Boaz Commons Council Constitution

Article I: Name
The name of this organization shall be the Boaz Commons Council of Southern Methodist University, henceforth referred to as “BCC” and the University or SMU, respectively.

Article II: Purpose
1. The purpose of the BCC is to:
   a. Educate Boaz Commons members on Boaz values and how to be responsible members of the Boaz and SMU community
   b. Provide opportunities for Boaz members to connect with others in the Boaz community
   c. Promote pride in Boaz Commons and SMU and encourage engagement in the local Dallas community
2. The purpose of the President’s Council and Directors is to:
   a. Provide a unified voice for members of Boaz Commons
   b. Encourage and facilitate Commons cooperation
   c. To discuss and promote student development and the issues of members of BCC
   d. To improve the physical, educational, social, and cultural lives of members of BCC
3. The President’s Council and Directors have the duty to act on behalf of members of the Commons. BCC derives its authority from the Residence Hall Association (RHA) and the Department of Residence Life and Student Housing (RLSH) at SMU. BCC shall remain consistent with all University, Housing, and RHA policies and procedures.

Article III: Membership
1. All members of Boaz Commons, residential and non-residential, shall be considered members of the BCC
2. The membership shall consist of the President’s Council, Directors, Peer Leaders, and general body members
3. All non-residential members shall have had residential status prior to becoming a non-residential member or been deemed by
4. BCC shall not discriminate on the basis of race, color, ethnic origin or nationality, religion/non-religion, sex, gender, gender expression, sexual orientation, genetic information, physical ability, age, or veteran status

Section 1: President’s Council
The President’s Council will consist of the following members with their duties described as follows:
1. President
   a. Meet weekly with the BCC Advisor
   b. Lead weekly President’s Council and monthly Commons Council meetings
   c. Represent Boaz at weekly Residence Hall Association meetings and promote the needs of BCC members
   d. Support the efforts of RHA and SMU’s chapter of the National Residence Hall Honorary (NRHH)
   e. Provide support for Vice Presidents through consultation and meeting attendance, as needed
   f. Attend all BCC events that do not conflict with class
   g. Organize one Town Hall meeting per semester that is open to all Commons members
   h. Assess programs each semester and produce an End of the Year report with assistance from the President’s Council
   i. Maintain a minimum 2.5 GPA and remain in good standing with SMU’s Student Code of Conduct
   j. Serve a one year term and assist with leadership transition as necessary
2. Chief of Staff
   a. Meet weekly the BCC Advisor
b. Attend bi-weekly President’s Council and monthly BCC meetings  
c. Provide oversight for the BCC budget and advise Vice Presidents in budget allocation  
d. Record and distribute attendance and minutes of President’s Council, BCC, and Town Hall meetings  
e. Attend all BCC events that do not conflict with class  
f. Assume the duties of the President during their absence  
g. Maintain a minimum 2.5 GPA and remain in good standing with SMU’s Student Code of Conduct  
h. Serve a one year term and assist with leadership transition as necessary  

3. Vice President of Internal Relations  
a. Meet bi-weekly with President’s Council and monthly BCC meetings  
b. Hold bi-weekly Committee meetings  
c. Identify areas to partner with the Peers Leaders to enhance BCC programming  
d. Oversee the Commons Pride and Social Concerns committees  
   i. Publicity  
   ii. Communication  
   iii. Commons Programs  
   iv. Awards  
   v. Recognition  
   vi. Commons Improvement  
e. Attend all BCC events that do not conflict with class  
f. Maintain a minimum 2.5 GPA and remain in good standing with SMU’s Student Code of Conduct  
g. Serve a one year term and assist with leadership transition as necessary  

4. Vice President of External Relations  
a. Meet weekly with President’s Council and monthly BCC meetings  
b. Hold bi-weekly Committee meetings  
c. Identify areas to partner with Peer Leaders to enhance BCC programming  
d. Oversee the Traditions and Community Involvement committees  
   i. Commons Dinners  
   ii. Commons Traditions  
   iii. Hospitality  
   iv. Activities  
   v. Family Relations  
   vi. Cultural Engagement  
e. Attend all BCC events that do not conflict with class  
f. Maintain a minimum 2.5 GPA and remain in good standing with SMU’s Student Code of Conduct  
g. Serve a one year term and assist with leadership transition as necessary  

5. Advisor  
a. Lead weekly meetings with President and Chief of Staff  
b. Attend weekly President’s Council and monthly BCC meetings  
c. Provide guidance and support for all BCC members  
d. Liaise between BCC and the university including, but not limited to, interpreting university policy and procedures  
e. Manage the BCC budget according to RLSH and SMU guidelines  
f. Must be the Boaz Commons Residential Community Director or, if incapable of serving, an associated RLSH staff member  

Section 2: Committees & Directors  
1. Directors’ obligations:  
a. Provide oversight for assigned area with support from the assigned Vice President  
b. Directors must attend bi-weekly Committee meetings and monthly BCC meetings  
c. Directors must maintain a minimum 2.25 GPA and remain in good standing with SMU’s Student Code of Conduct  
d. Serve a one-year term (September 1 – September 1)  
e. Arrive on campus early, if the position coordinates opening or first-week events  
f. Directors may solicit assistance on tasks from the general body of BCC  

2. Committees’ and Directors’ duties are as follows:  
a. Commons Pride Committee  
   i. Director of Publicity & Communication
1. Produce flyers for Boaz events and Commons Updates (weekly)
2. Design and coordinate sales for Commons merchandise
3. Partner with the SMU Daily Campus and other SMU organizations to promote Boaz Commons
4. Coordinate photography at Boaz events for posting online
5. Provide oversight for the Commons online/social media image through regular updates

ii. Director of Commons Programs
1. Coordinate the pre-Olympics Pep Rally (fall)
2. Coordinate the yearly All-Boaz Photo (fall)
3. Provide oversight for Wing Relics competition
4. Coordinate monthly movie nights
5. Partner with the Peers for Academic enhancement to provide members with opportunities to succeed in their academics

Social Concerns Committee
i. Director of Awards & Recognition
1. Coordinate Of The Month nominations (monthly) and End of the Year Commons and Residence Hall Association awards (spring)
2. Coordinate birthday celebrations (monthly)
3. Write and send Thank You cards to guests

ii. Director of Commons Improvement
1. Solicit requests for improvements needed within Boaz and coordinate proposal(s) to present to the Residence Hall Association (fall semester)
2. Coordinate damage reduction and dispute mediation activities as necessary
3. Solicits feedback from BCC members to improve programs and quality of life in Boaz Commons

Traditions Committee
i. Director of Commons Dinners
1. Provide oversight for planning and implementation of Commons Dinner including inviting guest speakers, coordinating with Dining Services, RSVP lists, etc. (2 per semester)
2. Coordinate casual Commons dinners (1-2 per semester)

ii. Director of Commons Traditions
1. Coordinate the Convocation celebration (fall)
2. Coordinate the 80s Skate Night
3. Coordinate the Boaz BBQ (spring)
4. Coordinate the celebration of graduating members (spring)
5. Partner with the Peer Academic Leader to provide members with opportunities to excel academically

iii. Director of Hospitality
1. Recruit (spring) and train (fall) the Boaz Welcome Crew
2. Coordinate Home Sweet Boaz
3. Coordinate the mentor program by recruiting and training mentors
4. Serve as the host for guests at Boaz events
5. Work with SMU organizations on activities with prospective and incoming students and Boaz Commons

Community Involvement Committee
i. Director of Activities
1. Promote and oversee Commons Cup participation and intermural participation through working with necessary entities
2. Seek other events where members can be active
3. Partner with the Peer Health Educator to provide members with opportunities to learn about health and engage in healthy activities

ii. Director of Family Relations
1. Coordinate Homecoming and Family Weekend participation
2. Solicit contributions and produce the Boaz Alumni & Parent newsletter (2/semester)
3. Coordinate a Sister Commons event in the Spring semester

iii. Director of Cultural Engagement
1. Provide one (minimum) service opportunity per semester for members to participate in
2. Partner with the Peer Dialogue Leader in facilitating and promoting conversations
3. Coordinate Dallas excursions and SMU event attendance with the FiR (2 per semester)

Section 3: Peer Leaders
1. Duties
   a. Attend monthly BCC meetings and committee meetings as necessary
   b. Fulfill all Peer Leader job duties as proscribed by their supervisor with support from the Residential Community Director
   c. Any additional responsibilities will be listed below the position title
2. Positions
   a. Residential Commons Chaplain
      i. Give the invocation at all Boaz Commons dinners (2 per semester)
   b. Peer Academic Leader
   c. Peers for Academic enhancement
   d. Peer Dialogue Leader
   e. Peer Health Educator
   f. Environmental Representative

Section 4: Member Selection, Appointment, & Removal
1. Selection & Appointment
   a. General Members: will be placed in Boaz Commons by RSLH staff
   b. President: will be nominated by General Members, selected by the President’s Council through an interview process, and appointed by SMU’s Residence Hall Association through an application and interview process each spring. The incumbent must have at least 18 credit hours and their tenure will be one year, unless no other member applies.
   c. Chief of Staff and Vice Presidents: will participate in an application process each spring and be selected by the incoming President, Advisor, and FiR. The incumbent must have at least 18 credit hours and their tenure will be one year, unless no other member applies.
   d. Advisor: will be appointed by RLSH
   e. Committee Directors: will participate in an application process each Fall and be selected by the President’s Council
   f. Peer Leaders: will be appointed by Student Affairs office supervisors with assistance from the Advisor
2. Removal
   a. If General Member is found to not uphold the Boaz values, RLSH policies, and SMU policies, they will go through a formal conduct process and may be removed from the building
   b. A President’s Council or Director may be removed from their position if:
      i. A member’s actions do not align with the best interests of BCC
      ii. A member is not performing their duties
      iii. A member accumulates three President’s Council or Directors’ meeting or two BCC meeting absences
   c. The process for removal of a President’s Council member or Director will be as follows:
      i. An accusation of irresponsibility will be submitted to the Advisor in writing
      ii. The accused member will discuss the accusation with the President’s Council and, if found irresponsible in role, must complete an agreed upon timeline for improvement
      iii. Failure to improve will result in a request from the President’s Council for resignation within 24 hours
iv. If the member does not comply with the request, they will be immediately removed from their position

3. Position Vacancy
   a. If there is a vacancy in a President’s Council position, appointment will follow the selection and appointment process outlined above
   b. Vacancy in a Director’s position will be filled through a nomination by the President’s Council and vote open to all BCC members

Article IV: Meetings & Attendance
1. BCC meetings will take place the first Sunday of the month at 9:00pm
2. President’s Council and Committee meetings will alternate weeks and will take place Tuesdays at 9:00pm
3. Meetings with the Advisor will be set-up at the Advisor’s discretion
4. All President’s Council and Directors must attend each of their assigned meetings
5. Requests for absence must be made in advance and may not occur more than three times at a President’s Council or Directors’ meeting or two times at a BCC meeting

Article V: Voting
1. All BCC members have voting rights in Town Hall meetings except the President
2. All President’s Council members have voting rights in President’s Council meetings except the Advisor
3. Voting may only occur at a Town Hall, President’s Council, or BCC meeting
4. A quorum of 2/3 of President’s Council and Directors must be present at BCC meetings to ratify a vote
5. All President’s Council members must be present to ratify a vote in a President’s Council meeting
6. In case of a tie, the President or Advisor will retain voting rights
7. If a quorum cannot be obtained, the President and Advisor may waive the need for a quorum if a time constraint deems it absolutely necessary

Article VI: Finance
1. BCC receives funding from RLSH each fiscal year (June 1 – May 31)
2. The Chief of Staff, with guidance from the Advisor, will create a budget for the BCC
   a. The budget for the upcoming year must be approved by the President’s Council each April
   b. The budget must have lines to support the following:
      i. BCC programs
      ii. Marketing & Commons Pride
      iii. Printing
3. The Chief of Staff, with support from the Advisor, is responsible for managing the BCC budget
4. Funding requests may be proposed to the Chief of Staff by any BCC member as follows:
   a. A written request using the Budget Proposal Request form must be submitted to the Chief of Staff
   b. Requests must be received two weeks in advance of the proposed date of the event/item for which the funding is needed
   c. The Chief of Staff will bring the proposal to the President’s Council for discussion and a vote
   d. Requests will be funded if 2/3 of the President’s Council votes to do so
   e. The Advisor will vote in the case of a tie
   f. All approved proposals must positively impact the Commons and be a wise expenditure
5. Additional funding resources may be requested from the following entities under the specified guidelines set forth:
   a. Hall Improvement Funds
      i. May be requested from RHA for the improvement of the building
      ii. Proposals to use hall improvement funds must be voted on at BCC meetings before being presented
   b. Community Development Funds may be requested from RHA for events that collaborate with other Commons Councils
c. Fundraising may occur with approval from the Advisor
d. Other University funding may be applied for through EPIC, Student Senate, etc.

Article VII: Marketing Guidelines

1. The Boaz Commons colors are Cerulean Blue and Gold
   a. RGB codes are 0, 123, 167 (Cerulean) and 255, 215, 0 (Gold)
   b. Hexadecimal codes are #007BA7 (Cerulean) and #FFD700 (Gold)
   c. CMYK color codes are 100, 26, 0, 35 (Cerulean) and 0, 16, 100, 0 (Gold)

2. The Boaz Commons font is ParmaPetit
   a. This font must be used on all official correspondence and marketing items
   b. The words “Boaz Commons” must be written in this font if used in a heading or part of a title
   c. Rockwell is an acceptable font for official correspondence
   d. Internal flyers may use an alternate suitable font

3. The Boaz Commons crest must be used on all official correspondence and flyers
   a. The crest may not be altered beyond the three variations (color, 1-color, and greyscale)
   b. On unofficial and internal correspondence and flyers alterations may be made as long as they are in keeping with the key components

Article VIII: Amendments & Bylaws

1. Amendments and bylaws to the BCC Constitution may be proposed by any member of the BCC
2. Proposed amendments or bylaws must be in writing, signed by the person(s) submitting the new legislation, and given to the President for preliminary review
3. Proposed amendments or bylaws must be presented to the President’s Council for secondary review and ratified by a quorum of 2/3 of the BCC
4. If the BCC is not in session, amendments or bylaws may be ratified by a 4/5 majority of the President’s Council
5. Once ratified, all amendments to the Constitution or bylaws will take effect immediately