**Colorado State University**

**Community Council Constitution**

Article I. **Organization Name**

 Section 1. This organization shall be called (\*insert community council name here\*).

1. The name for the organization must be chosen within two weeks of being registered with the office of Student Leadership, Involvement, and Community Engagement, SLiCE.

Article II. **University Housing Mission Statement**

Section 1. We strive to create vibrant and inclusive communities throughout residents’ on campus housing experience which enhance learning, personal and social growth, and global engagement.

Article III. **Non-discrimination Policy**

Section 1. Colorado State University does not discriminate on the basis of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression.

Article IV. **Organization Structure**

Section 1. There will be four (4) community councils made up of three residence halls each:

1. Northwest Community
	1. Westfall, Durward, and Laurel Village halls.
2. Northeast Community
	1. Corbett, Parmalee, and Allison halls.
3. Southwest Community:
	1. Ingersoll, Edwards, and Summit halls.
4. Southeast Community:
	1. Academic Village, Newsom, Aggie Village, and Braiden halls.

Section 2. There will be two (2) Residential Leadership Programs (RLP) Liaisons serving as

advisors for each community council. The number of ARD advisors is at the

discretion of HDS. There will be one (1) RHA Cabinet member and one (1)

NRHH Cabinet member advisor per community council.

Article V. **Organization Purpose**

Section 1. Community Council’s purpose is to contribute to a positive, inclusive, engaging, and educational community with the use of the University Housing Mission Statement in Article II by:

1. Representing and acting upon residents’ needs and problems.
2. Creating and partnering in social programs, including but not limited to academic, educational, passive, and service programs, that serve the residents with the main funds of the Community Council budget.
3. Promote inter-hall relations, activities, and interactions.
4. Act as a sounding board for all residents of the represented residence halls

Article VI. **Membership**

 Section 1. The Community Council shall consist of the following:

1. Elected Positions:
	1. President
	2. Administrative Chair
	3. Advocacy Chair
	4. Marketing Chair
	5. Residence Hall Association (RHA) Senators
	6. National Residence Hall Honorary (NRHH) Representatives
2. General Body Members
	1. Floor Representatives
	2. Hall Residents
3. Staff Members
	1. Assistant Residence Director (ARD)
	2. Inclusive Community Assistant (ICA)
	3. Resident Assistant (RA) Liaison
	4. Residential Leadership Programs (RLP) Liaisons

Section 3. The Executive Board, hereby referred to as eBoard, shall consist of the elected positions, selected positions, and community council advisor(s).

Section 4. Membership is open to all Colorado State University (CSU) students, with the right to vote and hold offices being limited to Elected Positions, Selected Positions, and General Members outlined in Article V, Section 1.

Section 5. Staff members cannot vote or hold office, including but not limited to: Residence Directors, Assistant Residence Directors, Inclusive Community Assistants, RLP liaisons, and Resident Assistants.

Section 6. Elected and Selected Position Removal, Resignation, and Replacement.

1. Any elected or selected position may be impeached by the presentation of an impeachment petition signed by one fifth of the building residents to the eBoard, or a petition signed by two-thirds of the eBoard.
2. All eBoard members, excluding the community council advisor(s), shall be accorded all rights of due process. If after a hearing is held before the eBoard, and the charges are deemed valid, a two-thirds majority vote of the Community Council shall be necessary for removal.
3. Any resigning eBoard member, excluding the community council advisor(s), must submit a written resignation to the entire eBoard prior to the last meeting the resigning eBoard member is wishing to maintain their position.
4. The Administrative Chair shall fill a presidential vacancy until the new President is selected by the Community Council advisor and RLP Liaisons.
	1. The Administrative Chair will not receive compensation during the period of resignation and selection but is allowed to apply for the President position.
5. The remaining eBoard shall be filled according to election procedures when vacancies arise as outlined in Article VII, Section 1, Subsection c.
6. Possible causes for removal of eBoard include, but not limited to:
	1. Neglect of Constitutional/Contract Duties
	2. Actions injurious to Colorado State University’s image
	3. Actions detrimental to the welfare of the residence hall and/or its residents

Article VII. **eBoard**

 Section 1. Duties and Responsibilities:

1. President
	1. Shall attend all Community Council meetings, barring certain circumstances, and must give prior notice to the eBoard at least 24 hours before the following meeting.
	2. Shall submit at least one (1) OTM per month.
	3. Shall complete at least one (1) office hour per week, in the Residential Leadership Programs office, located in Durrell.
	4. Shall submit the Presidential monthly report by the 5th of each month to the RHA or NRHH president, when applicable.
	5. Shall attend at least two (2) RHA meetings per semester.
	6. Shall attend at least two (2) NRHH meetings per semester.
	7. Shall assume and uphold the Community Council Constitution.
	8. Shall assist in the organization, operation, and completion of all activities.
	9. Shall create committees, assign committee chairs, and place people into committees when they see the need.
	10. Shall coordinate with the RHA National Communications Coordinator (NCC), and their Community Council’s Marketing Chair to monitor their Community Council’s Aggie Points.
2. Administrative Chair
	1. Shall attend all Community Council meetings, barring certain circumstances, and must give prior notice to the Community Council President at least 24 hours before the meeting.
	2. Shall assume all of the duties and responsibilities of the president in their absence.
	3. Shall keep books required by university regulations and shall have written finance reports at every Community Council meeting, whereas these reports shall include outstanding appropriations, income, and an approximate balance.
	4. Shall take charge of acquiring proper IMO and purchase orders for all Community Council projects.
	5. Shall manage all funds of the Community Council.
	6. Shall attend and pass all SLiCE financial training within two weeks of election into the eBoard.
	7. Shall record minutes for all Community Council meetings and shall send them to the eBoard no later than 72 hours after the meeting has ended.
	8. Shall attend at least one (1) office hour with the RHA Director of Administration and Finance, DAF, or the NRHH Vice President of Administration and Finance, VPAF, once a month.
	9. Shall maintain an accurate roster of eBoard and general member attendees at meetings to be given to the President after each meeting.
3. Advocacy Chair
	1. Shall attend all Community Council meetings, barring certain circumstances, and must give prior notice to the Community Council President at least 24 hours before the meeting.
	2. Shall be in charge of recruiting for their Community Council in conjunction with the Marketing Chair.
	3. Shall advocate for the residents in their hall when helping to plan events with the rest of the eBoard.
	4. Shall communicate with the Inclusive Community Assistants, ICAs, to learn more ways to advocate for their hall.
	5. Shall attend at least one (1) office hour with the RHA Director of Residential Events and Development, DRED, the NRHH Vice President of Recognition and Service, VPRS, or the NRHH Vice President of Marketing and Advocacy, VPMA, once a week.
	6. Shall handle all outside correspondence concerning Community Council, including but not limited to: Outside organizations beyond other Community Councils, people or groups within the CSU and Fort Collins communities, etc.
4. Marketing Chair
	1. Shall attend all Community Council meetings, barring certain circumstances, and must give prior notice to the Community Council President at least 24 hours before the meeting.
	2. Shall make marketing materials, such as posters, for the events their Community Council will be hosting at least 72 hours before the event begins, if not earlier.
	3. Shall assist the Advocacy Chair with recruiting members for their Community Council.
	4. Shall manage the social media accounts for their Community Council, when applicable, and shall present viewers of those accounts with news about the Community Council and what they are doing.
	5. Shall attend at least one (1) office hour with the NRHH Vice President of Marketing and Advocacy, VPMA, once a month.
	6. Shall coordinate with the Community Council President to determine the Aggie Points for their Community Council.
5. Residence Hall Association Senator (2+)
	1. Shall attend all Community Council meetings, barring certain circumstances, and must give prior notice to the Community Council President at least 24 hours before the meeting.
	2. Must attend RHA senate meetings, including their designated RHA committee meetings, barring extenuating circumstances given to the Director of Administration and Finance, DAF.
	3. Must report to RHA meetings and represent their hall and Community Council at all RHA meetings.
	4. Must inform the Community Council of any bills or legislation brought before RHA.
	5. Must serve on at least one (1) committee for RHA.
	6. Shall submit at least one (1) OTM per month.
	7. Must abide by all the responsibilities and duties as outlined in the RHA Constitution and bylaws.
	8. It is encouraged but not required that Community Councils receive at least one senator per hall in their community (ie for Northwest, one senator from Westfall, one senator from Durward, one senator from Laurel Village) before attempting to add two or more senators from an individual hall (ie two senators from Westfall, zero from Durward, etc.).
6. National Residence Hall Honorary Representative (3+)
	1. Shall attend all Community Council meetings, barring certain circumstances, and must give prior notice to the Community Council President at least 24 hours before the meeting.
	2. Shall attend all NRHH general body meetings barring extenuating circumstances given to the Vice President of Administration and Finance, VPAF, at least 24 hours before the general body meeting.
	3. Shall report happenings in NRHH to their Community Council.
	4. Must abide by all the responsibilities and duties as outlined in the NRHH Constitution.
	5. Shall submit at least one (1) OTM per month.

Article VIII. **Election Process**

 Section 1. Internal Community Council Election Process

1. Community Council Elections for the following positions will be conducted similarly to RHA and NRHH Elections: President, Administrative Chair, Advocacy Chair, Marketing Chair, NRHH Representatives, and RHA Senators.
2. The RLP Liaisons and ARD will serve as the Parliamentarian, Sergeant at Arms, and Election Chair for the election process.
3. Community Council Elections will follow this format:
	1. Each candidate will have five (5) minutes to speak and present to their ability for the electing position.
	2. Each candidate will have five (5) minutes of Question and Answer (Q/A). At the end of this time, the candidates must leave the room for the next candidate or for discussion.
	3. The remaining members (those not involved in the election) will take place in a five (5) minute discussion, extendable once by five (5) minutes, about the candidate(s) and their ability to fulfill the proposed position.
		1. After discussion has ended, the remaining members will hold a vote. This vote can either be a vote by acclamation (if applicable), or a secret ballot vote. This decision will be made by the RLP Liaisons and ARD.
		2. The votes will be counted and collated by the RLP Liaisons and ARD. The vote, if a simple majority (50% rounded up the next whole +1), will be announced by the RLP Liaisons and ARD.
		3. If the vote is not a simple majority as outlined above, runoff procedures will ensue. After dropping the candidate with the least votes, each remaining candidate will have 3 minutes to represent their ability to hold the current position, and that will be followed by 2 minutes of Q/A, which is only extendable by a motion to exhaust the speakers list with additions. This process shall repeat until a simple majority is reached, or until the chair(s) of the election deem finished, and cast their tie breaking vote.
		4. This process shall repeat for each position to be elected.
		5. After the election period has passed, the President and RLP Liaisons can appoint general members into roles, or hold another election if necessary.
		6. Any questions or concerns regarding elections can be passed to the RHA and NRHH Presidents or to the RLP Liaisons.
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			2. A simple majority is reached, or until the chair(s) of the election deem finished, and cast their tie breaking vote.
			3. This process shall repeat for each position to be elected.
			4. After the election period has passed, the President and RLP Liaison can appoint general members into roles, or hold another election if necessary.
			5. Any questions or concerns regarding elections can be passed to the RHA and NRHH Presidents.
	4. Following the Election, each selected candidate shall agree to the terms and conditions outlined in the Community Council Constitution and Bylaws for their specific position.

Section 3. Defaults

1. At the discretion of members and all Advisors the election process may be altered for simplicity
	1. For example, they may just be voted in by votes of acclimation.

Article IX. **Community Council Advisor(s)**

Section 1. The role of the community council advisors will be filled by an Assistant Residence Director and the Residential Leadership Programs Liaisons residing in the established communities.

Section 2. Advisor(s) responsibilities include but are not limited to:

1. Attend every community council meeting.
2. Provide resources for community councils.
3. Actively participate in the implementation of programming.
4. Provide structure and guidance.
5. Help handle any conflict that may arise.
6. Make sure community funds are being spent appropriately.

Article X. **Community Council President Stipend**

 Section 1. The stipends break down in the following manner:

* 1. Each Community Council President has the opportunity to earn up to a $150 stipend per semester. The President can complete the following duties to earn their stipend.
	2. $4 for every office hour attended. With 12 weeks of one hour per week is the recommended breakdown.
	3. $8 for each OTM completed with a recommendation of 1 per month for the 3 full months of the semester.
	4. $10 for submitting their monthly reports to the RHA and NRHH Presidents, plus the RLP advisors. Recommendation of 1 per month for the 3 full months of the semester
	5. $12 for each RHA and NRHH meeting attended. Recommendation of 2 for each organization (four total) to reach the full amount.
	6. Extra duties cannot toward this stipend cannot earn higher than the $150 cap.

 Section 2. The following details the stipend:

* + - * 1. Payment for the Community Council President stipends will come from fundraising efforts hosted by RHA including but not limited to OCM and Finals Care Packages.
				2. The election procedure for the Community Council president can be found in the Community Council Constitution Article VII Section 1.
				3. If a Community Council President has completed the job description expectations outlined in Chapter XIII, Clause 1 with the exception of a transition report by midnight prior to the first elections session, they shall have a vote in RHA Elections.

Article XI. **Programming Board Stipend**

 Section 1. Residential Leadership Programs will be offering a stipend opportunity to

residents through the hosting of a Programming Board. This Programming Board

will be chaired by the RHA Director of Residential Events and Development (DRED) and NRHH Vice President of Recognition and Service (VPRS) in order to create programs for service, recruitment, social opportunities, etc, which may or may not include traditional RLP programs. This Board will use an application process with a cap at ten (10) members, and Community Council Presidents will take priority in that application process. Each member will be able to earn up to $100 a semester in the following manner:

a. $30 will be earned for the planning and execution of each program. If 3 programs are executed, the extra $10 will be added, and the $100 will be paid in full.

b. The Programming Board is required to meet once weekly at the discretion of the DRED and VPRS.

c. Extra programs will not earn higher than the $100 cap.

Section 2. The following details the Programming Board Budget:

 a. Budget will come from RHA general funding, for $0.75 per resident, giving a

budget of $4500 a quarter, or $1500 per event (3 events a quarter, 6 events a

semester.

Article XII. **Meeting Structure**

 Section 1. Meeting Time

1. Community Council meetings will be held on Thursdays from 5:30 to 6:30 in a designated location, which shall be given to the RHA President or NRHH President.
2. The President is responsible for providing either a written or verbal agenda.
	1. RHA Report, NRHH Report, and a financial standing report are all required pieces of the Community Council meeting agenda.

Article XIII. **Financial Structure**

 Section 1. Getting SLiCE registered

1. The Administrative Chair is responsible for registering the organization on RamLink within 2 weeks of being elected into their position.
2. The Administrative Chair is responsible for getting P-Card trained and certified through the SLiCE office within 2 weeks of being elected into their position.
3. Community Councils shall inquire SLiCE for their semesterly or yearly budgets.

Article XIV. **Amendments and Defaults**

 Section 1. Amendments

1. All amendments made to the constitution must be put in writing and be presented to the general body.
2. All amendments can be changed with a ⅔ vote of all active members.
3. Amendments can only be made by active members of the community council.
4. The NRHH President and RHA President must be notified of all amendments that are passed and approve the amendments.

Section 2. Defaults

1. This constitution automatically defaults to the RHA Constitution and Bylaws for any discrepancies. If any further discrepancies are found, this constitution defaults to *Robert’s Rules of Order Newly Revised 11th Edition.*