

# MACCITY CONSTITUTION

## ARTICLE I: NAME

### SECTION 1

The name of this organization is MacCity.

## ARTICLE II: PURPOSE

### SECTION 1

The purpose of this organization is: to recognize and attempt to meet the needs of the residents of McMahon Hall; to provide an enhanced community building environment consisting of social, educational, spiritual and cultural growth opportunities; to promote new ideas of interest to the residents of McMahon Hall, as well as carry out these interests of the residents; and to work with other organizations for the enhancement of the McMahon Hall community.

## ARTICLE III: MEMBERSHIP

### SECTION 1

All persons who are residents in McMahon Hall are members of MacCity. This includes Resident Advisers.

### SECTION 2

A Resident Director or designee shall serve as an advisor to MacCity.

## ARTICLE IV: OFFICERS

### SECTION 1

Elected officers shall:

- (a) Uphold all University of Washington policies.
- (b) Hold their position for the academic year.
- (c) Hold a maximum of two consecutive terms in office.
- (d) Attend all MacCity and Executive Board meetings.
- (e) Have one on one meetings with the Advisor when needed.

### SECTION 2

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

1. President
  - a. The purpose of the President shall be to serve as the Chief Executive of MacCity
  - 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 MacCity and maintains 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 MacCity Advisor
    - ix. Attend presidential training in the fall
    - x. Act as an ex-officio member of MacCity 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 MacCity or RHSA
2. Vice President
  - a. The purpose of the MacCity vice president shall be to act as the Hall's Parliamentarian and to maintain constitutional operations for MacCity hall council
  - 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 representatives
- vi. Coordinate all MacCity 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 MacCity General Council and Executive Board meetings
- ix. Compile a transition report to be included in the MacCity 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 MacCity or RHSA

3. Administrative Manager

- a. The purpose of the MacCity Administrative Director shall be to perform all clerical duties
- b. The duties of the Administrative Director shall be to:
  - i. Assist the president
  - ii. Ensure the completion of the necessary paperwork for MacCity'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 MacCity website
  - v. Maintain mailing lists for MacCity 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 MacCity general council meetings
  - ix. Send contact information of MacCity executive board to RHSA Administrative Manager every week
  - x. Handle all hall legislation
  - xi. Attend all MacCity General Council and Executive Board meetings
  - xii. Compile a transition report to be included in the MacCity 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 MacCity or RHSA

4. Director of Budget & Finance

- a. The purpose of the MacCity Director of Budget & Finance shall be to oversee financial matters of MacCity
- b. The duties of the Director of Budget & Finance shall be to:
  - i. Assist the president
  - ii. Record income and expenditures of MacCity
  - iii. Report on MacCity 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 MacCity General Council and Executive Board meetings
- xii. Compile a transition report to be included in the MacCity 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 MacCity or RHSA

5. Publicity Director

- a. The purpose of the MacCity Publicity Director shall be to ensure proper hall communication of all MacCity events and promote MacCity
- b. The duties of the Publicity Director shall be to:
  - i. Assist the president
  - ii. Distribute information to residents
  - iii. Recognize residents and Resident Advisers (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 MacCity are publicized
  - vii. Attend all MacCity General Council and Executive Board meetings
  - viii. Compile a transition report to be included in the MacCity 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 MacCity or RHSA

6. Programming Director

- a. The purpose of the MacCity Programming Director shall be to coordinate & implement MacCity programs
- b. The duties of the Programming Director shall be to:
  - i. Assist the president
  - ii. Help executive board members, Resident Advisers, 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 MacCity General Council and Executive Board meetings
  - ix. Compile a transition report to be included in the MacCity 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 MacCity or RHSA

7. RHSA Representatives

- a. The purpose of the MacCity RHSA Representative is to act as a link between MacCity 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 MacCity & RHSA General Council meetings
  - iv. Support all MacCity and RHSA programming when possible
  - v. Compile a transition report to be included in the MacCity 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 MacCity or RHSA
  - c. RHSA Representatives are members of Executive Board, but are not required to attend executive board meetings
8. RHSA Head Representative
- a. The purpose of the MacCity RHSA Head Representative is to act as a link between MacCity and RHSA and act as a coordinator of the other RHSA Representatives.
  - b. The duties of the RHSA Head Representative shall be to:
    - i. Assist the President
    - ii. Perform all duties of an RHSA Representative as outlined in the RHSA constitution
    - iii. Report on RHSA business to both the executive board and the general council at their respective meetings
    - iv. Report on MacCity to the RHSA general council
    - v. Present a hard copy of any RHSA legislation needing approval of the MacCity general council
    - vi. Attend all MacCity General Council and Executive Board meetings
  - c. The RHSA Head Representative will be selected from the elected RHSA Representatives.
9. ASUW Senator
- a. The purpose of the MacCity ASUW Senator is to act as a link between MacCity and the ASUW Student Senate
  - b. The duties of the ASUW Senator shall be to:
    - i. Assist the President
    - ii. Represent MacCity'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 MacCity at all MacCity general council meetings
    - vi. Present a hard copy of any ASUW legislation at MacCity General Council meeting
    - vii. Attend all MacCity General Council and Executive Board meetings
    - viii. Compile a transition report to be included in the MacCity 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 MacCity or RHSA
10. Advisor
- a. The Purpose of the MacCity Advisor shall be to act as an advisor to MacCity
  - b. The duties of the Advisor shall be to:
    - i. Attend General Council and Executive Board meetings
    - ii. Meet weekly with the MacCity President
    - iii. Act as a neutral consultant to MacCity
    - iv. Advise Executive Board on all HFS rules and policies
    - v. Act as a liaison to HFS

#### **ARTICLE V: FLOOR REPRESENTATIVES**

##### SECTION 1

All Floor Representatives of MacCity shall:

- (a) Attend MacCity General Council meetings or find a proxy from the same floor
- (b) Uphold all University of Washington policies.
- (c) Hold their position for the academic year.
- (d) Represent the residents of the floor and tower that they reside in

- (e) Attend one monthly Floor Representative meeting every month to be organized by the Vice President
- (f) Help to program one MacCity sponsored event per quarter and attend at least one MacCity sponsored event per quarter
- (g) Give a floor report to the MacCity General Council.

## **ARTICLE VI: SELECTION OF OFFICERS**

### SECTION 1

All MacCity elected officers except for the President and Vice President will be selected in the following manner:

- (a) The officers will be elected in the autumn quarter of the academic year in which they will have their position. This will happen before the third week of the quarter.
- (b) The MacCity Advisor and Vice President will oversee the election process.
- (c) There will be a forum for all candidates to present their position and answer questions from the residents.
- (d) Ties will be settled in a run-off election.

The President and Vice President will be elected using the same process during the spring quarter of the previous academic year.

### SECTION 2

Removal of officers will occur in the following manner:

- (a) Removal of elected officers shall require at least three-quarters vote of the quorum.
- (b) Removal of Floor Representatives will require a unanimous vote of the elected officers.

### SECTION 3

Vacancies of officers shall be filled in the following manner:

- (a) Until the position is voted on/confirmed, the President shall appoint a member to fulfill those duties.
- (b) A vacancy of an elected officer shall be filled by a vote of the council at a MacCity meeting.
- (c) The MacCity General Council shall confirm a temporary presidential appointment by a two thirds majority.

## **ARTICLE VII: VOTING PROCEDURES**

### SECTION 1

Quorum: Eleven floors need to be represented for quorum.

- (a) Resident Advisers are not to be counted for quorum.
- (b) Quorum shall always be counted at the beginning of the meeting. If need be, quorum shall be counted again before voting.
- (c) Elected MacCity officers may count for quorum if there is not a representative from their floor at the meeting.

### SECTION 2

Good standing is a record of which floors have had representatives at MacCity General Council meetings.

- (a) Residents count for good standing.
- (b) Resident Advisers do not count for good standing.
- (c) Good standing is defined as: 2 of the last 3 meetings; 3 of the last 5 meetings; or 5 of the last 7 meetings.

### SECTION 3

Who can vote depends on the issue and type of vote.

- (a) Residents of McMahan Hall may vote on any issue or funding proposal.
- (b) Resident Advisers of McMahan Hall may vote on any issue or funding proposal.
- (c) Elected MacCity officers cannot vote.

(d) If a house vote is called then each floor gets one (1) vote regardless of how many people are at the meeting from that floor. A house vote may be called by any MacCity officer or member and may be called for any issue or funding proposal.

## **ARTICLE VIII: FUNDING PROPOSALS**

### **SECTION 1**

Proposal forms are available from the McMahan MacCity and Advisory Offices. The funding proposal must be turned into the Director of Budget Finance prior to the occurrence of the program. The Executive Board will determine the specific time they are due.

### **SECTION 2**

Funding proposals may come from: members of MacCity, Resident Advisers, other hall councils, RHSA, and other student organizations.

(a) Any floor in McMahan, which is asking MacCity for funding, must be in good standing in order for the proposal to be heard. This is for proposals which are coming from residents or Resident Advisers.

(b) If the proposal is for more than one floor, but not for all-hall; then all affected floors must be in good standing.

(c) Retroactive funding proposals, being a proposal which is submitted to the Director of Budget and Finance after a program has occurred, shall not be accepted after the third week of Autumn Quarter.

### **SECTION 3**

The Executive Board can rubber-stamp proposals of \$75 or less with the direct supervision of the Mac City Advisor.

Proposals under \$75 will be brought in front of the General Council if:

(a) The Executive Board does not rubber stamp it.

(b) The Executive Board or Mac City Advisor feels that a General Council vote is required for any reason.

(c) Any General Council member feels that a proposal rubber-stamped in that weeks Executive Board meeting requires a vote.

All other proposals go before MacCity General Council for a vote.

### **SECTION 4**

The submitter of the proposal (or a proxy) should be in attendance at the MacCity General Council meeting during which the proposal will be presented. The person(s) will present their proposal and answer any questions.

### **SECTION 5**

When there are no more questions of the submitter discussion of funding the proposal will begin.

(a) The submitter shall not be a part of the discussion.

(b) Any other member of MacCity may participate (whether or not they are eligible to vote on the proposal).

### **SECTION 6**

Original rubber-stamp proposals may be amended by vote of the Executive Board; All other original proposals may be amended by vote of the MacCity General Council.

### **SECTION 7**

The vote may be taken by "aye's"/"nay's" unless a house vote is called. A hand vote or ballot vote may be taken if called.

### **SECTION 8**

The Director of Budget and Finance will inform the submitter of MacCity's decision.

### **SECTION 9**

The submitter will complete any follow-up forms deemed necessary by MacCity. Failure to do so, may impact that person/group receiving funding in the future.

## **ARTICLE IX: AMENDMENTS**

### **SECTION 1**

This constitution may be amended by a three-quarters vote of those members present at the MacCity meeting.

SECTION 2

Amendments must be presented in writing to the Executive Board one week before voting on the amendment takes place.

SECTION 3

All amendments must be in accordance with the RHSA constitution, and a new copy of the constitution should be forwarded to RHSA.

LAST MODIFIED OCTOBER 22, 2007