**CONSTITUTION**

**Of The**

**Baker Community Council**

**(BCC)**

**Name**

The name of the residence hall is Baker Hall, hereinafter referred to as Baker, and the name of this governing body shall be the Baker Community Council (BCC).

**Purpose**

BCC is to provide for the needs of the residents of Baker in the areas of Community,Wellness, Inclusion, and Learning in accordance with the four core values adopted by the Department of Residence Life at the Ohio State University.

**Membership**

The general membership of BCC will consist of all students of The Ohio State University who are registered and recognized as residents of Baker. All Baker residents who regularly attend programs and meetings, and have a vested interest in BCC, will hereinafter be referred to as the General Assembly. 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, et al.

**The Executive Board**

**Members**.

The BCC Executive Board will consist of six permanent offices: President, Treasurer, Social Media Chair, RHAC Senator, BSA Representative, and MUNDO Ambassador. Other positions may be created as needed. The Executive Board may formally vote on matters being considered by the Executive Board.

**Purpose**.

The officers of BCC, in their individual capacities and collectively as the Executive Board will be responsible for planning, administering, supervising, and executing all BCC programs in conjunction with the General Assembly. BCC will focus on implementing no less than one program per academic semester in each of the following areas: community empowerment, embracing equity, intellectual curiosity, and holistic wellness.

**Meetings**.

The Executive Board will meet regularly throughout the academic year. The President and Treasurer will have one-on-one meetings as needed with an Advisor. In order to conduct business, a majority of the Executive Board members (no less than half of the board plus one) and an Advisor must be in attendance. Members must attend at least 75% percent of meetings and at least 50% of programs unless they have an advance excused absence.

**Duties of the Executive Board.**

**Duties of the President**.

* + - * + The President will lead the BCC and Executive Board meetings in terms of staying on track and directing conversation to necessary topics, including unfinished business from the previous meeting
        + The President will take attendance and meeting notes on Trello and turn in necessary forms to the advisor
        + The President will assist with program development, planning and funding
        + The President will meet with the Advisor as needed
        + The President will participate in and assist with most BCC programs

# Duties of the Treasurer

* + - * + The Treasurer will meet as needed with an Advisor to account for all entries of the BCC ledger
        + The Treasurer will keep accurate total of budgets and keep track of receipts
        + The Treasurer will ensure all items for programs are purchased properly and in enough time for all programs
        + The Treasurer will work with Executive Board to write forms for programs that require additional funding
        + The Treasurer will update the General Assembly on the status of the budget and account each week
        + The Treasurer will participate in and assist with most BCC programs

# Duties of the Social Media Chair

* + - * + The Social Media Chair will assist with the creation and printing of advertisements for all BCC programs in an accessible format
        + The Social Media Chair will hang up all flyers throughout east and west by all stairways and elevators, both front desks, and other common flyer hanging locations
        + The Social Media Chair will remove outdated BCC flyers
        + The Social Media Chair will work along with the BCC advisor to manage the social medias and post flyers on the Baker Instagram in a timely manner
        + The Social Media Chair will participate in and assist with most BCC programs

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# Duties of the RHAC Senator

* The RHAC Senator will act as the Residence Hall Advisory Council (RHAC) representative for Baker and will attend and actively participate in all weekly RHAC meetings
* Should the RHAC Senator be unable to attend a RHAC meeting, they will find a substitute to attend and inform RHAC of the substitute
* The RHAC Senator will report back to BCC on a weekly basis regarding RHAC initiatives and updates
* The RHAC Senator will serve as a communications representative of BCC activities to the RHAC general body as determined by RHAC
* The RHAC Senator will participate in and assist with most BCC programs

# Duties of the BSA Liaison

* The BSA Liaison will act as the representative for Baker to the Black Student Association and will attend and actively participate in all weekly BSA meetings
* The BSA Liaison will report back to BCC on a weekly basis regarding BSA initiatives and updates
* The BSA Liaison will serve as a communications representative of BCC activities to the BSA general body as determined by BSA
* The BSA Liaison will participate in and assist with most BCC programs
* The BSA Liaison will be required to plan at least one multicultural-focused event

# Duties of the MUNDO Liaison

* The MUNDO Liaison will act as the representative for Baker to MUNDO and will attend and actively participate in all weekly MUNDO meetings
* The MUNDO Liaison will report back to BCC on a weekly basis regarding MUNDO initiatives and updates
* The MUNDO Liaison will serve as a communications representative of BCC activities to the MUNDO general body as determined by MUNDO
* The MUNDO Liaison will participate in and assist with most BCC programs
* The MUNDO Liaison will be required to plan at least one multicultural-focused event

# Minimum Qualifications of an Executive Board Member

Each E-Board member must meet the following minimum qualifications in order to remain in their position:

* Currently live in Baker Hall
* Currently is not under any form of OSU probation
* Currently meets the requirements established for the participation in campus organizations including a cumulative GPA of no less than a 2.5

Should an Executive Board member fall below a GPA of 2.5 or are involved in a judicial situation, the member will:

* Meet individually with an Advisor
* Be placed on probation with the organization for one semester
* 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.
* The Advisors will keep this information confidential and reserve the right to modify these guidelines on a case-by-case basis

# Removal of an Executive Board Member

An E-Board member may be removed from their position by:

* An Advisor or by a three-fourth vote of the BCC 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.
* An E-Board member may also voluntarily resign their position by submitting a written statement to an Advisor.

# Replacement of an Executive Board Member

* If an Executive Board member is removed or resigns from 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 (majority vote)
4. If a new Executive Board member cannot be identified from the General Body, the Executive Board and Advisors will determine an appropriate solution including but not limited to choosing not to replace an Executive Board member, conducting a new application process, or asking a current Executive Board member to change positions or assume additional responsibilities

# Removal of Members from the General Assembly

If a member is found to be in violation of any part of this constitution, they will be removed by an Advisor or by a three-fourth vote of the BCC 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. A member may also voluntarily resign their position by submitting a written statement to the Advisor.

# Suspension of the Constitution

The Executive Board reserves the right to alter or suspend other sections of the Constitution if they deem it is in the best interest of BCC or the residential population of Baker Hall. The action taken must be discussed and voted upon by the BCC General Assembly at the meeting following the Executive Board action as a vote of approval or disapproval. This measure must pass by a ¾ vote with advisor approval.

# Amending the Constitution

Amendments to the Constitution can be proposed by members of the Executive Board and by members of the General Assembly. Proposed revisions must be prepared and presented to the membership during a regularly scheduled General Assembly meeting. The General Assembly must be given at minimum 24 hours to consider the proposed revisions. Following this time period, the General Assembly can approve the amendment by securing no less than a two-thirds majority of the members present. BCC general members who have been informed of the amendments must come to the following meeting to vote on the amendment.

**The BCC General** **Assembly**

# Membership

The BCC General Assembly will consist of any Baker resident.

# Meetings

* BCC will meet in regular sessions, during announced times and at least once per week during the academic school year.
* BCC meetings will be open to the general membership unless the president of BCC, by a majority vote of the Executive Board, decides to cancel a particular weekly meeting. In the event of a cancelled meeting, BCC may not formally vote on any matters.

# Voting

* BCC will ratify all decisions by a majority vote unless noted otherwise in this constitution.
* The Executive Board may veto any decision ratified by BCC with a unanimous vote. However, BCC may then choose to overturn the Executive Board veto by a vote of at least two-thirds of the full and present General Assembly.
* Each resident present during a voting session will have one vote.
* Resident Advisors are permitted to vote in all circumstances except under circumstances in which the vote pertains to a funding request submitted by the Resident Advisor for a program.
* Voting will take place during the next general meeting after the original presentation.

# Duties of BCC Members

As BCC representatives, the members will help organize and plan programs, participate as well as stimulate interest, and work with the Executive Board to help develop community in Baker.

# Minimum Qualification of Members

* Currently a resident of Baker Hall.
* An Active Member is defined as any resident of Baker that has shown a vested interest in BCC through regular attendance at BCC meetings and/or programs.

**Appropriations of Funding**

# Responsibility

All money given/received to BCC shall be in the presence of an Advisor, the President, or the Treasurer.

# Budget

* An Advisor and the Treasurer will work together on drafting a budget, which will be voted upon by the General Assembly
* In conjunction with the Executive Board, an Advisor will allocate funding for the semester to each of the determined sub-accounts.
* The budget allocations (percentages) will remain the same from semester to semester unless otherwise noted

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# Expenditure of Funds

* 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
* An Advisor, President, and Treasurer will approve, deny, and adjust funding requests
* All expenditures must be done via the BCC pay card, which must be signed out from an Advisor.

**Advisors**

# Appointment

The Hall Director and/or Assistant Hall Director of Baker will serve as the principal Advisors to BCC, and may appoint other members of the Baker staff to co-advise.

# Duties of the Advisors

* The Advisors will serve as the principal representatives of the University and consultants to BCC
* The Advisors will coordinate the selection and training of the Executive Board
* They will participate in functions that directly foster the success of BCC and the Executive Board
* It will be left up to the discretion of the Advisors whether meetings shall take place without at least one Advisor present
* An Advisor will serve as a financial consultant and will:
  1. Pay close attention to the BCC 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 BCC

**Not-for-Profit Statement**

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

**Non-Discrimination Statement**

Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited.