**Bradley-Paterson, Mack-Canfield Hall Council Constitution 2023-2024**

**Preamble**

We the People of Bradley-Paterson, Mack-Canfield Halls, in Order to form a more perfect year, establish friendships, ensure community is built, provide for our common goals, promote the general Welfare, and secure the Blessings of Liberty for ourselves and Posterity, do ordain and establish this Constitution for the Bradley-Paterson Mack-Canfield Community Council.

**Article I. Name**

The name of the residence halls are Bradley-Paterson and Mack and Canfield Hall, hereinafter referred to as Bradley-Paterson and Mack-Canfield Hall, and the name of this governing body shall be Bradley-Paterson Mack-Canfield Community Council. The unofficial name of the organization will be BPMC CC.

**Article II. Purpose**

The purpose of BPMC CC is to provide for the social, recreational, informational, educational, diversity, wellness, and community-building involvement through fun events focusing on the needs of the residents of Bradley-Paterson and Mack-Canfield Hall.

**Article III. Membership**

The general membership of BPMC CC will consist of all students at The Ohio State University who are registered and recognized as residents of Bradley, Paterson, Mack, or Canfield Halls. 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 and veteran status, etc.

**Article IV. Election of Officers**

1. **Eligibility:** Any resident of Bradley-Paterson, and Mack-Canfield Hall is eligible to participate in the Executive Board selection process and serve on the E-Board. Additionally, any resident may participate as a general body member.
2. **General Interest Meeting:** All Bradley-Paterson and Mack-Canfield residents will be provided with information about Hall Council’s membership opportunities and invited to attend a general interest meeting held in early September and led by the organization’s advisor. The Constitution will be discussed, requirements for running for office outlined, and a date for the first official hall council meeting announced.
3. **Term: The term for the new Executive Board will commence immediately after acceptance of the position and run through the end of the academic year in May.**
4. **Selection:** Executive Board officers are chosen via a selection process which includes an online application review, a formal interview with the Hall Council Advisor(s) and paraprofessional staff. Floor representatives will be nominated by the Resident Advisor for their respective floor community.

**Article V. The Executive Board**

1. **Members.** The Bradley-Paterson and Mack-Canfield Hall Executive Board will consist of 10 positions:
	1. President
	2. Vice President
	3. Treasurer
	4. RHAC (Residence Halls Advisory Council) Representatives (two for Bradley-Paterson and one for Mack-Canfield)
	5. MUNDO (Multicultural Understanding Through Nontraditional Discovery Opportunities) Representative
	6. BSA (Black Student Association) Representative
	7. Communications Coordinator
	8. Events Coordinator
2. **Purpose.** The officers of BPMC CC, in their individual capacities and collectively as the Executive Board will be responsible for planning, administering, supervising, and executing all BPMC CC programs in conjunction with the general assembly of BPMC CC and paraprofessional hall staff. This will result in a facilitated environment for friendships and connections. Additionally, the executive board will review funding requests and decisions to discuss any questions, comments, or concerns about the funds request to prepare for the BPMC CC voting. The Executive Board may not deny any funds request in the executive board regardless of views and must be put to the BPMC CC vote.
3. **Voting.** As the leadership team for BPMC CC, the Executive Board will formally vote on matters pertaining to Bradley-Paterson and Mack-Canfield Hall. If a vote comes to a tie, it will be presented to the general assembly and require a majority vote for approval.
4. **Meetings.** The meetings will be scheduled biweekly on Mondays from 9-10 PM during the Autumn 2023 semester, with the meeting times and frequency for Spring 2024 determined by the executive board.
5. **Duties of the Executive Board Members.** All members are expected to attend e-board or general body meetings. Additionally, all members will be expected to attend all BPMC CC programs and events. If unable to attend they must notify the BPMC CC Advisor and President at least 24 hours in advance. In addition to individual duties, each member will be expected to take an active role in all BPMC CC programming and events.
6. **Roles and Specific Responsibilities**
7. **President**
8. Serve as the chief executive officer of BPMC CC
9. Meet regularly with the BPMC CC Advisor
10. Prepare an agenda for each week for BPMC CC Board meetings and membership meetings
11. Preside over the BPMC CC and Executive Board meetings and membership meetings
12. Develop a strategic plan for BPMC CC programming for the 2023 – 2024 academic year
13. Serve as the council’s leadership chair to assist committees with program development, planning and funding
14. Ensure that BPMC CC maintains good standing with the Office of Student Life: Student Activities
15. **Vice President**
16. Perform duties of the President if the President is not able to perform them at any given time
17. Serve as a secondary leader for BPMC CC
18. **Treasurer**
19. Serve as the primary financial advisor of BPMC CC
20. Maintain an accurate ledger for Bradley Paterson Hall
21. Meet on a regular basis with the Assistant Hall Director to discuss budget issues
22. Review BPMC CC and external organization funding requests prior to discussion at Executive board and general body meetings and coordinate the funding process
23. **RHAC Representatives**
24. Serve as the Residence Halls Advisory Council (RHAC) Ambassador and represent BPMC CC at all weekly meetings and events
25. Provide a weekly summary of RHAC meetings and initiatives
26. Oversee planning and implementation of signature events such as Haunt that Halls and Sibs and Kids Weekend
27. Coordinate the completion and submission award packets and applications
28. **MUNDO Representative**
	* 1. Serve as the MUNDO Ambassador and represent BPMC CC 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 BPMC CC events
		4. Plan at least one event per year incorporating one main message of a weekly MUNDO meeting
		5. Advertise the general message of MUNDO and its role to residents of BPMC residence halls
29. **BSA Representative**
	* 1. Serve as the BSA Ambassador and represent BPMC CC at all BSA meetings and events
		2. Share upcoming BSA events and 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 to BPMC CC events
		4. Advise the general message of BSA and its role to residents of BPMC residence halls
30. **Communications and Events Coordinators**
31. Serve as primary coordinators and creators of any marketing used for programs/events held by BPMC CC
32. Oversee all marketing and advertising materials for BPMC CC meetings and events
33. Manage social media to promote events (if any social media accounts are created) and take photos/videos at events that can be posted later
34. Coordinate with RAs for program promotion
35. Send out weekly email updates regarding BPMC CC meeting times/locations and upcoming events (can delegate this role to multiple people)
36. Maintain accurate minutes for all BPMC CC meetings and post them to the shared file
37. Assist in programming and Erez forms
38. **Minimum Qualifications of an Executive Board Member.** Each E-Board member must meet the following minimum qualifications to remain in their position:
39. Currently lives in Bradley-Paterson, Mack-Canfield Hall.
40. Is not currently on any form of judicial or behavior probation.
41. Currently meets the requirements established for the participation in campus organizations including a cumulative GPA of no less than a 2.5.
42. **Executive Board Members fall below Qualifications.** Executive Board members who fall below a GPA of 2.5 or are involved in a judicial situation will:
43. Meet individually with the Advisor(s).
	1. Be placed on probation for one quarter 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.
	2. If the Executive Board member is involved in a subsequent policy violation or falls below a 2.5 GPA, they will be determined to have breached their duties, and removal procedures will be followed.
	3. The Advisor(s) will keep this information confidential and reserve the right to modify these guidelines on a case-by-case basis.
44. **Removal of an Executive Board Member.** An E-Board member may be removed from their position by:
45. An Advisor(s) or by a three-fourth vote of the BPMC CC members in attendance, when determined to be in breach of their duties outlined in their position or when they are no longer able to carry out their duties.
	1. If this member is the President, the Advisor(s) must consult with their direct supervisor.
46. If they violate the organization’s constitution, 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 President of BPMC CC.
47. An E-Board member may also voluntarily resign their position by submitting a written statement to the Advisor(s).
48. **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:
49. Nominate a new Executive Board member from qualified General Body members.
50. Require that nominated members present information on why they would be a qualified Executive Board member.
51. Conduct a vote of the General Body to elect the new Executive Board member.
52. 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.
53. **Suspension of Constitution.** The Executive Board reserves the right to alter or suspend other sections of the Constitution for a limited time if they deem it in the best interest of BPMC CC.

**Article VI. Bradley-Paterson, Mack-Canfield General Body**

1. **Membership**
2. BPMC general body will consist of any Bradley-Paterson or Mack-Canfield Hall Resident.
3. **Meetings**
4. BPMC general body will meet as determined by the executive board.
5. BPMC general body meetings will be open to the general membership unless the president of BPMC, by a majority vote of the Executive Board, decides to cancel a particular weekly meeting. In the event of a cancelled meeting, BPMC general body may not formally vote on any matters.
6. **Voting**
7. BPMC general body will ratify all decisions by a majority vote.
8. The Executive Board may veto any decision ratified by BPMC general body with a unanimous vote. However, BPMC general body may then choose to overturn the Executive Board veto by a vote of at least two-thirds of the full BPMC general body.
9. Each floor present during a voting session will have one vote.
10. In the event of a tie, the President will have the tiebreaking vote.
11. **Duties of BPMC General Body Members.**
12. As BPMC general body representatives, the members will help organize and participate as well as stimulate interest and participation in Bradley-Paterson and Mack-Canfield Hall activities by working with the Executive Board Chairs to help develop community in Bradley-Paterson and Mack-Canfield Hall.
13. **Minimum Qualification of Members.**
14. Currently a resident of Bradley-Paterson, Mack, or Canfield Hall.

**Article VII. Allocation of Funds**

1. **Responsibility.** All money given/received to BPMC CC shall be in the presence of the Advisor(s), the President, or the Treasurer.
	1. **Semester Budget**
2. In conjunction with the Treasurer, the Advisor(s) will allocate funding for the Semester.
3. The budget can change semester to semester to allow each BPMC CC committee to best plan programs with a set amount of funding.
	1. **Expenditure of Funds**
4. The Advisor(s) and Treasurer will oversee the overall allocation of funding.
5. The BPMC general body will be responsible for voting on proposals for allocation of BPMC CC Funds and External Organization Funds.
6. Bradley-Paterson and Mack-Canfield Hall Senior Staff in conjunction with the Treasurer will be responsible for allocating RA (Resident Advisor) Programming and Senior Staff Funds
7. Any person associated with The Ohio State University may initiate a request for funds.
8. All requests for money must be filled out using the designated Money Form.
	1. **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 decided by RHAC and will be set aside by the Advisor(s).
	2. **Reserves.** A minimum of $500 will always be kept in the Reserve Fund. Reserve money can only be allocated by BPMC CC to fund BPMC CC and RA programs.
	3. **Money Proposals**
9. External organizations requesting BPMC CC funding must submit the designated Money Form to the Executive Board one week prior to the scheduled Grant Night.
10. If the Money Form is not submitted by this time, the proposal will not be on the agenda for the ensuing BPMC CC Grant Night.

**Article VIII. Advisor(s)**

1. **Appointment.** The Assistant Hall Director of Mack-Canfield Hall will serve as the principal Advisor to BPMC CC and may appoint other members of the Bradley-Paterson and Mack-Canfield Hall staff to co-advise. The Assistant Hall Director of Bradley-Paterson will serve as the main facilitator for the budget and associate mainly with the Treasurer.
2. **Duties of the Advisor(s).**
3. The Advisor(s) will serve as the principal representative of the University and consultant to BPMC CC.
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 BPMC CC and the Executive Board.
6. The Advisor(s) will serve as a financial consultant and will:
	1. Pay close attention to the BPMC CC Ledger to ensure 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 BPMC CC.
	4. Serve as the primary contact for RA funding requests.
7. The Advisor(s) will assign each Resident Assistant (RA) to a BPMC CC committee.

**Article IX. Advertising**

1. Items officially approved by BPMC CC may include the Hall Council logo
2. Materials that may display this logo include but are not limited to: Official BPMC communications, paper and digital advertisements, apparel, flyers, and others at the discretion of the BPMC CC E-Board.
3. In addition, the BPMC CC Logo will be included on events sponsored with Hall Council Funds or other resources

**Article X. Amendments**

1. Any member of the Executive Board or General Body can submit amendments to the constitution if there is a unanimous vote from the Executive Board and at least a two-thirds vote from the full BPMC CC General Body.

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

The Bradley-Paterson and Mack-Canfield Hall Council is a not-for-profit organization.