

Colorado State University
Hall Council Constitution With Apartment Guidelines

Article I. Organization Name

- Section 1. This organization shall be called (*insert hall council name here*).
- a. The name for the organization must be chosen within two weeks of being registered with the office of Student Leadership, Involvement, and Community Engagement, SLiCE.

Article II. University Housing Mission Statement

- Section 1. We strive to create vibrant and inclusive communities throughout students' on campus housing experience which enhance learning, personal and social growth, and global engagement.

Article III. Non-discrimination Policy

- Section 1. Colorado State University does not discriminate on the basis of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression.

Article IV. Organization Purpose

- Section 1. Hall Council's purpose is to contribute to a positive, inclusive, engaging, and educational community with the use of the University Housing Mission Statement in Article II by
- a. Representing and acting upon residents' needs and concerns.
 - b. Creating and partnering in social programs, including but not limited to academic, educational, passive, and service programs, that serve the residents with the main funds of the Hall Council budget.
 - c. Promote inter-hall relations, activities, and interactions.
 - d. Act as a sounding board for all residents of the represented residence halls.

Article V. Membership

- Section 1. All Hall Councils shall consist of the following (excluding Apartment Communities):
- a. Positions Elected Within Hall Council:
 - i. President
 - ii. Administrative Chair
 - iii. Advocacy Chair
 - iv. Marketing Chair
 - b. Positions Elected Within the Residence Hall:
 - i. Residence Hall Association (RHA) Senators (3-5, dependent on population)

- ii. National Residence Hall Honorary (NRHH) Representatives (3+)
 - c. General Body Members
 - i. Floor Representatives
 - ii. Hall Residents
 - d. Staff Members
 - i. Assistant Residence Director (ARD) and/or
 - ii. Inclusive Community Assistant (ICA) and/or Resident Assistant (RA) Liaison
 - iii. Residential Leadership Programs (RLP) Liaison
- Section 2. Apartment Communities must consist of an advisor, the RLP Liaison(s), and members. All other titles and duties can be determined upon formation of the council. These positions may or may not follow the position guidelines mentioned in Article VI, however it is strongly suggested that these formed councils assign the mandatory duties which are outlined in the President and Administrative positions.
- Section 3. The Executive Board, hereby referred to as eBoard, shall consist of the elected positions, selected positions (when applicable), and hall council advisor(s).
- Section 4. Membership is open to all Colorado State University (CSU) students.
- Section 5. Staff members cannot vote or hold office, including but not limited to: Residence Directors, Assistant Residence Directors, Inclusive Community Assistants, Resident Assistants, and RLP Liaisons.
- Section 6. Elected and Selected Position Removal, Resignation, and Replacement.
- a. Any elected or selected position may be impeached by the presentation of an impeachment petition signed by one fifth of the building residents to the eBoard, or a petition signed by two-thirds of the eBoard.
 - b. All eBoard members, excluding the hall council advisor(s), shall be accorded all rights of due process. If after a hearing is held before the eBoard, and the charges are deemed valid, a two-thirds majority vote of the Hall Council shall be necessary for removal.
 - c. Any resigning eBoard member, excluding the hall council advisor(s), must submit a written resignation to the entire eBoard prior to the last meeting the resigning eBoard member is wishing to maintain their position.
 - d. The Administrative Chair shall fill a presidential vacancy until the new President is selected by the Hall Council advisor and RLP Liaison.
 - i. The Administrative Chair will not receive compensation during the period of resignation and selection, but is allowed to apply for the President position.
 - e. The remaining eBoard shall be filled according to election procedures when vacancies arise as outlined in Article VII, Section 1, Subsection c.
 - f. Possible causes for removal of eBoard include, but not limited to:
 - i. Neglect of Constitutional/Contract Duties
 - ii. Actions injurious to Colorado State University's image
 - iii. Actions detrimental to the welfare of the residence hall and/or its residents

Section 1. Duties and Responsibilities:

a. President

- i. Shall attend all Hall Council meetings, barring certain circumstance, and must give prior notice to the eBoard at least 24 hours before the following meeting.
- ii. Shall submit at least one (1) OTM per month.
- iii. Shall complete at least one (1) office hour per week, in the Residential Leadership Programs office, located in Durrell.
- iv. Shall submit the Presidential monthly report by the 5th of each month to the RHA or NRHH president, when applicable.
- v. Shall attend at least two (2) RHA meetings per semester. vi. Shall attend at least two (2) NRHH meetings per semester.
- vi. Shall submit a transition report by the last Friday of classes to the RHA President or NRHH President.
- vii. Shall assume and uphold the Hall Council Constitution.
- viii. Shall assist in the organization, operation, and completion of all activities.
- ix. Shall create committees, assign committee chairs, and place people into committees when they see the need.
- x. Shall coordinate with the National Communications Coordinator, NCC, and their Hall Council's Marketing Chair to monitor their Hall Council's Aggie Points.

b. Administrative Chair

- i. Shall attend all Hall Council meetings, barring certain circumstance, and must give prior notice to the Hall Council President at least 24 hours before the meeting.
- ii. Shall assume all of the duties and responsibilities of the president in their absence.
- iii. Shall be responsible for registering the Hall Council with SLiCE when needed.
- iv. Shall keep books required by university regulations, and shall have written finance reports at every Hall Council meeting, whereas these reports shall include outstanding appropriations, income, and an approximate balance.
- v. Shall take charge of acquiring proper IMO and purchase orders for all Hall Council projects.
- vi. Shall manage all funds of the Hall Council.
- vii. Shall attend and pass all SLiCE financial training within two weeks of election into the eBoard.
- viii. Shall record minutes for all Hall Council meetings, and shall send them to the eBoard no later than 72 hours after the meeting has ended.

- ix. Shall maintain an accurate roster of eBoard and general member attendees at meetings to be given to the President after each meeting.
- c. Advocacy Chair
- i. Shall attend all Hall Council meetings, barring certain circumstance, and must give prior notice to the Hall Council President at least 24 hours before the meeting.
 - ii. Shall be in charge of recruiting for their Hall Council in conjunction with Marketing Chair. iii. Shall advocate for the residents in their hall when helping to plan events with the rest of the eBoard.
 - iv. Shall communicate with the Inclusive Community Assistants, ICAs, to learn more ways to advocate for their hall.
 - v. Shall handle all outside correspondence concerning Hall Council, including but not limited to: Outside organizations beyond other Hall Councils, people or groups within the CSU and Fort Collins communities, etc.
- d. Marketing Chair
- i. Shall attend all Hall Council meetings, barring certain circumstance, and must give prior notice to the Hall Council President at least 24 hours before the meeting.
 - ii. Shall make marketing materials, such as posters, for the events their Hall Council will be hosting at least 72 hours before the event begins, if not earlier.
 - iii. Shall assist the Advocacy Chair with recruiting members for their Hall Council.
 - iv. Shall manage the social media accounts for their Hall Council, when applicable, and shall present viewers of those accounts with news about Hall Council and what they are doing.
 - v. Shall coordinate with the Hall Council President to determine the Aggie Points for their Hall Council.
- e. Residence Hall Association Senator (3-5, dependent on population)
- i. Shall attend all Hall Council meetings, barring certain circumstance, and must give prior notice to the Hall Council President at least 24 hours before the meeting.
 - ii. Must attend RHA senate meetings, including their designated RHA committee meetings, barring extenuating circumstances given to the Director of Advocacy and Administration and RHA President.
 - iii. Must report to RHA meetings and represent their hall and Hall Council at all RHA meetings.
 - iv. Must inform the Hall Council of any bills or legislation brought before RHA.
 - v. Must serve on at least one (1) committee for RHA.

- vi. Shall submit at least one (1) OTM per month
 - vii. Must abide by all the responsibilities and duties as outlined in the RHA Constitution and bylaws.
- f. National Residence Hall Honorary Representative (3+)
- i. Shall attend all Hall Council meetings, barring certain circumstance, and must give prior notice to the Hall Council President at least 24 hours before the meeting.
 - ii. Shall attend all NRHH general body meetings barring extenuating circumstances given to the Vice President of Administration and Retention and NRHH President at least 24 hours before the general body meeting.
 - iii. Must serve on at least one (1) committee for NRHH.
 - iv. Shall report happenings in NRHH to their Hall Council.
 - v. Must abide by all the responsibilities and duties as outlines in the NRHH Constitution.
 - vi. Shall submit at least one (1) OTM per month

Article VII. Election Process

Section 1. Internal Hall Council Election Process

- i. Hall Council Elections for the following positions will be conducted similarly to RHA and NRHH Elections: President, Administrative Chair, Advocacy Chair, Marketing Chair.
- ii. Following Fall Hall and the RLP Welcome Meeting(s), each Hall Council will meet to select an individual for each aforementioned position.
- iii. The RLP Liaison and ARD will serve as the Parliamentarian, Sargent at Arms, and Election Chair for the election process.
- iv. Hall Council Elections will follow this format:
 - a. Each candidate will have 5 minutes to speak and present to their ability for the electing position.
 - b. Each Candidate will have 5 minutes of Q&A, extendable once by 5 minutes. At the end of this time, the candidates must leave the room for voting.
 - c. The remaining members (those not involved in the election) will hold a vote. This vote can either be a vote by acclimation (if applicable), or a secret ballot vote. This decision will be made by the RLP Liaison and ARD.
 - d. The votes will be counted and collated by the RLP Liaison and ARD. The vote, if a simple majority (50% rounded up to the next whole +1), will be announced by the RLP Liaison and ARD
 - e. If the vote is not a simple majority as outlined above, runoff procedures will ensue. After dropping the candidate with the least votes, each remaining candidate will have 3 minutes to represent their ability to hold the current position, and that will be followed by 2 minutes of Q&A, which is only extendable by a motion to exhaust the

speakers list with additions. This process shall repeat until a simple majority is reached, or until the chair(s) of the election deem finished, and cast their tie breaking vote.

- f. This process shall repeat for each position to be elected.
- g. After the election period has passed, the President and RLP Liaison can appoint general members into roles, or hold another election if necessary.
- h. Any questions or concerns regarding elections can be passed to the RHA and NRHH Presidents.
- v. Following the Election, each selected candidate shall agree to the terms and conditions outlined in the Hall Council Constitution and Bylaws for their specific position.

Section 2. External Residence Hall Elections (Positions Not Elected within Hall Council)

- i. Any residents living in the residence hall may run for either RHA Senator or NRHH Representative
 - a. Elections for these positions shall proceed as follows:
 - i. Elections will be hosted online.
 - ii. Candidates may campaign within their halls with permission of the hall council advisor, including, but not limited to, posters, door-to-door, tabling in the lobby, and presentations.
 - b. Voting for these positions shall go as followed:
 - i. Every voting member will vote on the online platform, and have the options of any one of the candidates, write in, or no confidence.
 - 1. No confidence means the individual voting believes that the individual(s) running is(are) unable/unqualified to fulfill the duties of that required position.
 - c. All votes will be counted automatically by the online voting process and announced within 24 hours.
- ii. In the event that any eBoard position becomes vacant during the school year, the position will be filled under the discretion of the Hall Council President, Hall Council advisor, and RLP Liaison.
 - a. In the event that the Presidential position becomes vacant, the Administrative Chair will assume that position as outlined in Article V, Section 5, Subsection d.

Section 3. Apartment Communities Elections

- i. Apartment Community Elections shall be held internally, at the discretion of the RLP Liaison and Advisors.

Article VIII. Hall Council Advisor(s)

- Section 1. The role of the hall council advisor will be filled by the hall's Assistant Residence Director and the RLP Liaison.

- Section 2. Advisor(s) Responsibilities include but are not limited to:
- a. Attend every hall council meeting.
 - b. Provide resources for hall councils.
 - c. Actively participate in the implementation of programming.
 - d. Provide structure and guidance.
 - e. Help handle any conflict that may arise.
 - f. Make sure hall funds are being spent appropriately.

Article IX. Meeting Structure

- Section 1. Meeting Time
- a. Hall Council meetings will be held on Thursdays from 5:30 to 6:30 in a designated location, which shall be given to the RHA President or NRHH President.
 - b. The President is responsible for providing either a written or verbal agenda.
 - a. RHA Report, NRHH Report, and a financial standing report are all required pieces of the Hall Council meeting agenda.

Article X. Financial Structure

- Section 1. Getting SLiCE Registered
- a. The Administrative Chair is responsible for registering the organization on RamLink within 2 weeks of being elected into their position.
 - b. The Administrative Chair is responsible for getting P-Card trained and certified through the SLiCE office within 2 weeks of being elected into their position.
 - c. Hall Councils shall inquire SLiCE for their semesterly or yearly budgets.

Article XI. Amendments and Defaults

- Section 1. Amendments
- a. All amendments made to the constitution must be put in writing and be presented to the general body.
 - b. All amendments can be changed with a $\frac{2}{3}$ vote of all active members.
 - c. Amendments can only be made by active members of the hall council.
 - d. The NRHH President and RHA President must be notified of all amendments that are passed, and approve the amendments.
 - e. The Apartment Communities are solely responsible for maintaining their version of the constitution and any edits they see fit to make in order to include and fit these communities into University Housing's RLP.

- Section 2. Defaults
- a. This constitution automatically defaults to the RHA Constitution and Bylaws for any discrepancies.

