**The Constitution of the Board of Activities for**

**Smith-Steeb 2023-24**

# Article I. Name

The name of this student body shall be the Board of Activities for Smith-Steeb Community Council, or BASS. The Board of Activities for Smith-Steeb is the governing body for the Smith-Steeb Hall Complex, herein after referred to as Smith-Steeb.

# Article II. Purpose

The purpose of BASS is to provide for the social, recreational, informational, educational, diversity, wellness and community-building involvement needs of the residents of Smith-Steeb, and to achieve this purpose within the standards set by The Ohio State University, including the “Together as Buckeyes” pledge introduced in the academic year 2023-24. BASS will continue to uphold the standards throughout the 2023-24 academic year.

# Article III. Membership

The general membership of BASS will consist of all students of The Ohio State University who are registered and recognized as residents of Smith-Steeb. No student shall be denied membership in this organization based on race, sex, national origin, religion, age, sexual orientation, disability, political views, class rank and veteran status, etc.

# Article IV. Election of Officers

1. **Date of Application Availability.** Executive Board applications will be available at the beginning of move-in day. The application will consist of a minimum of short answer questions related to goals, community-building, and leadership style.
2. **Application Due Date.** Completed applications will be due at a date set by the advisor and the Leadership & Involvement Specialist
3. **Selection Procedure.** The Advisor(s) and pre-elected members will review application materials. Afterwards, selected candidates may interview with a staff member, which will be followed by a selection of the candidate that best fits the purpose of BASS and the position.
4. **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.

# Article V. The Executive Board

1. **Members.** The BASS Executive Board will consist of the following officers: President, Vice President, Treasurer, Wellness & Community Chair, Sustainability Chair, Marketing and Outreach Chair, Diversity, Equity, and Inclusion Chair, Civic Engagement Chair, MUNDO Representative, Black Student Association Representative, and a Smith-Steeb Building Representative.
2. **Committees.** The Executive Board can choose to have committee chairs for any focus areas the board deems appropriate, subject to Presidential approval.
3. **Voting.** The Executive Board shall formally vote on matters being considered by the Executive Board in all matters where money is involved. The Executive Board shall also vote on any amendments of this Constitution as stated in Article IX. Voting requires a 51% majority. President will not have the tie breaker vote, instead the two sides will be able to argue their case and if the tie persists the topic will be tabled until the next meeting.
4. **Purpose.** The officers of BASS, in their individual capacities and collectively as the Executive Board, will be responsible for planning, administering, supervising, and executing all programs initiated by the Community Council in conjunction with the general body of BASS.
5. **Meetings.** The Executive Board will meet in regular sessions during the duration of the semester. In order to conduct business, the majority of the Executive Board members and the Advisors must be in attendance. If an Executive Board member can foresee an absence, they must notify the President in advance.
6. **F. Duties of the Executive Board.** 
   1. **All Executive Board Members**
      * 1. Attend weekly general body and executive board meetings as well as all events put on by the group
        2. Members should give some notice if they are not able to attend a meeting
        3. Assist the group with program development, planning and funding
        4. Submit money forms and receipts by assigned deadlines
   2. **President**
      * 1. Serve as chief officer of BASS
        2. Preside over the general body and Executive Board meetings
        3. Prepare an agenda for all Executive Board and general body meetings
        4. Facilitate and organize general body meetings
        5. Work with Executive Board to allocate the budget
        6. Prepare, enforce and uphold the constitution of the BASS
        7. In conjunction with the RHAC Liaison, the President will act as the backup Residence Hall Advisory Council (RHAC) representative for Smith-Steeb and will attend and actively participate in all weekly RHAC meetings (Tuesdays at 7pm) when the RHAC Liaison cannot be present.
        8. Meet regularly one on one with the advisor for BASS to review and to discuss the President’s agenda for the upcoming executive board and general body meetings
        9. Participate in a majority of the programs initiated by BASS
        10. Collaboratively plan, implement and assess programs
   3. **Treasurer**
      * 1. The Treasurer will meet regularly with a senior staff member to review any funding requests made by BASS E-Board and RAs and to write checks
        2. The Treasurer will serve as back up for the President in case they are not present or unable to perform their duties
        3. They will keep accurate total of committee budgets
        4. Conduct the Grant Night process with the assistance of the Advisors
        5. Work with Executive Board to write money forms for programs that require additional funding
        6. They will input expenditures/deposits into Residence Life ledger
        7. They will review Smith-Steeb and external organization funding requests prior to discussion at Executive Board meetings
   4. **Wellness and Community Chair**
      * 1. Plan, develop and the implement community and social events and service opportunities and initiatives
        2. Plan and implement health and wellness programming related to Student Life Student Wellness Center’s 10 Dimensions of Wellness
        3. Meet regularly with BASS advisor
        4. Coordinate with the blood drive representatives of Smith-Steeb to plan and execute successful blood drives
        5. Post signage to advertise blood drives and to direct donors to different areas in the donation process
        6. Recruit residents to donate
        7. Assist in the implementation of blood drives by registering donors upon arrival and ensuring they receive water, snacks, etc.
   5. **Communications and Outreach Chair**
7. Record, distribute, and post the attendance and minutes of the General Assembly Meetings within twenty-four (24) hours of the meeting. All Hall Council Leaders should receive these updates, including Advisors, via e-mail
8. Serve as primary administrator of the General Assembly and E-Board meeting minutes
9. Coordinate all community outreach that includes: Word of Mouth, Flyers, Door Knocking, etc.
10. Responsible for creating graphics for social media and sending them to the RA Social Media Collateral with specific instructions for sharing. (contact information to be shared with Chairs).
11. Collaborate with other Chair members about advertising and marketing strategies
12. Keep a record of BASS’s accomplishments and activities throughout the year
13. Organize a visual presentation to tell BASS’s story throughout the year
14. Prepare materials for BASS’s Hall of the Year entry
15. Communicate key messages to the Smith-Steeb community on behalf of BASS
16. Meet regularly with BASS Advisor
    1. **Black Student Association Representative**
17. Attend weekly BSA meetings (Thursdays at 7pm) as the representative for Smith-Steeb
18. Create and implement programming for residents around BSA events and values
19. Communicate key messages between the hall and BSA
20. Ensure that BSA programming is being implemented in Smith-Steeb
    1. **Multicultural Understanding through Non-traditional Discovery Opportunities (MUNDO OnCampus Ambassador) (MOCA):**
21. Actively recruit for MUNDO
22. Ensure BASS is aware of MUNDO meetings and events
23. Actively participate in weekly MUNDO General Body Meetings and other MUNDO events/programming
24. Perform other duties assigned by the Nontraditional Discovery Opportunities (NDO) Student Learning Facilitator.
25. Reach out to Julio Mayo.2 with any questions.
26. MOCAs must be able to attend MUNDO meetings on Mondays from 6:30-8:00pm.
27. MUNDO at The Ohio State University is committed to facilitating conversations and promoting actions that result in community-based service, experiential learning, and social change-based leadership.
    1. **Civic Engagement Chair**
28. Civic engagement or civic participation is any individual or group activity addressing issues of public concern
29. Civic engagement includes communities working together or individuals working alone in both political and non-political actions to protect public values or make a change in a community
30. Plan programming around civic engagement including but not limited to voter registration drives, elected official town halls, or awareness of public concerns events
31. Collaborate with the Wellness and Community Chair(s) to plan service events directly related to civic engagement
    1. **RHAC Senator**
       1. Acts as BASS RHAC Representative and Liaison
       2. Attend RHAC Meetings, Tuesday at 7pm
       3. Implements program-based RHAC Initiatives in Smith-Steeb
32. **Minimum Qualifications of an Executive Board Member.** Each E-Board member must meet the following minimum qualifications in order to remain in their position:
    * 1. Currently live in Smith-Steeb
      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
33. **Executive Board Members who fall below Qualifications.** Executive Board members who fall below a GPA of 2.5 (Semester or cumulative) or are involved in a judicial situation will:
    * 1. Meet individually with the Advisor
      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 Advisor will keep this information confidential and reserve the right to modify these guidelines on a case by case basis.
34. **Removal of an Executive Board Member.** 
    * 1. An E-Board member may voluntarily resign their position by submitting a written statement to the advisor and President. The President may delay their resignation for up to one week from the day the written statement was submitted if they determines there is no adequate replacement.
      2. An E-board member can be eligible for removal if it is determined by the President and Advisor that they are in excessive breach of duties as outlined in the position description in the Constitution. If the President is under consideration for removal, the Vice President will consult with the Advisor in place of the President.
35. **Replacement of an Executive Board Member.** If an Executive Board member is removed or resigns the Executive Board will:
    * + 1. Nominate a new Executive Board member from qualified Smith-Steeb resident Representatives, if available. If not, the application will open to all and Smith-Steeb residents.
        2. Require that nominated members complete an Executive Board application and all supplemental materials (if applicable).
        3. Conduct a vote of the Executive Board to confirm the new Executive Board member, where a majority affirmative vote is required to pass.
        4. If a new Executive Board member cannot be identified, the Executive Board and Advisor will determine an appropriate solution.
           1. Choosing not to replace an Executive Board member.
           2. Asking a current Executive Board member to change positions.
36. **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 BASS. The suspension must be unanimously voted for by the Executive Board.

# Article VI. The General Body

1. **Membership.** BASS will consist of:
2. The Executive Board.
3. Any Smith-Steeb resident, herein referenced as the General Body
4. **Meetings.**
5. BASS will meet in regular sessions, during announced times.
6. BASS meetings will be open to the general membership.
7. **Voting.** 
   1. BASS will ratify all decisions by a majority vote of the EXECUTIVE BOARD, unless otherwise specified in this Constitution.
8. **Duties of BASS Members.** As BASS representatives, the members will help organize and participate as well as stimulate interest and participation in Smith-Steeb activities by working with the Executive Board to help develop community.
9. **Minimum Qualification of Members.**

**1.** Currently a resident of Smith-Steeb

# Article VII. Allocation of Funds

**A. Responsibility.** All money given/received to BASS shall be in the presence of the Advisor and the Treasurer, or with their written approval.

1. **Semester Budget.** 
   1. In conjunction with the Treasurer, the Advisor will allocate funding for the Semester.
   2. The budget will remain the same from Semester to Semester to allow each BASS committee to best plan programs with a set amount of funding.
2. **Expenditure of Funds** 
   1. With the President’s direction, the Treasurer will be in charge of the overall allocation of funding.
   2. The Advisor in conjunction with the Treasurer will be responsible for overseeing building-wide funding requests made by BASS Executive Board members, and RAs on occasion.
   3. The BASS Executive Board will be responsible for voting on interest in proposals for allocation of External Organization money requests.
   4. Any person associated with The Ohio State University may initiate request for funds.
   5. All requests for money must be filled out using means specified by the Executive Board or Advisor.
3. **Funding Requests** 
   1. Any request over $25 must be first approved by the Executive Board.
4. **Reserves.** Reserve money can only be allocated by BASS to fund BASS and RA programs.
5. **Money Forms.**
   1. External organizations requesting BASS funding must submit a written request to the Executive Board one week prior to the BASS meeting at which they intend to present.

# Article VII. Advisors

1. **Appointment.** The Assistant Hall Directors of and Smith-Steeb will serve as the principal Advisor to BASS and may appoint other members of the Smith-Steeb or staff to co-advise.
2. **Duties of the Advisors.**
3. The Advisors will serve as the principal representatives of the University and consultant to BASS
4. The Advisors will coordinate the selection and training of the Executive Board
5. The Advisors will participate in all functions that directly foster the success of BASS and the Executive Board
6. Advisors have the power to veto or overturn an affirmative vote. A veto can be overruled by a unanimous vote of the Executive Board.
7. The Advisor will serve as a financial consultant and will:
   1. Pay close attention to the BASS 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 all checks written by BASS
   4. Serve as the primary contact for RA funding requests

# Article IX. Method of Amending Constitution

Any proposed amendments should be presented to the organization in writing and should not be acted upon when initially introduced. Upon initial introduction, the proposed amendment(s) should be read in an Executive Board meeting, and then read again at a subsequent meeting, before votes will be taken. Given a quorum of the Executive Board, a three-quarter majority of Executive Board members voting in the affirmative will result in the passage of the amendment(s).