Virginia-Snider Commons Council Constitution
Residence Life and Student Housing-Southern Methodist University

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 and Mission
A. The name of this organization shall be the Virginia-Snider Commons Council of Southern Methodist University, hereafter referred to as the CC and the University or SMU, respectively.
B. The mission of the Virginia-Snider CC shall be to engage residents of Virginia-Snider Residential Commons in the development of a strong, cohesive community. This document is to serve as an instrument to foster an environment where social, environmental, and educational programs can be enacted for the benefit of the students and the university.

Article II- Membership
Section 2.1: General Members:
A. Any student recognized by the Residence Life and Student Housing office as living in the Virginia-Snider Commons shall be considered an active general member of the Virginia-Snider CC for the period of their residence.
B. Virginia-Snider Commons Residents have speaking privileges as members of the Virginia-Snider CC.
C. Each resident of the Virginia-Snider Commons shall be responsible for the knowledge of the regulations of Southern Methodist University, Department of Residence Life and Student Housing, Residence Hall Association, and of the actions taken and decisions made by the Virginia-Snider CC.

Section 2.2: Voting Members:
A. Any student recognized by the Residence Life and Student Housing office as assigned to Virginia-Snider as a transfer, commuter, or previous resident of said Commons shall be able to run for voting membership of the Virginia-Snider CC.
B. Virginia-Snider Commons Residents have speaking privileges as active members of the Virginia-Snider CC.
C. Each voting resident of the Virginia-Snider Commons shall be responsible for the knowledge of the regulations of Southern Methodist University, Department of Residence Life and Student Housing, Residence Hall Association, and of the actions taken and decisions made by the Virginia-Snider CC.

Section 2.3: Executive Members:
A. Executive membership shall consist of those positions as outlined in Article IV of this constitution and any other positions as designated in the Virginia-Snider CC Bylaws.
B. Each Executive Board member shall have the responsibility of performing the duties of his or her office as outlined in Article III of this constitution.

Section 2.4: Advisor:
A. The Virginia-Snider Residential Community Director shall act as the primary advisor to the CC.

Article III: Executive Officers

Section 3.1: Duties of all Executive Officers:
A. Represent and promote the needs of the residents of the Virginia-Snider Commons.
B. Attend all Virginia-Snider CC and Executive meetings and Commons programs.
C. Develop community and pride for SMU and the Virginia-Snider Commons.
D. Support the efforts of the Residence Hall Association (RHA) and the National Residence Hall Honorary (NRHH) SMU Chapter.
E. Be positive role models and leaders for the Virginia-Snider 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 Virginia-Snider Commons Bylaws.
I. Serve a term of office equivalent to one academic year.

Section 3.2: Duties of the President:
A. Set the agenda for each CC meeting in consultation with the Advisor.
B. Attend all RHA meetings and serve as the representative for the Virginia-Snider 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 RHA Constitution under Article VII.

Section 3.3: 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 RHA 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 other CC Meeting.
H. Oversee any proposals to use CC funding and distribute proposals to Executive Board.
Article IV: Voting Officers

Section 4.1: Duties of the Public Relations Coordinator:
A. Work with The SMU Daily Campus and any other University organizations on the promotion of the Virginia-Snider Commons and its events.
B. Work on any advertising and promotion of the Virginia-Snider Commons and its events for the Commons, aside from those listed under Section 4.5.
C. Design promotional items for the Virginia-Snider Commons.
D. Distribute promotional items of the SMU RHA and NRHH Chapter within the Commons.
E. Maintain all social media and official University outlets (i.e., Orgs@SMU, WordPress) for the Virginia-Snider Commons.
F. These duties must be fulfilled in the manner outlined here or other position(s) as listed in the CC Bylaws.

Section 4.2: Duties of the RC Olympics Coordinator:
A. Work with the Commons Cup Director on maintaining Commons participation and records associated with the Commons Cup.
B. Oversee the participation in any intramurals that Virginia-Snider Commons chooses to participate in.
C. Oversee all advertising and promotion of the RC Olympics.
D. Support other Virginia-Snider CC positions after RC Olympics concludes.
E. These duties must be fulfilled in the manner outlined here or other position(s) as listed in the CC Bylaws.

Section 4.3: Duties of the Homecoming Chair
A. Work with the necessary entities associated with SMU Homecoming and its competitions.
B. Coordinate and plan working aspects of Homecoming.
C. May create committees within the council as needed for Homecoming.
D. Support other Virginia-Snider CC positions after Homecoming concludes.
E. These duties must be fulfilled in the manner outlined here or other position(s) as listed in the CC Bylaws.

Section 4.4: Duties of the Historian
A. Record and document all Virginia-Snider CC events.
B. Coordinate a Virginia-Snider scrapbook for historical records or similar archive.
C. Maintain and continuously update the Virginia-Snider CC bulletin board.
D. These duties must be fulfilled in the manner outlined here or other position(s) as listed in the CC Bylaws.

Section 4.5: Floor Presidents
A. Each Floor President will represent a floor in the Virginia-Snider building, thus making four Floor Presidents.
B. Act as the voice of all affiliated members from each Floor President's respective floor in CC Meetings.
C. **Host a minimum of two floor events per semester.**
D. **These duties must be fulfilled in the manner outlined here or other position(s) as listed in the CC Bylaws.**

**Section 4.6: Director of Community Service**
A. Coordinate and oversee the implementation of service initiatives for the community.
B. Responsible for the coordination of Virginia-Snider participation in Relay for Life.
C. 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 Virginia-Snider CC.
D. Possess the ability to adjust the Virginia-Snider Commons Bylaws in accordance with the CC President over the summer.

**Article V: Elections Procedures**

**Section 5.1: Commons Council Board Elections**
A. The President shall be selected according to the procedures outlined in the SMU RHA Bylaws Section 9.4 in the Spring semester each year.
B. The remainder of the positions shall be elected by the residents of Virginia-Snider Commons as outlined in the CC Bylaws.
C. **The timeline for Virginia-Snider CC position elections will be decided upon by the RHA Executive Vice President.**

**Section 5.2: Vacant Officer Positions**
A. If there is a vacancy in the President position, appointment will follow the procedure outlined in the RHA Bylaws Section 10.4.
B. All other vacant positions will be filled through appointment by a simple majority vote of the Virginia-Snider 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. Any current officer or general member may bring up an Executive Board Officer on charges of failure to complete their responsibilities.
B. **The following may culminate in impeachment: ineffective performance in their position, dereliction of duty, failure to stay above a 2.0 GPA, criminal activity, or the display of behavior counter to the missions of the Virginia-Snider CC, RLSH, or SMU. The process first begins with probationary status followed by formal impeachment (if necessary, the probationary status can be skipped).**
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, the accused member shall be put on probationary status and a timeline for improvements will be setup and agreed upon by the Advisor, CC President, and accused member. 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 Virginia-Snider 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 Virginia-Snider 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 President, 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 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
   5. T-shirts

D. The semester budget must be approved by the Virginia-Snider 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 RHA 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 RHA 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 Virginia-Snider 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 Virginia-Snider 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 RHA President. The amendments will then be formally presented to the RHA General Assembly. Amendments may be submitted by any member of the Residence Hall Association. Proposals shall be presented at one meeting and will be voted on at the next RHA General Assembly meeting.

**Section 10.2:** Amendments must be approved by a 3/4 vote of the RHA General Assembly present once quorum has been reached.

**Section 10.3:** All amendments shall go into effect immediately following the approval of the Residence Hall Association unless otherwise specified in said amendment.

**Section 10.4:** Between the last RHA General Assembly Meeting of one school year and the first RHA General Assembly Meeting of the next school year, the RHA 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 RHA Executive Board.

**Article XI: Approval of the Constitution**

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

**Section 11.2:** This Constitution shall supersede all previous Virginia-Snider CC Constitutions.

*Updated: August 2014*

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*All italicized portions of this document indicate parts of the constitution that are specific to the Virginia-Snider Commons Council Constitution.*