly BSA meetings.
- ii. The BSA Liaison will report back to BLT on a weekly basis regarding BSA initiatives and updates
- iii. The BSA Liaison will serve as a communications representative of BLT activities to the BSA general body as determined by BSA
- iv. The BSA Liaison will participate in and/or assist with all BLT programs

- v. The BSA Liaison will be required to hold at least one diversity event per semester

h. Duties of the MUNDO Liaison

- i. The MUNDO Liaison will act as the representative for Baker to the MUNDO and will attend and actively participate in all weekly MUNDO meetings.
- ii. The MUNDO Liaison will report back to BLT on a weekly basis regarding MUNDO initiatives and updates
- iii. The MUNDO Liaison will serve as a communications representative of BLT activities to the MUNDO general body as determined by MUNDO
- iv. The MUNDO Liaison will participate in and/or assist with all BLT programs
- v. The MUNDO Liaison will be required to hold at least one diversity event per semester

i. Duties of Additional Executive Board Officers

- i. During the process for establishing a new position, the Executive Board and General Assembly must establish and codify an Authorization of Powers for the created position such that the responsibilities of the office are clear and not in conflict with a permanent position.
- ii. Examples include, but are not limited to, a Director of Recognition or a Director of Red Cross/Blood Drive Operations
- iii. The Authorization of Powers will last for the duration of the school year and does not need to proceed through the constitutional amendment procedure outlined in Article V, Section 14. The position can be created via a consensus of the Executive Board and a majority vote of the General Assembly.
- iv. If it is desired that a new position be added to the list of permanent Executive Board positions, the constitutional amendment procedure must then be followed

j. Minimum Qualifications of an Executive Board Member

- i. Each E-Board member must meet the following minimum qualifications in order to remain in their position:
 - 1. Currently live in Baker
 - 2. Currently is not under any form of judicial or behavior probation
 - 3. Currently meets the requirements established for the participation in campus organizations including a cumulative GPA of no less than a 2.5
- ii. Should an Executive Board member fall below a GPA of 2.5 or are involved in a judicial situation, the member will:
 - 1. Meet individually with the Advisor(s)

2. Be placed on probation with the organization for one semester
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(s) will keep this information confidential and reserve the right to modify these guidelines on a case by case basis

k. Removal of an Executive Board Member

- i. An E-Board member may be removed from their position by:
 1. An Advisor or by a three-fourth vote of the BLT members in attendance, when determined to be in breach of their duties outlined in their position or when they are no longer able to carry out their duties.
 2. An E-Board member may also voluntarily resign their position by submitting a written statement to the Advisor.
 3. Members must attend 50% percent unless they have a prior excused notice.

l. Replacement of an Executive Board Member

- i. If an Executive Board member is removed or resigns from 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 (majority vote)
 4. If a new Executive Board member cannot be identified from the General Body, the Executive Board and Advisor(s) 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 or assume additional responsibilities

m. Removal of Members from the General Assembly

- i. If a member is found to be in violation of any part of this constitution, they will be removed by an Advisor or by a three-fourth vote of the BLT members in attendance, when determined to be in breach of their duties outlined in their position or when they are no longer able to carry out their duties.

- ii. A member may also voluntarily resign their position by submitting a written statement to the Advisor.

n. Suspension of the Constitution

- i. The Executive Board reserves the right to alter or suspend other sections of the Constitution if they deem it is in the best interest of BLT or the residential population of Baker Hall. The action taken must be discussed and voted upon by the BLT General Assembly at the meeting following the Executive Board action as a vote of approval or disapproval. This measure must pass by a $\frac{3}{4}$ vote.

o. Amending the Constitution

- i. Amendments to the Constitution can be proposed by members of the Executive Board and by members of the General Assembly. Proposed revisions must be prepared and presented to the membership during a regularly scheduled General Assembly meeting. The General Assembly must be given at minimum 24 hours to consider the proposed revisions. Following this time period, the General Assembly can approve the amendment by securing no less than a two-thirds majority of the members present. BLT general members who have been informed of the amendments must come to the following meeting to vote on the amendment.

Article VI. The BLT General Assembly

A. Membership

- a. The BLT General Assembly will consist of:
 - i. Any Baker resident.

B. Meetings

- a. BLT will meet in regular sessions, during announced times and at least once per week during the academic school year.
- b. BLT meetings will be open to the general membership unless the president of BLT, by a majority vote of the Executive Board, decides to cancel a particular weekly meeting. In the event of a cancelled meeting, BLT may not formally vote on any matters.

C. Voting

- a. BLT will ratify all decisions by a majority vote unless noted otherwise in this constitution.
- b. The Executive Board may veto any decision ratified by BLT with a unanimous vote. However, BLT may then choose to overturn the Executive Board veto by a vote of at least two-thirds of the full and present General Assembly.
- c. Each resident present during a voting session will have one vote.

- d. Resident Advisors are permitted to vote in all circumstances except under circumstances in which the vote pertains to a funding request submitted by the Resident Advisor for a program.
- e. Voting will take place during the next general meeting after the original presentation.

D. Duties of BLT Members

- a. As BLT representatives, the members will help organize and plan programs; participate as well as stimulate interest; work with the Executive Board to help develop community in Baker.

E. Minimum Qualification of Members

- a. Currently a resident of Baker Hall.
- b. An Active Member is defined as any resident of Baker that has shown a vested interest in BLT through regular attendance at BLT meetings and/or programs.

Article VII. Appropriations of Funding

A. Responsibility

- a. All money given/received to BLT shall be in the presence of an Advisor, the President or the Treasurer.
- b. Budget**
 - i. The Advisor(s) and the Treasurer will work together on drafting a budget, which will be voted upon by the General Assembly
 - ii. In conjunction with the Executive Board, the Advisor(s) will allocate funding for the semester to each of the determined sub-accounts.
 - iii. The budget allocations (percentages) will remain the same from semester to semester unless otherwise noted
- c. Expenditure of Funds**
 - i. All expenditures must have an accompanying funding request submitted through the eRezLife system no later than one week prior to the time the money will be spent
 - ii. The Advisor(s), President, and Treasurer will approve, deny, and adjust funding requests
 - iii. All expenditures must be done via the BLT pay card, which must be signed out from 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.

Article VIII. Advisors

A. Appointment

- a. The Hall Director and/or Resident Manager of Baker will serve as the principal Advisors to BLT, and may appoint other members of the Baker staff to co-advise

B. Duties of the Advisors

- a. The Advisors will serve as the principal representatives of the University and consultants to BLT
- b. The Advisors will coordinate the selection and training of the Executive Board
- c. They will participate in all functions that directly foster the success of BLT and the Executive Board
- d. It will be left up to the discretion of the Advisors whether meetings shall take place without at least one Advisor present
- e. An Advisor will serve as a financial consultant and will:
 - i. Pay close attention to the BLT 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 BLT

Article IX. Not-for-Profit Statement

The Baker Leadership Team is a not-for-profit organization.

Article X. Non-Discrimination Statement

Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited.