

## **HAGGETT PEOPLE'S COUNCIL CONSTITUTION**

### **PREAMBLE**

In order to work for the benefit and provide a representational organization for the residents of Haggett Hall we hereby establish Haggett People's Council.

### **ARTICLE I: NAME**

The name of this organization shall be Haggett People's Council, hereafter known as HPC.

### **ARTICLE II: PURPOSE**

The purpose of HPC shall be:

- A. To provide campus and community information to residents;
- B. To improve the quality of living in Haggett Hall;
- C. To provide a forum for resident ideas and input;
- D. To allocate HPC funds;
- E. To coordinate, plan, and enact intra- and inter-hall activities;
- F. To facilitate Rick's Cafe.

### **ARTICLE III: AFFILIATIONS**

- A. HPC is affiliated with RHSA;
- B. HPC is affiliated with Students Activities Office, SAO

### **ARTICLE IV: MEMBERSHIP**

- A. The membership of this organization shall consist of regularly enrolled undergraduates and graduate students of the University of Washington residing in Haggett Hall. Only residents of Haggett Hall will have voting privileges
- B. University staff and faculty, and non-resident student persons may have associate member status, However, they may not have voting privileges.

### **ARTICLE V: EXECUTIVE BOARD**

#### **SECTION 1: OFFICERS OF HPC**

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

#### **1. President**

- a. The purpose of the HPC President shall be to serve as the Chief Executive of HPC
- b. The duties of the President shall be to:
  - i. Set agenda for Executive Board and General Council Meetings
  - ii. Chair Executive Board and General Council Meetings
  - iii. Supervise the Executive Board
  - iv. Co-chair committees for annual hall events
  - v. Attend President's Round Table Meetings
  - vi. Act as official representative of HPC and maintain working relationships with HFS, RHSA, ASUW, and other organizations
  - vii. Facilitate an evaluation of the executive board at the end of each quarter viii. Meet weekly with the HPC Advisor ix. Attend presidential training in the fall x. Act as an ex-officio member of HPC committees xi. Compile a President's Transition Report at the end of the year
  - xii. Notify the executive board of any upcoming absences from either General Council or Executive Board meetings
  - xiii. Support programming done by HPC and RHSA

#### **2. Vice President**

- a. The purpose of the HPC vice president shall be to act as the Hall's Parliamentarian and to maintain constitutional operations for HPC
- b. The duties of the Vice President shall be to:
  - i. Assist the president
    - ii. Coordinate the elections of all executive board officers
    - iii. Act as parliamentarian
    - iv. Oversee floor representatives
    - v. Supervise floor/house representatives
    - vi. Coordinate all HPC committees & sub-committees and act as an ex-officio member of said committees
    - vii. Act as President in the event that the President is unable to perform his or her duties
    - viii. Attend all HPC General Council and Executive Board meetings

- ix. Compile a transition report to be included in the HPC activities record at the end of the year
  - x. Notify the executive board of any upcoming absences from either General Council or Executive Board meetings xi. Support programming done by HPC or RHSA
3. Administrative Manager
- a. The purpose of the HPC Administrative Manager shall be to perform all clerical duties
  - b. The duties of the Administrative Manager shall be to:
    - i. Assist the president
    - ii. Ensure the completion of the necessary paperwork for HPC's good standing, following the procedures of SAO, ASUW, and RHSA
    - iii. Record and distribute the minutes of executive board and general council meetings
    - iv. Ensure maintenance of the HPC website
      - v. Maintain mailing lists for HPC, committees, and the executive board
      - vi. Maintain & keep a record of attendance at executive board and general council meetings
      - vii. Alert the executive board if any executive board member is nearing their limit of missed meetings for the quarter
      - viii. Take quorum at HPC general council meetings
- ix. Send contact information of HPC executive board to RHSA Administrative Manager every week
- x. Handle all hall legislation
- xi. Attend all HPC General Council and Executive Board meetings
- xii. Compile a transition report to be included in the HPC activities record at the end of the year
- xiii. Notify the executive board of any upcoming absences from either General Council or Executive Board meetings
- xiv. Support programming done by HPC or RHSA
4. Treasurer
- a. The purpose of the HPC Treasurer shall be to oversee financial matters of HPC .
  - b. The duties of the Treasurer shall be to:
    - i. Assist the president
    - ii. Record income and expenditures of HPC
      - iii. Report on HPC financial status every week
      - iv. Present all funding proposals at the general council meeting
      - v. Communicate with individuals/groups concerning the status of their funding proposals
      - vi. Withdraw funds when necessary
      - vii. 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
      - viii. Ensure that all funded programs meet funding guidelines
      - ix. Establish deadlines for funding proposals
      - x. After receiving reimbursement requests, complete and return petty cash forms within ten business days to the purchaser
      - xi. Attend all HPC General Council and Executive Board meetings
      - xii. Compile a transition report to be included in the HPC activities record at the end of the year
      - xiii. Notify the executive board of any upcoming absences from either General Council or Executive Board meetings
      - xiv. Support programming done by HPC or RHSA
5. Publicity Director
- a. The purpose of the HPC Publicity Director shall be to ensure proper hall communication of all HPC events and promote HPC
  - b. HPC shall have two Publicity Directors (one for each tower
  - c. The duties of the Publicity Directors shall be to:
    - i. Assist the president
    - ii. Distribute information to residents
    - iii. Recognize residents and RAs (awards)

- iv. Ensure maintenance of hall council newsletter
- v. Create posters and flyers for events & general council meetings
- vi. Ensure that all programs planned and implemented by HPC are publicized
- vii. Attend all HPC General Council and Executive Board meetings
- viii. Compile a transition report to be included in the HPC activities record at the end of the year
- ix. Notify the executive board of any upcoming absences from either General Council or Executive Board meetings
- x. Support programming done by HPC or RHSA

#### 6. Programming Director

- a. The purpose of the HPC Programming Director shall be to coordinate & implement HPC programs
- b. The duties of the Programming Director shall be to:
  - i. Assist the president
  - ii. Help executive board members, RAs, residents, to implement programs
  - iii. Executive Board liaison for all hall activities
  - iv. Report the progress of programming to the executive board and general council
  - v. Maintain hall events calendar
  - vi. Work with the Vice President to coordinate and facilitate programming committees
  - vii. Ensure that a minimum of one all hall activity is planned per quarter
  - viii. Attend all HPC General Council and Executive Board meetings
  - ix. Compile a transition report to be included in the HPC activities record at the end of the year
  - x. Notify the executive board of any upcoming absences from either General Council or Executive Board meetings
  - xi. Support programming done by HPC or RHSA
  - xii.

#### 7. RHSA Representatives

- a. The purpose of the HPC RHSA Representative is to act as a link between HPC and RHSA
- b. The duties of the RHSA Representatives shall be to:
  - i. Assist the President
  - ii. Perform all duties of an RHSA Representative as outlined in the RHSA constitution
  - iii. Attend all HPC & RHSA General Council meetings
    - iv. Support all HPC and RHSA programming when possible
    - v. Compile a transition report to be included in the HPC activities record at the end of the year
    - vi. Notify the executive board of any upcoming absences from either General Council or Executive Board meetings
    - vii. Support programming done by HPC or RHSA
- c. RHSA Representatives are members of Executive Board, but are not required to attend executive board meetings
- d. Of these RHSA Representatives, will be selected a 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:
  - i. Perform all duties of an RHSA Representative as outlined in the RHSA constitution
  - ii. Report on RHSA business to both the executive board and the general council at their respective meetings
  - iii. Report on HPC to the RHSA general council
  - iv. Present a hard copy of any RHSA legislation needing approval of the HPC general council
  - v. Attend all HPC General Council and Executive Board meetings

## 8. ASUW Senator

- a. The purpose of the HPC ASUW Senator is to act as a link between HPC and the ASUW Student Senate
- b. The duties of the ASUW Senator shall be to:
  - i. Assist the President
  - ii. Represent HPC's voice in ASUW matters by attending all ASUW Student Senate meetings
  - iii. If an ASUW senator cannot attend a student senate meeting, then that senator must designate a proxy
  - iv. Perform other duties as assigned by ASUW Student Senate
  - v. Give a thorough and comprehensive report of the ASUW Student Senate that concerns HPC at all HPC general council meetings
  - vi. Present a hard copy of any ASUW legislation at HPC General Council meeting
  - vii. Attend all HPC General Council and Executive Board meetings
  - viii. Compile a transition report to be included in the HPC activities record at the end of the year
  - ix. Notify the executive board of any upcoming absences from either General Council or Executive Board meetings
  - x. Support programming done by HPC or RHSA

## 9. Advisor

- a. The Purpose of the HPC Advisor shall be to act as an advisor to HPC
- b. The duties of the Advisor shall be to:
  - i. Attend General Council and Executive Board meetings
  - ii. Meet weekly with the HPC President
  - iii. Act as a neutral consultant to HPC
  - iv. Advise Executive Board on all HFS rules and policies
  - v. Act as a liaison to HFS
  - vi.

## SECTION 2: ELECTION OF THE EXECUTIVE BOARD

### 1. Eligibility

- a. Candidate must live or intend to live in Haggett hall during their term of office
  - b. Hall Advisory staff may not serve on executive board
2. The President and Vice President are elected by hall council vote by the 8th week of Spring Quarter for a one-year term to take effect at the last general council meeting of the quarter.
  3. All other officers will be elected by the 3rd week of Autumn Quarter.

## ARTICLE VI: APPOINTMENTS

### A. Rick's Cafe Coordinator Selection

1. Rick's Cafe Coordinator shall be selected the second week of May Spring Quarter and be mentored by the current Rick's Cafe Coordinator until the end of spring quarter when their position takes effect;
2. The Rick's Cafe Coordinator candidates shall submit an application and, if selected, will be interviewed by the Vice President, and/or the HPC Executive Board, current Rick's Cafe Coordinator and the HPC advisor who will then appoint the Rick's Cafe Coordinator.

### B. Webmaster Selection

1. Webmaster shall be selected the fourth week in October Fall Quarter
2. The Webmaster candidates shall submit an application and, if selected, will be interviewed by the Vice President, one other member of the HPC Executive Board, and the HPC Advisor who will then appoint the Webmaster.

## ARTICLE VII: MEETINGS

- A. Regular HPC General Council Meetings shall be held on a set day every week of Autumn, Winter, Spring, excluding holidays and finals week.
- B. The HPC General Council Meeting time and place shall be set by the HPC Executive Board.

- C. The HPC Executive Board shall meet before each HPC General Council Meeting.
- D. Quorum shall consist of a majority of the houses in good standing of Haggett Hall being represented, such as 6/10. Houses shall be North 1/2, 3/4, 5/6, 7, 8 and South 1/2, 3/4, 5/6, 7, 8. A representative of a house is defined as someone who is not an elected officer or resident advisor who lives in that house. Good standing takes effect the fourth HPC General Council Meeting of the quarter. If a house is not in good standing, it will be unable to propose a program or vote until back in good standing. Good standing means that the house has been represented at two of the last three HPC General Council Meetings, not including current HPC General Council Meeting.

#### **ARTICLE VIII: PROPOSALS**

- A. All proposals must be submitted to the HPC box in the advisory office
  - 1. The HPC Executive Board will set guidelines for receiving proposals
    - a. These guidelines may include deadlines, retroactivity, good standing, and other criteria, as the HPC Executive Board deems appropriate;
    - b. The HPC Executive Board, before the fourth HPC General Council Meeting of the school year, must set new guidelines for retroactivity.
- B. If proposal guidelines are not met, the parties involved shall not be eligible to make further proposals until guidelines are adhered.
- C. The HPC Executive Board shall vote on rubber stamp proposals;
  - 1. Rubber stamp proposals are those \$50 and under;
  - 2. Three-fourths of all elected executive members must be present before voting on rubber stamps. If quorum is not met in the HPC Executive Board, the proposal shall be voted on by the full general council;
  - 3. The general council must be notified of all financial decisions made by the HPC Executive Board.
- D. The HPC general council shall vote on all proposals that are not rubber stamps.
- E. The Treasurer shall have discretion as to accept or reject a proposal based on its adherence to the proposal guidelines.

#### **ARTICLE IX: VOTING**

- A. For a vote to take place, quorum must be met;
- B. Simple majority rules except when a physical/division or house vote is called or the item needs a specified amount of votes to pass
- C. All votes will be hall votes unless any attending person at the meeting calls a physical/division or house vote
  - 1. A hall vote means: all people at meeting may vote unless exempt from voting;
  - 2. A house vote means: no more than six votes per two floor house or three votes per one floor house will be counted
  - 3. A physical/division vote is when all votes are counted by hand.
- D. All members of the HPC Executive Board may vote except in the case of a house vote. The person proposing a proposal should abstain from voting. The Chair of that HPC General Council Meeting should only vote in the event of a tie.

#### **ARTICLE X: RICK'S CAFE**

- A. The duties of the Rick's Cafe Coordinator shall be:
  - 1. Act as official representative to the HPC Executive Board and General Council;
  - 2. Oversee the business of the Rick's Cafe (Rick's);
  - 3. Meet regularly with the Rick's Cafe Advisor;
  - 4. Attend HPC Executive Board meetings and all HPC general council meetings as requested;
  - 5. To be in charge of the operation of Rick's at the beginning of their term;
  - 6. Keep the financial records for Rick's;
    - a. The coordinator may delegate this position to a Rick's volunteer or HPC Treasurer upon approval by the Rick's Cafe advisor.
  - 7. Report the activities of Rick's to the HPC Executive Board as requested and HPC General Council as necessary or requested;
  - 8. Rick's Cafe Coordinator(s) reports directly to HPC and HPC advisor.

#### **ARTICLE XI: FLOOR REPRESENTATIVES**

- A. Purpose
  - 1. To help maintain quorum and good standing.

B. Head Floor Representative Selection

1. The Head Floor Representative candidates shall submit an application which will be reviewed by the Vice President or other HPC Executive Board member as appointed by the HPC Executive Board who will then appoint the Head Floor Representative.

C. Head Floor Representative Duties

1. To promote HPC General Council Meeting attendance;
2. To attend the HPC General Council Meetings, bring someone to HPC General Council Meetings, and/or send someone to HPC General Council Meetings if they are able to attend;
3. To assist and work in tandem with the Vice President.

D. Floor Representative Selection

1. If not selected as a Head Floor Representative, one shall automatically become a Floor Representative. E. The duties of Floor Representative shall be:

1. Promote HPC General Council Meeting attendance.
2. Assist and work in tandem with the Vice President.
3. Assist and work in tandem with the Head Floor Representative.

**ARTICLE XII: CONSTITUTIONAL AMENDMENTS**

A. HPC Executive Board shall present all amendments to HPC General Council in writing after review B. After presentation, the full council shall vote on the amendment;

C. A two-thirds vote in favor of adopting the amendment to the constitution is required to pass; All changes to the HPC constitution must be sent to the RHSA Administrative Manager who reviews them with the Constitution Bylaws Committee to make sure they are pursuant to the RHSA constitution and/or bylaws.