

**CONSTITUTION OF TERRY/LANDER HALL COUNCIL
UNIVERSITY OF WASHINGTON**

Revised May 2004

Article I: Name

The name of this organization shall be "Terry/Lander Hall Council" or "TLHC".

Article II: Purpose

- A. TLHC shall act as a representative body for all the residents of Terry and Lander Halls to the University of Washington (UW) community.
- B. TLHC shall serve as a forum for addressing resident issues and concerns.
- C. TLHC shall plan, and distribute funds for diversity, educational, and social events for Terry and Lander Hall residents.
- D. TLHC shall remain affiliated with the Residence Hall Student Association (RHSA).
- E. TLHC shall remain compliant with the RHSA's Constitution and Bylaws.

Article III: Membership

- A. The members of TLHC shall be all regularly enrolled UW students living in Terry and Lander residence halls.

Article IV: Structure

- A. TLHC shall be governed by the General Council.
- B. Any powers and responsibilities not explicitly given to other bodies or individuals of TLHC, shall belong to the General Council
 - 1. The Executive Board is responsible for the administrative affairs of TLHC.
 - 2. The Executive Board is responsible for the implementation and execution of all TLHC policies.
- C. Meetings of TLHC shall be run consistent with the most recent edition of Standard Code of Parliamentary Procedure, by Alice Sturgis. Deviations shall be at the discretion of the chair, and subject to the consent of the TLHC membership.
- D. The Executive Board will meet each week in which a meeting of the General Council occurs.
- E. The Executive Board shall:
 - 1. Determine administrative policies.
 - 2. Determine procedures for the setting of the General Council and Executive Board agendas.
 - 3. Maintain and have access to all organizational files.
 - 4. Any action made by the Executive Board, may be overturned by a two-thirds vote of General Council.
- F. Decisions of the Executive Board members shall be made by a 2/3 vote of the Executive Board.

Article V: Executive Board Officers

SECTION 1: OFFICERS OF THE TLHC

The officers of the TLHC executive board and their duties are as follows:

A. President

1. The purpose of the TLHC President shall be to serve as the Chief Executive of TLHC
2. The duties of the President shall be to:
 - a. Publicize TLHC at the beginning of Autumn Quarter
 - b. Set agenda for Executive Board and General Council Meetings
 - c. Chair Executive Board and General Council Meetings
 - d. Supervise the Executive Board
 - e. Co-chair committees for annual hall events
 - f. Attend President's Round Table Meetings
 - g. Act as official representative of TLHC and maintains working relationships with HFS, RHSA, ASUW, and other organizations
 - h. Facilitate an evaluation of the executive board at the end of each quarter
 - i. Meet weekly with the TLHC Advisor
 - j. Attend presidential training in the fall
 - k. Act as an ex-officio member of TLHC committees
 - l. Compile a President's Transition Report at the end of the year
 - m. Notify the executive board of any upcoming absences from either General Council or Executive Board meetings
 - n. Support programming done by TLHC or RHSA

B. Vice President

1. The purpose of the TLHC vice president shall be to act as the TLHC's Parliamentarian and to maintain constitutional operations for TLHC
2. The duties of the Vice President shall be to:
 - a. Assist the president
 - b. Coordinate the elections of all executive board officers
 - c. Act as parliamentarian
 - d. Supervise floor/house representatives
 - e. Coordinate all TLHC committees & sub-committees and act as an ex-officio member of said committees
 - f. Act as President in the event that the President is unable to perform his or her duties
 - g. Attend all TLHC General Council and Executive Board meetings
 - h. Compile a transition report to be included in the TLHC activities record at the end of the year
 - i. Notify the executive board of any upcoming absences from either General Council or Executive Board meetings
 - j. Support programming done by TLHC or RHSA

C. Administrative Manager

1. The purpose of the TLHC Administrative Manager shall be to perform all clerical duties

2. The duties of the Administrative Manager shall be to:
 - a. Assist the president
 - b. Ensure the completion of the necessary paperwork for TLHC's good standing, following the procedures of SAO, ASUW, and RHSA
 - c. Record and distribute the minutes of executive board and general council meetings
 - d. Ensure maintenance of the TLHC website
 - e. Maintain mailing lists for TLHC, committees, and the executive board
 - f. Maintain & keep a record of attendance at executive board and general council meetings
 - g. Alert the executive board if any executive board member is nearing their limit of missed meetings for the quarter
 - h. Take quorum at TLHC general council meetings
 - i. Send contact information of TLHC executive board to RHSA Administrative Manager every week
 - j. Handle all hall legislation
 - k. Attend all TLHC General Council and Executive Board meetings
 - l. Compile a transition report to be included in the TLHC activities record at the end of the year
 - m. Notify the executive board of any upcoming absences from either General Council or Executive Board meetings
 - n. Support programming done by TLHC or RHSA

D. Treasurer

1. The purpose of the TLHC Treasurer shall be to oversee financial matters of TLHC
2. The duties of the Treasurer shall be to:
 - a. Assist the president
 - b. Record income and expenditures of TLHC
 - c. Report on TLHC financial status every week
 - d. Present all funding proposals at the general council meeting
 - e. Communicate with individuals/groups concerning the status of their funding proposals
 - f. Withdraw funds when necessary
 - g. Make a proposal to the executive board as to whether or not a program still has merit to receive funds if it differs from the original funding proposal
 - h. Ensure that all funded programs meet funding guidelines
 - i. Establish deadlines for funding proposals
 - j. After receiving reimbursement requests, complete and return petty cash forms within ten business days to the purchaser
 - k. Attend all TLHC General Council and Executive Board meetings
 - l. Compile a transition report to be included in the TLHC activities record at the end of the year

- m. Notify the executive board of any upcoming absences from either General Council or Executive Board meetings
- n. Support programming done by TLHC or RHSA

E. Publicity Directors

1. The purpose of the TLHC Publicity Directors shall be to ensure proper hall communication of all TLHC events and promote TLHC
2. TLHC's Publicity Directors shall consist of one from Terry and one from Lander to focus on advertising for their respective halls.
3. The duties of the Publicity Directors shall be to:
 - a. Assist the president
 - b. Distribute information to residents
 - c. Recognize residents and RAs (awards)
 - d. Ensure maintenance of hall council newsletter
 - e. Create posters and flyers for events & general council meetings
 - f. Ensure that all programs planned and implemented by TLHC are publicized
 - g. Attend all TLHC General Council and Executive Board meetings
 - h. Compile a transition report to be included in the TLHC activities record at the end of the year
 - i. Notify the executive board of any upcoming absences from either General Council or Executive Board meetings
 - j. Support programming done by TLHC or RHSA

F. Programming Director

1. The purpose of the TLHC Programming Director shall be to coordinate & implement TLHC programs
2. The duties of the Programming Director shall be to:
 - a. Assist the president
 - b. Help executive board members, RAs, and residents in the implementation of programs
 - c. Executive Board liaison for all hall activities
 - d. Report the progress of programming to the executive board and general council
 - e. Maintain hall events calendar
 - f. Work with the Vice President to coordinate and facilitate programming committees
 - g. Ensure that a minimum of one all hall activity is planned per quarter
 - h. Attend all TLHC General Council and Executive Board meetings
 - i. Compile a transition report to be included in the TLHC activities record at the end of the year
 - j. Notify the executive board of any upcoming absences from either General Council or Executive Board meetings
 - k. Support programming done by TLHC or RHSA

G. RHSA Representatives

1. The purpose of TLHC RHSA Representatives is to act as a link between TLHC and RHSA

2. RHSA Representatives shall consist of the number of Representatives as outlined in the RHSA Constitution
3. The duties of the RHSA Representatives shall be to:
 - a. Assist the President
 - b. Perform all duties of an RHSA Representative as outlined in the RHSA constitution
 - c. Attend all TLHC & RHSA General Council meetings
 - d. Support all TLHC and RHSA programming when possible
 - e. Compile a transition report to be included in the TLHC activities record at the end of the year
 - f. Notify the Head RHSA Representative, position outlined in part d, of any upcoming absences from General Council meetings
 - g. Support programming done by TLHC or RHSA
4. RHSA Representatives are members of Executive Board, but are not required to attend executive board meetings
5. Of these RHSA Representatives, one will be selected as Head RHSA Representative by the executive board, duties outlined below, who will be a member of the executive board and will attend all executive board meetings:
 - a. Perform all duties of an RHSA Representative as outlined in the RHSA constitution
 - b. Report on RHSA business to both the executive board and the general council at their respective meetings
 - c. Report on TLHC to the RHSA general council
 - d. Present a hard copy of any RHSA legislation needing approval of the TLHC general council
 - e. Attend all TLHC General Council and Executive Board meetings

H. ASUW Senators

1. The purpose of the TLHC ASUW Senator is to act as a link between TLHC and the ASUW Student Senate
2. ASUW Senators shall consist of one representing TLHC as a Registered Student Organization (RSO), one representing Terry Hall and one representing Lander Hall.
3. The duties of the ASUW Senator shall be to:
 - a. Assist the President
 - b. Represent TLHC's voice in ASUW matters by attending all ASUW Student Senate meetings
 - c. If an ASUW senator cannot attend a student senate meeting, then that senator must designate a proxy.
 - d. Perform other duties as assigned by ASUW Student Senate
 - e. Give a thorough and comprehensive report of the ASUW Student Senate that concerns TLHC at all TLHC general council meetings
 - f. Present a hard copy of any ASUW legislation at TLHC General Council meeting
 - g. Attend all TLHC General Council and Executive Board meetings

- h. Compile a transition report to be included in the TLHC activities record at the end of the year
 - i. Notify the executive board of any upcoming absences from either General Council or Executive Board meetings
 - j. Support programming done by TLHC or RHSA
- I. Advisor
- 1. The Purpose of the TLHC Advisor shall be to act as a neutral consultant to TLHC
 - 2. The duties of the Advisor shall be to:
 - a. Attend General Council and Executive Board meetings
 - b. Meet weekly with the TLHC President
 - c. Act as a neutral consultant to TLHC
 - d. Advise Executive Board on all HFS rules and policies
 - e. Act as a liaison to HFS
- J. RA Liaisons
- 1. Two RA Liaisons, one from Terry Hall and one from Lander Hall, will be chosen by their Resident Director.
 - a. The RA Liaison will attend all General Council and Executive Board meetings.
 - b. The RA Liaison will report to other Residential Life Team members with the current business of TLHC.
 - c. The RA Liaison will act in conjunction with the Adviser to facilitate the group.

SECTION 2: ELECTION OF THE EXECUTIVE BOARD

- A. Eligibility
 - 1. Candidate must live or intend to live in Terry or Lander hall during their term of office
 - 2. Hall Advisory staff may not serve on executive board
- B. The President and Vice President are elected by hall council vote by the 8th week of Spring Quarter for a one year term.
 - 1. The Spring-Elect's term of office begins the last day of spring quarter.
- C. All other officers will be elected by the 3rd week of Autumn Quarter.
- D. In the event of a tie, a run-off election shall be held before the close of the General Council meeting. Each candidate shall have the option of speaking before the run-off is held.
- E. The Executive Board will abide by all outlined voting procedures described in Article V, Section 2 of this constitution.

Article VI: House Representatives

- A. Each house is encouraged to have a Head House Representative and House Representatives.
- B. Eligibility

1. No member of the Residential Life team is allowed to apply for a position as either the Head House Representative or a House Representative.
 2. No member of the Executive Board may hold a position as a Head House Representative or a House Representative.
 3. All candidates for these positions must reside in the house they represent.
- C. Head House Representative selection
1. The Head House Representative candidates shall submit an application, which will be reviewed by the Vice President or other Executive Board member as appointed by the Executive Board, who will then appoint the Head House Representative.
- D. Head House Representative duties
1. To promote General Council meeting attendance.
 2. To attend the General Council meetings, bring someone to the General Council meetings, and/or send another member of their house to the General Council meetings if they are unable to attend.
 3. To assist and work in tandem with the Vice President.
 4. In case of a house vote, the Head House Representative or their proxy will present their house's vote.
- E. House Representative selection
1. If not selected as a Head House Representative, one shall automatically become a House Representative.
- F. House Representative(s) duties
1. To promote General Council meeting attendance.
 2. To assist and work in tandem with the Vice President.
 3. To assist and work in tandem with the Head House Representative.

Article VII: Voting

- A. All members of TLHC may vote.
- B. The voting process may not proceed in the absence of quorum which is defined as:
1. No less than one representative from at least 10 of the 13 houses of Terry and Lander Halls.
 2. A house is defined as:
 - a. One floor of Lander Hall
 - b. Each pair of floors that share a lounge in Terry Hall
 - i. The 1st, 2nd, and 3rd floors of Terry are considered to be one house.
 3. No members of the Executive Board and Residential Life Staff will count towards quorum.
 4. Resident Advisers (RA) have full voting rights
 5. RAs can not be counted for quorum.
- C. Votes will be decided by a majority vote of the General Council except, when a house vote or a specified amount of votes is needed to pass.
- D. At any time, a house vote may be called by any member of the General Council.
1. A call for a house vote may not be overruled.

2. A house vote shall consist of one vote per house, to be given by the Head House Representative or their proxy.
 3. This provision extends to the election of officers.
- E. All members of the Executive Board may vote except in the case of a house vote. The person proposing a funding proposal should abstain from voting. The Chair of that General Council should only vote in the event of a tie.

Article VIII: Officer Removal

B. Vote of Confidence

1. A vote of confidence for the President, Director of Programming, and spring elected ASUW Student Senator must take place during Winter Quarter.
2. If the President, Director of Programming, or spring elected ASUW Student Senator fails to receive a two-thirds vote of confidence, an election shall occur for the President, Director of Programming, or Spring elected ASUW Student Senator's position at the following General Council meeting. The officer shall be eligible to stand for re-election.
3. The Vice President shall chair the vote.
4. The Executive Board will abide by all outlined voting procedures described in Article IX of this constitution.
5. The vote of confidence will ensure the faith in the General Council that the President, Director of Programming, and spring elected ASUW Senator have the ability to fulfill the obligations of their respective positions through the remainder of the academic year.

C. Forfeiture of office.

1. An officer must resign from office if absent from three Executive Board and/or General Council meetings without a reasonable excuse.
2. An officer must resign from office if he/she fails to meet any of the membership requirements.
3. RHSA Representatives must resign from office if absent from three RHSA General Council meetings without a reasonable excuse.
4. ASUW Student Senators must resign from office if absent from three ASUW Student Senate meetings without a reasonable excuse.

D. Vacancies

1. If the Presidential position becomes vacant, the Vice President acts as President pro tempore until a special Presidential election can be held.
2. If any other Executive Board positions become vacant, the office shall remain vacant until a special election can be held to fill the office.
3. Special elections will take place no more than two General Council meetings after the vacancy.

Article IX: Funding

- A. All proposals must be turned in to the TLHC box by the time set by the Director of Budget and Finance.
- B. Funding Proposals shall meet by the Executive Board.

1. These guidelines may include deadlines, retroactivity, and other criteria set by the Executive Board.
 2. The Executive Board must establish guidelines in written form, by the 4th meeting of the General Council in Autumn Quarter.
- C. If the Funding Proposal guidelines are not met, as determined by the Director of Budget and Finance, the proposal is non-active until all guidelines are met.
- D. The Executive Board shall vote on rubber stamp proposals:
1. Rubber Stamp proposals are those \$25 and under.
 2. Three-fourths of all elected Executive Board members must be present before voting on rubber stamps. If quorum is not met in the Executive Board, the proposal shall be voted on by the General Council.
 3. The General Council must be notified of all financial decisions of the Executive Board.
- E. If the General Council does not agree with the financial decisions of the Executive Board, a motion to overturn can be initiated. All voting will occur as outlined in Article VII.
- F. The General Council shall vote on all proposals over \$25. All voting will occur as outlined in Article VII.

Article X: Amendments

- A. The process to amend this constitution is:
1. The first meeting it is brought before General Council, there will be a reading and a question and answer about the proposed amendment.
 2. The second meeting is a reading, discussion, and vote on the proposed amendment.
 3. This constitution may only be amended by a two-thirds majority vote of the General Council.

Article XI: Renewal

- A. This constitution supersedes all previous TLHC constitutions.
- B. This constitution will be submitted to RHSA Constitution and Bylaws Review (CBR) committee for a check of compliance with RHSA's policies.
- C. This constitution will be shall be reviewed during Winter Quarter every year.