

2023-2024 Morrison Tower/Siebert Community Council **Constitution**

Article I. Name, Purpose, & Non-Discrimination Policy

- 1) The names of these communities are Morrison Tower and Siebert Hall the name of this governing assembly shall be Jerry Ning, Emma Neer, India Snow, Gigi Zhang, Torrance Lang, and Noah Long.
- 2) The purpose of Morrison Tower Community Council (S'Morrison) is to "improve the quality of living conditions, stimulate academic and extracurricular interests of all those who live within its walls, and facilitate the building of long-lasting relationships among its residents." This will be done by providing for the social, recreational, informational, educational, diversity, wellness, and community-building involvement needs of the Morrison Tower and Siebert Hall residents, and by achieving this purpose within the standards set by The Ohio State University.
- 3) S'Morrison CC is committed to building and maintaining a diverse community on campus and in both Morrison Tower and Siebert Hall to reflect human diversity and to improve opportunities for all. S'Morrison CC does not discriminate on the basis of age, ancestry, ethnicity, 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 basis under the law, in its member selection, decision making, voting process, activities, meetings, and programs.
- 4) As a student organization at The Ohio State University, S'Morrison CC expects its members to conduct themselves in a manner that maintains and promotes 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>.
- 5) 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 II. Membership in the Organization

- 1) The general membership of S'Morrison CC will consist of all students of The Ohio State University who are registered and recognized as residents of Morrison Tower or Siebert Hall. All Morrison Tower or Siebert Hall residents who regularly attend programs and meetings and have a vested interest in S'Morrison CC will be referred to as the General Body.

2) **Morrison Tower/Siebert Hall Council membership will consist of:**

- i. Any Morrison Tower or Siebert Hall Resident
- ii. Executive Board
- iii. General Body Members
- iv. Senior Staff Advisor(s)

3) **Qualifications for membership in Executive Board:**

- i. Currently live in Morrison Tower or Siebert Hall.
- ii. Currently not on any form of disciplinary probation.
- iii. Maintain a cumulative GPA of a 2.5 or higher
- iv. Must commit to serving on the Executive Board for a full school year.
- v. Must commit to attending The Ohio State University Hall Council Executive Board Retreat.
- vi. Must uphold the duties and responsibilities of S'Morrison CC as stated in this constitution.

4) **Executive Board Members Who Fall Below Minimum Requirements.** Executive Board members who fall below a GPA of 2.5 or are involved in a judicial situation resulting in disciplinary probation will:

- i. Meet individually with the Advisor(s).
- ii. Be placed on probation for one semester if they fall below a GPA of 2.5 or are placed on disciplinary probation.
- iii. If the Executive Board member is involved in a subsequent policy violation or falls below a GPA of 2.5 it will be determined that they have breached their duties and removal procedures will be followed as outlined in Article III.
- iv. The Advisor(s) will keep this information confidential and reserve the right to modify these guidelines on a case by case basis.

5) **Qualifications for membership in General Body:**

- i. Currently a resident of Morrison Tower or Siebert Hall
- ii. An Active Member is defined as any resident of Morrison Tower or Siebert Hall that has shown a vested interest in S'Morrison CC through regular attendance at S'Morrison CC meetings and/or programs

Article III. Methods for Removing Members and Executive Officers

- 1) **Removal of an Executive Board Officer.** An Executive Board member may be removed from their position by:
 - i. Any elected officer of the chapter may be removed from their position with 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.
 - ii. Resigning their position by submitting a written statement to the advisor.
 - iii. The Advisor(s) may act for removal after consulting with their direct supervisor and the Program Coordinator for Leadership & Involvement.
 - Advisor(s) will consult with their direct supervisor and Leadership & Involvement Specialist prior to finalizing the decision of member removal.
- 2) **Removal of a General Member**
 - i. 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.
 - ii. Resigning their position by submitting a written statement to the advisor.

Article IV. Organization Leadership – Executive Board

- 1) **Executive Board Expectations:**
 - i. Attend monthly one-on-one meeting with the S'Morrison CC advisor.
 - President and Treasurer must attend biweekly meetings instead of monthly.
 - ii. Regularly attend S'Morrison CC related meetings, programs, and events unless otherwise communicated to advisor and fellow Executive Board member.
 - iii. Attend the ILLC Community Council Retreat (fall and spring semester).

2) **Titles and Role Descriptions of Executive Board Members:**

A. **President**

- i. Act as organizational head and lead the Executive Board and General Body members of S'Morrison CC.
- ii. Plan and distribute agendas in advance of Executive Board and General Body Meetings.
- iii. Facilitate Executive Board and General Body meetings.
- iv. Attend presidential training at the Ohio Union.
- v. Work with the advisor to re-register the organization with the Ohio Union.

B. **Vice President**

- i. Facilitate Executive Board and General Body meetings in president's absence, incapacitation, or resignation.
- ii. Record attendance and taking meeting notes during all Community Council meetings.
- iii. Provide open access of Executive Board meeting notes to Executive Board members, S'Morrison CC advisor, and programming committee members.
- iv. Provide open access of General Body meeting notes to all residents of Morrison Tower and Siebert Hall upon request.
- v. Keep record of S'Morrison CC activities, programs, etc. to be compiled into an Office 365 or Google Drive folder.

C. **RHAC Representative**

- i. Primary RHAC (Residence Hall Advisory Council) representative and liaison.
- ii. Implement program based RHAC initiatives in Morrison Tower and Siebert Hall
- iii. Serve on one of the S'Morrison CC programming committees.

D. **Treasurer**

- i. Manage S'Morrison CC's operational budget.
- ii. Act as primary contact for funding requests from building staff and outside organizations.
- iii. Attend treasurer training.
- iv. Serve on one of the S'Morrison CC programming committees.
- v. Submit RHAC grant applications
- vi. Update the S'Morrison CC budget during the advisor bi-weekly one-on-one meetings.

E. MUNDO = Multicultural Understanding through Nontraditional Discovery Opportunities

Representative

- i. Promotes and attends MUNDO meetings and events
- ii. Helps recruit new members for MUNDO
- iii. Assists with the planning and implementation of programs related to the mission and vision of MUNDO
- iv. Participates in weekly MUNDO General Body Meetings
- v. Perform other duties assigned by the Nontraditional Discovery Opportunities (NDO)
Student Learning Facilitator

F. Marketing Chair

- i. Assist with the creation of advertisements and general marketing strategies for all S'Morrison CC programs and events.
- ii. Photograph S'Morrison CC events and activities.
- iii. Keep visual record of S'Morrison CC activities, programs, etc. to be compiled into an Office 365 media folder

G. Black Student Association (BSA) Representative

- i. Attend a minimum of three BSA meetings per semester
- ii. Collaborate with BSA on one event per academic year
- iii. Promote BSA in their residential community

3) Voting

- i. 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.
- ii. Additionally, the Advisor(s)/Executive Board may add additional positions to the executive board if deemed necessary by both the Advisor(s)/Executive Board.
 1. Individuals seeking these newly created positions must fill out the normal applications provided and are subject to the same selection procedures as the rest of the board.
- iii. Furthermore, Advisor(s) and the Executive Board maintain the right to form committees within the Executive Board and General Body in order to best serve their community.

4) Purpose

- i. The officers of S'Morrison CC, in their individual capacities and collectively as the Executive Board will be responsible for planning, administering, supervising, and executing all S'Morrison CC programs in conjunction with the General Body. Executive Board members will work to support fellow other members by attending and providing assistance to programs.

5) Vacancies

- i. If the office of the President becomes vacant, the Vice President shall become President.
- ii. If any other office 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.

- iii. Within two weeks, S'Morrison CC shall vote to determine which of the applicants shall assume the vacated position. Position will be filled by an active General Body member (if possible).
- iv. If a new Executive Board member cannot be identified from the General Body, the Senior Staff 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.

6) Meetings

- i. The Executive Board will meet in regular sessions during a scheduled time, which is in the best interests of its members and advisor, at least once every other week. In order to conduct business, the majority of the Executive Board members and the Advisor must be in attendance.

Article V. General Membership and General Body Duties

1) Meetings

- i. S'Morrison CC will meet in regular sessions, during announced times and at least twice a month. Meetings will be open to the General Body unless the President of S'Morrison CC, by a majority vote of the Executive Board, decides to cancel a particular meeting. In the event of a cancelled meeting, the General Body may not formally vote on any matters.

2) Voting

- i. S'Morrison CC will ratify all decisions by a majority vote.
- ii. The Executive Board may veto any decision ratified by General Body with a unanimous vote. However, the General Body may then choose to overturn the Executive Board veto by a vote of at least two-thirds of the full council.
- iii. Each resident present during a voting session will have one vote.
- iv. Each voting member has the options of yeah, nay, or abstain from voting.
- v. If the vote is to approve funds, then the person presenting the funding proposal shall leave the room during the vote.

- vi. 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.
- vii. Conflict of interest shall be decided by the President and Advisor(s).

3) Duties

- i. As S'Morrison CC representatives, the members will help organize and participate as well as stimulate interest and participation in S'Morrison CC activities by working with the Executive Board
- ii. Members to help develop community in Morrison Tower and Siebert Hall.
- iii. Any member of the General Body 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 S'Morrison CC proceedings.

Article VI. Selection of Executive Board members

- 1) Applications for Executive Board positions will be made available in first week of the Fall Semester for the current academic year.
- 2) Candidates must fill out an application in order to be considered for the various positions on the Executive Board.
- 3) The application will consist of short answer questions regarding interest and leadership.
- 4) Completed applications will be due online, date determined by the Advisor(s).
- 5) Senior Staff will review application materials and interview applicants before selecting the candidate that best fits the roles and responsibilities for each specific position.

Article VII. Allocation of Funds

1) Responsibility

- i. All money received by S'Morrison CC shall be in the presence of the Advisor(s), with the assistance of the President and Treasurer.

2) Budget

- i. The Advisor(s) and the Treasurer will work together on drafting a budget, which will be voted upon by the General Body.

- ii. In conjunction with the Executive Board, the Advisor(s) will allocate funding for the semester to each of the to-be-determined sub-accounts.
- iii. The budget can vary from semester to semester to maximize the effectiveness of programs with a set amount of funding.

3) Expenditure of Funds

- i. The Advisor(s) and Treasurer will oversee the overall allocation of funding.
- ii. All requests for money must be filled out using eRezLife.
- iii. 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.
- iv. The General Body will be responsible for voting on proposals for allocation of S'Morrison CC Funds/Programming and External Organization Funds.
- v. Any person associated with The Ohio State University may initiate request for funds.
- vi. All expenditures must be done via the pay card, which must be signed out by the Advisor(s) and E-Board members. In instances of unexpected overcharge or other extreme cases, the Advisor(s) have the authority to approve a pay-by-reimbursement system.

4) RA programming Funds

- i. Resident Advisors may request additional funding from S'Morrison CC. To do this they must submit an online request through eRezLife.

5) Grant Request Process

- i. **Eligibility**
 - Any OSU student organization may request funding from S'Morrison CC by following the Community Council Grant Procedure.
- ii. **Deadlines**
 - All meetings will be grant meetings.
- iii. **Procedure**
 - Turn the grant request form into the Treasurer or President via email.
 - 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.
 - At the meeting the grant will be proposed to the General Body. The grant sponsor will have 5 minutes to present the grant and 5 minutes for questions and answers.

iv. **Voting Members Guidelines**

- Has the grant been properly prepared?
- Does the grant meet our goal to provide for Residents?
- Is the grant fiscally responsible?
- Is it an alternative program? (i.e. is it a cultural, wellness, community service, anti-substance, late-night, or week-end program?).

Article VIII. Advisor(s)

- 1) The Advisors of S'Morrison CC will be the Hall Directors and Assistant Hall Director of both Morrison Tower and Siebert Hall with AHD serving as the primary Advisor.
- 2) The Advisor(s) will coordinate the selection and training of the Executive Board.
- 3) The Advisor(s) will participate in all functions that directly foster the success of S'Morrison CC and the Executive Board.
- 4) The Advisor(s) will attend biweekly Hall Council meetings, biweekly meetings with the President, and biweekly meetings with the Treasurer.
- 5) The Advisor(s) will serve as a financial consultant and will:
 - i. Pay close attention to the 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 all checks written by S'Morrison CC.
 - iv. Serve as the primary contact for RA funding requests.
- 6) The Advisor(s) will provide general guidance but will leave the specific operation of the Hall Council to the Hall Council members.
- 7) 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.
- 8) The Advisor(s) reserve the right to veto a decision made by the General Body and/or Executive Board in case if the decision does not align with organization's purpose and/or University policies and values.

Article IX. Amendments and Suspension of Constitution

- 1) 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 S'Morrison CC.
- 2) A proposal to amend the Constitution can be brought forward by any S'Morrison CC member.
- 3) In cases where an 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.
- 4) With approval of the Advisor(s), a vote of two-thirds of all voting members can ratify a proposed amendment into the Constitution.
- 5) 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 this Constitution.