

CONSTITUTION

Preamble

We the residents of Ohio University in order to unite all students who live in the residence halls, promote the advancement of the residential community, and give residents an active voice on campus do establish this constitution.

Article I

Name

The name of this organization shall be the Residents' Action Council (tRAC) at Ohio University.

Article II

Purpose

Section 1 tRAC shall serve to unite all students who live in the residence halls and to give them an active voice on the campus of Ohio University, while improving relations with Ohio University officials.

Section 2 tRAC shall provide and support social, cultural, educational and recreational programming for on-campus students, as well as opportunities to serve the surrounding community.

Section 3 tRAC shall act as an advisory board for students who live in the residence halls, addressing issues of concern to those students and presenting those concerns to the appropriate officials of Ohio University.

Article III

Membership

Section 1 Any student living in one of the residence halls on the Ohio University campus can be a member of tRAC.

Section 2 All members shall be required to complete a member information sheet.

Section 3 Membership

3.1 A student will be considered an active member of tRAC upon attending two consecutive general body meetings within the same quarter.

3.2 Upon receiving this distinction and attending the two meeting in one quarter, the new member will be recognized.

Section 4 Residence Hall/Complex Council Representation

4.1 Each hall/complex council shall be entitled to representation at the general body of tRAC.

4.2 Any student attending tRAC and not a member of their respective hall/complex council will vote with the hall/complex council for funding purposes.

Section 5 Voting

5.1 Each hall/complex council will be considered a voting entity and will have one collective vote in all funding requests as described in Section VI, Subsection 1 of the By-Laws.

5.2 A non-active member will be able to submit funding request.

- 5.3 An active member will be able to vote on all funding/matters brought in front of the general board.
 - 5.4 Individuals active members of tRAC will have an individual vote for non-funding requests, such as legislation and implement.
- Section 6 Removal of Membership
- 6.1 In the case that a member fails to fulfill the responsibilities of membership, a motion may be made before tRAC to remove the member.
 - 6.2 A motion to remove passes when approved by two-thirds majority of all present hall/complex council representation and executive members.
- Section 7 Any professional (“Senior staff”) Residence Life staff member and/or hall/complex council advisor shall not be granted membership into tRAC. These individuals are, though, welcome to attend scheduled meetings.

Article IV Executive Members

- Section 1 The Executive Board
- 1.1 Seven executive officers shall be elected from all students living in the residence halls:
 - A. President
 - B. Vice President for Administrative Affairs
 - C. Vice President for Finance & CFO
 - D. Vice President for Programming
 - E. Vice President for Marketing & Public Relations
 - F. Vice President for Student Services
 - G. Vice President of Student Advocacy
 - H. National Communications Coordinator (NCC)
 - 1.2 The National Residence Hall Honorary shall designate a representative to serve as an exofficio member of the executive board.
 - 1.3 Any Ohio University student elected to a regional or national board of directors for CAACURH or NACURH shall be made an ex-officio member of the executive board.
 - 1.4 Future appointments for ad hoc positions may be added by a simple majority of executive members.
- Section 2 Selection/Appointment of Executive Members
- 2.1 All students living in the residence halls at the time of the selection process, as well as the next academic year, are eligible to run for executive office.
 - 2.2 Selection of executive officers shall occur no later than the fifth week of Spring Quarter. An Elections Committee composed of senior members of the organization will select executive officers.
 - 2.3 The senior members shall appoint within themselves the Elections Officer to chair the Elections Committee.
 - 2.4 The Elections Committee shall have at least one representative from each residential green.
 - 2.5 Selection by the committee will be based on candidate presentations to the general body with an evaluation.
 - 2.6 The general body will then have final approval of election of executive officers.

- 2.7 Executive board selection process is subject to minor changes dependent upon the number of applicants.
 - 2.8 The NRHH members shall select the NRHH representative.
- Section 3 Term of Office
- 3.1 Executive members shall fully assume office/duties upon completion of the executive retreat during Spring Quarter.
 - 3.2 Appointed officers shall assume office immediately upon appointment.
 - 3.3 Each executive officer shall remain active at least until completion of the executive retreat to assist in the transition of new executive officers.
 - 3.4 Voting rights shall be transitioned to new executives at the executive retreat.
- Section 4 Vacancies
- 4.1 In the case of a vacancy of the President, the Vice President for Administrative Affairs shall assume the office and duties of the President for the remainder of the term. The vacated Vice President for Administrative Affairs position shall be filled according to the procedure stated in Article IV, Section 4.2.
 - 4.2 In the case of a vacancy of an executive member except President, the executive board shall appoint a replacement for the remainder of the term.
- Section 5 Impeachment of Executive Members
- 5.1 In the case that an executive member fails to fulfill the duties of office, a motion may be made by any tRAC member before the executive board to impeach the executive member.
 - 5.2 The executive board will discuss possible removal of the executive member at the next scheduled executive meeting, to be attended by at least one of the advisors.
 - 5.3 A motion to dismiss the executive member may be made by any executive member.
 - 5.4 The executive member in question has the option to be present throughout the impeachment process, however may not participate in the voting for dismissal.
 - 5.5 All hall/complex council voting entities will be apprised of the situation which has lead to the impeachment proceedings during the meeting at which the vote is to be taken.
 - 5.6 A vote to dismiss passes when approved by a two-thirds majority of all remaining executives and hall/complex council voting entities.

Article V Meetings

Section 1 Regular Meetings

- 1.1 tRAC shall determine the frequency of meetings.
- 1.2 There shall be at least two regular meetings per calendar month with the exceptions of June, July, August and December.

Section 2 Special Meetings

- 2.1 The executive board shall have the authority to call special meetings.
- 2.2 If a special meeting is called, a 24-hour notice must be given to all members.

Section 3 Regular and special meetings are to be considered scheduled meetings.

Article VI
Hall Council Funding

- Section 1 Background
- 1.1 Funding shall be provided for residence hall programming completed by hall/complex councils or Residence Life staff that meet tRAC’s mission of education, motivation and empowerment of Ohio University on-campus residents.
 - 1.2 Funding shall support social, cultural, educational and recreational programming for oncampus students, as well as opportunities to serve the surrounding community.
 - 1.3 Preference shall be given to programs fulfilling one or more of the goals set forth by the Department of Residence Life and Off-Campus Living
- Section 2 Programming Expectations
- 2.1 All programming must be designated as alcohol free.
 - 2.2 No alcohol may be permitted or tolerated at any program sponsored by tRAC. In addition, all other rules of the Ohio University Student Code of Conduct must be followed.
 - 2.3 Failure to follow these rules will result in the revocation of tRAC funding and immediate notification of the Director of Residence Life.
 - 2.4 Other disciplinary actions may be taken at the discretion of the executive board.
- Section 3 Funding Guidelines
- 3.1 The guidelines in this section must be followed in order to receive funding. Funding may be revoked for a failure to complete all requirements.
 - 3.2 Submit an online funding request at least 10 days prior to the program. And include and no limited to the following information:
 - A. Detailed description of the program.
 - B. Target audience of the program
 - C. Goal(s) of the program
 - D. Breakdown of the program’s expenses
 - E. Explain (if applicable) how the program fulfills one or more of Residence Life’s goals.
 - 3.3 After the program, complete or collect the following and submit it to the Vice President for Finance:
 - A. Program Summary Form
 - B. All fliers (must include the tRAC logo)
 - C. Programming Resource Library submission, this consists of initial request, summary, and flyer.
- Section 4 Additional Guidenlines
- 4.1 All funding information is to be available on the tRAC website.
 - 4.2 All requests are limited to a total amount of \$1,000.00.
 - 4.3 All requests under \$250.00 will be sent to the Funding Committee for decision and will not be reviewed by the general body.
 - 4.4 All active and non-active members or paraprofessional staff members may request funds from tRAC.

Article VII
Amendment

- Section 1 Amendment to the Constitution
 - 1.1 A motion to amend this constitution may be made before tRAC at any scheduled meeting.
 - 1.2 All motions to amend the constitution shall be approved by at least one member of the executive board.
 - 1.3 An amendment shall be passed by two-thirds majority of all present voting representation.
 - 1.4 An amendment to the constitution may also be made at the executive retreat and determined by a two-thirds majority of all voting executive members.

BY-LAWS

Section 1 Duties of Members

- Subsection 1 Responsibilities of Executive Members
 - 1.1 The President shall:
 - A. Preside over the executive board and all scheduled meetings
 - B. Be the official liaison between the advisors and the executive board
 - C. Form ad hoc committees with the approval of the executive board
 - D. Provide copies of the agenda to all members at meetings
 - E. In the case of vacancy, notify general body of vacancy and appointments
 - F. Be responsible for presenting pertinent issues to tRAC
 - G. Act as the official voice of tRAC
 - H. Not vote in tRAC except in the case of a tie
 - I. Remain aware of actions of all committees
 - J. Represent, or assign someone to represent, tRAC at Council of Student Leaders as well as other official functions
 - K. Actively promote the organization to the university community
 - L. Actively promote the organization to the university community
 - 1.2 The Vice President for Administrative Affairs shall:
 - A. Be responsible for the maintenance of attendance records and inquire about absences and communicate absences of executive officers to the rest of the executive board
 - B. Be responsible for coordination and evaluation of all standing committees, and for the recording of each committee's schedule and plans
 - C. Advise the Recognition Committee
 - D. Assume the Presidents' duties when the President is absent
 - E. Be responsible for maintaining all voting records
 - F. Record minutes of each tRAC meeting, update the list-serv and distribute to all members within 48 hours after the general body meeting
 - G. Minutes for executive meetings shall be sent to all executives at least 24 hours prior to the general body meeting
 - H. Maintain historical records of tRAC
 - I. Be responsible for developing membership strategy in conjunction with the executive board
 - 1.3 The Vice President for Finance & CFO shall:
 - A. Oversee all sources of revenue collected
 - B. Ensure that all financial obligations of tRAC are fulfilled

- C. Be responsible for the maintenance of the treasury
 - D. Oversee fundraising activities with the Vice President for Programming
 - E. Furnish up-to-date financial records, such as quarterly budget reports and financial reports after each major programming event to the general body
 - F. Update the budget every other week
 - G. Serve, or appoint someone to serve, as tRAC's representative to Student Senate's Student Activities Commission (SAC)
 - H. Chair the Finance Committee
 - I. Have a copy of the most recent budget available at every meeting
 - J. Coordinate all funding requests, including communication to those requesting funding and prepare requests for presentation
 - K. Work with the Vice President for Programming and Vice President for Administrative Affairs to make sure hall/complex councils meet funding requirements before allocating quarterly funding
 - L. Work with Vice President for Marketing & Public Relations to communicate budgetary matters and funding opportunities to Residence Life staff
 - M. Maintain communication with the Office of the Bursar
 - N. Be responsible for use of the controlled value card through the Purchasing Card Administration
- 1.4 The Vice President for Programming shall:
- A. Oversee and attend all activities deemed necessary by tRAC
 - B. Coordinate the plans of the hall/complex council activities for tRAC sponsored events and give a copy of the records to the Treasurer
 - C. Advise the Programming Committee
 - D. Collect and maintain all programming records
 - E. Oversee and attend all community service activities deemed necessary by tRAC
- 1.5 The Vice President for Marketing & Public Relations shall:
- A. Be responsible for tRAC publicity and for assisting the other executive members
 - B. and committees in promoting their events
 - C. Be informed and knowledgeable on general tRAC activities
 - D. Serve as the contact person to the media for publicity purposes and maintain
 - E. frequent communication with the university community
 - F. Advise the Marketing Committee
 - G. Oversee the updating of the Web site and other electronic media
 - H. Create and maintain tRAC publicity packets
- 1.6 The Vice President for Student Services shall:
- A. Be responsible for administering all agreements with outside vendors and all other services provided by the organization.
 - B. Be responsible for maintaining a record of and coordinating all rentals of tRAC equipment and materials
 - C. Assess the need for and assist in the development of additional resources (pamphlets, information, etc.) to be distributed to hall councils or general membership.
 - D. Assess the need for and research options for additional services to be provided by the organization.
- 1.7 The Vice President for Student Advocacy shall:

- A. Actively work with on-campus students, hall councils and Residence Life on initiatives that enhance the living environment of the residential community
 - B. Develop and maintain a close working relationship with the Department of Residence Life through regular communication
 - C. Develop and maintain a working relationship with other university organizations and departments through regular communication
 - D. Work with the NCC to explore best practices at other institutions when necessary
 - E. Provide and seek feedback regularly at general body and executive meetings
 - F. Advise the Advisory Committee
- 1.8 The National Communications Coordinator (NCC) shall:
- A. Be responsible for maintaining contact with the National Association of College and University Residence Halls, Inc. (NACURH)
 - B. Be responsible for maintaining contact with the Central Atlantic Affiliate (CAACURH) of NACURH.
 - C. In the event of the Vice President for Administrative Affairs' absence, the NCC will take on the minute-taking responsibilities
 - D. Coordinate Ohio University delegation to NACURH, CAACURH and any subregional conferences
 - E. Be responsible for re-affiliating Ohio University with NACURH annually

**Section II
Advisor**

- Subsection 1 The advisor(s) to the Residents' Action Council shall be selected by a two-thirds vote of the executive board.
- Subsection 2 At least one advisor may be present during all scheduled meetings of tRAC.
- Subsection 3 The advisor(s) and executives shall set forth an agreement, to be at the executive retreat, which will consist of expectations of both advisor(s) and executives. Both parties will work to the best of their abilities to fulfill the expectations.
- Subsection 4 The Department of Campus Life in its guidelines for student organizations defines advisor eligibility.

**Section III
Committees**

- Subsection 1 There shall be six standing committees of tRAC:
- A. Advisory Committee
 - B. Finance Committee
 - C. Programming Committee
 - D. Recognition Committee
 - E. Marketing Committee
- Subsection 2 Responsibilities of Committees
- 2.1 The Advisory Committee shall:
- a. Serve as a sounding board for resident concerns
 - b. Present resident concerns and suggested responses to tRAC
 - c. Present tRAC's responses to resident concerns to the appropriate department of Ohio University

- 2.2 The Finance Committee shall:
 - a. Be responsible for allocation of funds to committees
 - b. Oversee expenditures
 - c. Present a quarterly financial report
 - d. Oversee hall council funding process
- 2.3 The Programming Committee shall:
 - a. Plan and implement tRAC's programming, including community service activities
 - b. Attend all tRAC programming events
 - c. Record evaluations of tRAC programming
- 2.4 The Recognition Committee shall:
 - a. Recognize the exceptional achievements of residence hall organizations and/or residents
 - b. Recognize the exceptional achievements of members of tRAC
 - c. Recognize regular attendance for any hall/complex council and for their annual participation
- 2.5 The Marketing Committee:
 - a. Design, produce and distribute all public notices, except election materials

**Section IV
Attendance**

- Subsection 1 No executive officer shall have more than one unexcused absence from a scheduled meeting per quarter.
- Subsection 2 No committee chair shall have more than one unexcused absence from a scheduled meeting per quarter.
- Subsection 3 All attendance concerns about an executive member shall be addressed by the rest of the executive board.
- Subsection 4 All attendance concerns about a committee chair shall be addressed by the executive board.
- Subsection 5 An absence is excused upon written or verbal notification is submitted to the Vice President for Administrative Affairs at least 24 hours prior to the scheduled meeting to be missed. If the Vice President for Administrative Affairs cannot be notified, the President should be contacted. If the Vice President for Administrative Affairs will be absent, he/she must contact the President in the same manner. Decisions about absences being excused or unexcused will be brought forth to the executive board.
- Subsection 6 No member or executive member shall have more than three total absences from scheduled meetings per quarter.
- Subsection 7 Any executive member or committee chair who has more than one unexcused absence or more than three total absences per quarter will be reviewed by the executive board, with the possibility of removal from office, as stated in Article IV, Section 5 of the constitution.
- Subsection 8 Attendance at the executive retreat is mandatory for all newly elected executive members unless an excuse is submitted to and approved by the incoming executive board.
- Subsection 9 In the event that an executive member's presence at the retreat is deemed detrimental to the development of the group and its future, a simple majority of

the executive members present may decide to revoke that privilege and ask that he/she not attend the retreat.

Section V Ethics

Subsection 1 the Residents' Action Council shall operate under this Code of Ethics:

- 1.1 Avoid conflicts of interest
- 1.2 Show concern for others
- 1.3 Be responsible and accountable for your actions
- 1.4 Admit your mistakes
- 1.5 Be open minded
- 1.6 Be objective and fair
- 1.7 Know when to speak and when to listen
- 1.8 Avoid making excuses
- 1.9 Accept criticism and learn from it
- 1.10 Maintain a healthy attitude
- 1.11 Be honest and forthright
- 1.12 Respect others and yourself
- 1.13 Be committed
- 1.14 Put your pride aside for the best interest of the group
- 1.15 Feel confident in sharing opinions
- 1.16 Instill confidence and support each other
- 1.17 Hold each other accountable
- 1.18 Follow university policies and applicable laws

Subsection 2 Violation of Ethical Standards

- 1.1 Violation of the Code of Ethics, as stated in Section V, Subsection 1, shall be grounds for impeachment according to the procedures stated in Article III, Section 6 and Article IV, Section 5.
- 1.2 No member or executive officer shall be impeached for unethical actions, behavior or speech that does not pertain to tRAC, tRAC business or the position that he/she holds on tRAC.

Section VI Rules of Order

Subsection 1 Standard Procedure

- 1.1 tRAC meetings shall be conducted in a round table format with the President presiding and maintaining order.
- 1.2 All questions that require a decision by tRAC shall be decided by a simple majority of voting members present.
- 1.3 No business that requires a decision by tRAC shall be conducted unless a quorum is present. A quorum shall be a simple majority of all voting members

Subsection 2 Placards and Color Significance

- 2.1 Placards will be given to both active and non-active members of tRAC as well as executive officers.
 - a. Placard colors will determine voting eligibility of tRAC members; whereas white represents non-active members, and green is representative of active

members. * *Please refer to tRAC membership as described in article ____ section ____ of the constitution.**

- b. Members with white placards will have their votes counted for all non-funding related issues brought to the floor.
- c. Members with green placards will have their votes counted in all matters of funding requests, and non-funding issues brought to the floor.

Subsection 3 Voting for Funding

- 3.1 When a funding request is brought to the floor the individual requesting the funding will be given 5 minutes to present their funding request.
- 3.2 After the presentation there will be a 2 minute pro-con session by the general body.
 - a. These statements should be made regarding the program and never directed at the individual or individuals hosting the program. Criticism should be constructive and professional.
- 3.3 At the conclusion of the pro-con session the president will call for a vote by members with green placards.
- 3.4 After a tally is made of the final votes the VP for Finance will announce whether the funding is approved or denied.
 - a. Since the VP for Finance is responsible for funding requests this executive will be responsible for counting and announcing the results of voting for funding approval.

Subsection 4 Voting for Non-Funding Issues

- 4.1 Occasionally issues will be brought to the floor that will need feedback from the general body. These include issues include proposals by the VP for Student Advocacy and the VP for Marketing as well as the VP for Programming.
- 4.2 It is necessary in some circumstances that the general body be asked to vote on behalf of their constituents in their perspective halls as a means of gauging interest in perspective programs, new marketing strategies, or new advocacy initiatives.
 - i. In these cases an executive officer will prepare a brief 5-10 minute presentation to the general body.
 - 1. After the presentation there will be a 2 minute pro-con session by the general body.
 - a. These statements should be made regarding the program and never directed at the individual or individuals hosting the program. Criticism should be constructive and professional.
 - ii. At the conclusion of the pro-con session the president will call for a vote by members with green and white placards.
 - iii. After a tally is made of the final votes the VP for Administrative Affairs will announce whether the funding is approved or denied.

Subsection 5 Voting Guidelines

- 5.1 After the conclusion of the pro-con sessions as stated in Article (II) subsection (c) and Article (III) subsection (ii) all voting members will be asked by the

president to raise their placards as a sign of a “yay” vote. Members who do not raise their placards will be counted as “nay” votes.

- i. Members and non-members may abstain and should notify the VP for Administrative Affairs that they abstain so their vote is not counted as a “nay” vote.

5.2 Voting by Secret Ballot.

- i. A motion to have a secret ballot may be brought forward by any executive officer or by any present tRAC member.
 1. The general body may vote to have a secret ballot if the majority of attending members agree by a vote.
- ii. Voting members will then be asked to submit their votes via paper ballot.
- iii. The secret ballot will be counted an Advisor and the final tally will be confirmed by the President.

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