

Bouton Hall Government Constitution 2015-2016

Preamble:

Bouton Hall Government's mission is to uphold the spirit of Bouton Hall by creating a safe, fun environment and building a strong sense of community within Bouton Hall. Bouton Hall's mascot is the Bengal Tiger, and its colors are black and orange.

This constitution does not supercede that of the Residence Hall Student Association (RHSA).

Section I. Executive Board (E-Board): Guidelines and Expectations

1. All Executive Board members are required to:
 - a. Represent Bouton Hall as positive role models.
 - b. Attend and participate in all weekly Hall Government meetings and programs.
 - i. An E-Board member may not miss more than one-fourth (1/4th) of all Hall Government meetings.
 - ii. An E-Board member may not miss any programs or meetings without an excused absence from the President or Vice President.
 - iii. An E-Board member must attend any inter-hall or RHSA events as deemed necessary by the President (e.g., Spirit Weekend, Color Wars, etc.).
2. Procedure for Argument Resolution:
 - a. If a member of Hall Government has an issue with another member, it must be settled privately or with the assistance of the President and/or Vice President. Such conflict resolution should not occur during officials meetings.

Section II. Roles and Responsibilities of the Executive Board

1. President
 - a. Set the agenda for and lead weekly meetings.
 - b. Oversee programming.
 - c. Approve any spending.
 - d. Attend RHSA meetings in the absence of RHSA Representatives.
 - e. Meet with the Resident Director or RA Liaisons as necessary.
 - f. Take votes at meetings.
 - g. Run any social media platforms used by the E-Board.
 - h. Oversee the rest of the E-Board.
2. Vice President
 - a. Assist the President in all of his or her duties, as deemed necessary.
 - b. Take on the role of President in the absence of the President.
 - c. Attend RHSA meetings in the absence of RHSA Representatives.
 - d. Oversee the rest of the E-Board.

- e. If the President can no longer fulfill his or her role as President for whatever reason, the Vice President becomes the President.
 - f. In charge of completing P.U.P. sheets after each hall program.
- 3. Secretary
 - a. Take attendance at all weekly meetings.
 - b. Record the minutes of weekly meetings and make them available to all members of Hall Government by whatever means convenient (e.g., Facebook, Google Drive).
 - c. Any other duties deemed necessary by the President.
- 4. Treasurer
 - a. Handle all expenses including budgeting, picking up receipts, picking up and distributing checks, filling out disbursement orders, etc.
 - b. Keep record of all expenses and receipts.
 - c. Any other duties deemed necessary by the President.
- 5. Public Relations Officers (Up to two)
 - a. Raise publicity for Hall Government events and programs through flyers, posters, social media, etc.
 - b. Any other duties deemed necessary by the President.
- 6. RHSA Representatives (Up to four)
 - a. Attend weekly RHSA meetings, and report back any information.
 - b. Positively represent Bouton Hall and its Hall Government at said meetings.
 - c. Act as a liaison between Bouton Hall and RHSA.
 - d. Any other duties deemed necessary by the President.
- 7. Historian
 - a. Take documentation of programs (i.e., photos and videos) and keep record of them.
 - b. Update the Hall Government board outside the Resident Director's Office.
 - c. Any other duties deemed necessary by the President.
- 8. Active Member
 - a. That is, an active participant in Hall Government who is not elected to the E-Board.
 - b. May not attend closed meetings.
 - c. Assist any Hall Government E-Board member as requested.
 - d. Any other duties deemed necessary by the President.

Section III. Meetings

- 1. Agenda
 - a. Icebreaker (if deemed necessary by the President)
 - b. Treasury Report from Treasurer
 - c. RHSA Report
 - d. Discussion of programming and other activities
 - e. E-Board Concerns & Open Floor

Section IV. Position Replacement

1. Reasons for Replacement
 - a. Resignation of an E-Board member.
 - b. Impeachment of an E-Board member due to unsatisfactory performance.
2. Procedure for Resignation
 - a. Any E-Board member who wishes to resign must notify the President or Vice President before the next Hall Government meeting.
 - b. At the next Hall Gov meeting, they will be relieved of their duty.
3. Definition of Unsatisfactory Performance
 - a. Inexcusable number of absences from meetings and programs.
 - b. General lack of enthusiasm or interest.
 - c. Lack of participation within the group.
 - d. Failure to perform the duties detailed in this Constitution.
4. Procedure for Impeachment
 - a. Formal written charges must be brought against the official in question to the President or Vice President, who will initiate a closed meeting.
 - i. If charges are brought against the President or Vice President, they must be brought to the RA Liaisons or Resident Director.
 - ii. The person who brings forth the charges has the right to anonymity.
 - b. The President (or RA Liaisons or Resident Director) must review the formal charges and present them to the other members in an open meeting.
 - c. A two-thirds (2/3) majority by secret ballot will be necessary for the impeachment of any position.
5. Procedure for Replacement
 - a. In the event of an E-Board member (excluding the President) leaving his or her position, the rest of the E-Board must vote to fill the open position.
 - i. Candidates must first be drawn from a pool of the current E-Board members.
 - ii. If no E-Board members wish to take on the role, then active members who are not on the E-Board may step forward as candidates.
 - iii. If no members (E-Board or otherwise) wish to take up the position, open elections may be held, as in the beginning of the year.

Section V. Voting and Elections

1. Elections – General Guidelines
 - a. Elections will be held at the beginning of each academic year.
 - b. A full semester of experience in any Hall Government is required to run for President or Vice President.
 - i. In the absence of any eligible candidates (such as with an entirely new hall government), this may be waived.

- ii. Similar experience is recommended but not necessary for Secretary and Treasurer.
 - c. In the event of there being no President at the start of the academic year, the RA Liaisons must lead Hall Government until a President can be elected.
2. Voting Procedure
- a. Discussion on matter and on election process.
 - b. Informal “heads down, hands up” vote to be overseen by all current E-Board members. The RA Liaisons and the Resident Director may elect to attend as well. The vote is to be counted by the President or Vice President.
 - i. Anyone who is not a Bouton resident is ineligible to vote.
 - ii. Standing Hall Gov E-Board members and RA’s are also ineligible to vote.
 - c. Recall of vote if anyone objects to the results.
 - d. In the event that neither the President nor the Vice President can count the vote (such as when running for reelection or being impeached), then the duty falls to the RA Liaisons or Resident Director.
 - i. A simple majority (50%+1) is necessary to fill a position.
 - ii. If these conditions cannot be met, a run-off election will be held between the candidates with the two highest vote totals.
 - iii. If a majority still cannot be reached, then it falls to the President, Vice President, and RA Liaisons to make an executive decision as a team for the best of the Hall Government.

Section VI. Suggestions for Programming

- 1. Members should attend the weekly meeting with program ideas.
- 2. Members must volunteer for at least one of the following for every program:
 - o Set-up
 - o Clean-up
 - o Shopping run

Section VII. Constitution Guidelines

- 1. Process for amending this constitution.
 - a. Proposed amendments to the constitution must be presented to the President or Vice President in writing before the weekly meeting.
 - b. The President will add discussion on the proposed amendment to the agenda of the weekly meeting.
 - c. The E-Board will vote on the amendment by an informal, “head down, hands up” vote to be counted by the President.
 - i. If any member questions the President’s impartiality, the RA Liaison may count the vote OR a secret ballot may be called.

- d. If an amendment receives two-thirds ($2/3$) majority support, it passes. If not, it fails.
 - e. In consideration of time, the same amendment cannot be proposed more than twice a semester and not within two meetings of its initial proposition.
 - f. In consideration of practicality, should an amendment pass, an amendment reversing the new one may not be proposed until the following semester.
- 2. A copy of this constitution must be held in the Hall Government Office at all times.
- 3. A copy of this constitution must be signed by all E-Board members to verify membership and agreement with the constitution as a binding contract.