**Towers Community Council Constitution 2023-2024**

**Article I. Name**

The name of the residence halls are Morrill Tower and Lincoln Tower, and the name of this student body shall be Towers Community Council (TCC).

**Article II. Purpose**

The purpose of TCC is to provide for the social, recreational, informational, educational, diversity, wellness, and community-building involvement needs of the Morrill and Lincoln Towers, and to achieve this purpose within the standards set by The Ohio State University.

**Article III. Membership**

The general membership of TCC will consist of all students of The Ohio State University who are registered and recognized as residents of Lincoln and Morrill Towers.

**Anti-Discrimination Statement**

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.

**Sexual Misconduct Statement**

As a student organization at The Ohio State University, the Towers 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 IV. Election of Officers**

1. **Executive Board Elections.** Applications for President, Treasurer, Logistics Coordinator and all representative positions will be made available in early Fall Semester. Candidates must fill out an application to be reviewed by the Advisors of TCC.
2. **Date of Application Availability.** Executive Board Applications will be available within the first week of the academic year.
3. **Application Due Date.** Completed applications will be due online at a date selected by the department of Housing and Residence Education.
4. **Selection Procedure.** The Advisors of TCC will review application materials and select the candidates that best fit the purpose of TCC and the position.
5. **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.
6. **Filling Vacant Positions.** If, during the course of the selection process, any Executive Board position remains open, it will be filled through the selection process stated in Article IV, Section D.

**Article V. The Executive Board**

**Section One - Members.** The Tower Community Council Executive Board will consist of: President, Treasurer, MUNDO Representative(s), Logistics Coordinator, Morrill Tower RHAC Representative, Lincoln Tower RHAC Representative, Honors LCC Representative, Health and Wellness Chair, Sustainability Chair, and Marketing Specialist

**Section Two – General Members**. General Members will have the opportunity to take part of TCC by attending bi-weekly general body meetings and attending programs thrown by TCC. Additionally, the TCC Advisors/Executive Board are free to add people on to the executive board for certain roles for any period.

**Section Three - Purpose.** The officers of TCC, in their individual capacities and collectively as the Executive Board will be responsible for planning, administering, and executing all TCC programs.All TCC programs will comply with university COVID-19 policies.

**Section Four - Meetings.** The Executive Board will meet in regular sessions during the scheduled time at least on a biweekly basis. Executive Board meetings will begin in the week following the selection of the Executive Board. To conduct business, the majority of the Executive Board members and the Advisor(s) must be in attendance.

**Section Five - Duties of the Executive Board.**

1. **Duties of the Leadership Team** 
   1. Attend Executive Board Meetings, and general body meetings.
   2. Meet regularly with TCC Advisor(s).
   3. Participate in all TCC programs unless excused by Advisor(s).
   4. Promote TCC programs.
   5. Collaboratively work to plan, implement, and assess programs.
   6. Plan and implement programs that follow the department's core values and vision.
   7. Provide/advocate for a safe, inclusive, and equitable experiences for all students within the Lincoln/Morrill communities.
   8. Advocate for sustainability efforts within TCC.
   9. Work with RA Mentor(s) to plan building-wide activities for their topical area.
   10. Submit programming forms and receipts by assigned deadlines.
2. **Duties of the President** 
   1. Serve as the peer-leader for TCC.
   2. Preside over the TCC and Executive Board meetings.
   3. Meet regularly with Treasurer and Advisor(s) to review funding requests made by TCC Directors and RAs.
   4. Create Agenda for bi-weekly TCC meetings. The agenda is due via Teams at least 24 hours prior to the TCC meeting.
   5. Develop a strategic plan for TCC programming for the 2023-2024 academic year.
   6. Ensure that TCC maintains in good standing with the Office of Student Life: Student Activities.
3. **Duties of the Treasurer** 
   1. Serve as the primary financial advisor of TCC.
   2. Maintain an accurate ledger for Morrill Tower and Lincoln Tower.
   3. Meet on a regular basis with Advisor(s) and President to discuss any funding issues.
   4. Review Morrill or Lincoln Tower and external organization funding requests prior to discussion at Executive Board meetings and general body meetings and coordinate the funding process.
4. **Duties of the Logistics Coordinator**
   1. If the President is unable to fulfill their position, due to being absent, the Logistics Coordinator will be acting student leader until the President returns.
   2. If the President is unable is fulfill their position, due to being removed from the Executive Board, the Logistics Coordinator will be appointed as President.
   3. Maintain accurate minutes for all TCC meetings and post them in teams within twenty-four (24) hours of meeting.
   4. Complete all reservations for meetings and programming.
   5. Maintain an accurate contact list of the Executive Board.
   6. Meet bi-weekly with President.
   7. Develop a strategic plan for TCC programming for the 2023-2024 academic year.
   8. Ensure that TCC maintains in good standing with the Office of Student Life: Student Activities.
5. **Duties of the Morrill Tower/RHAC Representative**
   1. Attend the weekly RHAC meetings to represent TCC/Morrill Tower.
   2. Provide a weekly summary of RHAC meetings and initiatives.
   3. Serve as a voice for your community and advocate for your peers.
   4. Collaboratively work to plan, implement, and assess programs.
   5. Coordinate the completion and submission of award packets and applications.
   6. Work with Treasurer to complete RHAC grants.
6. **Duties of the Lincoln Tower/RHAC Representative**
7. Attend the weekly RHAC meetings to represent TCC/Lincoln Tower.
8. Provide a weekly summary of RHAC meetings and initiatives.
9. Serve as a voice for your community and advocate for your peers.
10. Collaboratively work to plan, implement, and assess programs.
11. Coordinate the completion and submission of award packets and applications.
12. Work with Treasurer to complete RHAC grants.
13. **Duties of the MUNDO Representative(s)** 
    1. Serve as the MUNDO Ambassador and represent TCC at all weekly MUNDO meetings and events.
    2. Share upcoming MUNDO events and weekly meeting event information with general body and executive board members.
    3. Fill executive board members in on contemporary topics discussed and make plans to incorporate these topics into TCC building wide events.
    4. Serve as a voice for your community and advocate for your peers.
    5. Collaboratively work to plan, implement, and assess programs.
    6. Lead the coordination of cultural awareness activities and programs.
14. **Honors LLC Representative(s)** 
    1. Serve as a voice for Honors students and advocate for your peers.
    2. Collaboratively work to plan, implement, and assess programs.
    3. Must be a member of the Honors LLC.
    4. Serve as a voice for your community and advocate for your peers.
    5. Initiate programs based on Honors LLC needs and feedback.
15. **Health and Wellness Chair**
    1. Coordinate all health and wellness programs and events.
    2. Conduct informal assessments of TCC in collaboration with RA’s and Senior Staff to assist in wellness-based program coordination.
    3. Collaborate with relevant campus partners to promote different health and wellness related campaigns on campus.
    4. Collaboratively work to plan, implement, and assess programs.
16. **Sustainability Chair** 
    1. Serve as the primary coordinator for service and sustainability programming initiatives.
    2. Attend university wide sustainability meetings
    3. Provide sustainability updates to TCC executive board.
    4. Develop and implement a variety of community service events that are of interest to the TCC community.
    5. Collaboratively work to plan, implement, and assess programs.
17. **Marketing and Outreach Chair**
    1. Serve as primary coordinator and creator for marketing used for programs/events held by TCC.
    2. Oversee all marketing materials and orders.
    3. Take pictures and videos of events that can be used for Instagram/marketing later.
    4. Responsible for updating and posting information in Morrill Tower and Lincoln Tower about the events, programs, and information presented by the Executive Board.
    5. Create content to be posted on residential community social media and sent to advisor(s), all content will be posted by advisors(s).
    6. Collaboratively work to plan, implement, and assess programs.

**Section Six – Additional Position Duties (if filled)**

1. **Duties of the Black Student Association (BSA) Representative(s)**
   1. Attend all bi-weekly Executive Board and General Body Meetings
   2. Attend the weekly BSA meetings to represent TCC
   3. Participate in TCC programs
   4. Serve as a voice for your community and advocate for your peers
   5. Collaboratively work to plan, implement, and assess programs
2. **International LLC Representative(s)**
   1. Attend all bi-weekly Executive Board and General Body Meetings
   2. Participate in the TCC programs
   3. Serve as a voice for international students and advocate for your peers
   4. Collaboratively work to plan, implement, and assess programs
   5. Must be a member of the International LLC
3. **Out-of-State Representative(s)**
   1. Attend all bi-weekly Executive Board and General Body Meetings
   2. Participate in the TCC programs
   3. Serve as a voice for Out-of-State students and advocate for your peers
   4. Collaboratively work to plan, implement, and assess programs
   5. Must be a member of the Honors LLC

**Section Six - Executive Board Voting.** The Executive Board may formally vote if it chooses, or come to a general consensus, on matters being considered by the Executive Board. If a vote is necessary, and a tie is in place, the president will break the tie.

**Section Seven - Minimum Qualifications of an Executive Board Member.** Each Executive Board member must meet the following minimum qualifications in order to remain in their position:

1. Currently live in Morrill or Lincoln Tower
2. Currently is not on 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
4. International LLC Representatives, Honors LLC Representatives, and Out-of-State Representatives must be members of those respective communities

**Section Eight - Executive Board Members fall below Qualifications.** Executive Board members who fall below a GPA of 2.5 (Semesterly or cumulative) or are involved in a judicial situation will:

1. Meet individually with the Advisors
2. Be placed on probation for one Semester 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 Advisors will keep this information confidential and reserve the right to modify these guidelines on a case-by-case basis

**Section Nine - Removal of an Executive Board Member.**

1. An Executive Board member can be eligible for removal when it is determined by the President and Advisors that they are in excessive breach of duties as outlined in the position description in the Constitution.
2. Prior to the removal being brought to the executive team, the Advisors, President, and potential member(s) to be removed must have a private discussion to notify and attempt to resolve the concern.
3. If the issue(s) and/or concern(s) are resolved within the meeting with the Advisors, President, and potential member(s) to be removed then the process will not proceed. If the issue(s) or concern(s) is not resolved, then the process will proceed.
4. In advance of voting, the President and Advisors will facilitate a discussion with the Executive Board, including the member eligible for removal to determine whether the group would like to proceed with an impeachment vote.
5. A quorum (half the members plus one) is needed to remove an Executive Board member. Voting procedures will be determined by the President.
6. An Executive Board member may also voluntarily resign their position by submitting a written statement to the Advisors.
7. The Advisors hold the right to remove a student at any time if the student is not upholding standards.

**Section Ten - Suspension of Constitution.** The Executive Board reserves the right to alter or suspend other sections of the Constitution for a limited period of time if they deem it is in the best interest of TCC.

**Article VI. TCC**

1. **Membership.** TCC will consist of:
   * 1. The Executive Board
     2. Resident Advisors
     3. Any Morrill or Lincoln Tower Resident
2. **Meetings.**
   * 1. TCC will meet in regular sessions, during announced times and on at least a biweekly basis.
     2. TCC meetings will be open to all residents of Lincoln and Morill Tower.
3. **Voting.**
   * 1. TCC will ratify all decisions by a majority vote.
     2. The Executive Board may veto any decision ratified by TCC with a unanimous vote. However, TCC may then choose to overturn the Execute Board veto by a vote of at least two-thirds of the full TCC.
     3. Each resident present during a voting session will have one vote.
4. **Duties of TCC Members:** As TCC representatives, the members will help organize and participate as well as stimulate interest and participation in Morrill Tower and Lincoln Tower activities by working with the Executive Board to help develop community in Morrill Tower and Lincoln Tower.
5. **Minimum Qualification of Members.** 
   * 1. Currently a resident of Morrill or Lincoln Tower

**Article VII. Allocation of Funds**

1. **Responsibility.** All money given/received to TCC shall be in the presence of the Advisor(s), the President and the Treasurer.
   1. **Semester Budget.**
2. In conjunction with the Treasurer and President, the Advisor(s) will allocate funding for the Semester.
3. The budget will remain the same from Semester to Semester to allow each TCC committee to best plan programs with a set amount of funding.
   1. **Expenditure of Funds.**
4. The Advisor(s) and Treasurer will be in charge of the overall allocation of funding.
5. The Advisor(s) in conjunction with the Treasurer and President will be responsible for approving all building-wide funding requests made by RAs and TCC Executive Board members
6. The TCC Executive Board will be responsible for voting on proposals for the allocation of External Organization money requests.
7. Any person associated with The Ohio State University may initiate request for funds
8. All requests for money must be filled out using eRezLife Forms.
9. Any funding requests over the amount of $500 are required to be voted on by the Towers Community Council General Body.
   1. **Reserves.**
10. Reserve money can only be allocated by TCC to fund TCC and RA programs.
    1. **Money Forms.**
11. External organizations requesting TCC funding must submit the required University Residences and Dining Services Money Form to the Executive Board one week prior to the TCC meeting at which they intend to present

**Article VIII. Advisor(s)**

1. **Appointment.** The Assistant Hall Director(s) and/or Hall Director(s) of Morrill and Lincoln Tower will serve as the principal Advisor(s) to TCC and may appoint other members of the Morrill Tower staff to co-advise.
2. **Duties of the Advisor(s).**
3. The Advisor(s) will serve as the principal representative of the University and consultant to TCC
4. The Advisor(s) will coordinate the selection and training of the Executive Board
5. The Advisor(s) will participate in all functions that directly foster the success of TCC and the Executive Board
6. The Advisor(s) will serve as a financial consultant and will:
   1. Pay close attention to the TCC Ledger to assure appropriate financial status
   2. Call for an audit of the ledger in case of concern
   3. Serve as a second signature on call checks written by TCC
   4. Serve as the primary contact for RA funding requests

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

The Towers Community Council is a not-for-profit organization.