

GOODNOW HALL CONSTITUTION

We, the residents of Goodnow Hall of Kansas State University believe that: individual student growth can be facilitated and complemented by student government, that the initiation of hall policies and programs must begin with responsible student government, and that student government and student authority are concurrent with student responsibility. Through the establishment of effective democratic representation by the residents in the hall, we hope to attain the following objectives: provide for social development and promote the general welfare of hall residents, so as not to infringe upon their relative liberties but to maintain individual independence. With these ideas in mind, we, the residents of Goodnow Hall, do hereby establish this constitution for the administration of our hall's government.

Article I

Organization and Membership

This organization shall be named the Goodnow Hall Governing Board (HGB), and shall include only residents of Goodnow Hall.

Article II

Hall Officers

Section 1: Hall Officers

A. The elected hall officers shall be:

1. President
2. Vice President
3. Chief Justice
4. Secretary
5. Treasurer
6. Events Coordinator
7. Service Coordinator
8. K-State ARH Representatives as allowed by K-State ARH
9. Technology Coordinator
10. Historian

B. A voting K-State ARH Representative shall be chosen as follows:

1. The number of representatives allowed by the K-State ARH shall be elected to serve as Goodnow Hall's Representatives to K-State ARH.
2. The elected representatives shall rotate serving as the one voting representative on the Hall Governing Board.

Section 2: Term of Hall Officers

- A. The terms of all hall officers listed in this article shall begin on the first Hall Governing Board meeting in April and end on the first Hall Governing Board meeting in April of the following year; with the exception of the K-State ARH Representatives, who will serve on K-State ARH until a new K-State ARH executive board is elected.

Section 3: Qualifications of Hall Officers

- A. No hall officer may be on judicial or academic probation by the university or the hall.
- B. Executive Board members shall consist of Article II Section 1A items 1-6.
- C. No Resident Assistants or Multicultural Assistants are eligible for positions as hall officers.
- D. No one may run for more than one hall office at the same time.
- E. No one may hold more than one hall office at the same time.
- F. No hall officer may sit on the K-State ARH Executive Board.
- G. Anyone seeking the position of Hall Governing Board President must attend four full Hall Governing Board meetings prior to election day.
- H. Anyone seeking a position as a Hall Officer other than President must attend at least one Hall Governing Board meeting prior to election day.

Section 4: Removal of Hall Officers

- A. Under certain circumstances it is under the advisors discretion to instigate the removal of any hall officer.
- B. A petition, signed by 30 percent of the residents of Goodnow Hall (excluding Hall Governing Board and Judicial Board members) must be presented to the Chief Justice and advisor.
- C. The Judicial Board shall try the case, with a simple majority necessary for impeachment. If the chief justice is on trial, a chief justice from another hall shall chair the case.
- D. In the event of impeachment, the Hall Governing Board may remove the officer by a two-thirds (2/3) secret ballot vote of the remaining members.
- E. Removal from office due to policy violations.
 - 1. The attendance policy will be set by the President and presented to the Hall Governing Board at the beginning of the term. The policy will determine the amount of proxies, tardies, absences, and unexcused absences allowed per officer.
 - 2. The policy must be approved by the Hall Governing Board advisor and passed by two-thirds (2/3) of the Executive Board.

3. Once a member has exceeded the amount of allowed absences and proxies, the member will be removed from office without further discussion.

Section 5: Replacement of Hall Officers

A. In case of the presidential vacancy the other officer should assume the position in the following order:

1. Vice President
2. Chief Justice
3. Secretary
4. Events Coordinator
5. Treasurer

B. See Article II, Section 3

Section 6: Election of Hall Officers

- A. Election day shall be the first Wednesday of March.
- B. The present and newly elected Hall Governing Board will work jointly until the first Hall Governing Board meeting in April, at which time the newly elected Hall Governing Board will be sworn in and will accept the responsibilities of their offices.
- C. All applications for any position shall be due the Friday preceding election day at 5 p.m.
- D. The chief justice shall be in charge of procedures and ballots for the election, unless he or she is a candidate for an elected hall office.
- E. Secret ballots shall be used.
- F. There shall be no campaigning or campaign materials allowed within 50 (fifty) feet of the election site on election day. The Chief Justice shall be responsible for enforcing this policy.
 1. Campaign materials can be displayed as soon as the application has been turned in.
 2. Campaign materials can be displayed only on the doors of residents who have given their permission to the candidate.
 3. Only one campaign poster may be displayed in each floor lobby.
 4. All campaign materials must consist only of 8.5" X 11" sheets of paper.
- G. The Chief Justice and an advisor, or duly appointed representative, shall count the ballots, validate the election, and make public the results.
- H. No candidate for office may help with the election.
- I. The Judicial Board shall hear all cases involving improprieties in the electoral process if a complaint is filed.

Article III

Floor Officers

Section 1: Floor Officers

- A. Each floor shall elect the following officers:
 - 1. President
 - 2. Any other officers the floor deems necessary

Section 2: Qualifications of Floor Officers

- A. All officers must be residents of the floor that they represent.
- B. No officer may be on judicial or academic probation by the university or the hall.
- C. Resident Assistants and Multicultural Assistants shall not be eligible for positions on the floor.

Section 3: Term of Floor Officers

- A. The term of office for officers shall begin on election day during the first floor meeting of the fall semester and end the last day of the spring semester.

Section 4: Nomination of Floor Officers

- A. The floor officers shall be nominated and elected within the first floor meeting of the fall semester.
 - B. The Resident Assistants of the floor shall conduct elections.
 - C. Vacancies:
 - 1. To fill all vacancies, new officers shall be nominated at a floor meeting, which must be announced at least two days in advance, and at least one Resident Assistant must be present at the floor meeting.

Section 5: Removal of Floor Officers

- A. A petition signed by 30 percent of the floor's residents shall initiate removal of any floor officer, including the floor president. The Chief Justice and a Senior Staff member must review this petition prior to any action being taken.
 - B. Actual removal shall be established by the affirmative vote of at least 60 percent of the total floor membership in a secret ballot vote.
 - C. Floor presidents will be held accountable to the same attendance policy of the Hall Governing Board as stated in Article II, Section 4E.

Article IV
Committees

Section 1: Standing Committees

- A. Standing committees shall have a chairperson appointed by the president of the Hall Governing Board in the spring prior to the year of activity.
- B. All standing committees shall give reports at the Hall Governing Board Meetings.

Section 2: Special Committees

- A. All committees organized for temporary needs shall constitute special committees.
- B. Special committees shall be appointed by the hall president with the approval of the Hall Governing Board.

Article V
Goodnow Hall Governing Board (HGB)

Section 1: Structure

- A. The Executive Board of the Hall Governing Board shall consist of a:
1. President
 2. Vice President
 3. Chief Justice
 4. Secretary
 5. Treasurer
 6. Events Coordinator
- B. The Hall Governing Board shall consist of the following members and each shall exercise one vote.
1. Executive Board members, excluding the Hall President, except in the case of a tie or attendance policy violation.
 2. Each floor's president
 3. Service Coordinator
 4. One K-State ARH Representative chosen by the elected K-State ARH Representatives.
 5. Technology Coordinator
 6. Historian
- C. If the floor president cannot be present, he or she must notify another of the floor's officers to attend. If no other floor officer can attend, a floor resident may represent the floor.
- D. No proxy holder shall be a current member of the Hall Governing Board's voting membership or a Resident Assistant of Goodnow Hall, but must be a current resident of Goodnow Hall.
- E. If a Hall Officer cannot attend, he or she must acquire a proxy.

Section 2: Primary Functions of the Hall Governing Board

- A. To establish a program beneficial to all students, with the end result being a fuller, well-rounded education as stated in the preamble.

- B. To establish and maintain an effective government that is to be of benefit to all students.
- C. To provide and maintain a standard set of policies, consistent with general University policy, to protect the rights of all students.
- D. All business necessary to carry out the purpose of this constitution, as stated in the preamble.

Article VI

Goodnow Hall Student Judicial Board

Section 1: Membership

- A. The Goodnow Hall Judicial Board shall consist of:
 - 1. Chief Justice
 - 2. Associate Justices

3. Advisor (Residence Life Coordinator) or his/her designee.

B. Chief Justice

1. Shall preside over all meetings of the judicial board.
2. Shall not vote, except in the case of a tie.
3. Shall set the deadline for applications for judicial board membership.
4. Shall conduct hall elections.

C. Associate Justices

1. Any resident living in the hall may apply to be an Associate Justice.
2. Applications will be taken at the beginning of the fall semester.
3. Duration of membership shall be from the first day of fall semester through the last day of spring semester.
4. Associate Justices are required to attend judicial board training at the start of his/her term.
5. No Associate Justice shall be on judicial or academic probation by Goodnow Hall or the University.

D. Advisor

1. The advisor shall be the Residence Life Coordinator or his/her designee and shall serve as an ex-official non-voting member.

E. Vacancies

1. A permanent vacancy in the associate member's office shall be filled according to the regular procedure for choosing an Associate Justice.

F. Removal

1. Any regular or associate member may be removed by a three-fourths (3/4) vote of the Hall Governing Board after presentation of a petition signed by 20 percent of the building population.
2. Removal is automatic for any member if:
 - a. He or she is placed on judicial or academic probation.
 - b. He or she is summoned to appear before the Judicial Board for violations or infractions and is found in violation (case to be heard by the Executive Council).

Section 2: Procedures

A. Origin of cases

1. The Chief Justice and either Residence Life Coordinator or Assistant Residence Life Coordinator shall determine which cases are to be brought before the judicial board.

B. Disposition of cases

1. The policies and procedures involved with respondent's rights, conduct of cases, appeals, and all other judicial matters shall be those specified in the Student Governing Association Constitution and its By-Laws.

C. Sanctions

1. All sanctioning will be left to the discretion of the judicial board hearing the individual cases, in conjunction with the Advisor to the case, in accordance with the Student Governing Association Constitution and its By-Laws.

D. Records

1. Copies of notices to appear, letters sent, and notice of primary decisions shall be kept in a judicial board file in accordance with the guidelines of Student Governing Association Constitution and its By-Laws.
2. Tape recordings must be made, and shall be reviewed only by persons in an official capacity.

E. Confidentiality

1. All Judicial Board members are required to keep all information confidential concerning the case. Violations shall be examined by the Executive Board at the discretion of the Advisor to the Judicial Board.

F. The judicial board shall meet as called by the Chief Justice.

Article VII

Meetings

Section 1: Hall Governing Board Meetings

- A. The Hall Governing Board shall meet once a week.
- B. A quorum for all Hall Governing Board meetings shall consist of three-fourths (3/4) of all Hall Governing Board members.
- C. The meetings shall be conducted according to Parliamentary Procedure. If a member is found to be out of order twice during a meeting, the Chief Justice will dismiss them for the duration of the meeting.
- D. Special meetings may be called when deemed necessary by the President, a Senior Staff member, or a majority vote of the Executive Board.

Section 2: Floor Meetings

- A. The floor president, in consultation with the floor staff, shall call meetings of the entire floor whenever such meetings are deemed necessary. Meetings need to be announced at least 24 hours in advance.
- B. All floor meetings shall have at least one Resident Assistant and the floor president present. A majority vote of floor residents in attendance shall be required to conduct floor transactions.

Section 3: Judicial Board Meetings

- A. The Judicial Board shall meet as called by the Chief Justice.

Section 4: Executive Board Meetings

- A. The Executive Board of the Hall Governing Board shall meet weekly or when deemed necessary by any member(s) of the Executive Board.
- B. Executive Board members cannot use a proxy for Executive Board meetings.
- C. The Executive Board shall meet in a closed session.

Section 5: Committee Meetings

- A. Committee meetings shall be called at the discretion of the chairperson.
- B. Each standing committee shall present a report to the Hall Governing Board at least once per month, or as required by the hall president.

Article VIII

Amendments

Section 1: Amendments

- A. Amendments to this constitution may be proposed by a two-thirds (2/3) vote of the Hall Governing Board.
- B. Amendments to this constitution may be proposed by a petition by one-sixth (1/6) of the residents of the hall.

Section 2: Ratification

- A. When ratified by three-fifths (3/5) of the Goodnow Hall Governing Board amendments shall become part of the constitution.
- B. If any Goodnow Hall resident disputes the ratified amendment, a proposal for an all-hall vote can be submitted.
- C. If an all-hall vote is required to amend the constitution, three-fifths (3/5) of the residents who vote must vote for the amendments becoming a part of the constitution.

Section 3: Amendments to the By-Laws

- A. Amendments to and/or changes in the by-laws of this constitution shall be determined by a two-thirds (2/3) vote of the Hall Governing Board.

Article IX

Interpretation

Section 1: Responsibility

- A. All questions concerning the interpretation of this constitution shall be decided by a simple majority of the Judicial Board.

Section 2: Procedures

- A. The Hall Governing Board shall determine all matters of procedure that are not specifically defined in this constitution.

Section 3: Special Elections

- A. The Hall Governing Board shall determine special elections and electoral procedure not defined in this constitution.

This Constitution was:

Adopted: 21 February 1996

Ratified: 16 April 1999

Ratified: April 2000

Ratified: March 2004

Ratified: March 2006

BY-LAWS

Article I

Duties and Powers of Officers

Section 1: Hall Officers

A. Duties of all Hall Officers listed in this section are as follows:

1. Attend all meetings of the Hall Governing Board.
2. Return to the hall before the opening in the fall semester to aid staff and to organize hall activities.

B. President

1. Shall preside at all meetings of the Hall Governing Board and the Executive Board.
2. Shall call any special meetings deemed necessary for the proper functioning of the hall.
3. Shall be the hall's official representative to the University.
4. Shall not vote except in the case of a tie or in the case of a violation of the attendance policy.

C. Vice-President

1. Shall preside over the Hall Governing Board in the absence of the president.
2. Shall assist the president in the performance of his or her duties.
3. Shall work in conjunction with and help complete the tasks of the Events Coordinator.

D. Chief Justice

1. Shall perform his or her duties as prescribed in Article VI.
2. Shall act as the chair of the Election Committee.
3. Shall act as the parliamentarian at Hall Governing Board.

E. Secretary

1. Shall record and keep a permanent file of all Hall Governing Board meetings.
2. Shall see that each Hall Governing Board member receives a copy of the minutes.
3. Shall post an additional copy of the minutes on each floor.
4. Shall keep track of attendance for both members and non-members at meetings of the Hall Governing Board and the Executive Board.

F. Treasurer

1. Shall present a working budget to the Hall Governing Board in a timely manner

2. Shall be responsible for all hall funds and payment of Hall governing Board bills.
3. Shall present to the Hall Governing Board upon request a complete account of all transactions of the hall.
4. Shall draft and present a budget at the beginning of each fiscal year.

G. Events Coordinator

1. Shall act as the hall's Social Chairperson and Programming Coordinator.
 - a. Will work with the Hall Governing Board in creating social activities for the hall.
 - b. Will work with the advisor, staff members, and Hall Governing Board in creating programs for residents.
 - c. Will present and maintain a calendar of hall events.

H. Technology Coordinator

1. Shall be responsible for maintaining, updating, and coordinating all activities as related to the Goodnow Hall webpage.
2. Shall maintain, update, and archive all digital documents as deemed necessary; includes, but is not limited to: minutes, agendas, Constitution and By Laws, Of The Year nominations, annual budgets and budget reports and all acquired digital photographs.
3. Shall, upon the end of terms served, relay all digital documents in possession to transitioning Technology Coordinator. In the absence of such a chair, the advisor will serve in this capacity.

I. Service Coordinator

1. Shall act as the chairperson of the Service Committee.
2. Shall coordinate and promote community service within the university and Manhattan communities.
3. Shall provide residents with environmental information through postings and programs.

J. K-State ARH Representative

1. Shall be a voting member of K-State ARH.
2. Shall be in charge of coordinating K-State ARH with hall government.

K. Historian

1. Shall be in charge of the hall's scrapbook in conjunction with K-State ARH representatives.
2. Shall document hall activities through photographic means.

Section 2: Floor Officers

A. President

1. Shall preside over all floor meetings and exercise his or her judgment and initiative in carrying out the principles stated in the preamble.
 2. Shall appoint special floor committees.
 3. Shall inform his or her floor at their meetings of any pertinent information contained in the minutes of the Hall governing Board meetings that may have occurred during the interval between floor meetings.
- B. Other Officers shall be defined by the floor.

Article II

Standing Committees

Section 1: General Standing Committee Details

- A. Any resident of Goodnow hall shall be eligible to serve on any committee unless otherwise stated in the committee's structure description.
- B. Standing committees shall have a chairperson appointed by the president of the Hall Governing Board.
- C. All standing committees shall give reports at the Hall Governing Board Meetings.
- D. Participation in the committee is on a volunteer basis.

Article III

Miscellaneous

- A. The meetings shall be conducted according to the rules of parliamentary procedure.
- B. In any conflicts or disputes concerning procedure, the final decision shall lie in *Robert's Rules of Order*.
- C. The Chief Justice shall act as parliamentarian for the Hall Governing Board and Executive Board meetings.
- D. This constitution must be handed out to new members at the induction meeting.
- E. The Hall Governing Board shall review this constitution for possible changes at least every two years.

Ratified: April 2000

Ratified: March 2002

Ratified: March 2004

Ratified: March 2006