The Bylaws of Loyd Commons Council

Article I. Name & Mission
A. The name of this student organization shall be the Loyd Commons Council, herein referred to as the LCC.
B. The Mission of the LCC shall be to engage residents of Loyd Residential Commons in the development of a strong, cohesive community.

Article II. Membership
A. All residents of Loyd Residential Commons are considered members of the LCC.
B. The LCC 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 or veteran status.

Article III. Loyd Cabinet Officer Duties
A. Loyd Executive Officers, will be officially and formally be dubbed as members of the Loyd Cabinet.
B. Expectations of All Cabinet Officers
   i. Represent and promote the needs of the residents of the Loyd Residential Commons
   ii. Assist in the promotion of Commons Council activities and events
   iii. Attend all Council Cabinet 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 Loyd 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 Loyd Residential Commons
   ix. Collaborate with the Loyd 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 LCC
   xiii. Serve a term of office equivalent to one academic year
   xiv. Maintain a cumulative GPA of 2.75
C. President
   i. Set the agenda for each Cabinet meeting, in consultation with the Advisor(s)
   ii. Attend and lead all LCC Cabinet meetings and be available for Committee Meetings
   iii. Attend all RHA meetings and serve as the voice of the LCC
   iv. Coordinate hall improvement initiatives
   v. Support the work and initiatives of each Cabinet Officer
   vi. Organize one town hall meeting a semester open to all residents of Loyd Commons
   vii. Work with the Advisor(s) over the summer to create a plan for the upcoming 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 LCC End of Year Report with assistance from the Cabinet Officers
D. Chief of Staff
   i. Incorporate the duties of the Vice President and Secretary of Business and Administration in the Loyd Commons Council Constitution
   ii. Record and distribute the minutes and activities at each meeting (Cabinet and Townhall) to the appropriate people
   iii. Maintain meeting attendance and voting rights
   iv. Report on the Council budget, in consultation with the Advisor, at each Council meeting
   v. Maintain Council contact list
   vi. Coordinate a LCC scrapbook for historical records or similar archive
   vii. Meet with the President and/or Advisor on a regular basis
   viii. Assume the duties of the President in the absence of the President
E. Director of Academic Initiatives
   i. Coordinate activities and events that incorporate the Faculty in Residence and Faculty Affiliate(s)
   ii. Coordinate activities and initiatives that assist residents in their academic endeavors – such as study skills, time management, finals preparation, preparing for advising meetings, how to navigate the university curriculum, etc.
   iii. Collaborate with the Peer for Academic enhancement when feasible

The Bylaws of the Fine Arts Community Council - 1
iv. Collaborate with the Peer Academic Leader when feasible
v. Work with the Resident Assistant (RA) in charge of their specialized area

F. Director of Campus Traditions
   i. Along with the Director of Wellness, incorporate the responsibilities of the Spirit and Competitions Coordinator specific to Homecoming and Commons Cup as listed in the Loyd Commons Council Constitution.
   ii. Coordinate efforts for campus traditions, including, but not limited to, Homecoming, Sing Song, Celebration of Lights, Family Weekend, etc.
      1. Shall have the ability to create subcommittees as necessary
   iii. Work with the Resident Assistant (RA) in charge of their specialized area

G. Director of Community Responsibility/Accountability
   i. Educate residents on the Loyd Values and Loyd Motto
   ii. Educate residents on how to be responsible and accountable residents of Loyd
   iii. Educate residents on RLSH community standards and university policies
   iv. Work with the Resident Assistant (RA) in charge of their specialized area

H. Director of Community Service
   i. Coordinate and oversee the implementation of service initiatives for the community
   ii. Responsible for the coordination of Loyd participation in Relay for Life
   iii. Committee at their discretion may opt to select one philanthropy to work with the entire academic year
   iv. Work with the Resident Assistant (RA) in charge of their specialized area

I. Director of Diversity Initiatives
   i. Coordinate initiatives that help expand the perspectives of Loyd residents to make it a welcoming and comfortable home for all residents
   ii. Collaborate with the Peer Diversity Leader when feasible
   iii. Work with the Resident Assistant (RA) in charge of their specialized area

J. Director of Recognition & Spirit
   i. Coordinate recognition initiatives for the community – including, but not limited to birthday parties, academic recognition, Of The Month awards, etc.
   ii. Coordinate initiatives that increase SMU spirit
   iii. Work with the Resident Assistant (RA) in charge of their specialized area

K. Director of Social and Community Pride
   i. Incorporate the duties of the Public Relations Coordinator as outlined in the Loyd Commons Council Constitution.
   ii. Coordinate the development of promotional items for the LCC to promote community pride
   iii. Organize social events for residents
   iv. Work with the Resident Assistant (RA) in charge of their specialized area

L. Director of Wellness
   i. Along with the Director of Campus Traditions, incorporate the responsibilities of the Spirit and Competitions Coordinator specific to Intramurals as listed in the Loyd Commons Council Constitution.
   ii. Coordinate initiatives that promote healthy living and health decision making
   iii. Coordinate Loyd intramural activities when feasible
   iv. Collaborate with the Peer Health Educator when feasible
   v. Work with the Resident Assistant (RA) in charge of their specialized area

M. Class Representatives (4)
   i. Incorporate the duties of the Outreach Coordinator as listed in the Loyd Commons Council Constitution.
   ii. Coordinate the Loyd Mentorship program including recruiting and training mentors
   iii. Recruit and organize a Loyd Welcoming Committee – the Loyd Welcoming Committee will consist of a move-in crew to help welcome students as they move in primarily on opening day in August but also throughout the year
   iv. Shall meet with the RCD Advisor on a bi-weekly basis

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

Article IV. Cabinet Officer Selection, Appointment, and Removal Procedures

The Bylaws of the Fine Arts Community Council - 2
A. The President shall be selected per a process as defined by the Residence Hall Association in the Spring semester each year.

B. The Chief of Staff, Directors, and Class Representatives shall be interviewed and selected by the RCD Advisor and incoming President, and the Faculty in Residence when feasible.

C. The Advisor is the current Residential Community Director (RCD) for the Loyd Residential Commons as appointed by the Department of Residence Life and Student Housing.

D. Each Loyd RA will advise a Loyd Committee as assigned by the RCD Advisor.

E. Appointment of Vacant Officer Positions
   i. If the position of President becomes vacant, the Chief of Staff shall automatically assume the duties of the President and a new Chief of Staff shall be appointed.
   ii. Positions other than that of the President shall be filled through the following procedure:
       1. Candidates shall complete a position application as formulated by the RCD Advisor.
       2. The RCD Advisor and President shall review all candidates.

F. Removal of Officers
   i. A Cabinet 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 Cabinet Officer on charges of failure to complete their responsibilities.
   iii. An officer that is brought up on charges of failure to complete their responsibilities shall meet with the Advisor(s). At said meeting, the Advisor(s) 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(s) 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.

G. Other procedures not specified here shall follow guidelines as described in Roberts Rules of Order, Newly Revised.

Article V. Meetings
A. The LCC Cabinet (referred to as Executive meetings in the Loyd Commons Council Constitution) shall meet on Tuesday nights at 9:00pm on a bi-weekly basis.
B. The Directors shall meet with their Committees shall meet on Tuesday nights at 9:00pm on the opposite Tuesdays of Cabinet Meetings.
C. The Class Representatives will meet with the Commons Council Advisor at the same time as Committees.
D. Additional meetings may be called by the President and Advisor(s) with appropriate notification given to the Cabinet Officers.
E. Meeting format shall adhere to guidelines as specified in Roberts Rules of Order, Newly Revised except when inconsistent with this document.

Article VI. Committees
A. Cabinet Officers shall form committees to complete programming initiatives for the community.
B. Committee members shall be recruited at the beginning of each semester, but residents may join at any point during the semester.
C. Any resident of Loyd Commons is eligible to serve on a committee. Residents are not limited to one committee, understanding that committee meetings occur concurrently.
D. Directors shall assign a scribe for each committee meeting to ensure proper records are kept. Committee Scribe shall turn in committee meeting minutes to the Chief of Staff at least 48 hours after the committee meeting.

Article VII. Voting Rights & Procedures
A. All residents of the Loyd Residential Commons shall have voting rights in Town Hall Meetings.
B. All Cabinet officers will have a vote in Cabinet 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 Board meeting.
E. A quorum of 2/3 of Cabinet officers must be present at a Cabinet meeting in order for voting and balloting to occur.
F. Voting and balloting at a LCC Town Hall Meeting shall be based on the total number of residents present.

Article VIII. Programs
A. Any resident of Loyd Residential Commons may propose program activities and events to be implemented in the community.
B. Cabinet Officers and Committees must adhere to program planning guidelines set by the Advisor(s):

The Bylaws of the Fine Arts Community Council - 3
i. Program ideas must be proposed to the Cabinet Officers at least three weeks prior to the planned implementation of the program.

ii. Program shopping lists must be to the 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 LCC shall complete program evaluations for each program as specified by the Advisor(s).

**Article IX. Funding**

A. The LCC receives funding from the RLSH each fiscal year.

B. Residents may submit Funding Proposals to the Cabinet for programming funds in consultation with the Advisor(s).

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
   i. The Cabinet shall set the budget for the following year in April of each year and include at least the following line items:
      1. Opening Events
      2. T-shirts
      3. Programming
      4. Office Supplies
      5. Miscellaneous
   
   ii. RAs, Cabinet Officers, and Committee members must propose to the Cabinet funds which they wish to spend on an event or on the community.
      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 Cabinet reserves the right to deny any proposals that they do not deem as a beneficial use of funds that will positively impact the community
      3. Proposals are approved by a 2/3 majority of Cabinet members present at the meeting. A quorum of at least 2/3 of the existing Cabinet members must be present to vote upon Funding Proposals.
         a. If a quorum is not present, the Cabinet 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.

**Last Updated – June 12, 2014**