

# THE CONSTITUTION OF HALL GOVERNMENT

## Mission

*Residence Hall Governments are created for the purpose of serving the needs of the residence hall communities, and providing a voice for the residents of those residence halls. They also will help improve the residence halls through hall betterment with an eye to the future. In accordance with improving the future of the residence halls, the hall governments will also work to develop future leaders from the residence hall community. Working together, the hall governments will help create a vision of residence life and instill a sense of pride in the hall communities.*

## Article I. NAME

Section 1.01 The name of this organization is Hall Government.

## Article II. MEMBERSHIP

Section 2.01 The membership of Hall Government shall consist of the Executive Board members and Hall Representatives selected each academic year.

## Article III. STRUCTURE

Section 3.01 Hall Government shall be divided into two sections: North Side Hall Government (representing Burlingham Hall, Gilbert Hall, and Vandervelden Court) and South Side Hall Government (representing Cascade Hall, Clark Hall, McCormick Hall, and Walter Hall).

## Article IV. ORGANIZATION LEADERSHIP

Section 4.01 North Side Hall Government

Executive Board:

- 1) Chair
- 2) Marketing Manager
- 3) Finance Coordinator
- 4) Administration Coordinator

Hall Representatives:

- 1) Burlingham Hall Representative
- 2) Gilbert Hall Representative
- 3) Vandervelden Court Representative

Senior Resident Assistant Advisor, appointed by Residence Life.

Section 4.02 South Side Hall Government

Executive Board:

- 1) Chair

- 2) Marketing Manager
- 3) Finance Coordinator
- 4) Administration Coordinator

Hall Representatives:

- 1) Cascade Hall Representative
- 2) Clark Hall Representative
- 3) McCormick Hall Representative
- 4) Walter Hall Representative

Senior Resident Assistant Advisor, appointed by Residence Life.

## **Article V. QUALIFICATIONS OF HALL GOVERNMENT MEMBERS**

Section 5.01 All members must be residents of the Residence Halls.

Section 5.02 All members must maintain a cumulative G.P.A. of at least 2.25 to remain a member.

Section 5.03 Members must be and remain in good conduct standing with the University conduct system.

## **Article VI. HALL GOVERNMENT MEMBER RESPONSIBILITIES AND EXPECTATIONS**

Section 6.01 All Member Responsibilities

Section 6.01.01

If there is a Hall activity at the same time as the RHA General Assembly, special permission may be given to the Hall Government from the RHA HGC prior to the General Assembly.

Section 6.01.02

It is the responsibility of each Hall Government to determine how their respective budget is spent.

Section 6.01.03

Required to hold at least one program or Hall betterment a month.

Section 6.01.04

Hall Governments are required to have an Open Forum each semester of the academic year:

- (a) To inform students of each hall the up to date happenings that affect them
- (b) To ensure the Hall Government is staying on track
- (c) To receive feedback from the residents for potential hall improvements and/or programs.

Section 6.01.05

North and South Side Hall Governments should collaborate whenever possible.

Section 6.01.04

Each member of Hall Government is to meet with the RHA HGC at least once a semester.

Section 6.01.05

Each member of Hall Government is required to attend all weekly Hall Government meetings and two thirds of members must be present to conduct business at meetings. Each member of Hall Government is also required to attend all weekly General Assembly meetings.

Section 6.01.06

Any member of Hall Government may call additional meetings should the need arise, provided that twenty-four hours notice is given to all Hall Government members.

Section 6.02 Position Specific Responsibilities

Section 6.02.01 Chair's Responsibilities

- (a) Presides over weekly meetings, unless delegated to another officer as determined by the RHA HGC.
- (b) Works closely with the Government to oversee the development and implementation of programs and hall betterments.
- (c) Works closely with the Government members to assist them in performing their duties.
- (d) Meets with the Hall Government Advisor on a regular basis and keeps them informed of issues, program or concerns.
- (e) Provides the leadership and direction to enable the Hall Government to achieve the goals stated in the Hall Government Constitution.
- (f) Creates an agenda for each Hall Government meeting.
- (g) Attends Student Senate meetings once a week.
- (h) Responsible for constitutional revisions, as voted on by the members of the Hall Government.

Section 6.02.02 Marketing Manager's Responsibilities

- (a) Responsible for taking minutes at all weekly meetings and distributing them to the Government as a whole and to the RHA HGC.
- (b) Coordinates publicity for all programs, events, and hall betterment.
- (c) Responsible for Hall Government's presence on social media.
- (d) Works with members to create posters, flyers, or other physical advertisements for all programs, events, and hall betterment.

Section 6.02.03 Finance Coordinator's Responsibilities

- (a) Keeps accurate records of the Hall Government account in accordance with the established procedures and revenues as determined and established by the RHA Financial Coordinator.
- (b) Participates in Business Office budget training.
- (c) Submits Hall Government budget report every week at RHA General Assembly.
- (d) Submits a proposed semester budget to Hall Government in a Hall Government meeting by the fourth active week of each semester to be approved by two thirds of the present Hall Government members.
- (e) Obtains approval from Hall Government Advisor before spending money on hall betterment projects.
- (f) Works with Hall Government members to create a budget for each program.

Section 6.02.04 Administration Coordinator's Responsibilities

- (a) Coordinate with other Hall Government members to put on one program or hall betterment a month, including but not limited to community service events, and delegate program responsibilities to other Hall Government members.
- (b) Collaborates with RHA Administration and Leadership Coordinator to generate a programming plan for each semester based on the group's vision and goals.

- (f) Sends project proposal form, provided by the ALC, to the Hall Government Advisor and HGC.
- (c) Coordinates with group to complete program evaluation form provided by ALC.

Section 6.02.05 Hall Representative's Responsibilities

- (a) Act as a delegate for their respective hall
- (b) Attends Student Senate meetings as a proxy for the chair, as needed and notified by the chair, and reports information back to Hall Government members.
- (c) Work with fellow Hall Government members and the ALC to write Of the Month awards.

**Article VII. INITIATIVE, REFERENDUM, AND RECALL**

Section 7.01 The Hall Government shall have the right of initiative and recall.

Section 7.02 The Hall Government shall have the right of referendum.

Section 7.03 Initiative: Any member of the respective Residence Hall may ask for an initiative vote on any aspect of the Hall Government.

Section 7.04 Referendum: Any member has the right to ask for a referendum to confirm the opinion of the Hall members on any aspect.

Section 7.05 Recall: Any member has the right to ask for a recall on any voting aspect of the Hall Government.

**Article VIII. SELECTION**

Section 8.01 There will be two Hall Government Selection periods

- (a) The advanced selection period will take place in the spring before the corresponding academic year
- (b) The standard selection period will take place in the fall of the corresponding academic year

Section 8.02 The Selections will be coordinated by the Administration and Leadership Coordinator and Hall Government Coordinator.

Section 8.03 The selection process consists of:

- (a) Application process

- (b) Interview process
- (c) Position appointment process
  - (i) In the advanced selection period, candidates will only be notified of their membership status for Hall Government. They will be notified of their positional appointment during the fall selection period.
  - (ii) In the standard selection period, all candidates will be notified of their positional appointment.

Section 8.04 A resident can only be selected for Hall Government if they are a resident in a hall on the corresponding side of campus (Burlingham Hall, Gilbert Hall, or Vandervelden Court for North Side Hall Government and Cascade Hall, Clark Hall, McCormick Hall, and Walter Hall for South Side Hall Government).

Section 8.05 Members of the RHA Executive Board, RHA Advisor, Hall Government SRA Advisors, and other Student Life Professionals will assist and provide feedback based on the application and interview process.

Section 8.06 The RHA executive board will serve as the selection committee for Hall Government.

Section 8.07 Hall Government members may not be an RHA Executive Board member, Student Senate Executive Board Member, or a Resident Assistant.

## **Article IX. GENERAL ASSEMBLY**

### Section 9.01 Participation

#### Section 9.01.01

Each member of Hall Government is required to attend all weekly General Assembly meetings.

### Section 9.02 Voting Rights

#### Section 9.02.01

The selected Executive Hall Government members are considered the active General Assembly voting members of the organization.

#### Section 9.02.02

The Hall Representatives are members of the Hall Government that have speaking rights, but no voting rights.

#### Section 9.02.03

The SRA Advisor, as ex-officio, will have speaking rights, but no voting privileges.

**Article X. MEMBER RESIGNATION, REMOVAL, OR VACANCY**

Section 10.01 Resignation and Removal of Executive Board Members:

Section 10.01.01

Members wishing to resign are encouraged to meet with the SRA Advisor, the HGC, and the Chair before finalizing their decision.

Section 10.01.02

Members who miss more than two meetings or programs unexcused without notification, or are not upholding the Hall Government constitution and job responsibilities, will be asked to meet with the SRA Advisor and the HGC. During this consultation, reasons for absence and poor performance will be discussed and a decision will be made as to whether the member may continue in their office or withdraw membership from Hall Government and forfeit their position.

Section 10.01.03

Members who have had encounters with the University conduct system are required to meet with the SRA Advisor or the HGC to discuss the situation. After this meeting, and in consultation with the SRA Advisor, the remaining Hall Government members will determine the member's status.

Section 10.02 In the event of a vacancy in the chair position the HGC shall conduct a selection process by providing the current executive board an opportunity to voice their desire for the position. Once all of the current executive board members have notified the HGC of their interest, the HGC may begin an appointment process. The appointment process shall be conducted in collaboration with the RHA Executive Board and the SRA Advisor. If the appointment process yields no appropriate candidates then the selection process will be conducted again with the Hall Representatives. An appointment for the Chair position shall be finalized by the end of this process.

Section 10.03 In the event of a vacancy in the Hall Representative position, the vacancy shall be filled by a selection process as outlined in Article 10. The new Hall Representative must be approved by two-thirds vote of the voting members of the Hall Government, and the HGC of RHA.

**Article XI. AMENDMENTS**

Section 11.01 Amendments to this Constitution shall be proposed by a majority of the Hall Government.

Section 11.02

- (a) The Constitution shall be amended by at least a two-thirds majority of the votes cast by at least two-thirds of the Hall Government.
- (b) A proposed Constitution shall be submitted to the Hall Government for a vote within two weeks after it has been formally proposed.

Section 11.03 Revised amendments to this Constitution shall be listed in Article XVI of the Constitution. They shall identify the article, section, and paragraph to which they refer.

## **Article XII. RATIFICATION**

Section 12.01

- (a) The Constitution shall be ratified by a two-thirds majority of the voting Hall Government.
- (b) This Constitution shall become effective immediately upon ratification.

## **Article XIII. CONSTITUTION REVISIONS**

Section 13.01 In the event that revisions are necessary to the Hall Government Constitution and there is no voting government in place, then the RHA Executive Board can revise that constitution as deemed necessary.

Section 13.02 If the revisions are unsatisfactory for the Hall Government, once assembled, they can vote during one of their weekly Hall Government meetings to alter the revisions made by the RHA Executive board following the voting procedures as outlined in Article XI.

## **Article XIV. CONSTITUTION PROCEDURE**

Section 14.01 The Constitution of the Hall Government is subject to and is subordinate to the Constitution of the Residence Hall Association (RHA) and wherefore conflicts appear between the two, the latter shall prevail.

## **Article XV. APPROVED CONSTITUTIONAL AMENDMENTS**



