

SCOTT, HAVERFIELD, BLACKBURN, MENDOZA AND NORTON COMMUNITY COUNCIL CONSTITUTION

ARTICLE I: NAME

The names of the residence halls are Scott-Mendoza-Norton Complex and the Blackburn-Haverfield Complex will hereinafter be combinedly referred to as BHAMNS (Blackburn-Haverfield and Mendoza-Norton-Scott) respectively to serve as the governing body for the complexes.

ARTICLE II: PURPOSE

The purpose of BHAMNS is to provide the social, recreational, informational, educational, diversity, wellness, and community-building involvement needs of the Mendoza-Norton-Scott and Blackburn-Haverfield Complex. BHAMNS is dedicated to improving the quality of living conditions in the community, stimulating academic and extracurricular interests of all those who live in the community, and facilitating the building of long-lasting relationships among residents.

ARTICLE III: MEMBERSHIP

The general membership of BHAMNS will consist of all students of The Ohio State University who are registered and recognized as residents of either the Mendoza-Norton-Scott Complex or the Blackburn-Haverfield Complex. 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, veteran status, et al.

ARTICLE IV: ELECTION OF OFFICERS

- A. **Eligibility:** Any resident of the Mendoza-Norton-Scott Complex or the Blackburn-Haverfield Complex is eligible to participate in the Executive Board Selection process, to serve on the Executive Board, or to participate as a general member. Candidates must fill out an application in order to be considered for the various positions on the Executive Board.
- B. **General Interest Meeting:** All residents of the Mendoza-Norton-Scott Complex or the Blackburn-Haverfield Complex will be provided with information about the Community Council's membership opportunities and will be invited to attend a general interest meeting held shortly after the start of the semester and led by the organization's advisors.
- C. **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.
- D. **Returning Members:** Executive Board members who will be returning BHAMNS community residents in the academic year immediately succeeding their current appointment may be selected to return to the BHAMNS Executive Board before the application process opens to new members. However, returning members are not guaranteed a position and will go through an application process.
- E. **Application Availability:** Officers will be selected via an application process. Executive Board applications will be available electronically or at the Blackburn and Scott Front Desks beginning on move-in day. The application will consist of a small number of short-answer questions to determine fit for the intended position. Completed applications will be due at a date determined by the Advisors.
- F. **Selection Procedures:** Advisors will review application materials and conduct interviews to determine who will be selected for E-Board positions. If applicable, candidates may need to gain approval from existing E-Board members. The candidate who best fits the purpose of BHAMNS and the roles and responsibilities associated with a specific position will be selected.

ARTICLE V: THE EXECUTIVE BOARD

- A. Members:** The BHAMNS Executive Board will consist of 13 officers: President, Vice President, Treasurer, Secretary, Communications Chair, Inclusive Excellence Chair, Black Student Association Representative, Sustainability Chair, Service Chair, Community and Wellness Chair, MUNDO On-Campus Ambassador (MOCA), Blackburn-Haverfield RHAC Representative and Mendoza-Norton-Scott RHAC Representative. The Advisors and/or Executive Board may add additional positions if necessary.
- B. Purpose:** The officers of BHAMNS, in their individual capacities and collectively as the Executive Board, will be responsible for planning, administering, supervising, and executing all BHAMNS programs in conjunction with the general assembly of BHAMNS.
- C. Meetings:** The Executive Board will meet regularly during a scheduled time at least once a week. In order to conduct business, the majority of the Executive Board Members and an Advisor must be in attendance. The Executive Board will review all funding requests/decisions and discuss any questions, comments or concerns about funding requests in preparation for BHAMNS meetings. The Executive Board will vote and decide on funding requests under \$250 during Executive Board meetings. All requests larger than \$250 will be pushed to a BHAMNS general body vote.
- D. Minimum Qualifications of Executive Board Members:** Each E-Board member must meet the following requirements in order to remain in their position:
- a. Currently live in the Mendoza-Norton-Scott Complex or the Blackburn-Haverfield Complex.
 - b. Currently is not on any form of judicial or behavior probation.
 - c. Must commit to serving on the Executive Board for a full school year.
 - d. Must uphold the duties and responsibilities of BHAMNS and their specific position as outlined in this constitution.

E. Duties of Executive Board Members:

a. President:

- i. The President shall serve as the chief officer of BHAMNS.
- ii. The President shall preside over BHAMNS Executive Board and General Body meetings.
- iii. The President shall serve as the council's leadership chair to assist committees with program development, planning and funding.
- iv. The President shall meet weekly with advisor(s) to recap meetings and programming.
- v. The President shall co-develop one program per semester specifically for 2nd year residents of the BHAMNS community.
- vi. The President shall serve as liaison to the RA staff of Mendoza-Norton-Scott and Blackburn-Haverfield.
- vii. The President shall attend weekly Executive Board and General Body meetings.
- viii. The President shall participate in all BHAMNS programs.

b. Executive Treasurer:

- i. The Treasurer shall meet weekly with Advisor(s) to review RA funding requests and to write checks.
- ii. The Treasurer shall keep an accurate total of committee budgets.
- iii. The Treasurer shall work with the Executive Board to write money forms for programs that require additional funding.
- iv. The Treasurer shall input expenditures/deposits into University Housing ledger.
- v. The Treasurer shall review BHAMNS and external organization funding requests prior to discussion at Executive Board and General Body meetings.
- vi. The Treasurer shall participate in all BHAMNS programs.
- vii. The Treasurer shall attend weekly General Body and Executive Board meetings.

c. **Secretary:**

- i. The Secretary shall record General Body and Executive Board meeting minutes and distribute them by the end of the week.
- ii. The Secretary shall record attendance at all General Body and Executive Board meetings.
- iii. The Secretary shall manage an internal BHAMNS calendar to keep track of important dates, upcoming programming, training, meetings, etc.
- iv. The Secretary shall record and keep a permanent file (on Teams) of Community Council materials, such as minutes, event proposals, fliers, photos, etc.
- v. The Secretary shall meet monthly with advisor(s) to provide updates and manage position responsibilities.
- vi. The Secretary shall participate in all BHAMNS programs.
- vii. The Secretary shall attend weekly General Body and Executive Board meetings.

d. **Communications Chair:**

- i. The Communications Chair shall create engaging content for BHAMNS social media accounts which will be posted/shared by the Advisors.
- ii. The Communications Chair shall, as applicable, take photographs of BHAMNS programs to share on social media and with members.
- iii. The Communications Chair shall manage all program promotion efforts and create media for marketing campaigns, which must be prepared 10 business days before program date.
- iv. The Communications Chair shall collaborate with programming chairs to create newsletters or awareness campaigns.
- v. The Communications Chair shall meet monthly with advisor(s) to provide updates and manage position responsibilities.
- vi. The Communications Chair shall participate in all BHAMNS programs.

e. **Inclusive Excellence Chair:**

- i. The Inclusive Excellence Chair shall oversee the Inclusive Excellence programming committee.
- ii. The Inclusive Excellence Chair shall develop at least one program related to social justice, diversity, or inclusion-based initiatives each semester.
- iii. The Inclusive Excellence Chair shall meet monthly with advisor(s) to provide updates and manage position responsibilities.
- iv. The IE Chair shall serve as a Liaison to the Morrill Scholars Program Learning Community.
- v. The Inclusive Excellence Chair shall participate in all BHAMNS programs.

f. **Black Student Association Representative:**

- i. The BSA Representative shall act as a liaison for the BSA and work to create an active BSA presence in the BHAMNS complex.
- ii. The BSA Representative shall attend and actively participate in BSA meetings from 7-9 p.m on Thursdays.
- iii. The BSA Representative shall report back to BHAMNS about BSA happenings and promote and disseminate information about the BSA to BHAMNS residents.
- iv. The BSA Representative shall plan at least one program per semester.
- v. The BSA Representative shall meet monthly with advisor(s) to provide updates and manage position responsibilities.
- vi. The BSA Representative shall participate in all BHAMNS programs.

i. **Sustainability Chair:**

- i. The Sustainability Chair shall oversee the sustainability programming committee for BHAMNS.
- ii. The Sustainability chair shall plan at least one sustainability-related program per semester for BHAMNS community residents.

- iii. The Sustainability Chair shall attend monthly Sustainability Chair meetings.
- iv. The Sustainability Chair shall recruit residents of Mendoza-Norton-Scott and Blackburn-Haverfield to serve on the BHAMNS “Green Team.”
- v. The Sustainability Chair shall serve as the Liaison to the SUSTAINS Learning Community.
- vi. The Sustainability Chair shall meet monthly with advisor(s) to provide updates and manage position responsibilities.
- vii. The Sustainability Chair shall participate in all BHAMNS programs.

j. Community and Wellness Chair:

- i. The Community and Wellness Chair shall lead the Wellness and Social Programming Committee.
- ii. The Community and Wellness Chair shall develop at least one wellness or social-related program per semester for the BHAMNS community.
- iii. The Community and Wellness Chair shall work with the Communications Chair to create a monthly wellness newsletter or awareness campaign.
- iv. The Community and Wellness Chair shall meet monthly with advisor(s) to provide updates and manage position responsibilities.
- v. The Community and Wellness Chair shall participate in all BHAMNS programs.

k. MUNDO On-Campus Ambassador (MOCA)

- i. The MOCA (MUNDO On Campus Ambassador) will attend, represent BHAMNS, and actively participate in MUNDO meetings on Mondays from 6:30-8:00 p.m, and will fulfill all duties required of the MOCA role.
- ii. The MOCA shall report back to BHAMNS about MUNDO happenings and promote and disseminate information about MUNDO to BHAMNS residents.

- iii. The MOCA shall plan at least one program related to inclusive excellence per semester.
- iv. The MOCA shall meet monthly with advisor(s) to provide updates and manage position responsibilities.
- v. The MOCA shall participate in all BHAMNS programs.

1. RHAC Senators

- i. BHAMNS will have two RHAC senators, one each to represent Blackburn-Haverfield and Mendoza-Norton-Scott
- ii. The RHAC Senators will attend all RHAC meetings. If the RHAC Senator cannot attend a RHAC meeting, they will find another Executive Board member from their home complex to attend in their place.
- iii. The RHAC Senators will serve as liaisons between BHAMNS and RHAC.
- iv. The RHAC Senators will promote RHAC/RHAC Events to BHAMNS residents.
- v. The RHAC Senators shall meet monthly with advisor(s) to provide updates and manage position responsibilities.
- vi. The RHAC Senators shall participate in all BHAMNS programs.

F. Executive Board Members fall below Qualifications. Executive Board members who fall below the expected qualifications:

- a. Meet individually with the Advisor(s) to create a plan for how they will remain eligible to participate on the executive board.
- b. Be placed on probation for one semester if they are found in violation of violating the Residence Hall Handbook and/or Code of Student Conduct.
- c. If the Executive Board member is involved in a subsequent policy violation it will be determined that they have breached their duties and removal procedures will be followed.
- d. The Advisor(s) will keep this information confidential and reserve the right to modify these guidelines on a case by case basis.

G. Removal of an Executive Board Member. An E-Board member may be removed from their position when they are determined to be in breach of their duties outlined in their position, or when they are no longer able to carry out their duties.

- a. If it is determined that a member has breached their duties, they will meet with the advisors to discuss the reasons for their removal. Members will be provided with a written letter outlining the reasons for their removal. They will be given the opportunity to ask questions and raise their concerns. Discussions in removal meetings are private and will remain between the advisors and the member(s) in question.
- b. Executive board members can voluntarily resign their position by submitting a written statement to the Advisor(s).

H. 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:

- a. Nominate a new Executive Board member from qualified General Body members.
- b. Require that nominated members present information on why they would be a qualified Executive Board member.
- c. Conduct a vote of the General Body to elect the new Executive Board member.
- d. If a new Executive Board member cannot be identified from the general body, the Executive Board and Advisor(s) will determine an appropriate solution, such as:
 - i. Choosing not to replace an Executive Board member.
 - ii. Conducting a new application process.
 - iii. Asking a current Executive Board member to change positions.
- e. In the event that the President is removed or resigns, the Vice President will take over their duties effective immediately.

ARTICLE VI: BHAMNS Community Council

A. Membership: The BHAMNS General body shall consist of:

- a. Any Mendoza-Norton-Scott Complex or Blackburn-Haverfield Resident.

- b. At least one representative from each building.

B. Meetings:

- a. BHAMNS will meet in regular sessions, during announced times and at least once per month.
- b. BHAMNS meetings will be open to the general membership unless the president of BHAMNS, by a majority vote of the Executive Board, decides to cancel a particular meeting.
- c. In the event of a cancelled meeting, BHAMNS may not formally vote on any matters.

C. Voting

- a. BHAMNS will ratify all decisions by a majority vote.
- b. The Executive Board may veto any decision ratified by BHAMNS with an unanimous vote.
 - However, BHAMNS may then choose to overturn the Executive Board veto by a vote of at least two-thirds of the full BHAMNS council.
- c. Each floor present during a voting session will have one vote.
- d. In the event of a tie, the President will have the tie-breaking vote.

D. Duties of BHAMNS Members: As BHAMNS representatives, the members will help, organize, participate in, and stimulate interest and participation in BHAMNS activities by working with the Executive Board Chairs to develop the community

E. Minimum Qualification of Members.

- a. Currently a resident of Mendoza-Norton-Scott Complex or Blackburn-Haverfield Complex.

ARTICLE VII: ALLOCATION OF FUNDS

A. Responsibility. All money given/received to BHAMNS shall be in the presence of the Advisor(s), the President or the Treasurer.

B. Semester Budget.

- a. In conjunction with the Treasurer, the Advisor(s) will allocate funding for the Semester.
- b. The budget can change semester to semester to allow each BHAMNS committee to best plan programs with a set amount of funding.
- c. The Advisor(s) and Treasurer will be in charge of the overall allocation of funding.
- d. The BHAMNS general body will be responsible for voting on proposals for allocation of BHAMNS Funds and External Organization Funds.
- e. Mendoza-Norton-Scott Complex Senior Staff in conjunction with the Treasurer will be responsible for allocating RA Programming and Senior Staff Funds
- f. Any person associated with The Ohio State University may initiate requests for funds.
- g. All requests for money must be filled out using the designated Money Form.

C. Expenditure of Funds

- a. **Floor Funds:** Because programming is a requirement of the Resident Advisor(s) position, each RA will receive floor funds that they may use to plan programs each semester. These funds will be set aside by the Advisor(s).
- b. **Reserves:** A minimum of \$500 will be kept in the Reserve Fund at all times. Reserve money can only be allocated by BHAMNS to fund BHAMNS and RA programs.
- c. **Money Proposals:**
 - a. External organizations requesting BHAMNS funding must submit the designated Money Form to the Executive Board one week prior to the scheduled Grant Night.
 - b. If the Money Form is not submitted by this time, the proposal will not be on the agenda for the ensuing BHAMNS Grant Night.

ARTICLE VII: ADVISORS

A. Appointment: The Assistant Hall Directors and/or Hall Directors of Mendoza-Norton-Scott and Blackburn-Haverfield will serve as the principal BHAMNS advisors, and may appoint other members of complex staff to co-advise.

B. Duties of the Advisor(s):

- a. The Advisor(s) will serve as the principal representatives of the University and consultant to BHAMNS.
- b. The Advisor(s) will coordinate the selection and training of the Executive Board.
- c. The Advisor(s) will participate in all functions that directly foster the success of BHAMNS and the Executive Board.
- d. The Advisor(s) will serve as a financial consultant and will:
 - i. Pay close attention to the BHAMNS 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 call checks written by BHAMNS.
 - iv. Serve as the primary contact for RA funding requests.

ARTICLE IX: AMENDMENTS

Any member of the Executive Board or General Body can submit amendments to the constitution. A unanimous vote from the Executive Board and at least a two-thirds vote from the full BHAMNS General Body is required to ratify a proposed amendment to the Constitution. 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.

ARTICLE X: NOT-FOR-PROFIT STATEMENT

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

ARTICLE XI: NON-DISCRIMINATION POLICY

The Scott, Haverfield, Blackburn, Mendoza, and Norton Community Council 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, recruitment, and selection.

As a student organization at The Ohio State University, BHAMNS 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://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.

