**The Ohio State University**

**Fabulous Unique Neighborhood Community Council**

**(A combination of the former William Hall Activities Council and Tenth Ave Activities Board)**

Date of last revision: Oct 27, 2022 by Advisor Janiece Piolet.1

**Statement of Purpose**

To create an inclusive, diverse, respectful, safe, and encouraging environment for residents of F.U.N.’s jurisdiction and to offer residents opportunities for development and education in self-governance, recreation, service, leadership, and scholarship. To serve as advocates and liaisons between residents, staff, and the University, and to provide quality activities to members and residents.

**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.

***The Ohio State University***

***F.U.N. Community Council***

***Constitution***

**Article I. General Proceedings.**

1. Meetings will be held weekly, the time and day of which is to be determined collectively by the members.
2. Agenda of meetings will include
   1. Voting on proposals
   2. Monthly update on FUN Community Council ledger and Resident Advisor funding requests
   3. Programming currently being organized by the FUN Community Council
   4. An update from the RHAC Representative, MUNDO Representative, and BSA Representative as needed
   5. Anything deemed appropriate by the board member running the meeting or the Advisor

**Article II. Executive Board Member Processes**

1. Executive Member Selection
   1. Executive board members are selected on an annual basis through the centralized Community Council application through Student Life Housing and Residence Education.
   2. The co-advisors, which consist of the Assistant Hall Directors of Hall Complex and the Residence on Tenth, will review applications for fit and capabilities. After considering qualifications and interests, the Advisors will interview applicants if necessary and select e-board members for each position.
2. Executive Member Removal
   1. An executive board may be removed from the board if they are unable to properly fulfill all responsibilities outlined in their position description.
   2. An executive board member can only be removed if a 3/4th vote is received by the voting membership and advisor approval of the action.
      1. Prior to this, a private meeting with the officer in question shall occur with the intent of asking for resignation. The impeachment process will only occur if the officer refuses to resign.
   3. An officer may be removed by an advisor if there is substantial proof that a violation of Residence Hall Handbook or University Conduct policy has occurred on the part of an officer.
   4. An officer will be automatically removed if falling below the minimum GPA of 2.0.
3. Executive Board Position Descriptions
   1. *President*

The President oversees the F.U.N. Community Council and serves as the primary leader of the organization. Responsibilities of the President include:

* + 1. Lead and facilitate both executive board and general council meetings.
    2. Create the agenda for each executive board meeting and general council meeting.
    3. Assist in setting and attaining goals that are challenging, realistic, and measurable.
    4. Work closely with Residence Hall Staff to create a positive, healthy community for all residents.
    5. Hold each executive board member accountable to completing their responsibilities.
    6. Attend bi-weekly meetings with a F.U.N. advisor to discuss initiatives, executive board happenings, etc.
    7. Manage Student Organization website access.
  1. *RHAC Representatives (2-3)*

RHAC serves as the voice of residence hall students and is the governing organization for all campus community councils. Responsibilities of the RHAC Representative position include:

* + 1. represent all students in the council area during RHAC Senate meetings
    2. work within the Senate by joining committees, creating programs, approving funding, and voicing opinions and concerns for the betterment of the student residential experience
    3. Committees are given work time at RHAC meetings; time spent on committee work outside of RHAC meetings is minimal. Representatives alternate between applying for RHAC grants if needed to be completed within meeting.
    4. Assume duties of Community Council President if the co-Presidents are unable to do so.
    5. Collaboratively work to plan, implement and assess community programs.
    6. Must attend RHAC meetings or find someone to attend.
  1. *Treasurer*

The Treasurer maintains fiscal responsibility for FUNCC funding and helps to maintain an accurate ledger of all purchases made with F.U.N. Hall Council funds. Responsibilities of the Treasurer include:

* + 1. Manage all funding requests submitted by RAs, Community Council members, and general body members.
    2. Sign all successful funding requests that require approval prior to spending funds.
    3. Collaborate with the President to discuss how funds are being spent in the community.
    4. Keep record of the FUNCC account balance to share at general council meetings.
    5. Attend bi-weekly meetings for a minimum of one hour with a F.U.N. advisor to update the funding ledger, double-check all receipts in the receipt log, and balance all finances.
    6. Keep records of FUNCC e-board and general body meeting notes.
    7. Serves temporarily in the role of the President if the President is unable to attend an e-board or general council meeting.
  1. *Sustainability Chair*
     1. Raise awareness regarding sustainability issues in the residence halls including acceptable materials for recycling and energy efficiency.
     2. Attend monthly meetings with other Sustainability Chairs across campus
     3. Collaboratively work to plan, implement, and assess community programs
  2. *Black Student Association (BSA) Representative*

The Black Student Association (BSA) seeks to promote diversity, encourage leadership, work for equal justice, help those in need, and provide activities that strengthen the bonds between students in the Black community. Responsibilities fulfilled by this role include

* + 1. Collaborate with the Black community in FUN community to increase representation
    2. Raise awareness on issues affecting Black students on campus such as racism and systemic oppression
    3. Attend weekly BSA meetings and FUN community meetings
    4. Work directly with community programing to ensure that all events being hosted are inclusive
    5. Communicate with E-board members information learned from Black Student Association
  1. *MUNDO (Multicultural Understanding through Nontraditional Discovery Opportunities) Ambassador*

MUNDO is a student organization for those who want to incorporate community engagement, experiential learning, and social change-based leadership into their college experience. Responsibilities fulfilled by this role will include:

* + 1. Help to actively recruit for MUNDO
    2. Participate in weekly MUNDO general body meetings and other MUNDO events/programming
    3. Summarize and share new or useful information from the MUNDO meetings at weekly Community Council meetings
    4. Incorporate cultural awareness and collaborate with Inclusive Excellence Chair to plan events that are inclusive for all identities
  1. *Inclusive Excellence Chair*

The Inclusive Excellence Chair is responsible for ensuring that all FUNCC programming, marketing, initiatives, and executive decisions uphold a standard of Inclusive Excellence, as defined by “creating a community that is inclusive of all individual, group and social identities, including, but not limited to, race/ethnicity, class, gender, sexual orientation, country of origin and ability as well as cultural, political, religious or other affiliations.” Responsibilities of the Inclusive Excellence Chair include:

* + 1. Guide the executive board toward the responsible decision making that promotes the agency of and reduces harm against historically marginalized groups.
    2. Collaborate with the BSA Representative and MUNDO Representative to develop programming that is rooted in equity, inclusion, and social justice.
    3. Approach discrepancies between FUNCC practice and Inclusive Excellence values with a restorative justice approach.
    4. Promote educational resources regarding diversity and social justice to the FUNCC community.
    5. Meet periodically with FUNCC Advisors to discuss any community issues or concerns related to inclusion.
  1. *Marketing and Outreach Chair*

The Marketing and Outreach Chair is responsible for coordinating all public information and promotional materials for FUNCC programming. Responsibilities of the Marketing and Outreach chair include:

* + 1. Creating promotional materials for all public FUNCC events
    2. Manage FUNCC social media accounts and GroupMe communications
    3. Assist with promotional and outreach events for FUNCC
    4. Coordinate with other e-board members to ensure promotional materials are fun and appropriate
    5. Work alongside FUNCC Advisors to create mass emails for community updates

1. Responsibilities of All Executive Board Members
   1. Collaboratively work to plan, implement, and assess community programs
   2. Uphold the four pillars of programming in Housing and Residence Education: Wellness, Community, Inclusion, and Learning
   3. Attend Community Council meetings and respective organizational meetings (ex. RHAC, BSA, MUNDO)
   4. Vote upholding the best interest of each respective constituency
   5. Prior to purchasing and distribution, all advertisements, marketing, and funded programming must be approved by advisors
   6. Only Advisors may alter the position descriptions of executive board member positions
2. Vacancies
   1. Vacancies must be filled for the President, Treasurer, and RHAC Senator positions.
   2. The e-board can recruit for open positions both formally (through open application process) or informally (recommending a general body or community member). For recruitment, the e-board can develop selection criteria for the available position by majority vote.
   3. Only e-board members can vote to approve of an applicant by majority.
   4. Advisors can assist with guidance.

**Article III. General Member Processes**

1. *General Membership Selection*
   1. General members are welcomed based on their ability to attend meetings. Membership is open to all residents under the jurisdiction of F.U.N. Community Council. Members are required to actively participate in at least one program each semester in order to remain active.
2. *General Membership Removal*
   1. Members may be removed if they are unable to satisfy the programming requirements as listed above.
   2. A member is removed by proposal of the board and a majority vote from active voting membership.
   3. Members are required to communicate with other board members if they need to miss a meeting. If a member misses three meetings without clear communication, then a removal discussion will take place. This discussion will be led with advisors and then a vote will take place.

**Article IV Voting**

1. *Quorum*
   1. General quorum shall consist of at least 51% of the voting members.
      1. Exception: Removal of an Executive board member requires 3/4th quorum and prior discussion with Advisors.
   2. The President, acting unanimously and with approval of the advisors, may suspend a quorum if they view it in the best interest of the council.
   3. The President, with council from the Advisors, will break any ties that may occur during the voting process.
2. *Voting membership* 
   1. Preliminary voting during event brainstorms is open to both general members and executive board members.

a. If a tie occurs the executive board will hold a final vote.

* 1. Advanced decisions beyond brainstorming will be voted on by executive board members, after discussion with all members.

1. *Non-voting membership*
   1. Advisors
      1. Advisor will inform members of policies and procedures that affect F.U.N. Community Council and shall approve any financial transactions.
      2. Advisors will maintain records to pass on to future executive boards

**Article V. Budget.**

1. Each month the advisor will meet with the treasurer when possible to develop a budget to be proposed to the FUN Community Council for approval.
2. The proposed budget must meet the financial policies set forth by University Housing and OSU.
3. The budget must be approved at the first meeting.
4. Any event requesting funds from the FUN Board shall be presented at the meeting with an itemized budget for it to be voted upon.
   1. Proposals must take place prior to purchasing.
5. Start-up funds equal to or greater than $2,000 shall be set aside for the following year’s community council.
6. Advisors may approve funding requests when community council cannot be convened.

**Article VI. Amendments**

1. Any member of the F.U.N. Community Council general body may propose changes to the constitution.
2. Amendments require a majority vote of the executive board.
3. Advisors must be informed of Amendments before they are adopted by the community Council.