

# CONSTITUTION FOR STEVENS MERCER ACTIVITIES COUNCIL OF THE UNIVERSITY OF WASHINGTON

## ARTICLE I - NAME

Section 1: The name of this organization shall be Stevens Court Mercer Activities Council, hereafter known as SMAC

## ARTICLE II – PURPOSE AND COMPLIANCE

Section 1: The purpose of SMAC shall be to enhance Mercer Hall and Stevens Court Apartments residents' quality of life by:

- A. Providing leadership opportunities to the residents of Mercer Hall and Stevens Court Apartments.
- B. Sponsoring – financially and through endorsements – cultural, educational, and social activities.
- C. Serving as an informational liaison between Mercer Hall and Stevens Court Apartments residents and:
  1. The Residence Hall Student Association (RHSA).
  2. The Associated Students of the University of Washington (ASUW).
  3. Other hall councils and campus groups.
- D. Providing information about activities on campus and in the halls.
- E. Providing a forum for opinion and concerns pertaining to the living environment of Mercer Hall and Stevens Court Apartments.

Section 2: SMAC will remain in compliance with and affiliated with the Residence Hall Student Association's Constitution and Bylaws.

## ARTICLE III - MEMBERSHIP

Section 1: Mercer Hall

All enrolled students of the University of Washington who live in Mercer Hall shall be considered members.

Section 2: Stevens Court Apartments

All enrolled students of the University of Washington who live in Stevens Court Apartments Buildings A-D, L and K shall be considered members.

Section 3: Stevens Court and Mercer Hall Residential Life Staff

Stevens Court and Mercer Hall Residential Life Staff shall be considered members of SMAC and are entitled to all the rights therein except as otherwise specified in this Constitution.

## ARTICLE IV – OFFICERS AND REPRESENTATIVES

Section 1: Officers of SMAC

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

- A. President
  1. The purpose of the SMAC President shall be to serve as the Chief Executive of SMAC
  2. The duties of the President shall be to:
    - a) Set agenda for Executive Board and General Council Meetings
    - b) Chair Executive Board and General Council Meetings
    - c) Oversee the Executive Board
    - d) Co-chair committees for annual hall events
    - e) Attend President's Round Table Meetings
    - f) Act as official representative of SMAC and maintain working relationships with HFS, RHSA, ASUW, and other organizations
    - g) Facilitate an evaluation of the executive board at the end of each quarter
    - h) Meet weekly with the SMAC Advisor
    - i) Attend presidential training in the fall
    - j) Act as an ex-officio member of SMAC committees
    - k) Compile a President's Transition Report 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 SMAC or RHSA. Also support any programs put on by the Resident Advisers, whenever possible.

#### B. Vice President

1. The purpose of the SMAC Vice President shall be to act as the Hall's Parliamentarian and to maintain constitutional operations for SMAC
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/building representatives
  - e) Coordinate and provide incentives to the floor/building representatives
  - f) Coordinate SMAC leadership recognition quarterly
  - g) Coordinate all SMAC 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 SMAC General Council and Executive Board meetings
  - j) Compile a transition report to be included in the SMAC 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 SMAC or RHSA. Also support any programs put on by the Resident Advisers, whenever possible.

#### C. Administrative Manager

1. The purpose of the SMAC 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 SMAC'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 SMAC website
  - e) Maintain mailing lists and e-mail list serves for SMAC, 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 SMAC general council meetings
  - i) Send contact information of SMAC 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 SMAC General Council and Executive Board meetings
  - m) Compile a transition report to be included in the SMAC 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 SMAC or RHSA. Also support any programs put on by the Resident Advisers, whenever possible.

#### D. Treasurer

1. The purpose of the SMAC Treasurer shall be to oversee financial matters of SMAC
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 SMAC
  - c) Report on SMAC 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 SMAC General Council and Executive Board meetings
- k) Compile a transition report to be included in the SMAC 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 SMAC or RHSA. Also support any programs put on by the Resident Advisers, whenever possible.

#### E. Publicity Director

1. The purpose of the SMAC Publicity Director shall be to ensure proper hall communication of all SMAC events and promote SMAC
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 SMAC are publicized
  - g) Attend all SMAC General Council and Executive Board meetings
  - h) Compile a transition report to be included in the SMAC 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 SMAC or RHSA. Also support any programs put on by the Resident Advisers, whenever possible.

#### F. Programming Director

1. The purpose of the SMAC Programming Director shall be to coordinate & implement SMAC 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, 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 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 SMAC General Council and Executive Board meetings
  - i) Compile a transition report to be included in the SMAC 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 SMAC or RHSA. Also support any programs put on by the Resident Advisers, whenever possible.

#### G. RHSA Representatives

1. The purpose of the SMAC RHSA Representatives is to act as a link between SMAC and RHSA
2. RHSA Representatives shall consist of the number of Representatives as outlined in the RHSA Constitution
3. Of the RHSA Representatives, at least one must be a resident of Mercer Hall or Stevens Court buildings L or K and at least one must be a resident of Stevens Court buildings A, B, C, or D. If either the required Mercer Hall seat or the required Stevens Court seat is not filled within three General Council meetings of the announcement of the vacant seat, and a reasonable effort has been made to notify all residents of the vacant seat, it may then be filled by any resident that is a member of SMAC under Article III.
4. 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 SMAC & RHSA General Council meetings and SMAC Executive Board meetings
  - d) Support all SMAC and RHSA programming whenever possible
  - e) Compile a transition report to be included in the SMAC 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 Advisers, whenever possible
5. Of these RHSA Representatives, one will be appointed Head Representative by the President and has the additional responsibilities of:
- a) Reporting on RHSA business to both the executive board and the general council at their respective meetings
  - b) Reporting on SMAC business to the RHSA general council
  - c) Presenting a hard copy of any RHSA legislation needing approval of the SMAC general council
- H. ASUW Senators
1. The purpose of the SMAC ASUW Senator is to act as a link between SMAC 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 SMAC'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 SMAC at all SMAC general council meetings
    - f) Present a hard copy of any ASUW legislation at SMAC General Council meeting
    - g) Attend all SMAC General Council and Executive Board meetings
    - h) Attend all Hall Caucus meetings in accordance with the requirements of the RHSA Constitution
    - i) Compile a transition report to be included in the SMAC 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 SMAC or RHSA. Also support any programs put on by the Resident Advisers, whenever possible.
- I. Advisor
1. The Purpose of the SMAC Advisor shall be to act as a neutral consultant to SMAC
  2. The duties of the Advisor shall be to:
    - a) Attend General Council and Executive Board meetings
    - b) Meet weekly with the SMAC President
    - c) Hold individual quarterly meetings with the SMAC 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 SMAC
    - f) Support SMAC 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) Assist in elections
    - d) Assist RA staff in finding and supporting floor/building representatives
    - e) Support SMAC community development and programming initiatives
    - f) Support programming done by SMAC, whenever possible
    - g) Report to other Residence Advisor members with the current business of SMAC

- h) Act in conjunction with the Adviser to facilitate the group

#### Section 2: Appointed Representatives

- A. Each floor's/building's Resident Adviser shall assign one Representative for their floor of Mercer Hall or building of Stevens Court at the beginning of the year.
- B. It is up to the discretion of the Resident Advisers to designate a representative for their respective floor, building, or area.

#### Section 3: Limitation

Residential Life Staff, which includes, but is not limited to, Stevens Court Advisory Office Assistants, Resident Advisors and Community Assistants, may not serve as SMAC 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 SMAC and assist the Treasurer in tracking the funding used by SMAC.
- 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 Mercer Hall or Stevens Court Apartments A-D, L or K 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 SMAC 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 and Vice President

- A. The Presidential and Vice Presidential election for the following academic year will take place by the eighth week of Spring quarter the academic year prior. All other positions will be elected by the third week of Autumn quarter.
  - 1. Should no candidate run for the position of President or Vice 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 SMAC Constitution.
- B. The Spring Elected Official's term of office begins the last day of Spring Quarter
- C. Candidates for officer positions must live or intend to live in the SMAC community during their entire term of office.

#### Section 2: Voting Process

- A. Once candidacy is announced at General Council, 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. Voting will be conducted by secret ballot, except in the case of a 2/3 majority vote by the general council to use a hand count. The alternative method of voting will be sustained until the current election is exhausted. The Resident Director (advisor), the current president, and two residents not running for any office will oversee the ballot/hand counting.
- E. All candidates are guaranteed a vote in the same manner as the general body.
- F. 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 and shall follow the same election procedure as the beginning of the year.
- G. In the event that all Executive Board positions have not been filled within three weeks following the first autumn quarter SMAC election, the existing Executive Board members may appoint the remaining positions. Each appointment requires a majority vote of the Executive Board.

## **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. SMAC 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 at least nine residents of different floors or buildings of Mercer Hall and the Stevens Court Apartments

1. For the purpose of this constitution, the ground floor and the first floor in each building of Mercer Hall shall be considered one floor.
  2. Mercer East and Mercer West each has four different floors, for a total of eight representatives counted for quorum.
  3. Up to 2 residents from Stevens Court buildings A–D may be counted for quorum.
  4. To promote equal representation, up to 4 residents of Stevens Court L and up to 3 residents of Stevens Court K may be counted for quorum.
  5. Resident Advisors and members of the SMAC Executive Board or the RHSA Executive Board may not be counted for quorum.
  6. 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/building submitting a proposal for funding from SMAC 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/building at the last three of five General Council Meetings
  2. The person sponsoring the proposal must be present at the meeting.
- E. At any time during a General Council meeting, any member of the General Council may request that the strictness of parliamentary procedure be increased for the duration of the meeting, upon approval of the acting chair.
- F. Any member of the General Council may motion to decrease the strictness of parliamentary procedure for the duration of the meeting. The motion requires a second, is debatable, and is not amendable. For this change to go into effect, it will require a unanimous vote of the General Council.

## **ARTICLE VII - VOTING**

### Section 1: Procedure

- A. Any member present at meetings shall have the right to vote, make motions, or second motions.
- B. Stevens Court and Mercer Hall Residential Life Staff may not vote on financial matters.
- C. 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.
- D. Notwithstanding the above, the President may vote to break a tie.
- E. 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.
- E. If a proposal is for less than \$35.01, 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 SMAC, including the SMAC 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 Mercer Hall and at the Stevens Court Apartments Community Center, 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 SMAC genuinely expresses the values and practices of SMAC
  - 1. Each year the Executive Board must review this constitution with any other interested SMAC 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: May 12, 2008**