

Van Zile Hall Constitution

Revised Spring 2004

We, the residents of Van Zile Hall, do hereby establish and ordain the constitution for the administration of government and the fulfillment of Residence Hall programs.

ARTICLE I – Name

This organization shall be named the Van Zile Hall Resident Association (VZHRA).

ARTICLE II – Membership

Section 1: Upon being assigned a room in Van Zile Hall (Hall), the resident becomes a member of the VZHRA with all the rights, privileges, and the responsibilities of this constitution.

Section 2: The membership of restricted to and required of all residents in the Hall.

ARTICLE III – Hall Governing Board

Section 1: Organization

- A. The Hall Governing Board (HGB) is organized for the purpose of coordinating activities and establishing rules and regulations.
- B. HGB membership shall consist of the HGB President, Vice President, Secretary, Treasurer, Historian, KSUARH Representative, Environmental Chain, Social Co-Chairs, Multicultural Chair, Information Coordinator, and Strong Complex Council Representative.
- C. All HGB members are voting members, the president shall vote only in event of a tie.

Section 2: Responsibilities

- A. The HGB shall be responsible for implementing programs that meets the academic, developmental, and social needs and reflects the interest of Van Zile Hall residents.
- B. The HGB shall be responsible for adopting legislative policies as needed. These policies must be consistent with the policies established in the Constitution of Kansas State University Association of Residence Halls (KSUARH) and the Student Governing Association (SGA).

- C. The HGB members shall project a positive image and support the staff members and the Residence Life Coordinator (RLC) to enforce the rules and policies of Van Zile Hall, KSUARH, SGA, and Judicial Board decisions.
- D. The HGB shall be responsible for taking action necessary within the guidelines of the KSU Student Governing Association, Bylaws and University policies to protect the welfare of the organization and to preserve the good name and reputation of the Hall.

Section 3: Officers and Duties

A. President

- 1. Shall preside over all meetings of the HGB.
- 2. Shall prepare an agenda for all HGB meetings.
- 3. Shall be empowered to call special meetings of the HGB.
- 4. Shall appoint special committees and chairpersons as necessary
- 5. Shall assume all duties as determined by HGB, within the confines of his/her position.
- 6. Shall preside over any all-Hall meetings.
- 7. Shall be responsible for registering the HGB with the Office of Student Activities and Services (OSAS).
- 8. Shall attend all HGB meetings.
- 9. Shall assume any other duties on a strictly volunteer basis that do not fall within the duties of the HGB member or to provide assistance to one of the members if the duties are overwhelming to the member requesting assistance.

B. Vice President

- 1. Shall maintain items and equipment for checkout at the front desk.
- 2. Shall assume the duties of the President in his/her absence.
- 3. Shall be in charge of elections. He/she shall be responsible for obtaining volunteers to operate polls, for tallying the votes, and for posting the results for the VZHRA to see.
- 4. Shall be Hall Parking Chair.
- 5. Shall be Constitutional Revision Committee Chair.
- 6. Shall attend Strong Complex Council (SCC) meetings if a SCC Representative is not elected.
- 7. Shall attend all HGB meetings.
- 8. Shall assume all duties as determined by the President and/or the HGB within the confines of his/her position.
- 9. Shall assume any other duties on strictly volunteer basis that do not fall within the duties of the HGB member or to provide assistance to one of the members if the duties are overwhelming to the member requesting the assistance.

C. Secretary

1. Shall keep a permanent record of HGB minutes.
2. Shall take attendance at all meetings, keep record of all absences and tardies, and alert the President to members who have absences in excess to the allotted amounts.
3. Shall make sure copies of all HGB minutes are sent to all HGB members and appropriate campus officials.
4. Shall provide copies of the minutes for posting to all of the Hall residents.
5. Shall collaborate with the Information Coordinator to post the minutes on the Hall's website.
6. Shall attend all HGB meetings.
7. Shall assume all duties as determined by the President and/or the HGB within the confines of his/her position.
8. Shall assume any other duties on strictly volunteer basis that do not fall within the duties of the HGB member or to provide assistance to one of the member if the duties are overwhelming to the member requesting the assistance.

D. Treasurer

1. Shall submit a budget to the HGB within two weeks after the allotment of Hall funds from Housing and Dining Services comes through.
2. Shall keep available a record of, and be responsible to the HGB for all receipts and expenditures of the hall.
3. Shall submit to the HGB, monthly or upon request, a written report of receipts and expenditures of the hall.
4. Shall pay from all Hall funds, all HGB authorized expenditures, in a timely manner.
5. Shall meet weekly with Administrative Specialist in Accounting.
6. Shall attend all HGB meetings.
7. Shall assume all duties as determined by the President and/or the HGB within the confines of his/her position.
8. Shall assume any other duties on strictly volunteer basis that do not fall within the duties of the HGB member or to provide assistance to one of the member if the duties are overwhelming to the member requesting the assistance.

E. Historian

1. Shall be responsible for maintaining a scrapbook of all the Hall activities.
2. Shall be responsible for photographing of all events.
3. Shall be responsible for submitting electronic copies of pictures from each semester to the National Residence Hall Honorary (NRHH).

4. Shall collaborate with the Information Coordinator to post photos from Hall events on the Hall's website.
5. Shall attend all HGB meetings.
6. Shall assume all duties as determined by the President and/or the HGB within the confines of his/her position.
7. Shall assume any other duties on strictly volunteer basis that do not fall within the duties of the HGB member or to provide assistance to one of the member if the duties are overwhelming to the member requesting the assistance.

F. KSUARH Representative

1. Shall attend all general meetings of KSUARH, take notes, and report information back to the HGB.
2. Shall be the official representative of Van Zile Hall to the KSUARH and shall vote for the hall after seeking input from the HGB.
3. Shall maintain a record of all official KSUARH minutes.
4. Shall attend all HGB meetings.
5. Shall assume all duties as determined by the President and/or the HGB within the confines of his/her position.
6. Shall assume any other duties on strictly volunteer basis that do not fall within the duties of the HGB member or to provide assistance to one of the member if the duties are overwhelming to the member requesting the assistance.

G. Social Co-Chairs

1. Shall coordinate all HGB sponsored social programs.
2. Shall coordinate volunteers to organize, publicize, set up, and tear down all HGB events.
3. Shall attend all SCC meetings.
4. Shall attend all HGB meetings.
5. Shall assume all duties as determined by the President and/or the HGB within the confines of his/her position.
6. Shall assume any other duties on strictly volunteer basis that do not fall within the duties of the HGB member or to provide assistance to one of the member if the duties are overwhelming to the member requesting the assistance.

H. Intramural Chair

1. Shall become familiar with Recreation Services program offerings.
2. Shall be the link between the Intramural Program and the students he/she represents.
3. Shall attend all managers meetings

4. Shall sign up teams and collect fees from individuals prior to the deadline.
5. Shall notify teams and individuals of their schedules, rules, eligibility, and philosophy of team sport play.
6. Shall attend all HGB meetings.
7. Shall assume all duties as determined by the President and/or the HGB within the confines of his/her position.
8. Shall assume any other duties on strictly volunteer basis that do not fall within the duties of the HGB member or to provide assistance to one of the member if the duties are overwhelming to the member requesting the assistance.

I. Environmental Chair

1. Shall be in charge of coordinating all Hall recycling programs and regularly delivering them to the appropriate locations.
2. Shall be responsible for making the appropriate deposits of recycling money to the Treasurer.
3. Shall coordinate at least one HGB sponsored environmental program/event per semester.
4. Shall attend all HGB meetings.
5. Shall assume all duties as determined by the President and/or the HGB within the confines of his/her position.
6. Shall assume any other duties on strictly volunteer basis that do not fall within the duties of the HGB member or to provide assistance to one of the member if the duties are overwhelming to the member requesting the assistance.

J. Information Coordinator

1. Shall make and post signs regarding any Van Zile, Strong Complex, or KSUARH activities.
2. Shall maintain the Hall website.
3. Shall collaborate with the Secretary to post all minutes on the Hall's website.
4. Shall collaborate with the Historian to post pictures from Hall events on the Hall's website.
5. Shall attend all HGB meetings.
6. Shall assume all duties as determined by the President and/or the HGB within the confines of his/her position.
7. Shall assume any other duties on strictly volunteer basis that do not fall within the duties of the HGB member or to provide assistance to one of the member if the duties are overwhelming to the member requesting the assistance.

K. Strong Complex Council Representative

1. Shall attend all SCC meetings and report back to the HGB.
2. Shall attend all HGB meetings.
3. Shall assume all duties as determined by the President and/or the HGB within the confines of his/her position.
4. Shall assume any other duties on strictly volunteer basis that do not fall within the duties of the HGB member or to provide assistance to one of the member if the duties are overwhelming to the member requesting the assistance.

L. Multicultural Chair

1. Shall coordinate at least one HGB sponsored multicultural program/event per semester.
2. Shall attend all diversity team meetings and report back to the HGB
3. Shall attend all HGB meetings.
4. Shall assume all duties as determined by the President and/or the HGB within the confines of his/her position.
5. Shall assume any other duties on strictly volunteer basis that do not fall within the duties of the HGB member or to provide assistance to one of the member if the duties are overwhelming to the member requesting the assistance.

Section 4: Qualifications

- A. The candidate must be a resident of Van Zile Hall at the time of the election.
- B. The candidate must have at least a 2.0 cumulative grade point average. If candidate does not maintain a cumulative grade point average of 2.0, he/she must meet with the HGB President and the RLC who will then make a decision about the situation.
- C. The candidates of HGB President must have served on the KSUARH Executive Board, NRHH Executive Board, other HGBs, Van Zile HGB for at least one year prior to running for office.
- D. The candidates must not be on disciplinary probation by Kansas State University or Strong Complex Judicial Board.
- E. Each candidate must file a written application stating why he/she is running for a particular office(s), and which office(s) it is.
- F. No member of the KSUARH Executive Board shall be a member of the Van Zile HGB.

Section 5: Elections

- A. Applications for all offices shall be taken 1 week prior to the elections. Officers shall be elected by secret ballot by members of the Hall.
- B. The Vice President shall be in charge of elections. He/she shall be responsible for obtaining volunteers to operate polls, for tallying the votes, and for posting the results for all VZHRA members of the Hall.
- C. There shall be no signs, campaigning, or solicitation of votes in a 30-ft. area of the voting box.
- D. The candidate with the most votes shall win the office. In the case of a tie, a run-off election will be held. If a candidate wins two offices, he/she shall be consulted as to his/her preference. Residents will be given the opportunity to hold the office not chosen through election. Any appointments must be guided by the Hall President and shall be approved by the HGB. Any write-ins will be notified and may either accept or decline the position.

Section 6: Attendance

- A. All HGB members are expected to attend all meetings.
- B. After two excused absences, 1 unexcused absence, 3 tardies (5 minutes or more late to the meeting), or 3 early departures, the member will be required to explain his/her failure to attend to the President and the RLC. Any further absences, tardies, or early departures will result in consideration for termination.

Section 7: Term of Office

- A. An election for new officers shall take on or before the third week of April. Newly elected members shall assume their duties immediately, attending meetings and training through the remainder of the semester.
- B. The ongoing members will be responsible for training the new members and will train new members until the end of the semester without voting privileges.
 - 1. The existing Historian and Treasurer will conclude their term at the end of the academic year. They will continue to work in cooperation with the newly elected member in their position to complete existing projects.

Section 8: Termination and Replacement

- A. Resignation – An HGB officer may resign by submitting a written resignation to the HGB two weeks before the date of the resignation. He/she will be asked to train his/her replacement.
- B. Removal – An HGB officer may be removed from office for any of the following reasons:
 - 1. Failure to meet attendance requirements
 - 2. Failure to meet the qualifications
 - 3. Failure to maintain satisfactory conduct in accordance with the Hall rules.
 - 4. Failure to perform the duties of his/her offices as described.
- C. Procedure – A minimum of one-quarter of the HGB members may submit a written petition to the President requesting an evaluation of an HGB member wherein a special HGB meeting will be held to review said HGB member. A probationary period of one month will be given to the member to improve their performance. If, after one month, the HGB members feel no improvement has occurred, another evaluation meeting will be held. At this meeting an open vote will be taken wherein three-quarters of the member present must agree to dismiss the said member, following discussion by all members. At any time, the HGB may choose to go into closed executive session wherein they can discuss the individual in question, but a vote cannot be taken. All members are expected to attend the evaluation meeting. All information in these hearings will be open to the public.
- D. Replacements – The HGB will receive an application for the office from people who meet the qualifications and an appointee shall be chosen by a majority vote of the HGB guided by the Hall President.

Section 9: Meetings

- A. The HGB shall meet weekly as designated by a vote of the HGB.
- B. An all-Hall meeting shall be held within the first week of Hall opening.
- C. All meetings shall be conducted following Robert's Rules of Order.
- D. All meetings are open.

ARTICLE IV -

Section 1: Amendments

- A. Amendments to the constitution may be presented at any time by a petition of on third of the residents of Van Zile Hall or by a three-quarters vote of the HGB.
- B. An all-Hall vote must be used to ratify an amendment and a two-thirds majority vote of all those voting is necessary for ratification.
- C. Ratified amendments shall take effect immediately.

Section 2: Interpretation

- A. The HGB has the authority to determine all matters of procedure not defined in this constitution.

Section 3: Ratification

- A. This constitution become effective when approved by a two-thirds majority vote of the VZHRA members voting.

Section 4: Addenda

- A. Addenda shall include all polices and rules of Van Zile Hall, which are revised annually.
- B. Addenda may be changed or added through a majority vote by either Van Zile Hall residents or the HGB.

ARTICLE V – Quiet Policy

Section 1: Definition

- A. Noise heard 2 or more doors away is too loud.

Section 2: Times

- A. Courtesy Hours will be as follows
 - Sunday 12:00am-10:00pm
 - Monday-Thursday 8:00am-10:00pm
 - Friday 8:00am-12:00am
 - Saturday 12:00pm-12:00am
- B. All other hours will be considered quiet hours.

