

2021-22 Lee Residence Council Constitution

Preamble

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

Article 1: Title

The governing body of Lee Hall will be called "Lee Residence Council."

Article 2: Membership

Section 1

Lee Residence Council does not and shall not discriminate on the basis of race, color, religion, gender, sexual orientation, age, national origin, disability, marital status, or military status, in any of its activities or operations.

- A. The executive branch of the Hall Council will consist of ten positions: President, Vice President, Treasurer, Administration Chair, WISE Representative, Student Representative, Inter-Residence Council Representative, and Programming Chair. Any of these positions may be jointly held with the approval of the majority of the current council.
- B. All officers will be elected annually in the fall according to the IRC timeline, but in the event that not all positions are filled, a second round of elections will be held. If there are still vacant positions, the remaining spots will be filled by appointment. Each officer's term in office is one academic year, all incumbents may be reelected.

Section 2

The General Board will be the voting body of the Hall Council. The discussing body of the Lee Residence Council will be composed of the Executive Board, as well as any resident of Lee Hall who wishes to voice an opinion.

Article 3: Qualifications for Membership

Section 1

Any Lee Residence Council member must be a student in good standing that attends NCSU and is a resident of Lee Hall.

Section 2

The Executive positions will be filled by popular vote of the general population of Lee Hall.

- A. In compliance with the IRC constitution, a Resident Advisor may not hold a Hall Council office.
- B. A simple majority of the voting members is required to elect a candidate to office.

- C. The elections for the general board of Lee Residence Council will take place online.
 - a. If positions have not been filled throughout the year, appointments to positions and changes in positions can be made by unanimous decisions of the standing residential council exec board.

Article 4: Powers and Responsibilities

Section 1

The President has the responsibility and authority to:

- A. Preside at Hall Council meetings.
- B. Table legislation for a period of one week.
- C. Consult with the advisor regarding the negligence of Executive Board member responsibilities.
- D. Preside over the appointment of committee chairs.
- E. Make motions at Hall Council meetings.
- F. Act as the representative of the Lee Residence Council to other campus organizations when necessary with the duty to report all actions to the Hall Council.
- G. Call emergency meetings when necessary.

Section 2

The Vice President has the responsibility and authority to:

- A. Assume the duties of the President in his/her absence and to assume the position of President in the event of President impeachment or resignation.
- B. Attend President's round table meetings in the event that the President is absent.
- C. Record minutes in the event that the Secretary is absent.
- D. Keep up with the status of each committee established to do any programming and report on said committees in absence of committee chairs, (this includes all committees formed during the year and the standing committees.)
- E. Organizing fundraising events with the aid of Hall Council Treasurer and getting raised funds to Treasurer and advisor for proper processing and deposit in Hall Council accounts.
- F. Has the power to create a committee as needed.
- G. Perform other duties as assigned by the President.

Section 3

The Treasurer has the responsibility and authority to:

- A. Keep detailed, accurate, and available records of all financial transactions of Hall Council and create a semester report of such transactions.
- B. Present a weekly report of the financial situation of the Council at meetings.
- C. Secure cash boxes and make deposits, and make reimbursements to the account.
- D. Track funds obtained through IRC and West Campus Allocations.
- E. Organize fundraising events and be responsible for all money acquired through fundraising.
- F. Perform other duties as assigned by the President.

Section 4

The Administration Chair has the responsibility and authority to:

- A. Keep written minutes of each meeting.
- B. Maintain an up-to-date list of current members including names, addresses, phone numbers, email addresses and screen names.

- C. Tally Hall Council votes and record in minutes.
- D. Promote Lee Hall Area Council through Social Media accounts and communicate with residents regarding events.
- E. Ensure that all Lee Hall Area Council events are well publicized with the assistance of committee members.
- F. Keep track of all program attendance and record information in typed format.
- G. Perform other duties as assigned by the President.

Section 5

The WISE Representative has the responsibility and authority to:

- A. Represent Lee Hall Area Council at WISE meetings.
- B. Report relevant information from WISE meetings to Lee Hall Area Council.
- C. Perform other duties as assigned by the President.

Section 6

The Inter-Residence Council Representative has the responsibility and authority to:

- A. Represent Lee Hall Area Council at IRC Meetings.
- B. Report information from IRC meetings to Lee Hall Area Council and to solicit input from Hall Council on policy revision, support funds requests, and other applicable information.
- C. Submit event attendance forms to VP-Community Affairs for Community Cup.
- D. Report back to the IRC Executive Board about the status of the council.
- E. Perform Duties required by IRC and its Executive Board.
- F. Perform other duties as assigned by the President.

Section 7

The Programming Chair has the responsibility and authority to:

- A. Plan/track goals and outcomes of the Hall Council programs.
- B. Form committees to help plan and execute building/campus programs.
- C. Collaborate with other Hall Councils to implement West Campus programs.
- D. Perform other duties as assigned by the President.

Section 5

The Student Representative has the responsibility and authority to:

- A. Communicate with Lee Hall residents not in WISE
- B. Represent residents who are not in WISE
- C. Perform other duties as assigned by the President

Section 8

The Advisor has the responsibility and authority to:

- A. Act as a liaison between the Council and other administrative departments of the university.
- B. Interpret residence hall policies, university, city, state, and federal laws when legal issues are raised in relation to a proposed activity or event.
- C. Attend all regular council meetings and additional council meetings when appropriate.
- D. Co-sign all checks, which are written in the Lee off-campus checking account, and shall monitor and advise Lee on the expenditure of all hall money.
- E. Can appoint a Co-Advisor
- F. Call emergency meetings when necessary.

Article 5: Town Hall Meetings

Section 1

- A. The Town Hall will be headed by the executive board with each board member co-leading one throughout the semester
- B. It will function as a general forum for Lee Hall residents to express concerns and suggestions.
- C. The Town Hall will occur on a monthly basis.

Article 6: Attendance Policy

It is expected that all Executive Board members will adhere to this attendance policy unless there are extenuating circumstances that the Executive Board has been made aware of. In order for an Executive Board meeting to commence, three-fourths of its members must be in attendance.

Section 1

- A. If unable to attend a Hall Council meeting or assigned program, the President should be made aware 24 hours prior to the start of the event. This prior notification should include a significant reason as for why the event cannot be attended.
- B. After the first absence without prior notification, the Executive Board member will receive a warning from the President to remind them of the attendance policy.
- C. After the second absence without prior notification, the Executive Board member will receive a written warning from the Advisor to remind them of the attendance policy.
- D. After the third absence without prior notification, the Executive Board member will be promptly removed from their position.

Section 2

- A. If an Executive Board member arrives more than 15 minutes after the start of the Hall Council meeting, they are considered late.
- B. Two tardies will count as an absence and will be handled according to Article 5, Section 1.

Article 7: Finances

Section 1

- A. Funding allotted for each program will be decided by a majority vote of the Executive Board.

Section 2

- A. Emergency request for funds is defined as requests made within 48 hours of the event.
- B. Upon a majority vote by the Executive Board members, emergency funds may be distributed.

Section 3

- A. Hall Council may support the cost of a Lee Hall Program or activity sponsored by RA(s) and the WISE Village with the approval of the majority of Hall Council.
- B. Any request for funds must be submitted to Hall Council at least two weeks prior to the event or program.

Article 8: Removal and Replacement of Members

Section 1

Any member of the Executive Board may be removed from the position for failure to fulfill Hall Council duties or if they are on academic or disciplinary probation.

- A. The member in question will first be issued a verbal warning.
- B. If the issue is not resolved after the verbal warning, a second written warning will be issued.
- C. If the issue is still not resolved, the Executive Board member will be promptly removed from their position.

Section 2

Members of the Executive Board may resign their positions giving two weeks notice and completing all duties through the two-week period.

Section 3

A member of the Executive Board may nominate a replacement in the event that an Executive Board member has been removed or can no longer serve. They will be elected by a simple majority vote of the Executive Board.

Article 9: Amendments to the Constitution

Section 1

The constitution of the Lee Residence Council may be amended by a two-thirds majority of the present members of the Executive Board. Amendments will become active at the following Executive Board meeting. Any amendments made to the constitution may not be in violation of any University policies.