

Capen Hall Government Constitution

Article I. General Info

- A. Official Name - Capen Hall Government
- B. Mission
 - 1. To represent all Capen Hall Residents in all affairs and manners to the best of our ability.
 - 2. To create a relaxing and safe environment to live in.
 - 3. To develop enjoyable and diverse programs within Capen Hall that will foster community.
 - 4. To take all and any necessary and reasonable actions to improve student life within Capen Hall.
- C. Hall Colors - Light Blue & White
- D. Hall Mascot - Cobra

Article II. Structure

- A. Capen Hall Government shall be comprised entirely of students from Capen Hall. Within this body there will be an Executive Board elected by the residents of Capen Hall through a voting process early each fall semester.
- B. Membership is entitled to all students living in Capen Hall.

Article III. Elections

- A. Elections for all positions on the Executive Board will be held every year fall semester. Elections will be held again early in the spring semester if necessary
- B. All residents are eligible for an elected position on the E-Board
- C. A blind vote system will be used to determine the outcome of elections. Voting will be done by either closed eyed vote or secret ballot. The RA Liaisons will supervise the voting process in all cases. All candidates will be given three minutes to present themselves and five minutes for questions. Voting will consist of naming each candidate for a given position, including a category of No Confidence, for residents to vote on.
- D. All residents of Capen Hall have the right to vote in an Executive Board election. Each resident of Capen Hall is allowed one vote per position except in cases of where two positions are available
- E. In case of a tie, the RA Liaisons will be the deciding vote. In case of a tie between the RAs, the RD will be the deciding vote.
- F. Each Executive Board position is granted for one year

Article IV. Executive Board Positions

(President, Vice President, Treasurer, Secretary, Public Relations Officer, RHSA Representatives, Historian)

A. President

1. Representative of Capen Residence Hall.
2. Attend all E-Board and hall government meetings.
3. Attend all hall government programming.
4. Must help set up and clean up each program.
5. Lead E-board and general hall government meetings.
6. Make agendas for all meetings.
7. This position should be considered a one-year position.
8. Vote on all matters addressed within Capen Hall government.
9. Responsible for motivating residents to attend hall meetings as well as programming events.

B. Vice President

1. Representative of Capen Residence Hall.
2. Attend all E-board and hall government meetings.
3. Attend all hall government programming.
4. Must help set up and clean up each program.
5. Organize programming.
6. Have weekly meetings with the President.
7. Assist the President to create an agenda.
8. This position should be considered a one-year position.
9. Voter on matters addressed within Capen Hall government.
10. Is responsible for filling out PUP Sheets after programs and get to RHSA.
11. Responsible for motivating residents to attend hall meetings as well as programming events.

C. Treasurer

1. Representative of Capen Residence Hall.
2. Attend all E-board and hall government meetings.
3. Attend all hall government programming.
4. Must help set up and clean up each program.
5. This should be considered a one-year position.
6. Handle the Capen Hall government monetary account.
7. Maintain open communication with Campus Auxiliary Services (CAS).
8. Pays all hall government expenses by filling out dispersing orders.
9. Keep records in a journal or folder of all receipts plus transactions.
10. Have bi-weekly meetings with the RD to discuss the budget.
11. Voter on matters addressed within Capen Hall government.
12. Responsible for motivating residents to attend hall meetings as well as programming events.

D. Secretary

1. Representative of Capen Residence Hall.

2. Attend all E-Board and hall government meetings.
3. Attend all hall government programming.
4. Must help set up and clean up each program.
5. This should be considered a one-year position.
6. Must take minutes at all hall government meetings. Must distribute minutes to all members of Capen Hall government including RA liaisons as well as the Resident Director no more than two days after the meeting. (Must be typed).
7. Keep consistent attendance records.
8. Voter on matters addressed within Capen Hall government.
9. Responsible for motivating residents to attend hall meetings as well as programming events.

E. Public Relations Officer

1. Representative of Capen Residence Hall.
2. Attend all E-board and hall government meetings.
3. Attend all hall government programming.
4. Must help set up and clean up each program
5. This should be considered a one-year position.
6. Let each resident know about programs via advertising (i.e. flyers, emails, bulletin boards, etc.)
7. Promote and develop programming efforts.
8. Publicize Hall Government events going on within Capen Hall.
9. Voter on matters addressed within Capen Hall government.
10. Responsible for motivating residents to attend hall meetings as well as programming events

F. RHSA Representatives (2 required positions to fill)

1. Representative of Capen Residence Hall.
2. Attend all E-Board and hall government meetings.
3. Attend all hall government programming.
4. Must help set up and clean up each program.
5. This should be considered a one-year position.
6. Attend all RHSA meetings and take notes. In case of emergency or unexpected events, it is the RHSA Representative's responsibility to get another hall government member to attend the meeting in their absence. (Mandatory)
7. Distribute planning and ideas from RHSA meetings to the E-board.
8. Present notes taken at RHSA meetings during the hall government meetings.
9. Bring problems for the residence hall to the RHSA meetings after speaking with the Resident Director.
10. Keep in close contact with the Public Relations officers to ensure that the residents know what is going on within the college community.
11. Voter on matters addressed within Capen Hall government.

12. Responsible for motivating residents to attend hall meetings as well as programming events

G. Historian

1. Representative of Capen Residence Hall.
2. Attend all E-board and hall government meetings.
3. Attend all hall government programming.
4. Must help set up and clean up each program.
5. This should be considered a one-year position.
6. Must attend all hall gov programs and a minimum of 3 RA programs a month and post the pictures to social media outlets such as Facebook, Instagram, Snapchat, etc....
7. Assists PR Reps in promoting events.
8. They are the administrator for Capen social media accounts.

Article V. Meeting Agenda

- A. Hall Government meetings are weekly, at a time set by the Executive Board. These meetings are open to all residents of Capen Hall.
- B. Attendance of Executive Board members is mandatory at all meetings.
- C. Each meeting if pertinent reports are to be given by:
 1. E-Board
 2. RHSA Representatives
- D. Recommended order of meetings
 1. Old Business
 2. Reports
 3. New Business
 4. Open Floor
 5. Announcements
 6. Adjournment

Article VI. Voting (E-Board)

- A. The President must call vote on a specific issue.
- B. All present at meeting may vote, except for RA liaisons whom only votes in case of a tie.
- C. Secretary must record the vote.
- D. Executive Board votes can be taken in a variety of ways including and not limited to:
 1. Secret Ballot
 2. Raised Hands
 3. Verbal: “yea” or “nay”
- E. Procedure for calling a vote:
 1. Call an end to discussion and second a motion.
 2. Motion to take a vote on a specific issue, and have that motion seconded.

3. All in favor.
4. All opposed.
5. All abstentions.
6. Vote is either passed or denied.
7. Recall can be called if there are a significant number of abstentions.

Article VII. Impeachment/Removal of an Executive Board Member

A. Reasons for Impeachment

1. Unsatisfactory completion of duties
2. Lack of attendance reaches 1/5 of meetings and/or events
3. Profound lack of enthusiasm or interest.

B. Procedure

1. Any member of Hall Gov can inquire about impeaching an Executive Board member.
2. Notify the person who is about to go through the impeachment process.
3. The e-board will schedule a meeting with that person to discuss the matter.
4. If possible, reach a solution
5. If no solution can be reached, a vote to dismiss the E-Board member in question is placed on the agenda for the next E-Board meeting.
6. In preparation for the dismissal vote, all members of the E-Board and the RA liaisons are to be notified of the impending dismissal vote.
7. If the solution is dismissal, then elections must be held to fill open position by the procedure outlined in Article VIII of this constitution.

Article VIII. Position Replacement

A. Reasons for Replacement

1. Resignation of officer
2. Impeachment of officer

B. Procedure

1. The President is to notify the Executive Board members, or the next highest board member
2. Enter resignation and reason into next meeting minutes.
3. To replace the departed member, elections must be held to fill the open position.
4. For vacant positions, Floor Reps will have priority over non-members for the position. The election will be held in front of the Executive Board. If no Floor Reps want to run, then the election will be opened to the whole hall.

Article IX. Amendments and Ratifications

- A. Any or all parts of this constitution may be edited, corrected, or changed by a process of ratification which consists of:

1. An Executive Board vote being passed to amend a part of the constitution. This vote may only be called if a written substitute for the article or articles being replaced is present and reviewed at time of voting.
2. The vote must pass by no fewer than a two thirds majority.
3. The passed vote can be turned into a form for ratification, which must state, on the form both the old article and newly proposed article.
4. This form must be approved by the RD.
5. At the following hall meeting all Executive Board members in attendance will vote to ratify the amendment by a vote of majority.
 - a. The person who proposed the amendments may not vote on its passage.

Article X. Budget

A. Purpose

1. To finance Hall Government programming.
2. To pay expenses that support the betterment of Hall Government.

B. Procedure

1. Purchase should be approved by the Executive Board at a hall meeting.
2. The purchaser of the items should buy the items and give the treasurer a receipt for reimbursement.
3. The treasurer then fills out a Disbursing Order and gets it signed by the RD.