

Constitution of the Douglass Houghton Hall Council

Michigan Technological University
2008

Article I. Name

- A. The official name of this governing body is Douglass Houghton Hall Council, hereinafter referred to as DHHC

Article II. Objectives and Purpose

- A. To Serve as the governing body to the residents of Douglass Houghton Hall (DHH)
- B. To provide services and facilities for the residents of DHH which will make life in the hall more comfortable and pleasant
- C. To promote and foster a spirit of unity, responsibility and leadership among the residents of DHH

Article III. Membership

- A. Qualifications
 - a. Students of Michigan Technological University living in DHH shall, by virtue of their residence and payment of fees, be members of DHHC
 - b. Members will be voted in by their respective houses. Each house will appoint a president, vice president, social chair and any others they see fit.
 - c. In compliance with Michigan Technological University's Board of Control Equal Opportunity policy effective December 9, 2005, DHHC will not discriminate on the basis of race, religion, color, national origin, age, sex, sexual orientation, height, weight or marital status. DHHC will be committed to the policy of not discriminating against handicapped members or veterans
- B. Classes of Membership
 - a. Regular membership shall be granted to any currently enrolled student who lives in DHH and indicates an interest
 - b. Voting membership shall be granted to the Presidents, Vice Presidents, and Social Chairs of each house
 - c. Executive membership shall be granted to the advisors of the council, and the reigning president, vice president, secretary, and treasurer of the council

Article IV. Representatives

- A. DHH shall be divided into units called Houses
- B. Election of Representatives
 - a. Each House shall elect but are not limited to:
 - i. President
 - ii. Vice-President
 - iii. Social Chair
 - iv. Intramural Director
 - v. Food Service Representative
 - b. The house officers shall be elected during the first full week of classes of the fall semester by members of each house at a meeting presided over by the Resident Assistant (RA)
 - c. To be elected, a candidate must receive a plurality vote of their house
- C. Duties
 - a. The duties of the representative shall be to represent the members of their house in all matters pertaining to the general welfare of the hall
 - b. The Presidents, Vice Presidents and Social Chairs of each house must attend all DHHC meetings

- c. Each representative must actively serve on one standing committee
 - i. Presidents must serve on the Hall Affairs Committee
 - ii. Vice Presidents must serve on the DHHC Cup Committee
 - iii. Social Chairs must serve on the Social Committee
 - d. The representatives have the right to send emails to the house list or call a house meeting with permission of the RA
 - e. The representatives, or their substitutes, shall report information from their houses to the council
 - f. The representatives, or their substitutes, shall report information presented at DHHC meetings on to their houses
- D. Impeachment
- a. A representative may be removed from office by DHHC on the grounds of misconduct, negligence or inefficiency by two-thirds (2/3) majority vote of voting members at which a quorum is present. Negligence shall be defined as, but not limited to missing five or more meetings having sent a substitute, or missing three or more meetings without having sent a substitute in the duration of one academic year
 - b. A representative may also be removed from office by a majority vote of their respective house at a meeting presided over by the RA
- E. Substitutes
- a. In the event a voting house delegate cannot attend a meeting, they shall be obliged to send a substitute representative
 - b. The substitute representative must reside in the same house as the voting house delegate and shall have one vote in place of the absent voting delegate
- F. Inter-Residence Hall Council Representatives
- a. There shall be two representatives from DHHC sent to Inter-Residence Hall Council (IRHC) governmental meetings and to serve on the IRHC
 - b. These representatives will present DHHC business at IRHC governmental meetings as well as relay IRHC business to DHHC.

Article V. Executive Board

- A. Officers
- a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
- B. Officer Qualifications
- a. All officers must be residents of DHH
 - b. All officers must have a minimum cumulative GPA of 2.5 at the time of election and maintain a cumulative GPA of 2.5 during the duration of their term of office. If DHH residents wish to run for an executive board position but do not meet the minimum GPA requirements, a vote of confidence from the entire DHHC must be taken. In order to be elected, 3/4 of the members must make a vote of confidence in the candidate
 - c. All officers must have attended at least one DHHC meeting prior to holding office
- C. Elections
- a. Elections will take place at the end of the previous academic year. Three weeks prior to the end of the semester
 - b. Nominations will open one week prior to elections and remain open until the time of elections. Any resident of DHH may nominate himself or herself to a position on the executive board

- c. New officers will be elected by a plurality vote of the current voting members of DHHC
 - d. Officers shall begin their term one week after election
 - e. If a President, Vice-President or Social Chair of a house is voted onto the Executive Board, a new house President, Vice-President or Social Chair must be elected in their place before the next DHHC meeting
- D. Advisor
- a. The advisor to DHHC and to the Executive Board shall be appointed by the Office of Student Activities
 - b. If the DHHC would like another or a new advisor the name of desired advisor is forwarded to the Office of Student Activities
- E. Officer Duties
- a. The President has executive privilege to call meetings, appoint committees and preside over DHHC meetings. The President shall only vote in the occurrence of a tie. The President has the responsibility of maintaining parliamentary procedure to the satisfaction of DHHC. The president has the responsibilities of advising the Hall Affairs Committee
 - b. The Vice-President has the power to preside over Executive Board meetings and DHHC meetings in the President's absence. The Vice-President has the responsibilities of advising the Hall Cup Committee
 - c. The Secretary has the responsibility of taking historical account of all Executive Board and DHHC meetings as well as publicizing events, special elections. The secretary has the responsibilities of advising the Social Committee
 - d. The Treasurer has the responsibilities of keeping up-to-date accounts and records. The treasurer has the responsibility of submitting a written budget to DHHC at the beginning of each semester after a written allocation from the university has been granted to DHHC, and submitting a final budget at the end of each semester. The treasurer will also keep track of hall funding and each hall's eligibility for funding
- F. Terms of Office
- a. Officers shall write a summary of office at the end of their term explaining, but not limited to, job description, events, and programs done by that officer
 - b. The four members of the Executive board will receive \$200 compensation at the conclusion of each semester in office. If an officer does not complete the term of office their payment is left to be determined by the council.
 - c. The council has the right to revoke pay for any officers based on the officers' performance. If an issues arises the council will hold a vote to decide the officers' pay.

Article VI

Meetings

- A. Executive Board meetings shall be held with the time and date of the meeting left to the judgment of the Vice-President in agreement with the other officers and the Advisor
- B. Executive Board and DHHC meetings shall occur once a week following the calling of the first meeting of the year
- C. Meetings may be delayed or advanced to avoid conflicts with university holidays; however, these delays or advancements shall not make a permanent change to the weekly schedule of regular meetings
- D. All meetings shall be conducted in accord with the Robert's Rules of Order, Revised, subject to the discretion of the Advisor and the Executive Board

- E. Two thirds of the regular members must be present to constitute quorum.

Article VII Committees

A. Standing Committees

- a. The standing committees of DHHC shall be
 - i. The Hall Affairs Committee
 - ii. The DHHC Cup Committee
 - iii. The Social Committee
- b. The Standing Committees of DHHC shall be chaired by people elected by majority vote if DHHC at a meeting where quorum is present. If the elected chairs do not have a vote prior to their election, they shall not receive one by virtue of election

B. Special Committees

- a. The President, with a majority approval of the Executive Board, may appoint a special committee
- b. Special Committees exist as long as the president deems them necessary. However, they may not exist longer than one year without being re-approved by the executive board
- c. The Special Committees of DHHC shall be chaired by an interested member of DHHC or, failing that, a designee of the President

Article VIII Amendments to the Constitution

- A. Amendments to the Constitution may be proposed at any general meeting by any member of the Executive Board, suggested by the advisor, or brought by a petition signed by 50 residents of the hall
- B. The proposed amendment will be voted upon at the meeting of proposal or any following regular meeting and added to the Constitution only if passed by a $\frac{3}{4}$ vote of the DHHC participation in the general vote. The Constitution must be approved by the Office of Student Activities
- C. The Constitution shall be then rewritten with the new amendment(s) incorporated as an integral part of the Constitution. Copies shall then be distributed to the Advisor, Executive Board, members of DHHC and the Resident Assistants
- D. Amendments will take effect after approved by the Office of Student Activities

Article IX. Ratification of the Constitution

A. Adoption

- a. A constitution will be ratified through a vote
- b. Constitution will take effect after approved by the Office of Student Activities

B. Amendments to the constitution

- a. Amendments will be made following the standards set in Article VIII