The Constitution of the Cockrell-McIntosh Commons Council

Non-Discrimination Clause

The Commons Council shall be an organization open to all campus residents without regard to age, sex, genetic information, gender, gender expression, color, race, nationality or ethnic origin, religious beliefs, sexual orientation, physical ability, or veteran status.

Article I – Name of the Organization

The name of this organization shall be the Boaz Commons Council of Southern Methodist University, hereafter referred to as the CC and the University or SMU, respectively.

Article II – Purpose of the Organization

Section 2.1: The purpose of this organization is to provide a unified voice for those students who reside in the [insert name here] Commons, to ensure student involvement in the University, to encourage and facilitate Commons cooperation, to discuss and promote student development and the issues of students in [insert name here], and to provide a means for improving the physical, educational, social, and cultural standards of living in [insert name here].

Section 2.2: Commons Council is organized in order to provide residents with the framework by which they can govern themselves in the living groups. This body has the duty to act on behalf of the Commons residents. [Insert Name Here] CC derives its authority from The Assembly of Residential Housing and the Department of Residence Life and Student Housing at Southern Methodist University. The CC shall remain consistent with all University, Housing, and Assembly of Residential Housing policies and procedures.

Article III - Membership

Section 3.1: Active Membership:

A. Any student recognized by the Residence Life and Student Housing office as living in the [insert name here] Commons shall be considered an active member of the [insert name here] CC for the period of their residence.

B. [insert name here] Commons Residents have speaking privileges as members of the [insert name here] CC.

C. Each resident of the [insert name here] Commons shall be responsible for the knowledge of the regulations of Southern Methodist University, Department of Residence Life and Student Housing, The Assembly of Residential Housing, and of the actions taken and decisions made by the [insert name here] CC.

Section 3.2: Affiliated Membership:
A. Any student recognized by the Residence Life and Student Housing office as assigned to [insert name here] as a transfer, commuter, or previous resident of said Commons shall be considered an affiliated member of the [insert name here] CC.

B. [insert name here] Commons Residents have speaking privileges as members of the [insert name here] CC.

C. Each resident of the [insert name here] Commons shall be responsible for the knowledge of the regulations of Southern Methodist University, Department of Residence Life and Student Housing, The Assembly of Residential Housing, and of the actions taken and decisions made by the [insert name here] CC.

Section 3.3: Executive Membership:

A. Executive membership shall consist of those positions as outlined in Article IV of this constitution and any other positions as designated in the [insert name here] CC Bylaws.

B. Each Executive Board member shall have the responsibility of performing the duties of his or her office as outlined in Article IV of this constitution.

Section 3.4: Advisor:

A. The [insert name here] Residential Community Director shall act as the primary advisor to the CC.

Article IV: Executive Officers

Section 4.1: Duties of all Executive Officers:

A. Represent and promote the needs of the residents of the [insert name here] Commons.

B. Attend all [insert name here] CC and Executive meetings and Commons programs.

C. Develop community and pride for SMU and the [insert name here] Commons.

D. Support the efforts of The Assembly of Residential Housing (The Assembly) and the National Residence Hall Honorary (NRHH) SMU Chapter.

E. Be positive role models and leaders for the [insert name here] Commons.

F. Remain in good academic and judicial standing with SMU.

G. Adhere to SMU Honor Code and Conduct Policy.

H. Complete other duties as outlined in [insert name here] Commons Bylaws.

I. Serve a term of office equivalent to one academic year.

Section 4.2: Duties of the President:

A. Set the agenda for each CC meeting in consultation with the Advisor.

B. Attend all Assembly meetings and serve as the representative for the [insert name here] Commons.

C. Meet with the Advisor on a weekly basis.

D. Work with the Advisor over the summer to create a plan for the year and any necessary objectives to take place prior to CC elections.

E. Assume the duties and responsibilities of the RHA Delegate as listed in the Assembly Constitution under Article VII.

Section 4.3: Duties of the Chief of Staff:
A. Assume the duties and responsibilities as necessary in case of absence or resignation of the President.
B. Support the work and initiatives of each Executive Board Officer.
C. Oversee CC membership and retention.
D. Maintain minutes for all CC meetings.
E. Distribute minutes of all meetings to the CC and upload to an easily accessible online server to the residents and The Assembly before the next CC Meeting.
F. Track attendance at CC Meetings.
G. Oversee the CC Budget in accordance with the CC Advisor and give a budget update at every CC Meeting.
H. Oversee any proposals to use CC funding and distribute proposals to Executive Board.

Section 4.4: Duties of the Spirit and Competitions Coordinator:

A. Work with the Commons Cup Director on maintaining Commons participation and records associated with the Commons Cup.
B. Work with the necessary entities associated with SMU Homecoming and its competitions.
C. Oversee the participation in any intramurals that [insert name here] Commons chooses to participate in.
D. Attend all meetings associated with the Commons Cup, Homecoming, and Intramurals.
E. Oversee all advertising and promotion of the aforementioned events.
F. These duties must be fulfilled in the manner outlined here or other position(s) as listed in the CC Bylaws.

Section 4.5: Duties of the Public Relations Coordinator:

A. Work with The SMU Daily Campus and any other University organizations on the promotion of the [insert name here] Commons and its events.
B. Work on any advertising and promotion of the [insert name here] Commons and its events for the Commons, aside from those listed under Section 4.5.
C. Design promotional items for the [insert name here] Commons.
D. Distribute promotional items of The Assembly and official University outlets (i.e., Orgs@SMU, WordPress) for the [insert name here] Commons.
E. These duties must be fulfilled in the manner outlined here or other position(s) as listed in the CC Bylaws.

Section 4.6: Duties of the Outreach Coordinator:

A. Ensure all affiliated members are kept aware of the [insert name here] Commons activities and events.
B. Work with affiliated members to get feedback on their involvement with the [insert name here] Commons.
C. Act as the voice of all affiliated members in CC Meetings.
D. Work with SMU organizations on activities associated with Prospective and Incoming Students and the Commons.
E. These duties must be fulfilled in the manner outlined here or other position(s) as listed in the CC Bylaws.

Section 4.7: Duties of the Advisor:
A. Meet with the President on a weekly basis.
B. Be present during any voting procedures.
C. Provide guidance and support to the [insert name here] CC.
D. Possess the ability to adjust the [insert name here] Commons Bylaws in accordance with the CC President over the summer.

Article V: Elections Procedures

Section 5.1: Executive Board Elections

A. The President shall be selected according to the procedures outlined in The Assembly Bylaws Section 9.4.
B. The remainder of the positions shall be elected by the residents of [insert name here] Commons as outlined in the CC Bylaws
C. The timeline for Executive Board position elections will be decided upon by The Assembly Executive Vice President by no later than July 1st.

Section 5.2: Vacant Officer Positions

A. If there is a vacancy in the President position, appointment will follow the procedure outlined in The Assembly Bylaws Section 10.4.
B. All other vacant positions will be filled through appointment by a simple majority vote of the CC.

Section 5.3: Removal of Officers

A. An officer that fails to complete their specified positional responsibilities or agreed upon other duties as assigned shall be subject to removal from their position.
B. Any current officer or general member may bring up an Executive Board Officer on charges of failure to complete their responsibilities.
C. An officer that is brought up on charges of failure to complete their responsibilities shall meet with the Advisor and CC President. At said meeting, the Advisor, CC President, and the accused officer shall discuss the accusations. If found guilty of failure to complete responsibilities, a timeline for improvements will be setup and agreed upon by the Advisor, CC President, and accused officer. Failure to complete and improve as per the specified timeline will result in automatic resignation of the accused officer from the position.

Article VI: Meetings

Section 6.1: The [insert name here] CC shall meet at least once a week. Additional meetings may be called by the President and the Advisor.

Section 6.2: Meeting format shall adhere to guidelines as specified in the Bylaws of this Constitution.
Section 6.3: Executive meetings may be called as necessary by the President or the Advisor of the CC.

Article VII: Voting

Section 7.1: Establishing Quorum:

A. Quorum shall be defined as 2/3 of all voting members on the CC.
B. Quorum shall be used for budget approval, funding proposals, and any other procedures requiring quorum as outlined in the [insert name here] Commons Bylaws or deemed necessary by the CC President and the Advisor.
C. If quorum is not met, voting shall not take place for the aforementioned procedures until the next meeting that quorum is met.
D. The President and Advisor reserve the right to waive the need for quorum if deemed absolutely necessary.

Section 7.2: Voting Rights

A. All members of the Executive Board shall hold exactly one vote, excluding the Advisor and the President.
B. The President shall only have one vote in the case of a tie.
C. Other CC members may have a vote as outlined in the Bylaws.
D. A 2/3 majority of all possible votes is required to approve the budget and any funding proposals.

Article VIII: Funding Policies

Section 8.1: Initial Allocation of Funds:

A. The CC receives funding from the Residence Life and Student Housing Office each fiscal year.
B. Funds needed for programming efforts must be approved by the Chief of Staff and the Advisor.
C. The Chief of Staff shall work with the CC Advisor and President to establish the semester budget. The President and CC Advisor will set a preliminary budget prior to the Fall Semester to include the following line items:
   1. Opening Events
   2. Programming
   3. Office Supplies
   4. Miscellaneous
D. The semester budget must be approved by the CC at the earliest possible meeting.

Section 8.2: Funding Proposals:

A. CC members and Student Staff members must propose to the CC Executive Board funds they wish to spend on an event or the commons.
   1. Proposals must be made at least two weeks prior to the date of the event or when the funds need to be spent.
   2. The CC Executive Board reserves the right to deny any proposals they do not deem as a beneficial use of funds that will positively impact the community.
B. Advisors must propose to the CC Executive Board funds they wish to spend for their own personal offices or uses.
1. Proposals for these purchases can be made at any time to the Executive Board.

Section 8.3: Additional Funding Sources

A. Hall Improvement Funds
   1. The CC can request funds for the improvement of the Residential Commons building through the process outlined in The Assembly Bylaws.
   2. Proposals to use hall improvement funds must be approved by a majority vote of the CC.

B. Community Development Funds
   1. The CC can request funds for events that collaborate with other CCs through the process outlined in The Assembly Bylaws.

C. Fundraising
   1. The CC has the ability to fundraise for money through any means approved by the University and the Advisor of the CC.

D. Other University Funding
   1. The CC can apply for funding from any other official source (i.e., EPIC, Student Senate, etc.) according to the respective sources’ procedures.

Article IX: Bylaws of the Constitution

Section 9.1: The Bylaws of this Constitution shall be at the discretion of the [insert name here] CC.

Section 9.2: The Bylaws must be approved by the CC at the first CC Meeting of each semester.

Section 9.3: The Bylaws allow for [insert name here] Commons to adjust the CC and its functioning according to the needs of the Commons.
   
   A. These Bylaws cannot subtract anything as written in this Constitution.

Article X: Amendments

Section 10.1: Proposed amendments to this Constitution must be submitted in writing to The Assembly President. The amendments will then be formally presented to the General Assembly. Amendments may be submitted by any member of The Assembly of Residential Housing. Proposals shall be presented at one meeting and will be voted on at the next General Assembly meeting.

Section 10.2: Amendments must be approved by a 3/4 vote of the General Assembly present once quorum has been reached.
Section 10.3: All amendments shall go into effect immediately following the approval of The Assembly of Residential Housing unless otherwise specified in said amendment.

Section 10.4: Between the last General Assembly Meeting of one school year and the first General Assembly Meeting of the next school year, The Assembly Executive Board shall reserve the right to amend this constitution as they deem necessary. All amendments must be approved by a ¾ majority vote of the newly elected General Assembly or his/her designee and The Assembly Executive Board.

Article XI: Approval of the Constitution

Section 11.1: This Constitution shall be approved by a ¾ majority vote of the General Assembly at the first meeting.

Section 11.2: This Constitution shall supersede all previous CC Constitutions.
The Bylaws of the Cockrell-McIntosh Commons Council

**Article I. Name & Mission**

A. The name of this student organization shall be the Cockrell-McIntosh Commons Council, herein referred to as the CMCC.

B. The Mission of the CMCC shall be to lead and develop the residents of Cockrell-McIntosh Residential Commons into a thriving, strong, united community.

**Article II. Membership**

A. All residents of Cockrell-McIntosh Residential Commons are eligible as members of the CMCC.

B. The CMCC will not discriminate in any practice, education or social program and/or activity on the basis of race, color, religion, national origin, gender, sexual orientation, age, disability, political affiliation, or veteran status.

**Article III. Cockrell-McIntosh Executive Officer Duties**

A. Cockrell-McIntosh Executive Officers will be officially and formally known as members of the Cockrell-McIntosh Executive Council. Cockrell-McIntosh Chair Positions will be known as members of the Cockrell-McIntosh Operations Board.

B. Expectations of All Executive Council Officers and Operations Board Members
   i. Represent and promote the needs of the residents of the Cockrell-McIntosh Residential Commons.
   ii. Assist in the promotion of Commons Council activities and events.
   iii. Attend all Executive Council meetings.
   iv. Attend all Council Town Hall Meetings.
   v. Assist in the promotion of Council activities and events.
   vi. Develop community and pride for SMU and Cockrell-McIntosh Residential Commons
   vii. Support the efforts of the Residence Hall Association (RHA) and the National Residence Hall Honorary (NRHH) SMU Chapter.
   viii. Be positive role models and leaders for the Cockrell-McIntosh Residential Commons
   ix. Collaborate with the Cockrell-McIntosh Commons RAs and other Commons Councils when feasible.
   x. Remain in good academic standing and judicial standing with SMU.
   xi. Adhere to SMU Honor Code and Conduct Policy.
   xii. Complete other duties as decided by the CMCC.
   xiii. Serve a term of office equivalent to one academic year.
   xiv. Maintain a cumulative GPA of 3.00 at least.
   xv. Complete at least twenty hours of community service across one academic year.
   xvi. Schedule all other activities and commitments responsibly to not interfere with CMCC activities and meetings.

C. President
   i. Set the agenda for each Executive Council meeting, in consultation with the Advisor(s)
   ii. Attend and lead all CMC Council meetings and be available for Committee Meetings
   iii. Attend all RHA meetings and serve as the voice of the CMCC
   iv. Coordinate hall improvement initiatives
   v. Support the work and initiatives of each Executive Council Officer
   vi. Organize one town hall meeting a semester open to all residents of CM Commons
vii. Work with the Advisor(s) over the summer to create a plan for the upcoming year and any necessary objectives to take place prior to Commons Council elections in the Fall.
viii. Meet with the Advisor(s) on a weekly basis
ix. Compile the CMCC End of Year Report with assistance from the Council Officers

D. Vice President of Operations
i. Incorporate the duties of the Vice President and Secretary of Business and Administration in the Cockrell-McIntosh Commons Council Constitution.
ii. Maintain meeting attendance and voting rights.
iii. Report on the Council budget, in consultation with the Advisor, at each Council meeting
iv. Maintain Council contact list.
v. Coordinate a CMCC scrapbook for historical records or similar archive.
vi. Meet with the President and/or Advisor on a regular basis.
vii. Assume the duties of the President in the absence of the President.

E. Vice President of Public Relations
i. Incorporate the duties of the Public Relations Coordinator and the Outreach Coordinator in the Cockrell-McIntosh Commons Council Constitution.
ii. Collaborate and work with The Daily Campus and other University organizations to promote Cockrell-McIntosh Commons.
iii. Oversee and direct the advertisement of all Cockrell-McIntosh activities.
iv. Collaborate with Floor Representatives and ensure the Executive Council is informed of their concerns.
v. Collaborate with the Advisor when necessary.

F. Warden
i. Maintain discipline and order within all Executive Council, Town hall and CMCC General Meetings and events.
ii. Ensure the President is notified of any absences at meetings and get in contact with absentee members.
iii. Meet with the President on a weekly basis to address any potential concerns regarding Council efficiency.
iv. Act as Master of Rituals within all CMCC meetings.
v. Act as Parliamentarian of CMCC meetings when necessary.
vi. Ensure all duties are being fulfilled by members of the CMCC.

G. Secretary
i. Record and distribute the minutes and activities at each meeting (Executive Council and Town hall) to the appropriate people.
ii. Maintains communication between all members of the Executive Council.
iii. Oversees all social media accounts of the CMCC.
iv. Act as Historian of CMCC activities and prepare a scrapbook of the years activities.
v. Act as Chief of Staff for the President and assist him/her with duties as needed.
vi. Collaborate with the Advisor when necessary.

H. Service Chair
i. Coordinate and oversee the implementation of service initiatives for the community
ii. Responsible for the coordination of Cockrell-McIntosh participation in events.
iii. Committee at their discretion may opt to select one philanthropy to work with the entire academic year
iv. Responsible for the implementation of two community service events per semester.
v. Collaborate with the Advisor when necessary.

I. Professional Development Chair
i. Coordinate initiatives that help expand the knowledge and assist Residents with their academic, career, and networking pursuits.
ii. Responsible for the implementation of two workshop events per semester.
iii. Collaborate with the Advisor when necessary.

J. Athletics Chair
i. Coordinate initiatives for the community relating to the Commons Cup, Intramurals, and general physical fitness.
ii. Ensure maximum performance of our residents in the Commons Cup.
iii. Oversee the activities of Intramural teams and assist them with needs.
iv. Maintain oversight of all intramural teams relating to the Cockrell-McIntosh Commons and promote them to the community.
v. Collaborate with the Advisor when necessary.

K. Pride & Spirit Chair
i. Incorporate the duties of the Spirit and Competitions Coordinator as outlined in the Constitution.
ii. Coordinate the development of promotional items for the CMCC to promote community pride.
iii. Educate residents of CM values, traditions, and the motto.
iv. Collaborate with the Advisor when necessary.

L. Fundraising Chair
i. Coordinate two fundraising activities per semester that are in-line with the Constitution’s specifications.
ii. Maintain oversight of the Cockrell-McIntosh Commons budget and ensure all spending is accounted for with the advisor.
iii. Coordinate with the Service Chair when necessary.
iv. Collaborate with the Advisor when necessary.

M. Social Chair
i. Coordinate the creation of at least one social event a month for the Commons except for the months of August and May.
ii. Assist the Vice-President of Public Relations with advertising when necessary.
iii. Engage and collaborate with Cockrell-McIntosh residents on community projects on a regular basis.
iv. Collaborate with the Vice-President of Operations when necessary.
v. Collaborate with the Advisor when necessary.

N. Floor Representatives (4)
i. Represent the popular will of the residents of Cockrell-McIntosh Commons.
ii. Maintain communication with the Vice President of Public Relations in regards to concerns of the Residents.
iii. Assist members of the CMCC and the RA’s with duties when necessary.
iv. Shall meet with the RCD Advisor on a weekly basis.

O. Advisor(s)
i. Provide guidance and support for the CMCC.
ii. Manage the CMCC budget according to Residence Life & Student Housing (RLSH) procedures.
iii. Serve as the Parliamentarian as necessary.
iv. Liaison between the CMCC and the RLSH professional staff.

Article IV. Executive Council Officer Selection, Appointment, and Removal Procedures

A. The President shall be selected per a process as defined by the Residence Hall Association in the Spring semester each year.

B. Selection Procedures for the 2014/2015 Academic Year shall be as follows
i. All Executive Council and Operations Board positions shall be determined by an interview process coordinated by the President, Student Advisor and Advisor.
ii. In the interview process for Executive Council and Operations Board, candidates will be interviewed by any of the following; the President, RCLC team members, RAs and Commons Faculty.
iii. Floor Representatives shall be elected by a popular election consisting of members from their floor.
C. Selection Procedures for each subsequent year shall be as follows
   i. Each April, all CMCC officers will elect the Executive Council for the following year.
   ii. Operations Board members shall be interviewed and decided upon during the beginning of the Fall semester.
      i. The Executive Council shall plan, oversee and conduct the interview process.
      iii. Floor Representatives shall be elected by a popular election consisting of members from their floor.
D. The Advisor is the current Residential Community Director (RCD) for the CM Residential Commons as appointed by the Department of Residence Life and Student Housing.
E. Appointment of Vacant Officer Positions.
   i. If the position of President becomes vacant, the Vice President of Operations shall automatically assume the duties of the President and a new Vice President of Operations shall be elected by the Executive Council.
   ii. Positions other than that of the President shall be filled through the following procedure:
      1. Candidates shall apply through a process determined by the CMCC President.
      2. The candidate shall be chosen by a simple majority vote amongst CMCC members.
F. Removal of Officers
   i. An Executive Council Officer that fails to complete their specified positional responsibilities or agreed upon other duties as assigned shall be subject to removal from their position.
   ii. Any current officer or general member may bring up an Executive Council Officer on charges of failure to complete their responsibilities to the Warden.
   iii. An officer that is brought up on charges of failure to complete their responsibilities shall meet with the President, Advisor(s), and Warden. At said meeting, the three and the accused officer shall discuss the accusations. If found guilty of failure to complete responsibilities, a timeline for improvements will be setup and agreed upon by the three and the accused officer. Failure to complete and improve as per the specified timeline will result in automatic resignation of the accused officer from the position.
G. Other procedures not specified here shall follow guidelines as described in Roberts Rules of Order, Newly Revised.

Article V. Meetings
A. The Cockrell-McIntosh Executive Council and Operations Board shall meet on Tuesday nights at 9:00pm on a weekly basis.
   a. The President can cancel meetings at his discretion.
B. The Operations Board shall meet at a set time, separate from the general meetings, at the consensus of the chairs.
C. Additional meetings may be called by the President and Advisor(s) with appropriate notification given to the Executive and Operations Board members.

Article VI. Committees
A. Operations Council members may form committees to complete programming initiatives for the community.
B. Committee members are to be recruited during the first 30 days of each semester, but residents may join at any point during the semester.
C. Any resident of the Cockrell-McIntosh Commons is eligible to serve on a committee. Residents are not limited to one committee, understanding that committee meetings occur concurrently.
D. Operations Council members shall assign a scribe for each committee meeting to ensure proper records are kept. Committee Scribe shall turn in committee meeting minutes to the Secretary at least 48 hours after the committee meeting.
Article VII. Voting Rights & Procedures
A. All residents of the Cockrell-McIntosh Residential Commons shall have voting rights in Town Hall Meetings.
B. All Executive and Operations Council members will have a vote in Commons council meetings.
C. The President shall only vote in the case of a tie in any meeting.
D. Voting and balloting may only take place at a formal general meeting or Executive Council meeting.
E. A quorum of 2/3 of Commons council officers must be present at a General meeting in order for voting and balloting to occur.
F. Voting and balloting at a CMCC Town Hall meeting shall be based on the total number of residents present.

Article VIII. Programs
A. Any resident of Cockrell-McIntosh Residential Commons may propose program activities and events to be implemented in the community.
B. Executive and Operations Council Officers and Committees must adhere to program planning guidelines set during meetings.
   i. Program ideas must be proposed to the Executive and Operations Council Officers at least three weeks prior to the planned implementation of the program.
   ii. Program shopping lists must be to the President and Advisor(s) at least two weeks in advance of the program.
   iii. Two rounds of publicity must be posted for all programs:
         1. Initial marketing materials and publicity for all events must be posted at least one week before the event
         2. Final reminders must be posted at least one day before the actual program
C. The CMCC shall complete program evaluations for each program as specified by the Advisor(s).

Article IX. Funding
A. The CMCC receives funding from the RLSH each fiscal year.
B. The Fundraising Chair of the Operations Council shall propose, oversee, and implement fundraising initiatives for the Commons in accordance with RLSH guidelines and with consultation with the President, Vice President of Operations, and Advisor.
C. Additional funding resources may be requested from RHA or the RLSH Hall Improvement Fund as set by those entities’ specified guidelines.
D. Funding Proposals
   a. The Executive Council shall set the budget for the following year in April of each year and include at least the following line items:
      i. Opening Events
      ii. T-shirts
      iii. Programming
      iv. Office Supplies
      v. Miscellaneous
   b. RA, Council Officers, and Operations Board members must propose to the Council funds which they wish to spend on an event or on the community.
      i. Proposals must be made at least two weeks prior to the date of the event or when the funds need to be spent
      ii. The Council reserves the right to deny any proposals that they do not deem as a beneficial use of funds that will positively impact the community
iii. Proposals are approved by a 2/3 majority of Council members present at the meeting. A quorum of at least 2/3 of the existing Council members must be present to vote upon Funding Proposals.

   a) If a quorum is not present, the Council members present may grant the President in consultation with the advisor(s) permission to make a decision to approve or not approve

**Article X. Amendments**

A. All proposed amendments must be submitted in writing to the President one week before reaching the general assembly for a vote.

B. Proposed amendments must receive a two-thirds majority vote of the voting membership present at a general meeting to pass.

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