

The Wolf Village Council Constitution

Preamble

The purpose of this constitution is to provide a structure for the Wolf Village Council to best serve the interests of the residents of Wolf Village. Conducting themselves in a responsible and legal manner, the Wolf Village Council is committed to providing residents with a variety of entertainment, social, educational, and cultural activities throughout the academic year. The Council is responsible for the facilitation of community development, academic education, and leadership development.

Article 1: Name

Section 1.

A. The Governing body of Wolf Village will be called the “The Wolf Village Council.”

Article 2: Membership

Section 1.

A. A President will be appointed by means of the Wolf Village Council.

I. The President will be appointed by means of the annual fall elections held by Wolf Village Council, for the purpose of electing the new President for the following school year.

B. The Executive Board will consist of the following voting positions: one President, one Vice President, one Treasurer, one Programs Officer, one Communications Officer, one Secretary and general assembly members.

I. If an IRC Representative position is not filled by election, the duties of the IRC Representative shall be held in rotation among the hall council members.

II. If any open positions exist at the beginning of the Spring semester, a Spring election can be held to fill the position at the request of the Executive Board and Advisor.

III. If positions are held jointly, the Representative will only be authorized for one vote.

IV. Officer elections will be held annually in the fall during the first full month of the semester.

V. Each officer’s term in office is for the current academic year.

VI. Elected officials are elected for one term, and all positions must be re-elected each term. Incumbents may run for a position on the board for consecutive terms, but they must apply and be re-elected via majority vote for each term.

Section 2.

A. The Executive Board may appoint officials to all elected office by majority vote, should they be unable to elect an official into those positions during the preceding spring semester or the beginning of the fall semester of the term.

I. If a position is not filled by appointment, the appropriate duties will be shared among the elected executive board positions.

Article 3: Qualifications for Membership

Section 1.

A. All Village Council members must be students in good standing and actively enrolled at North Carolina State University with at least 12 credit hours per semester, a resident of Wolf Village and must have a minimum 2.5 semester and cumulative GPA.

Section 2.

A. The Executive Board will be filled by majority vote by the residents of Wolf Village of the current academic year.

I. Officers must reside in Wolf Village.

II. In the event that a position is not filled during the spring elections, the vacancy will be filled by a secondary election in the fall semester, or an appointment by the executive board, at the discretion of the executive board.

Article 4: Powers and Responsibilities

Section 1.

A. The Wolf Village President has the responsibility and authority to:

I. Preside over Executive Board meetings.

II. Prepare and follow an agenda in order to promote efficient and effective use of time.

III. Move to table legislation for a period of one week.

IV. Represent the Wolf Village Council in conjunction with other campus organizations.

V. Attend the President's Roundtable Meetings held by the Inter-Residence Council.

1. If a President is not able to attend the Roundtable Meeting for any reason, they will discuss with the Advisor on how to best promote representation at these meetings.

VI. Enforce the Attendance Policy as defined in Article 5 of this Constitution.

VII. Serve as a mediator in the event of a conflict between two or more Council Members.

IX. Perform other duties as assigned by the Executive Board including but not limited:

1. Assisting with Wolf Village Council events and programming
2. Assisting and attending IRC meetings, programming and events
3. Attend and complete financial training through Student Involvement
4. Register the council with Student Involvement and/or the Inter-Resident Council

X. Upon adhering to the attendance policy as defined in Article 6 of this constitution **and** only in the event of a tie, have the power of one vote at Board meetings.

Section 2.

A. The Vice President has the responsibility and authority to:

I. Preside over executive board meetings in conjunction with the Wolf Village President.

III. Assist in recruitment and training for executive board positions.

IV. Assist in the coordination of events and programs for Village Council.

V. Represent Wolf Village Council at IRC meetings.

1. Ensure that in the event of being unable to attend an IRC meeting, a proxy is sent in their place in order to remain in good standing with IRC.

2. Report information from IRC meetings to the Executive Board and to solicit input from the Executive Board on policy revision, support funds requests, and other applicable information.

3. Submission of community cup points, with the help of the VP of Programming, to the Vice President of Community Affairs of IRC on behalf of the Wolf Village Council.

4. Perform duties required by IRC and its executive board.

VI. Occupy Village President's role in their absence, in its full capacity, including:

1. Presiding over executive board meetings

2. Representing Village Council within communications and actions of office with campus and community partners.

3. Coordinate Village Council events and programming.

4. Occupy other roles on executive board, either via open position, appointment, absence or choice.

VII. Perform other duties as assigned by the Executive Board including but not limited:

1. Assisting with Wolf Village Council events and programming.

2. Assisting and attending IRC meetings, programming and events.

VIII. Upon adhering to the attendance policy as defined in Article 5 of this constitution, have the power of one vote at Board meetings.

Section 3.

A. The Secretary has the responsibility and authority to:

I. Maintain records of executive board meeting minutes, meeting attendance, and corresponding documentation, including funding request paperwork, receipts, order documents, etc.

II. Provide an electronic copy of all meeting minutes to executive board members, advisor and IRC Vice President of Community Affairs.

III. Maintain an up to date list of current members including names, building, phone numbers, and email addresses.

IV. Ensure that all emails sent to the Wolf Village Council gmail account are responded to in a timely manner, including but not limited to funding requests, questions or concerns from residents and appointments.

- V. Tally votes and record in meetings.
- VI. Keep track of program attendance and record information in typed format, in conjunction with the Vice President of Programming , if one has been elected.
- VII. Perform other duties as assigned by the Executive Board including but not limited:
 - 1. Assisting with Wolf Village Council events and programming
 - 2. Assisting and attending IRC meetings, programming and events
- IX. Upon adhering to the attendance policy as defined in Article 5 of this constitution, have the power of one vote at Board meetings.

Section 4.

- A. The Treasurer has the responsibility and authority to:
 - I. Keep detailed, accurate, and available records of all financial transactions of the Wolf Village Council and for writing a monthly and semester report of such transactions.
 - II. Present a weekly report of the financial situations of the Board at meetings, including topics like account balances and weekly spending
 - IV. Track funds obtained through IRC and University Apartments Allocations.
 - V. Attend the Programming Allocations Committee Meetings held by the Inter-Residence Council.
 - 1. If the VP of Finances (VPF) is not able to attend the Programming Allocations Committee Meeting for any reason, they will discuss with the Advisor on how to best promote representation at these meetings.
 - VI. Perform other duties as assigned by the Executive Board including but not limited:
 - 1. Assisting with Wolf Village Council events and programming
 - 2. Assisting and attending IRC meetings, programming and events
 - 3. Attend and complete financial training through Student Involvement
 - VII. Upon adhering to the attendance policy as defined in Article 5 of this constitution, have the power of one vote at Board meetings.

Section 5.

- A. The Communications Officer has the responsibility and authority to:
 - I. Coordinate all media presence for the Wolf Village Council including but not limited to Facebook, Twitter, SnapChat, Instagram, and other social media platforms.
 - II. Coordinate all marketing materials, including but not limited to flyers, email text and graphics, digital images for bulletin board system, and other print materials.
 - III. Work with all executive board and other stakeholders to create marketing materials that address the goals and vision of the executive board in all events and programs.
 - IV. Ensure all marketing materials are approved by both the Board and Advisor prior to posting.

V. Maintain timeliness of all media and marketing for Village Council, ensuring that social media presence is active and relevant, as well as that all materials are current and in good condition within halls and on technological mediums.

VI. Perform other duties as assigned by the Executive Board including but not limited:

1. Assisting with Wolf Village Council events and programming
2. Assisting and attending IRC meetings, programming and events

VII. Upon adhering to the attendance policy as defined in Article 5 of this constitution, have the power of one vote at Board meetings.

Section 6.

A. The Programs Officer has the responsibility and authority to:

I. Initiate and organize programs put on by or sponsored by the Wolf Village Council.

II. Strongly encouraged to attend and participate in IRC Programming committee meetings.

III. Communicate with IRC regarding rentals or other needs for Village Council Events or programming.

IV. Submission of community cup points, with the help of the IRC representative, to the Vice President of Community Affairs of IRC on behalf of the Wolf Village Council.

V. Perform other duties as assigned by the Executive Board including but not limited:

1. Assisting with Wolf Village Council events and programming
2. Assisting and attending IRC meetings, programming and events

VI. Upon adhering to the attendance policy as defined in Article 5 of this constitution, have the power of one vote at Board meetings.

Section 7.

A. The Vice President of Sustainability has the responsibility and authority to:

I. Preside over sustainability efforts of the Council and programs hosted by the council

II. Collaborate with other positions and organizations in order to use more sustainable supplies at events

III. Be conscious of how resources used by the council are disposed of or further used

IV. Preside over sustainability programs

IV. Perform other duties as assigned by the Executive Board including but not limited:

1. Assisting with Wolf Village Council events and programming
2. Assisting and attending IRC meetings, programming and events

V. Upon adhering to the attendance policy as defined in Article 6 of this constitution have the power of one vote at Board meetings.

Section 8.

A. The General Assembly (GA) members have the responsibility and authority to:

- I. Attend executive board meetings and contribute both idea, effort and assistance to all executive board members as needed.
- II. Plan and volunteer at Wolf Village Council events and programs.
- III. Present funding requests in order to assist their own programs.
- IV. Upon adhering to the attendance policy as defined in Article 5 of this constitution, have the power of one vote each at Board meetings.

Section 9.

A. The Resident Advisor (RA) Liaison(s) have the responsibility and authority to:

- I. Attend council meetings in order to report on Wolf Village social programs.
- II. Organize committees to assist with large programs.
- III. Present funding requests in order to assist their own programs.

Section 10.

A. The Advisor has the responsibility and authority to:

- I. Interpret residence hall policies, university, city, state, and federal laws when legal issues are raised in relation to a proposed activity or event.
- II. Attend all regular council meetings and additional meetings when appropriate.
- III. Serve as purchaser for Wolf Village Council for events, programs and other financial matters, including but not limited to:
 - 1. Create and approve all ADFs for purchasing
 - 2. Serve as reconciler for IRC and University Housing financial reports
 - 3. Serve as coordinator for student-initiated funds expenditures
 - 4. Monitor all Village Council spending expenditures.
- IV. Act as a liaison between the Board and other administrative departments of the university.
- V. Serve as the elevated step in the mediation of a conflict between two or more Council Members, or in conflicts involving the Wolf Village President.
- VI. Facilitate Trainings for the Council
 - 1. Leadership
 - 2. Teamwork Exercises
 - 3. Effective Program planning
 - 4. Financial Paperwork

Article 5: Attendance Policy

Section 1.

A. Attendance by both elected and appointed officials at Council meetings is mandatory in order to promote efficiency in completing programming and initiative tasks.

Section 2.

A. Elected and appointed officials must notify the Council of absence, by methods including but not limited to email, phone call, or text message.

I. Elected and appointed officials are each allowed one unexcused absence per semester.

II. Appointed officials will receive a written warning following the first unexcused absence.

III. If an elected official has an unexcused absence, Board and GA members vote on the consequences per situation.

IV. In the event of consecutive absences, whether excused or unexcused, the violating member is required to have a meeting with the Council Advisor and Wolf Village President.

Section 3.

A. When members have been assigned or volunteered for specific duties to help with an event or program and do not give notice at least 24 hours beforehand, or try to attempt to find a proxy, they will face consequences voted on by Board and GA members.

Article 6: Financial Policy

Section 1.

A. Funding requests from Wolf Village residents of a sum less than or equal to \$300 require a majority vote by the Board and GA members in order to pass. Sums greater than \$300 require a three-fourths majority vote in order to pass.

Section 2.

A. Emergency funding shall be available and voted on by the Council in case by case situations.

I. What is deemed an emergency will be determined by the Council at that time

Section 3.

A. Funding for RA programs will be available and voted on by the Council in case by case situations. RA's must present an itemized budget with their funding proposal.

Section 4.

A. Funding requests must be presented before the elected officials, with a decision confirmed within one week of presentation.

I. Intent to present funding requests must be submitted to the Executive Board no later than 48 hours before the Council meeting in which the request will be presented.

II. Funding requests shall be presented no later than 2 weeks prior to the event.

III. The presentation must include an itemized budget presented on the Wolf Village Council Funding Request Form, available by email request.

Article 7: Removal and Replacement of Members

Section 1.

A. Any officer may be removed from the position for failure to fulfill prescribed duties and/or for the willful misuse of resources.

I. The member in question will be issued a written and verbal address, removal and replacement will be at the discretion of the Executive Board and the Advisor.

II. The Executive Board may also elect to put the individual on a probationary period first, the length of which will be decided by the Executive Board, and if the problem persists, removal will occur.

III. The Executive Board may also elect to give the individual extra programming duties or responsibilities in order to address their failure to fulfill their duties.

Section 2.

A. Officers may resign their positions after giving notice two weeks in advance, and completing all duties through the two-week period.

Section 3.

A. Any member of the Wolf Village Council may nominate a new member for appointment.

I. Nominee will be appointed by a three fourths majority vote of the Executive Board.

Section 4.

A. An officer will be removed from their position if their academic status becomes that of probation.

Article 8: Wolf Village Association Procedures

Section 1.

A. All meetings are valid unless a quorum is called in advance. If a quorum is called, there must be three fourths of the Executive Board present to be valid. For example, if there are seven executive board members, five must be present.

Article 9: Non-Discriminatory Statement

Section 1.

A. Wolf Village Council provides equal opportunity for participation in the Council and its hosted events. The council prohibits all forms of discrimination, harassment, and retaliation that are based upon a person's race, color, religion, sex, national origin, age, disability, gender identity, genetic information, sexual orientation, or veteran status.

Article 10: Amendments to the Constitution

Section 1.

A. The constitution of the Wolf Village Council may be amended by a two-thirds majority of the attending members of the Wolf Village Council.

Article 11: Ratification

Section 1.

A. The Wolf Village Constitution should be reviewed every semester and may be ratified upon revision if deemed fit by the Wolf Village Council at that time.

Section 2.

A. The 2019-2020 Executive Board completed the revision of this constitution.

I. Major revisions were completed and approved by the Executive Board members.

II. Executive Board and General Assembly members present: