

# **Barrett-Nosker-Jones Community Council Constitution**

## **Article I. Name**

The name of the residence hall complex is Barrett-Nosker-Jones and the name of this governing body shall be the Barrett-Nosker-Jones Community Council (BNJCC).

## **Article II. Purpose**

The purpose of Barrett-Nosker-Jones Community Council is to uphold the ideals and traditions made by planning events for the Jones and Nosker residents and create community within the complex. We work for the betterment of each individual living in the Barrett, Nosker, and Jones residence halls, as well as the betterment of our community and the OSU community as a whole.

## **Article III. Membership & Non-Discrimination Policy**

The general membership of Barrett-Nosker-Jones Community Council will consist of all students of The Ohio State University who are registered and recognized as residents of the Barrett-Nosker-Jones complex. All Barrett-Nosker-Jones residents who regularly attend programs and meetings, and have a vested interest in Barrett-Nosker-Jones, will hereinafter be referred to as the General Assembly. This organization and its members shall not discriminate and no student shall be denied membership in this organization based on race, sex, national origin, religion, age, sexual orientation, gender identity/expression, disability, political views, class rank and veteran status, et al. Barrett-Nosker-Jones Community Council upholds diversity as one of its highest values and will demonstrate such in its activities, members, and actions.

## **Article IV. The Executive Board**

- I. **Members.** The Barrett-Nosker-Jones Hall Council Executive Board will consist of the following officers: President; Vice Presidents/RHAC Senators; Secretary/Treasurer; BSA Representative; MUNDO On-Campus Ambassador; Diversity, Equity, & Inclusion Chair; Health, Wellness, & Sustainability Chair; and Communications 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. Additionally, the Advisor(s) and/or Executive Board may add additional positions if deemed necessary. Furthermore, 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.
- II. **Purpose.** The officers of Barrett-Nosker-Jones Community Council, in their individual capacities and collectively as the Executive Board will be responsible for planning, administering, supervising, and executing all Community Council programs in conjunction with the general assembly of the Community Council.
- III. **Meetings.** The Executive Board will meet regularly during an established and scheduled time at least once a week. In order to conduct business, the majority of the Executive Board members and the Advisor must be in attendance.

- IV. **Minimum Qualifications of an Executive Board Member.** Each Executive Board member must meet the following minimum qualifications in order to remain in their position.
- a. Currently live in the Barrett-Nosker or Jones complexes.
  - b. Currently is not on any form of disciplinary probation.
  - c. Maintain a cumulative GPA of a 2.0 or higher.
  - d. Must commit to attending the Involved Living Leadership Conference in the fall.
  - e. Must uphold the duties and responsibilities of Barrett-Nosker-Jones Governing Organization as stated in this constitution.
- V. **Duties of the Executive Board.**
- a. **President**
    - i. Serve as chief officer of BNJCC.
    - ii. Preside over the General Body and Executive Board meetings.
    - iii. Prepare an agenda for all General Body and Executive Board meetings.
    - iv. Coordinate with Executive Board to allocate the budget.
    - v. Assist with program development, planning, and funding.
    - vi. Meet monthly with the BNJCC advisor.
    - vii. Participate in the planning and execution of Community Council programs.
  - b. **Secretary/Treasurer**
    - i. Keep accurate total of budgets through use of the University Housing ledger.
    - ii. Work with the Executive Board to write money forms and grants for programs that require additional funding.
    - iii. Input expenditures/deposits into University Housing ledger.
    - iv. Review BNJCC and external organization funding requests prior to discussion at Executive Board and General Body meetings.
    - v. Participate in the planning and execution of Community Council programs.
  - c. **Vice Presidents/RHAC Senators (Barrett-Nosker and Jones)**
    - i. Participate in the planning and execution of Community Council programs.
    - ii. The RHAC Senators will act as the Residence Hall Advisory Council (RHAC) representatives for Barrett-Nosker and Jones, respectively, and will attend and actively participate in all RHAC meetings.
    - iii. Will report back to the Executive Board on a regular basis regarding RHAC initiatives and updates.
    - iv. Will serve as communications representatives of Barrett-Nosker-Jones Community Council activities to the RHAC general body as determined by RHAC.
    - v. Report information from RHAC to Community Council and spread information about RHAC-sponsored events to all residents with proper advertising initiatives.
    - vi. Required to meet once a month with the Community Council advisor.

**d. Black Student Association (BSA) Representative**

- i. Participate in the planning and execution of Community Council programs.
- i. Serve as the BSA Representative for the complex.
- ii. Attend and actively participate in BSA meetings.
- iii. Report back to the executive board with pertinent information regarding BSA.
- iv. Required to meet once a month with the Community Council advisor.

**e. MUNDO On-Campus Ambassador**

- i. Participate in the planning and execution of Community Council programs.
- ii. Serve as the MUNDO Ambassador for the complex.
- iii. Attend and actively participate in MUNDO meetings and events.
- iv. Report back to the executive board with pertinent information regarding MUNDO.
- v. Required to meet once a month with the Community Council advisor.

**f. Health, Wellness, and Sustainability Chair**

- i. Participate in the planning and execution of Community Council programs.
- ii. Coordinate all health, wellness, and sustainability-related programs, events, and communication efforts.
- iii. Report back to Barrett-Nosker-Jones Community Council with any updates on relevant campus initiatives.
- iv. Required to meet once a month with the Community Council advisor.

**g. Diversity, Equity, and Inclusion Chair**

- i. Participate in the planning and execution of Community Council programs.
- ii. Coordinate all diversity, equity, and inclusion programs, events, and communication efforts.
- iii. Ensure that the Community Council incorporates themes of diversity, equity, and inclusion in all of its programming.
- iv. Report back to Barrett-Nosker-Jones Community Council with any updates on relevant campus initiatives.
- v. Required to meet once a month with the Community Council advisor.

**h. Communications Chair**

- i. Participate in the planning and execution of Community Council programs.
- ii. Coordinate communication between Community Council and resident advisors in Barrett-Nosker and Jones complexes
- iii. Organize social media efforts with coordinators of Barrett-Nosker and Jones Instagram accounts
- iv. Required to meet once a month with the Community Council advisor.

- VI. **Executive Board Members Who Fall Below Minimum Requirements.** Executive Board members who fall below a GPA of 2.0 or are involved in a judicial situation resulting in disciplinary probation will:
- Meet individually with the Advisor(s).
  - Be placed on probation for one semester if they fall below a GPA of 2.0 or are placed on disciplinary probation.
  - If the Executive Board member is involved in a subsequent policy violation or fall below a GPA of 2.0 it will be determined that they have breached their duties and removal procedures will be followed.
  - The Advisor(s) will keep this information confidential and reserve the right to modify these guidelines on a case by case basis.
- VII. **Removal of an Executive Board Officer.** An Executive Board member may be removed from their position by:
- 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. Resigning their position by submitting a written statement to the advisor.
  - 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.
- VIII. **Vacancies.**
- If the office of the President becomes vacant, one of the Vice Presidents shall become President.
  - If any other officer 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.
  - Within two weeks, the whole Community Council shall vote to determine which of the applicants shall assume the vacated position.

#### **Article V. Selection of Officers**

- Applications for officers will be made available in early Fall Semester.
- Candidates must fill out an application in order to be considered for the various positions on the Executive Board.
- The application will consist of short answer questions and history of leadership experience(s).
- Completed applications will be due on the date assigned by Residence Life.

- V. Senior and Paraprofessional Staff will review application materials and select the candidate that best fits the roles and responsibilities of each specific position.

**Article VI. General Membership and General Assembly Duties**

- I. **Membership.** Barrett-Nosker-Jones Community Council membership will consist of:
- a. Any Barrett-Nosker-Jones Resident.
  - b. The Executive Board.
  - c. Resident Advisors.
  - d. Senior Staff Members/Advisor(s).
- II. **Meetings.**
- a. Barrett-Nosker-Jones Community Council will meet in regular sessions during announced times and at least once a month.
  - b. Meetings will be open to the general membership unless the President of Barrett-Nosker-Jones Hall Council, by a majority vote of the Executive Board, decides to cancel a particular meeting. In the event of a cancelled meeting, the General Assembly may not formally vote on any matters.
- III. **Voting.**
- a. Barrett-Nosker-Jones Hall Council will ratify all decisions by a majority vote.
  - b. The Executive Board may veto any decision ratified by 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 aye (yes), nay (no), 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. Any voting member with any direct and immediate benefit to the exclusion of others from the results of the vote should abstain. They may still give their opinion and defense for the program, but if the presenter leaves the room, anyone “affiliated” with the presenter should abstain.
  - g. Conflict of interest shall be decided by the President, Vice President, and Advisor(s).
- IV. **Duties.**
- a. As Barrett-Nosker-Jones Community Council representatives, the members will help organize and participate as well as stimulate interest and participation in Community Council activities by working with the Executive Board Members to help develop community within the Barrett-Nosker-Jones Complex.
  - 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.
- V. **Minimum Qualifications.**
- a. Currently a resident of the Barrett-Nosker-Jones Complex.

- b. An Active Member is defined as any resident of Barrett-Nosker-Jones that has shown a vested interest in Barrett-Nosker-Jones through regular attendance at Barrett-Nosker-Jones Community Council meetings and/or programs.

**VI. Removal of a General Member.**

- a. 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**

- I. Responsibility.** All money received by Barrett-Nosker-Jones Hall Council shall be in the presence of the Advisor(s), with the assistance of the President, Vice President, and Treasurer.

**II. Budget.**

- a. The 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 Advisor(s) will allocate funding for the semester to each of sub-accounts, as determined by the Advisor(s) and Treasurer.
- c. The budget can vary from semester to semester to maximize the effectiveness of programs with a set amount of funding.

**III. Expenditure of Funds.**

- a. The 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 University Housing Money Form or eRezLife.
- c. All expenditures must have an accompanying funding request submitted through the eRezLife system or through using the University Housing Money 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 Barrett-Nosker-Jones Community Council Funds/Programming and External Organization Funds.
- e. Any person associated with The Ohio State University may initiate request for funds.
- f. All expenditures must be done via the Barrett-Nosker-Jones 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.

**IV. Floor Funds.**

- a. Since 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.
- b. Floor funds shall be used at the discretion of the Resident Advisor.
- c. Resident Advisors may request additional funding from the Barrett-Nosker-Jones Hall Council. In order to do this, they must submit a request through eRezLife.

- V. **Money Forms.**
  - a. External organizations requesting Barrett-Nosker-Jones Community Council funding must submit the required University Residences and Dining Services Money Form or Programming Proposal through eRezLife to the Executive Board one week prior to the Barrett-Nosker-Jones Community Council meeting at which they intend to present.
- VI. **Grant Request Process.**
  - a. **Eligibility**
    - i. Any OSU student organization may request funding from Barrett-Nosker-Jones Community Council by following the Barrett-Nosker-Jones Community Council Grant Procedure.
  - b. **Deadlines**
    - i. All meetings will be grant meetings.
  - c. **Procedure**
    - i. Turn the grant request form in to the Treasurer or President via email, campus mail, or by dropping it off at the Nosker House front desk.
    - ii. The request form must be turned into either the Treasurer or President one week in advance before the proposed grant night. If it is not in prior to one week in advance of their presentation the grant request will not be on the agenda for the ensuing grant night.
    - iii. At the meeting the grant will be proposed to the general body. At least one copy must be made for the presentation. The grant sponsor will have 5 minutes to present the grant 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 Barrett-Nosker-Jones Residents?
    - iii. Is the grant fiscally responsible?
    - iv. Is it an alternative program? (i.e. is it a cultural, wellness, community service, anti-substance, late-night, or weekend program?)

#### **Article IIX. Advisor(s)**

- I. The Advisor(s) of Barrett-Nosker-Jones Community Council will be the Hall Director and/or Assistant Hall Director, to be determined by them.
- II. The Advisor(s) will coordinate the selection and training of the Executive Board.
- III. The Advisor(s) will participate in all functions that directly foster the success of the Barrett-Nosker-Jones Community Council and the Executive Board.
- IV. The Advisor(s) will attend Community Council meetings, Executive Board meetings, bi-weekly meetings with the President and Treasurer, and monthly meetings with all other officers.
- V. The Advisor(s) will serve as a financial consultant and will:

- a. Pay close attention to the Barrett-Nosker-Jones 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 Barrett-Nosker-Jones Community Council.
  - d. Serve as the primary contact for RA funding requests.
- VI. The Advisor(s) will provide general guidance but will leave the specific operation of the Community Council to the Community Council members.
- VII. 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.
- VIII. The Advisor(s) will locate a Resident Advisor/Manager to serve as a representative/resource for the Barrett-Nosker-Jones Community Council.

#### **Article IX. Amendments and Suspension of the Constitution**

- I. 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 Barrett-Nosker-Jones Community Council.
- II. A proposal to amend the Constitution can be brought by any Community Council member.
- III. In cases where the 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.
- IV. With approval of the Advisor(s), a vote of two-thirds of all voting members can ratify a proposed amendment into the Constitution.
- V. 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**

- I. The Barrett-Nosker-Jones Community Council is a not-for-profit organization.