

FAIRHAVEN HALL COUNCIL

2009-2010 CONSTITUTION

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President

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10/26/09
Ratification Date

We, the residents of Fairhaven Hall:

- A. Shall name this body Fairhaven Hall Council (FXHC).
- B. Shall use this constitution to serve as a set of guidelines for the FXHC.

The objectives of this council are:

- 1. To develop the hall community.
- 2. To plan and implement educational, recreational, and social programs for the Fairhaven community.
- 3. To motivate and involve residents in the planning and implementation of educational, social, and recreational activities.
- 4. To represent and voice the opinions and concerns of Fairhaven residents to University agencies.
- 5. To act as the governing body of the hall.
- 6. To have fun!

I. THE COUNCIL

- A. Membership shall be open to all students living in Fairhaven hall.
 - 1. Voting members shall be defined as:
 - a) All Fairhaven residents and Fairhaven Resident Advisors, who are in attendance at the meeting.
 - b) The President shall vote only in case of a tie.
 - 2. Non-Voting members shall be defined as:
 - a) The Advisors – ARD advisor, RD advisor
 - b) The President
 - c) Non-Fairhaven residents
- B. Stack Representatives
 - 1. Each stack shall have one or more Stack Representatives that are:
 - a) Residents of that stack
 - b) Not a Resident Advisor
 - 2. Within two weeks of the Executive Council elections, each stack shall elect or appoint Stack Representative(s).
 - 3. These Stack Representatives shall:
 - a) Serve for one academic year
 - b) Attend all stack meetings
 - c) Relate current stack ideas, opinions, and activities to FXHC
 - d) Work with the Resident Advisor in their stack to help plan and implement activities
 - e) Work with FXHC to plan and implement activities
 - 4. At least one representative from each stack must attend each FXHC meeting.
- C. Fairhaven Hall Council Meetings
 - 1. Shall be weekly unless otherwise decided by FXHC
 - 2. The day and time for these meetings shall be set by FXHC
 - 3. A minimum of ten attending voting members must be present to make motions, amendments, and to vote on measures.
 - 4. Meeting time shall be a suggested maximum of one and one half hours.

- D. The FXHC shall reserve the right to null and void any action or interpretation taken by the Executive Council by a majority vote of all voting members.
- E. The FXHC shall reserve the right to create and appoint new representatives as needed by majority vote.

II. THE EXECUTIVE COUNCIL

A. This body shall consist of the following people:

1. President

- a) Attend all FXHC, Executive Council, and Presidents Council meetings
- b) To oversee the entire FXHC government
- c) Act as Co-Chair with advisors at the FXHC and the Executive Council meetings
- d) Act as Chair: direct flow and maintain order at FXHC meetings
- e) Act as a liaison between the Executive Council and Residence Life staff
- f) Delegate work
- g) Voice student opinion to University agencies
- h) In case of a tie the President shall make the deciding vote
- i) Create and distribute a weekly agenda
- j) Be the primary contact for guests wishing to address the council
- k) Guide the FXHC to represent, challenge, engage, and support their fellow Fairhaven residents
- l) Co-coordinate Hall of the Year Bid, if FXHC so chooses to bid
- m) Be the final determinant of all questions on Parliamentary procedure in conjunction with the Advisors
- n) Be official counter of votes

2. Vice President of Activities

- a) Attend all FXHC and Executive Council meetings
- b) Fill in for the President when needed
- c) Oversee organization of all FXHC events and activities
- d) Serve as the liaison and coordinator for Fairhaven's participation in campus-wide events
- e) Implement/coordinate at least one social program each quarter

3. Vice President of Publicity

- a) Attend all FXHC meetings and Executive Council meetings
- b) Fill in for the President when needed
- c) Work on the Hall of the Year bid
- d) Document the activities of the Fairhaven Hall Council
- e) Advertise and inform community of events
- f) Create a pictorial record of FXHC events for the year
- g) Maintain hall website or assist Technology Representative
- h) Maintain a calendar of Fairhaven events visible to all residents
- i) Make and update HC bulletin board

4. Treasurer

- a) Attend all FXHC and Executive Council meetings
- b) Maintain an accurate record of the FXHC's financial activities
- c) Keep records required by the Residence Life office
- d) Present a Treasurer's report, including outstanding appropriations, revenue, and balance at FXHC meetings.

- e) Meet with an advisor once a month
 - f) Fill in for President and Vice President(s) when needed
 - g) Provide funding only with permission of FXHC or Executive Council
5. Secretary
- a) Attend all FXHC and Executive Council meetings
 - b) Take attendance at the beginning of all meetings
 - c) Record the proceedings of the FXHC meetings and transcribe these minutes, keeping records on file, posting them for the Fairhaven community, and distributing to the Executive Council
 - d) Recognize and write thank you notes to guests as needed
 - e) Tally all votes at FXHC meetings
 - f) Collaborate with the Vice President of Publicity or Technology Representative to update the Fairhaven website and bulletin board.
 - g) Keep in contact with the campus librarian to get all Hall Council minutes in the archives
6. Resident Hall Association Representatives (two)
- a) Attend all FXHC meetings – attendance at Executive Council meetings is optional
 - b) Attend all Resident Hall Association (RHA) meetings
 - c) Keep RHA informed and updated on all FXHC every week
 - d) Deliver a detailed RHA report to the FXHC every week
 - e) Act as a primary resource concerning campus activities, AS and National Residence Hall Honorary (NRHH)
 - f) Find a proxy to attend meetings as needed
 - g) A minimum of two representatives are required, more may serve with the permission of the RHA Executive Board
7. EndFair Coordinators (maximum two)
- a) Attend all FXHC meetings – attendance at Executive Council meetings is optional
 - b) Work with on-campus offices concerning funding, publicity, and other event-related procedures as needed
 - c) Organize and oversee the committees, events, and publicity relating to EndFair
 - d) Provide weekly progress reports at FXHC meetings once planning has begun
 - e) Meet with Advisors as needed to coordinate planning efforts
 - f) Should this position be vacant, the VP of Activities and Publicity may co-chair EndFair should the hall elect to put on the program

III. FAIRHAVEN HALL COUNCIL APPOINTED REPRESENTATIVES

A. Campus Ecology Representatives (maximum ten)

- 1. Attend all FXHC meetings
- 2. Serve as a liaison between FXHC and the Office of Sustainability
- 3. Initiate and coordinate programs relating to environmental activism and education
- 4. Coordinate and publicize Go For The Green Challenge
- 5. Collaborate with and inform the Executive Council / Advisors of upcoming events and initiatives

B. Technology Representatives (maximum two)

1. Attend all FXHC meetings
 2. Serve as a liaison between FXHC and the ResTek Office
 3. Coordinate with the VP of Publicity to maintain the FX website
 4. Educate Fairhaven residents on technology resources
 5. Meeting regularly with the VP of Publicity
- C. Recognition Coordinators (maximum two)
1. Attend all FXHC meetings
 2. Organize ways to acknowledge outstanding FX residents
 3. Serve as a liaison between FXHC and NRHH
 4. Coordinate the Of the Month (OTM) program within Fairhaven
 5. Help the FXHC President coordinate Fairhaven's bid for NRHH Hall of the Year, should the council decide to bid.
 6. Meet regularly with the VP of Publicity
- D. Advisor(s) (Non-elected Position)
1. Attend all FXHC and Executive meetings
 2. The Resident Director and Assistant Resident Director shall advise both the FXHC and the Executive Council
 3. Advise the FXHC on policies and guidelines established by the Residence Life Office and the Fairhaven Council
 4. The Advisors will act as liaisons to the Fairhaven staff
 5. Co-Chair Executive meetings with President
 6. Advertise and implement elections
 7. Coordinate opening Hall Council Info Night

IV. DUTIES OF THE EXECUTIVE COUNCIL

- A. Interpret the Constitution
- B. Have the authority to implement and enforce policies and guidelines determined for and by the FXHC
- C. Direct setting of goals/objectives for FXHC
- D. Set the agenda for FXHC meetings
- E. Meet weekly
- F. Pass funding up to \$100 at their discretion for the sole purpose of supporting activities during FXHC meetings.

V. ELECTION OF OFFICERS

- A. Elections
1. The offices of President, Vice President of Publicity, Vice President of Activities, Treasurer, Secretary, RHA Representatives, and Endfair Coordinators are elected positions.
 2. All elected positions must be help by residents of the Fairhaven community and officers must serve one full academic year.
 3. All elected positions shall be elected by general ballot, open to all current Fairhaven resident, by the fourth week of Fall Quarter.
 4. All elections shall be certified by the FXHC Advisors
 5. Prior to election, candidates post campaign statements

6. Campaign materials are limited to: one large poster provided by the Advisors and ten 8.5 x 11 inch flyers which conform to University Residences posting guidelines.
 7. Elections will be help through an online polling system.
 8. Elections for the President and Treasurer positions may be help Spring Quarter of the prior year should the current Executive Board decide there is significant interest and would be in the best interest of next year's Hall Council.
- B. Vacancies of Office
1. In the case of a vacancy of the President's position, the Vice Presidents shall act as interim Co-Presidents until the position is permanently filled.
 2. A general election shall be held no later than two weeks after vacancy.
 3. If vacancies of both President and Vice Presidents occur, the Treasurer shall then serve as the interim President until an election can take place.
 4. In vacancies of other offices, the FXHC shall elect person(s) to fill the office(s) within two weeks of the vacancy.
- C. Recall from Office
1. Recall shall be considered only through petition, which requires the signatures of $\frac{3}{4}$ of all Hall Council voting members and must be certified by the Advisor(s).
 2. The Advisor(s) will then appoint a seven-member committee, which shall include four FXHC members and three Executive members, to review the performance of the officer in question. The committee must present a report to FXHC within two weeks of assembly.
 3. Officers shall be removed from office by a $\frac{2}{3}$ majority vote of all voting members of the FXHC.

VI. FUNDING REQUESTS

- A. Funding requests must be turned in to the Treasurer or Advisor(s) at the FXHC meeting where it is presented.
- B. All funding requests must have a written budget to be presented to FXHC.

VII. AMENDMENTS

- A. Proposals for amendments must be submitted to the Executive Council prior to consideration by the entire attending council. Amendments must be ratified by Hall Council in order to take place.

VIII. RATIFICATION

- A. A $\frac{2}{3}$ majority vote of all voting members is required for ratification of the Constitution.
- B. The FXHC Constitution must be ratified by the date assigned by Residence Life Office.

IX. LOUNGE USE

- A. FXHC will follow the lounge use guidelines as stated in Western Washington University's Residential Community Handbook regarding Common Areas and Lounge Usage.