

CONSTITUTION FOR LANDER HALL COUNCIL OF THE UNIVERSITY OF WASHINGTON

ARTICLE I - NAME

Section 1: The name of this organization shall be Lander Hall Council, hereafter known as LHC

ARTICLE II – PURPOSE AND COMPLIANCE

Section 1: Purpose of LHC

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

ARTICLE III - MEMBERSHIP

Section 1: Lander Hall

The members of LHC shall be all regularly enrolled students of the University of Washington who live in Lander Hall and shall be eligible to vote.

ARTICLE IV – OFFICERS AND REPRESENTATIVES

Section 1: Officers of LHC

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

- A. President
 1. The purpose of the LHC President shall be to serve as the Chief Executive of LHC
 2. The duties of the President shall be to:
 - a) Publicize LHC 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) Oversee the Executive Board
 - e) Co-chair committees for annual hall events
 - f) Attend President's Round Table Meetings
 - g) Act as official representative of LHC and maintain 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 LHC Advisor
 - j) Attend presidential training in the fall
 - k) Act as an ex-officio member of LHC 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 LHC or RHSA. Also support any programs put on by the Resident Advisers, whenever possible.
- B. Vice President
 1. The purpose of the LHC Vice President shall be to act as the Hall's Parliamentarian and to maintain constitutional operations for LHC
 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) Inform and advise floor representatives
 - e) Coordinate and provide incentives to the floor representatives
 - f) Coordinate LHC leadership recognition quarterly
 - g) Coordinate all LHC committees & sub-committees and act as an ex-officio member of said committees

- h) Act as President in the event that the President is unable to perform his or her duties
- i) Attend all LHC General Council and Executive Board meetings
- j) Compile a transition report to be included in the LHC activities record at the end of the year
- k) Notify the executive board of any upcoming absences from either General Council or Executive Board meetings
- l) Support programming done by LHC or RHSA. Also support any programs put on by the Resident Advisers, whenever possible.

C. Administrative Manager

1. The purpose of the LHC Administrative Manager shall be to perform all clerical duties
2. The duties of the Administrative Manager shall be to:
 - a) Assist the president and executive board in all administrative tasks
 - b) Ensure the completion of the necessary paperwork for LHC'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 LHC website
 - e) Maintain mailing lists and e-mail list serves for LHC, 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 LHC general council meetings
 - i) Send contact information of LHC executive board to RHSA Administrative Manager every week
 - j) Make sure all provisions in the constitution are followed
 - k) Make sure all procedures are followed in the proposal and passage of any new legislation
 - l) Attend all LHC General Council and Executive Board meetings
 - m) Compile a transition report to be included in the LHC activities record at the end of the year
 - n) Notify the executive board of any upcoming absences from either General Council or Executive Board meetings
 - o) Support programming done by LHC or RHSA. Also support any programs put on by the Resident Advisers, whenever possible.

D. Treasurer

1. The purpose of the LHC Treasurer shall be to oversee financial matters of LHC
2. The duties of the Treasurer shall be to:
 - a) Assist the president and executive board in all fiscal tasks
 - b) Record income and expenditures of LHC
 - c) Report on LHC 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) 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
 - g) Ensure that all funded programs meet funding guidelines
 - h) Establish deadlines for funding proposals
 - i) After receiving reimbursement requests, complete and return petty cash forms within ten business days to the purchaser
 - j) Attend all LHC General Council and Executive Board meetings
 - k) Compile a transition report to be included in the LHC activities record at the end of the year
 - l) Notify the executive board of any upcoming absences from either General Council or Executive Board meetings
 - m) Support programming done by LHC or RHSA. Also support any programs put on by the Resident Advisers, whenever possible.

E. Publicity Director

1. The purpose of the LHC Publicity Director shall be to ensure proper hall communication of all LHC events and promote LHC
2. The duties of the Publicity Director shall be to:
 - a) Assist the president in communicating to the residential community
 - b) Distribute information to residents

- c) Recognize residents and Resident Advisors (awards)
- d) Ensure maintenance and distribution of hall council newsletter
- e) Create posters and flyers for events & general council meetings
- f) Ensure that all programs planned and implemented by LHC are publicized
- g) Attend all LHC General Council and Executive Board meetings
- h) Compile a transition report to be included in the LHC 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 LHC or RHSA. Also support any programs put on by the Resident Advisors, whenever possible.

F. Programming Director

1. The purpose of the LHC Programming Director shall be to coordinate & implement LHC programs
2. The duties of the Programming Director shall be to:
 - a) Assist the president in creating community development programming opportunities for residents
 - b) Help executive board members 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 closely with the Vice President to coordinate and facilitate programming committees
 - g) Ensure that a minimum of three all hall activities are planned per quarter
 - h) Attend all LHC General Council and Executive Board meetings
 - i) Compile a transition report to be included in the LHC 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 LHC or RHSA. Also support any programs put on by the Resident Advisors, whenever possible.

G. RHSA Representatives

1. The purpose of the LHC RHSA Representatives is to act as a link between LHC 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 in collaborating with and supporting RHSA
 - b) Perform all duties of an RHSA Representative as outlined in the RHSA constitution
 - c) Attend all LHC & RHSA General Council meetings
 - d) Support all LHC and RHSA programming whenever possible
 - e) Compile a transition report to be included in the LHC activities record at the end of the year
 - f) Notify the executive board of any upcoming absences from either General Council or Executive Board meetings
 - g) Support any programs put on by the Resident Advisors, whenever possible
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 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:
 - 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 LHC to the RHSA general council
 - d) Present a hard copy of any RHSA legislation needing approval of the LHC general council
 - e) Attend all LHC General Council and Executive Board meetings

H. ASUW Senators

1. The purpose of the LHC ASUW Senator is to act as a link between LHC and the ASUW Student Senate

2. ASUW Senators shall consist of the number of Senators as outlined in the RHSA Constitution
3. The duties of the ASUW Senator shall be to:
 - a) Assist the President in collaborating with and supporting ASUW
 - b) Represent LHC'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 LHC at all LHC general council meetings
 - f) Present a hard copy of any ASUW legislation at LHC General Council meeting
 - g) Attend all LHC General Council
 - h) Attend all Hall Caucus meetings in accordance with the requirements of the RHSA Constitution
 - i) Ensure that at least one senator is attending LHC Executive Board meetings at all times
 - j) Attend at least one half of all LHC Executive Board meetings in one quarter
 - k) Compile a transition report to be included in the LHC activities record at the end of the year
 - l) Notify the executive board of any upcoming absences from either General Council or Executive Board meetings
 - m) Support programming done by LHC or RHSA. Also support any programs put on by the Resident Advisers, whenever possible.

I. Advisor

1. The Purpose of the LHC Advisor shall be to act as a neutral consultant to LHC
2. The duties of the Advisor shall be to:
 - a) Attend General Council and Executive Board meetings
 - b) Meet weekly with the LHC President
 - c) Hold individual quarterly meetings with the LHC executive board members
 - d) Advise Executive Board on all HFS rules and policies
 - e) Report to other Residential Life Team members on the current business of LHC
 - f) Support LHC community development and programming initiatives
 - g) Act as a liaison to HFS

J. RA Liaisons

1. Two RA Liaisons will be chosen by their Resident Director and will act as ex officio members of the executive Board
2. The duties of an RA Liaison will be to:
 - a) Attend all General Council and Executive Board meetings
 - b) Attend all RHSA training events
 - c) Support LHC community development and programming initiatives
 - d) Support programming done by LHC, whenever possible
 - e) Report to other Residence Advisor members with the current business of LHC
 - f) Act in conjunction with the Adviser to facilitate the group

Section 2: Appointed Representatives

A. Each floor shall have a Head Floor Representative and Floor Representatives

B. Eligibility

1. No member of the Residential Life team is allowed to apply for a position as either the Head Floor Representative or a Floor Representative.
2. No member of the RHSA Executive Board or LHC Executive Board may hold a position as a Head Floor Representative or a Floor Representative.
3. All candidates for these positions must reside in the floor they represent.

C. Head Floor Representative Selection

1. All Head Floor Representatives shall be appointed by the LHC Vice President

D. Head Floor 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 floor to the General Council meetings if they are unable to attend.
3. To attend one monthly Floor Representative meeting every month to be organized by the Vice President.

4. To assist and work in tandem with the Vice President.
- E. Floor Representative Selection
 1. All Floor Representatives shall be appointed by the LHC Vice President
- F. Floor Representative(s) 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 floor to the General Council meetings if they are unable to attend.
 3. To attend one monthly Floor Representative meeting every month to be organized by the Vice President.
 4. To assist and work in tandem with the Vice President.
 5. To assist and work in tandem with the Head Floor Representative.

Section 3: Limitation

Residential Life and Advisory Staff, which includes, but is not limited to, RHSA Executive Board members, Lander Advisory Office Assistants, and Resident Advisors, may not serve as LHC Executive Board members. The only exceptions to this are the individuals who are appointed as RA Liaisons by the Resident Director.

Section 4: Requirements

- A. The Resident Director or the Resident Director's chosen substitute will serve as an impartial advisor for LHC and assist the Treasurer in tracking the funding used by LHC.
- B. There shall be one term of office during the academic year. Special elections will be held in the event of a resignation or inability to continue with said term.
- C. Elected officials may serve a maximum of two consecutive academic years in one position.
- D. Elected officials must be residents of Lander Hall during their entire term of office.

Section 5: Officer Accountability

Each member of the Executive Board is required to meet with the President and advisor at the end of autumn and winter quarters to evaluate job performance and duties as outlined in Article IV, Section 1.

Section 6: Impeachment

- A. If any officer neglects his or her duties to an extent deemed unacceptable by other Executive Board members, any Executive Board member may call for an impeachment process concerning the negligent officer. If the officer in question fails to receive 2/3 in his or her favor at the Executive Board meeting, another impeachment process will take place at the next General Council meeting. If the officer still fails to receive 2/3 in his or her favor, an election for the vacant position must occur at the following LHC meeting.
- B. If any officer neglects his or her duties to an extent deemed unacceptable by a resident, the resident may motion for an impeachment process to be held during any General Council meeting. If the motion passes by a majority vote, the impeachment process for that officer will be held.
- C. The Resident Director (advisor) will call for an impeachment in the event that an Executive Board member has missed more than three Executive Board meetings in an academic year without notice and/or without a reason acceptable to the executive board.

ARTICLE V - ELECTIONS

Section 1: President

- A. The Presidential election for the following academic year will take place during the Early Fall Start session. All other positions will be elected by the third week of Autumn quarter.
 1. Should no candidate run for the position of President, the position will be filled in the autumn of the following academic year.
 2. Voting will follow the voting criteria outlined in Article V Section 2 and Article VII of the TSC Constitution.
- B. Candidates for officer positions must live or intend to live in the LHC community during their entire term of office.

Section 2: Election of LHC Executive Board Members

- C. The autumn elections shall take place when designated by the RHSA Executive Board
 1. Should no candidate run for a position, an attempt shall be made at the following meeting to fill the position.

2. Voting will follow the voting criteria outlined in Article V Section 2 and Article VII of the LHC Constitution.
 3. In the event that all Executive Board positions have not been filled within three weeks following the first autumn quarter LHC election, the existing Executive Board members may appoint the remaining positions. Each appointment requires a majority vote of the Executive Board.
- D. The term of office shall end the last day of Spring Quarter
- E. Candidates for officer positions must live in the LHC community during their entire term of office.

Section 3: Voting Process

- A. Voting will take place at the General Council meeting following the initial announcement of elections.
- B. Winning candidates must receive over 50% of the votes. Should they not receive over 50%; a special runoff election will be held.
 1. The runoff election will take place between the two top candidates at the meeting where initial election results were announced.
 2. The current President shall only vote in the event of a tie.
- C. In the event that a candidate is unopposed the voting body may vote either for the candidate or a vote of no confidence. The candidate must receive over 50% of the votes in his/her favor to win. In the event of a tie the current President shall cast the tie breaking vote.
- D. All candidates are guaranteed a vote in the same manner as the general body.
- E. Special elections will take place in the case of a resignation or vacancy. These elections will be held the week following the announcement unless otherwise outlined in this constitution.

ARTICLE VI - MEETINGS

Section 1: Executive Board

- A. Executive Board meetings shall be held each week that the General Council meets and as deemed fit by the President and/or advisor. LHC elected officers shall attend Executive Board meetings and appointed officers may attend at their discretion or at the request of their supervising officer.
- B. Guests may be invited to attend Executive Board meetings by a member of the Executive Board. The President and/or Advisor may choose not to allow visitors if, at any time, they feel it may conflict with the business of Executive Board.
 1. If any Executive Board member has a conflict with the presence of a guest, they should bring it up with the President and/or Advisor, who will work with them to solve the problem.
 2. Any member of the Executive Board may propose that any part of the meeting be closed to visitors if, at any time, they deem this to be necessary.
- C. An agenda for the General Council meetings, as set by the President, shall be used to conduct the Council's business. Items for each meeting's agenda shall be submitted to an officer of the Council or in the advisory office before the meeting.
- D. The Executive Board will set the deadline for submission at the first Executive Board meeting of the academic year. Funding proposals will be due at the same time and must be submitted to the Treasurer or the Advisory Office.
- E. A quorum for the conduct of Executive Board business shall consist of three fifths of the occupied constitutionally required voting executive board positions.
 1. The 8 constitutionally required voting executive board positions are:
 - a) President
 - b) Vice-President
 - c) Administrative Manager
 - d) Treasurer
 - e) Publicity Director
 - f) Programming Director
 - g) Head RHSA Representative
 - h) One of the two ASUW Senators
 2. In the absence of quorum no votes shall take place and any motions presented will be tabled until the next Executive Board meeting.

Section 2: General Council

- A. Regular General Council meetings shall be held at least once a week at times and places decided by the General Council. A majority vote of the General Council will be required to change the meeting place or time.

- B. An agenda, including an outline of proposals to be discussed, must be visibly posted during the General Council Meeting.
- C. A quorum for the conduct of Council business shall consist of 6 representatives, representing no fewer than four different floors of Lander Hall, in attendance.
 - 1. For a floor to be in attendance it must have at least one members present
 - 2. A floor shall be defined as one residential floor of Lander Hall
 - 3. No Resident Advisors, members of the Executive Board, or RHSA Executive Board members shall count for quorum.
 - 4. In the absence of quorum, no votes shall take place and any motions presented will be tabled until the next General Council meeting.
- D. Any floor submitting a proposal for funding from LHC must be in good standing.
 - 1. Good standing is determined by the attendance of at least one resident who counts for quorum from the submitting floor at the last:
 - a) One of two General Council Meetings
 - b) Two of three General Council Meetings
 - c) Three of five General Council Meetings
 - d) Five of seven General Council Meetings
 - 2. The person sponsoring the proposal must be present at the meeting.

ARTICLE VII - VOTING

Section 1: Procedure

- A. Any member present at meetings shall have the right to vote, make motions, or second motions with the exception of the President and the Resident Director.
- B. No Executive Board member may vote during a General Council meeting on a funding proposal, piece of legislation, or other proposal which has previously been voted on at an Executive Board meeting.
- C. Notwithstanding the above, the President may vote to break a tie.
- D. Unless otherwise stated in this constitution, a simple majority will determine all decisions.

ARTICLE VIII – FUNDING

Section 1: Proposals

- A. Funding proposals must be submitted by the date set by the Executive Board.
- B. No Resident Advisor may submit a funding proposal to General Council or the Executive Board.
- C. In order to address a funding proposal that is submitted retroactively, one that was submitted after the event occurred, there must be a 2/3 majority vote by Executive Board in order to present the proposal to the General Council.
- D. If the proposal is submitted to the General Council after being approved by the Executive Board, there must be a 2/3 majority vote at the General Council meeting in order to pass the retroactive funding proposal. Retroactive funding proposals are only admissible for the first three weeks of Autumn Quarter.
- E. If a proposal is for \$50 or less, the Executive Board, without going to the General Council, can approve it. The General Council can veto the proposal at their next meeting with a 2/3 majority vote.

ARTICLE IX – CONSTITUTIONAL AMENDMENTS AND MODIFICATIONS

Section 1: Procedure

- A. Any member of LHC, including the LHC Executive Board, may sponsor amendments to and revisions of this constitution.
- B. Amendments must be submitted to the Administrative Manager prior to the weekly meeting of the Executive Board, where at:
 - 1. The Executive Board will only discuss and vote germaneness of the amendment during the executive board meeting
 - a) If the amendment is determined not to be germane then a formal statement is drafted by the executive board enumerating why the amendment was not germane. The statement is then reported at the next General Council meeting. A member of General Council may motion to overturn the decision within 14 days of the General Council meeting at which the statement was given. The motion to overturn would require a 2/3 majority vote of General Council.

- b) If the amendment is determined to be germane, the amendment shall be placed in the appropriate section of the next General Council agenda, and must be visually posted in both building entrances of Lander Hall and remain posted there until voted on by the General Council.
- C. For the General Council meeting in which the amendment is favorably reported:
 - 1. The amendment is read in its entirety
 - 2. Debate is open to all members
 - 3. Any member may propose amendments to the proposed amendment
 - 4. Debate is closed by a 2/3 majority vote of the General Council
- D. An amendment is passed by a 2/3 majority vote of the General Council.
- E. Any passed amendments must be added to the Constitution and a new copy of the Constitution must be forwarded to the RHSA Administrative Manager so that it may add it to the records.

ARTICLE X – EXPIRATION AND RENEWAL

Section 1: Procedure

- A. Be it known, so that the constitution of LHC genuinely expresses the values and practices of LHC
 - 1. Each year the Executive Board must review this constitution with any other interested LHC members.
 - 2. Any necessary amendments must be proposed.
- B. This constitution expires yearly and must be ratified by December 1st.
- C. To ratify this constitution, changes must first be presented to the General Council. At the following meeting, a vote must be held to decide approval or rejection of the changes. If the vote yields a majority, then the ratification is successful.

LAST REVISED: TBA