**Houston-Houck-Taylor Community Council Constitution**

**Article I. Name**

The name of this organization shall be Houston-Houck-Taylor Community Council, abbreviated as HHoT CC.

**Article II. Purpose**

The purpose of HHoT CC shall be to enhance student life in Houston-Houck Complex and Taylor Tower via academic, service, developmental, self-governance, and social opportunities. HHoT CC shall promote high standards of living in Houston-Houck Complex and Taylor Tower with an overall focus on developing a strong sense of community throughout the complex. It shall also advocate and represent student interests to the University, University Residences, and other outside governing bodies.

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

The general membership of HHoT CC will consist of all students at The Ohio State University who are registered and recognized as residents of Houston-Houck Complex and Taylor Tower. No student shall be denied membership in this organization based on race, sex, national origin, religion, age, sexual orientation, gender identity or expression, disability, political views, class rank, protected veteran status, or any other bases under the law, in its activities, programs, recruitment, and selection.

As a student organization at The Ohio State University, HHoT CC requires 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://policies.osu.edu/assets/docs/policy_pdfs/SexualMisconduct_FINAL.pdf).

*If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at* [*http://titleIX.osu.edu*](http://titleIX.osu.edu) *or by contacting the Ohio State Title IX Coordinator at* [*titleIX@osu.edu*](mailto:titleIX@osu.edu)*.*

**Article IV. Organization of Executive Board & Selection Process**

1. **Application & Selection Process**
   1. **Date of Application Availability.** Executive Board applications will be made available online, beginning move-in day. The application will consist of short answer questions.
   2. **Application Due Date.** Completed online applications will be due within one month after they are made available.
   3. **Selection Procedure.** The Advisor(s) to HHoT CC and interested Resident Advisors of Houston-Houck Complex and Taylor Tower will review application materials, interview candidates, and select the candidate that best fits the purpose of HHoT CC and the specific position(s).
   4. **Appointment & Term.** Selected candidates will be offered a position by the Advisor(s) and will be given 48 hours to accept or deny their positions. Upon acceptance, selected candidates will be appointed to the offered position. If denied, the Advisor(s) maintains the right to immediately offer the position to another candidate. 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.
2. **Executive Board**
   1. **Members**. HHoT CC Executive Board will consist of the following officers: (1) President, (2 & 3) 2 Vice Presidents, (4) Communications Chair, (5) Treasurer, (6) Community Engagement Chair, (7) Diversity, Equity, & Inclusion Chair, (8) Health & Wellness Chair, (9) Sustainability Chair. The Executive Board and Advisor(s) maintain the right to form committees within the Executive Board and General Body in order to fulfill the responsibilities of HHoT CC and best serve their community.
   2. **Purpose.** The officers of the HHoT CC, in their individual capacities and collectively as the Executive Board, will be responsible for planning, administering, supervising, and executing all programs initiated by the HHoT CC, in conjunction with the General Body of the HHoT CC.
   3. **Overall Duties of the Executive Board**
      1. **Meetings.** The Executive Board will meet in regular sessions at least once a week during the scheduled time. Executive Board will begin by the second full week after selection. In order to conduct business, the majority of the Executive Board members and the Advisor(s) must be in attendance. If an Executive Board member foresees an absence, they must notify the President and the Advisor(s) in advance.
      2. **Voting.** The Executive Board may formally vote on matters being considered by the Executive Board, except for the President, who will vote only to break a tie.
      3. **Programming.** The Executive Board will help coordinate general programming efforts. Each Executive Board member shall also assist with the development and implementation of two distinct/different programs per semester.
      4. **Attendance.** The Executive Board will attend all events planned and implemented by the HHoT CC. The Executive Board will also attend all required conferences and retreats, including the Involved Learning Leadership Conference, Kickoff Retreat, and Spring Retreat.
   4. **Individual Duties of the Executive Board**
      1. **Duties of the President**
         1. Serve as chief officer of HHoT CC.
         2. Preside over the Community Council meetings.
         3. Prepare an agenda for all Community Council meetings.
         4. Coordinate with Executive Board to allocate the budget.
         5. Assist with program development, planning, and funding.
         6. Meet weekly with the HHoT CC Advisor(s).
         7. Have a thorough knowledge of the HHoT CC Constitution and procedures.
      2. **Duties of the Vice Presidents**
         1. Serve as the representatives for Houston House, Houck House, and Taylor Tower & raise awareness of resident concerns and needs.
         2. Recognize one HHoT CC member on a bi-weekly basis for their contributions to HHoT CC, based on input and criteria set by the Executive Board.
         3. Serve as Residence Hall Advisory Council (RHAC) Senator for Houston-Houck Complex and Taylor Tower.
         4. Attend and actively participate in all weekly RHAC meetings (Tuesdays at 7PM).
         5. Take over the duties of the President in cases of absence, illness, emergency, resignation, or removal.
         6. Assist and participate in the planning and implementation of programs initiated by the HHoT CC.
      3. **Duties of the Communications Chair**
         1. Take meeting minutes at Community Council meetings, which are to be sent out via email within 24 hours to all HHoT CC members, Resident Advisors, and Senior Staff.
         2. Responsible for updating the bulletin board located in the elevator lobby on the first floor of Houston House, Houck House, and Taylor Tower with information about the events, programs, and information presented by the Executive Board.
         3. Work in collaboration with the Digital Engagement Chair to optimize digital engagement spaces, marketing efforts, and public relations campaigns.
      4. **Duties of the Treasurer**
         1. Meet weekly one-on-one with the Advisor(s) to review and approve budgets.
         2. Work with the Executive Board to budget for programs.
         3. Review HHoT CC and RA funding requests prior to discussion at Community Council meetings.
         4. Keep accurate total of budgets through use of the University Housing ledger.
         5. Input expenditures/deposits into University Housing ledger.
      5. **Duties of the Community Engagement Chair**
         1. Develop and implement events that engage the General Body member through service and social events.
         2. Research and initiate service opportunities and initiatives.
         3. Co-Coordinate all cultural awareness activities and programs with the Diversity & Inclusion Chair.
         4. Serve as the Multicultural Understanding through Non-Traditional Discovery Opportunities (MUNDO) Ambassador by attending MUNDO meetings once a week (Mondays 6:30 PM - 8:30 PM).
      6. **Duties of Civic Engagement Chair**
         1. Collaborate with OSU Votes to implement programs encouraging democratic citizenship
         2. Work with Students to increase voter engagement
         3. Work with programs to increase voter education
         4. Develop service project and philanthropy projects for HoTT cc
      7. **Duties of the Diversity, Equity, & Inclusion Chair**
         1. Develop and implement events that engage the General Body member through diversity awareness and inclusive events.
         2. Co-coordinate all cultural awareness activities and programs with the Community Engagement Chair
         3. Serve as the Black Students Association (BSA) Representative(s).
         4. Attend and actively participate in weekly BSA meetings (Thursdays 7 PM).
      8. **Duties of the Health & Wellness Chair**
         1. Coordinate all health and wellness programs and events.
         2. Conduct informal assessments of HHoT CC 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.
      9. **Duties of The Digital Engagement Chair** 
         1. Coordinate public relations and marketing campaigns for all events and meetings hosted by HHoT CC.
         2. Assist Senior Staff with engaging residents on Houston-Houck and Taylor Instagram’s by creating marketing materials.
         3. Assist in developing virtual engagement and learning spaces for Residents within the HHoT Community.
3. **Minimum Qualifications of an Executive Board Member.** Each Executive Board member must meet the following minimum qualifications in order to remain in position:
   1. Current resident in Houston-Houck Complex or Taylor Tower.
   2. Free of any form of judicial probation and follow both OSU’s and the University Housing’s code of conduct.
4. **Probation.** If an Executive Board Member are involved in a judicial situation, the Executive Board member will:
   1. Meet individually with the Advisor(s) to discuss conditions of probation.
   2. Be placed on probation for one quarter (9-week period).
   3. Meet again with the Advisor(s) at the end of the quarter to determine next steps.
   4. If the Executive Board Member is involved in a subsequent policy violation, it will be determined that they have breached their duties and the removal procedures will be followed.
   5. The Advisor(s) will keep this information confidential and reserve the right to modify these guidelines on a case-by-case basis.
5. **Removal of an Executive Board Member.** An Executive Board member may be removed from their position:
   1. 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.
   2. Any elected/appointed officer of the council 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 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.
   3. If the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g. while an investigation is pending).
   4. An Executive Board member may also voluntarily resign from position by submitting a written statement to the Advisor(s).
6. **Replacement of an Executive Board Member.** If an Executive Board member is removed or resigns 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.
   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:
      1. Choosing not to replace an Executive Board member.
      2. Conducting a new application process.
      3. Asking a current Executive Board member to change positions.
7. **Suspension of Constitution.** The Executive Board reserves the right to alter or suspend other sections of the Constitution for a limited period if they deem it is in the best interest of the HHoT CC.

**Article V. HHoT CC General Body**

1. **Membership.** The HHoT CC will consist of:
   1. Any resident from the Houston-Houck Complex and Taylor Tower.
   2. General Committee Members
2. **Meetings.**
   1. The HHoT CC will meet in regular sessions, during announced times and at least once a week.
   2. The HHoT CC meetings will be open to the general membership unless the president of the HHoT CC, by a majority vote of the Executive Board, decides to cancel a weekly meeting. In the event of a cancelled meeting, the HHoT CC may not formally vote on any matters.
3. **Voting.**
   1. HHoT CC will ratify all decisions by a majority vote.
   2. The Executive Board may veto any decision ratified by the HHoT CC with a unanimous vote. However, HHoT CC may then choose to overturn the Executive Board veto by a vote of at least two-thirds of the full HHoT CC in attendance.
   3. Each resident present during a voting session will have one vote.
4. **Duties of HHoT CC Members.** As HHoT CC representatives, the members will help organize and participate as well as stimulate interest and participation in HHoT CC activities by working with the Execute Board Chairs to help develop community in HHoT CC.
5. **Committees and Floor Representatives.**
   1. General Body members may serve as committee chairs created by the Executive Board. These committees shall be decided by the Executive Board, with the help of the Advisor(s).
   2. General Body Committee Chairs must attend all General Body meetings, as well as any additional meetings as outlined by the position’s requirements and responsibilities.
   3. General Body members may also serve as Hall Representatives and represent the General Body of the residents in their respective Hall. Hall Representatives must attend all General Body meetings and must be a resident of the Hall that they represent.
6. **Minimum Qualification of Members.** 
   1. Currently a resident of the Houston-Houck Complex and Taylor Tower.

**Article VI. Allocation of Funds**

1. **Responsibility.** All money allocated by the HHoT CC shall be in the presence of the Advisor(s), the President, and the Treasurer.
2. **Semester Budget.**
   1. In conjunction with the President and Treasurer, the Advisor(s) will allocate funding for the semester.
3. **Expenditure of Funds**
   1. Each semester, funding allocations for Houston-Houck Complex and Taylor Tower will be determined by Senior Staff with the approval of HHoT CC’s President and Treasurer.
   2. HHoT CC under the direction of the Treasurer will be responsible for determining how best to hear funding requests and may choose to hear funding requests at community council meetings or schedule a separate time to hear requests if a scheduling conflict exists.
4. **Building Funds.** Because programming is a requirement of the Resident Advisor position, each RA will receive RA funds that they may use to plan programs each semester. Senior Staff will determine the amount with approval of HHoT CC’s President and Treasurer.
5. **Reserves.** A certain amount based on the budget of the previous academic year will always be kept in the Reserve Fund. During the academic year, reserve money can only be allocated by HHoT CC to fund HHoT CC and RA programs. During the summer, Senior Staff will have access to the Reserve Fund.
6. **RA Funding** 
   1. RAs requesting HHoT CC funding must submit the required Programming Proposal to the Executive Board and Advisor(s) at least two weeks prior to the program and at least one week prior to the scheduled funding request presentation.
   2. If the proposal is not submitted by this time, the proposal will not be heard.

**Article VIII. Advisors**

1. **Appointment.** The Assistant Hall Directors and/or Hall Directors of Houston-Houck Complex and Taylor Tower will serve as the principal Advisor(s) to HHoT CC.
2. **Duties of the Advisor(s).**
   1. The Advisor(s) will serve as the principal representatives of the University and consultant to HHoT CC.
   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 HHoT CC and the Executive Board.
   4. In the absence of an active HHoT CC, the Advisor(s) may ratify or make changes to the HHoT CC and constitution in the best interests of the organization.
   5. The Advisor(s) will serve as a financial consultant and will:
      1. Pay close attention to the HHoT CC 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 HHoT CC
      4. Serve as the primary contact for RA funding requests
   6. The Advisor(s) may secure additional support from a HHoT CC Resident Advisor/Manager to assist in the Advisor(s) role.

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

The HHoT CC is a not-for-profit organization.