

Constitution of the Kingdom of Hansee

Ratified October 2006

Article I

Name

The name of this organization shall be the “Kingdom of Hansee” Hall Council.

Article II

Purpose

- A. It shall be the Purpose of this organization to recognize the needs and desires of the residents of Hansee and the 2104 House.
- B. The Kingdom of Hansee shall organize activities and events to serve those interests by promoting a sense of community and learning among students.
- C. The Kingdom of Hansee shall remain affiliated with the Residence Hall Student Association (RHSA) and in compliance with the RHSA governing documents.

Article III

Membership

All regularly enrolled University of Washington undergraduates or graduate students who reside in Hansee Hall or the 2104 House are voting members of the Kingdom of Hansee.

Article IV

Elections

Section One: Qualifications

- A. The Kingdom of Hansee is a volunteer organization made up of interested students.
- B. All voting members of the Kingdom of Hansee are eligible to hold an executive board position except:
 1. Residential Life Staff
 2. RHSA Executive Board Officers

Section Two: Elections Processes

- A. Elections for the Secretary, Treasurer, Publicity Director, RHSA Representatives, ASUW Representatives, and Programming Director will be held at the first meeting of Autumn Quarter.
 1. Elections must be advertised at floor meetings and the first the Kingdom of Hansee meeting.
 2. Elections are held by nomination.
 3. Elections are held by majority vote.

4. Prospective officers may nominate themselves.
- B. Presidential and Vice Presidential elections will be held prior to the conclusion of Spring Quarter of the preceding year with the same nomination and voting procedures.
 - C. In the event that a member of the Executive Board will become ineligible to hold office (due to reasons such as, but not limited to: study abroad, graduation, or vacating Hansee/2104), they must inform the Executive Board no less than two weeks before they will become ineligible to hold office.
 1. An election for the position to be vacated may be held no sooner than the last meeting before the Executive Board member will become ineligible to hold office. The same nomination and voting procedures apply to this election.
 2. The Kingdom of Hansee member elected to fill the position will hold the title “(position)-elect” and act as an ex-officio member of the Executive Board until such time as the position has been vacated.
 3. Once a member has been elected to fill the seat to be vacated, the Executive Board member currently occupying the seat must vacate it after the agreed-upon time.
 - D. Advertisement
 1. All vacant positions must be advertised at least one week prior to an election to fill the seat.
 2. Any official Hansee publication (such as, but not limited to: the Toilet Times, floor newsletters, etc.) distributed during this week must state any positions to be filled as well as the date of the election.

Section Three: Impeachment Vote

- 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 vote concerning the negligent officer. If the officer in questions fails to receive a two-thirds vote in their favor, an election for the vacant position must occur at the following the Kingdom of Hansee meeting.
- B. If any officer neglects his or her duties to an extent deemed unacceptable by a Kingdom of Hansee resident, the resident may motion for an impeachment vote during general council. If the motion passes by a majority, an impeachment vote for the officer will be held.

Article V

Meetings

Section One: Hall Council and Executive Board Meetings

A. Regular meetings of the Kingdom of Hansee shall be held weekly on a consistent day and time.

1. This time shall be determined by the Executive Board

2. On vacations recognized by the University of Washington, the Kingdom of Hansee will not normally meet.
- B. The Executive Board shall meet at least once weekly prior to the general meeting to discuss and form the agenda.
- C. All non-Executive Board Kingdom of Hansee members may attend Executive Board meetings if they are invited to do so by a member of the Executive Board
- D. To hold executive board or general meeting, three Executive Board members must be present.
- E. Meetings of the Kingdom of Hansee shall run consistent with the most recent edition of The Sturgis Standard Code of Parliamentary Procedure, by Alice Sturgis. Deviations shall be at the discretion of the chair, and subject to the consent of the Kingdom of Hansee membership.

Section Two: Quorum

- A. Quorum is required to perform official business.
- B. Quorum is defined as having at least five voting members present.
- C. The Kingdom of Hansee and RHSA Executive Board members, Resident Advisors, and other Residential Life Staff members, while voting members as defined in Article III, cannot be counted for quorum.

Article VI

Proposals

Section One: Requirements

- A. Proposals may be submitted by any person.
- B. Proposals must be submitted by a deadline set by the Executive Board, to ensure compliance with any guidelines established by the Kingdom of Hansee and RHSA.
- C. Proposals normally will be considered at the first meeting following their submission, but the Executive Board has the final decision over scheduling proposals.

Section Two: Voting

- A. Proposals shall be voted on by every eligible voting member who is present at the meeting.
 1. A proposal passes by a majority vote.
 2. Tie votes do not pass.

3. If the total number of votes cast is less than quorum, then the Kingdom of Hansee takes no opinion, and no action shall be taken on the motion.
 4. All voting procedures must be in accordance with parliamentary procedure.
- B. Voting members shall be divided into two categories, those counted for quorum and those not counted for quorum.
1. Those voting members who are counted for quorum may vote on any issue before the council.
 2. Those voting members who are not counted for quorum may vote on any non-financial issues before the council (any proposals that does not involve the approving of funds)

Section Three: Rubber Stamps

- A. Funding proposals in the amount of \$35.00 or less may be passed by a majority vote of the executive board during executive board meetings.
- B. All proposals voted on by the Executive Board shall be announced at the next the Kingdom of Hansee General Council meeting.

Section Four: Retroactive Funding

- A. The Kingdom of Hansee will follow all retroactive funding guidelines set forth by RHSA.

Section Five: Publicity Guidelines

- A. The Kingdom of Hansee requires that its sponsorship be acknowledged in every attempt to publicize the event or program.
- B. In printed cases, the Kingdom of Hansee must be acknowledged posted on any existing advertisements no later than 24 hours after the granting of funds.
- C. Advertising for the event must be posted at least 72 hours prior to the event, posting advertisements for longer periods than this minimum is encouraged.
- D. Additional publicity guidelines may be enacted for the current academic year by a majority vote of the General Council.

Article VII

Officers

Section One

- A. The Executive Board of the Kingdom of Hansee shall be comprised of the following positions:
 1. President
 2. Vice President
 3. Secretary

4. Treasurer

5. Publicity Director
6. Programming Director
7. Two RHSA Representatives
8. Two ASUW Representatives

B. In addition to the duties of the individual offices, all Executive Board members are expected to attend all Executive Board meetings and general meetings of the Kingdom of Hansee.

1. Executive Board members may be excused from attending meetings by the President.
2. The President must notify the Executive Board if he or she will be absent from any of the meetings.

Section Two: Duties of the Kingdom of Hansee Officers

A. President

1. The purpose of the President shall be to serve as the Chief Executive of the Kingdom of Hansee
2. The Duties of the President shall be:
 - a. Set the agenda for the Executive Board and general Kingdom of Hansee meetings.
 - b. Chair Executive Board and general Kingdom of Hansee meetings.
 - c. Supervise the Executive Board.
 - d. Co-chair committees for annual hall events along with the Vice President.
 - e. Act as an ex-officio member of all committees of which he or she is not the chair.
 - f. Meet weekly with the Kingdom of Hansee Advisor
 - g. Notify the Executive Board of any upcoming absences from either General Council or Executive Board meetings.
 - h. Facilitate an evaluation of the executive board at the end of each quarter.
 - i. Attend Presidential Training in the fall.
 - j. Attend President's Round Table Meetings.
 - k. Act as official representative of the Kingdom of Hansee and maintain working relationships with HFS, RHSA, ASUW, and other organizations.
 - l. Compile a President's Transition Report at the end of the year.
 - m. Support programming done by the Kingdom of Hansee or RHSA.

B. Vice President

1. The purpose of the Vice President shall be to act as the Kingdom of Hansee's Parliamentarian and maintain constitutional operations for the Kingdom of Hansee.
2. The duties of the Vice President shall be:
 - a. Assist the President.
 - b. Act as Parliamentarian for the Kingdom of Hansee.
 - c. Act as President in the event that the President is unable to perform his or her duties.
 - d. Coordinate the elections of all Executive Board officers.
 - e. Co-chair committees for annual hall events along with the President.
 - f. Coordinate all Kingdom of Hansee committees and sub-committees and act as an ex-officio member of said committees.

- g. Notify the Executive Board of any upcoming absences from either General Council or Executive Board meetings.
- h. Compile a transition report to be included in the Kingdom of Hansee activities record at the end of the year.
- i. Support programming done by the Kingdom of Hansee or RHSA.

C. Secretary

1. The purpose of the Secretary shall be to perform all of the clerical duties of the Kingdom of Hansee.
2. The duties of the Secretary shall be:
 - a. Assist the President
 - b. Ensure the completion of the necessary paperwork for the Kingdom of Hansee'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. Maintain mailing lists for the Kingdom of Hansee committees, and the Executive Board.
 - e. Send the contact information for the Kingdom of Hansee Executive Board to RHSA Administrative Manager every week.
 - f. Take quorum at General Council meetings.
 - g. Maintain and keep a record of attendance at Executive Board and General Council meetings.
 - h. Alert the Executive Board if any Executive Board member is nearing their limit of missed meetings for the quarter.
 - i. Ensure maintenance of the Kingdom of Hansee website.
 - j. Handle all hall legislation.
 - k. Compile a transition report to be included in the Kingdom of Hansee 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 the Kingdom of Hansee or RHSA.

D. Treasurer

1. The purpose of the Treasurer shall be to oversee financial matters of the Kingdom of Hansee
2. The duties of the Treasurer shall be:
 - a. Assist the President.
 - b. Record income and expenditures made by the Kingdom of Hansee.

- c. Report the Kingdom of Hansee financial status at the weekly meeting.
- d. Establish deadlines for funding proposals.
- e. Present all funding proposals at the Kingdom of Hansee meeting.
- f. Communicate with individuals/groups concerning the status of their funding proposals.
- g. Withdraw funds when necessary.
- h. 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.
- i. Ensure that all funded programs meet funding guidelines.

- j. After receiving reimbursement requests, complete and return petty cash forms within ten business days to the purchaser.
- k. Compile a transition report to be included in the Kingdom of Hansee 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 the Kingdom of Hansee or RHSA.

E. Publicity Director

1. The purpose of the Publicity Director shall be to ensure proper hall communication of all Kingdom of Hansee events and promote the Kingdom of Hansee activities.
2. The duties of the Publicity Director shall be:
 - a. Assist the President.
 - b. Distribute relevant information to Hansee and 2104 House residents that must include, but not limited to:
 - i. Events sponsored by the Kingdom of Hansee
 - ii. Occurrences at the Kingdom of Hansee meetings.
 - iii. Important issues which the Kingdom of Hansee has addressed or will address.
 - c. Write and post Toilet Times in Hansee and 2104 House.
 - i. After a review by the President of the Kingdom of Hansee and the Residential Director of Hansee, the Toilet Times will be printed and distributed to Hansee and 2104 House lavatories by the President of the Kingdom of Hansee and anyone he or she appoints to assist with the distribution.
 - ii. A new version must be printed at least every other week.
 - iii. The Toilet Times must include times and locations for all the Kingdom of Hansee meetings and events.
 - iv. The Toilet Times must include times and locations for all RHSA meetings and events.
 - d. Recognize residents and RAs who contribute to the Kingdom of Hansee community.
 - e. Compile a transition report to be included in the Kingdom of Hansee 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 programming done by the Kingdom of Hansee or

RHSA.

F. Programming Director

1. The purpose of the Programming Director shall be to coordinate and implement the Kingdom of Hansee programs.
2. The duties of the Programming Director shall be:
 - a. Assist the President.
 - b. Help Executive Board members, RAs, and residents to implement 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. Compile a transition report to be included in the Kingdom of Hansee 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 the Kingdom of Hansee or RHSA.

G. RHSA Representatives

1. The purpose of the RHSA Representatives is to act as links between the Kingdom of Hansee and RHSA.
2. The duties of the RHSA Representatives shall be:
 - a. Assist the President
 - b. Perform all duties of an RHSA Representative as outlined in the RHSA constitution.
 - c. Attend all Kingdom of Hansee and RHSA General Council meetings.
 - d. Compile a transition report to be included in the Kingdom of Hansee activities record at the end of the year.
 - e. Notify the Executive Board of any upcoming absences from either General Council or Executive Board meetings.
 - f. Support programming done by the Kingdom of Hansee or RHSA.
3. Out of these RHSA Representatives will be selected a Head RHSA Representative by the Executive Board. Duties of the Head RHSA Representative shall be:
 - 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 the Kingdom of Hansee to the RHSA General Council.
 - d. Present a hard copy of any RHSA legislation needing approval of the Kingdom of Hansee General Council.

H. ASUW Senators

1. The purpose of the ASUW Senator is to act as a link between the Kingdom of Hansee and the ASUW Student Senate.
2. The duties of the ASUW Senator shall be:

- a. Assist the President.
- b. Represent the Kingdom of Hansee'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 the Kingdom of Hansee at all the Kingdom of Hansee General Council meetings.

- f. Present a hard copy of any ASUW legislation requiring approval by the Kingdom of Hansee at the Kingdom of Hansee General Council meeting.
- g. Compile a transition report to be included in the Kingdom of Hansee activities record at the end of the year.
- h. Notify the Executive Board of any upcoming absences from either General Council or Executive Board meetings.
- i. Support programming done by the Kingdom of Hansee or RHSA.

Section Three: Committees

- A. Any committee created by the Kingdom of Hansee shall be coordinated by the Vice President.
 - 1. Appointment of the chairs shall occur before the second meeting of the Kingdom of Hansee following the creation of the committee.
 - 2. Chairs are elected by majority vote.
- B. Duties of Committee Chairs
 - 1. Organize their committee
 - 2. Ensure that their committee fulfills the purpose for which it was created.
 - 3. Report to the Kingdom of Hansee on the proceedings of their committee.
 - 4. Contribute to the Kingdom of Hansee activities notebook.

Article VIII

Term of Office

- A. The President and Vice President hold office from the end of Spring Quarter to the end of the following Spring Quarter.
- B. All other Executive Board members hold office from the beginning of Autumn Quarter to the end of Spring Quarter.
- C. Elections for confirmations and vacated positions shall be held on the second Kingdom of Hansee meeting after notification of a person's inability to complete the term of office.

Article IX

Duties of the Kingdom of Hansee Advisor

- A. The Purpose of the Kingdom of Hansee Advisor shall be to act as an advisor to the Kingdom of Hansee
- B. The duties of the Advisor shall be to:
 - 1. Attend General Council and Executive Board meetings.
 - 2. Meet weekly with the Kingdom of Hansee President.

3. Act as a neutral consultant to the Kingdom of Hansee
4. Advise Executive Board on all HFS rules and policies.
5. Act as a liaison to HFS.

Article X

Amendments

- A. Amendments to the constitution may be submitted at any meeting.
- B. Amendments must be discussed at two consecutive meetings and must be approved by a two-thirds majority vote at the second meeting.
- C. Written notices must be posted describing the amendment and listing the time and date of the vote no later than five days before the vote takes place.
- D. The new constitution must be submitted to the RHSA Administrative Manager immediately following the meeting at which it was approved.

Article XI

Expiration and Renewal

- A. Be it known, so that the constitution of the Kingdom of Hansee genuinely expresses the values and practices of the Kingdom of Hansee
 - 1. Each year the President must review the Constitution with any other interested the Kingdom of Hansee members.
 - 2. Any necessary amendments must be proposed.
- B. The Constitution expires yearly and must be ratified by October 31st.
- C. To ratify the 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.