CONSTITUTION OF LOVE MEMORIAL COOPERATIVE

RESIDENCE HALL FOR WOMEN: SELF-GOVERNMENT ASSOCIATION

ARTICLE I- NAME

The name of this hall shall be Love Memorial Cooperative Residence Hall for Women.

ARTICLE II- OBJECTIVE

The objective of this organization shall be to provide an educational and social living environment for college women.  This will be accomplished by cooperative self-maintenance.

ARTICLE III- MEMBERSHIP

Section 1.

Non-discrimination clause. This organization does not discriminate in the selection of members or appointments when discrimination is defined as denying individuals membership or appointment on the basis of gender, age, disability, genetic information, race, color, religion, pregnancy, marital status, veteran's status, national or ethnic origin, gender identity or expression, place of residence, political affiliation, or sexual orientation.

Section 2.

Members of the organization shall be women selected on a first-come-first-serve basis by the Department of Housing at the University of Nebraska - Lincoln.

Section 3.

Non-student participation. A student organization shall consist of at least five currently enrolled student members. Non-students will be allowed to participate in any student organization activity, but will not be a voting member, or an elected or appointed officer of said organization. A non-student is someone who is not currently enrolled at the University of Nebraska-Lincoln for the fall or spring semester.

ARTICLE VI- OBLIGATIONS AND ENTITLEMENTS OF THE MEMBERS

Section 1.

It shall be the duty of every resident of the Love Memorial Cooperative Residence Hall:

A. To observe the Constitution of Love Memorial Cooperative Residence Hall for Women and the follow the policies outlined within it.

B.  To observe the University Code of Conduct and housing policies and follow all rules listed.

C.  To complete the assigned daily, deep clean, and Saturday duties to the standards outlined by the Vice President of Duties.

D.  To attend every All Hall meeting unless formally excused and abide by the rules pertaining to the All Hall meetings.

E.  To serve on at least two committees in a given school year.

F.   To strive for the overall betterment of Love Memorial Cooperative Residence Hall for Women.

Section 2.

All persons residing in Love Memorial Cooperative Residence Hall are entitled to participate in all programs and government functions unless they are in bad standing according to the Constitutional standards board policy.

ARTICLE VII – ADVISOR

This organization shall have one Primary Advisor, which must be a regular Academic/ Administrative or Managerial/Professional faculty/staff member of the University of Nebraska-Lincoln, and may have any number of Secondary Advisors, which may be regular Academic/Administrative, Managerial/Professional, or Office/Service staff members or Graduate Assistants of the University of Nebraska-Lincoln.

ARTICLE VIII- OFFICERS

Section 1.

The purpose of the officers shall be to serve as the governing body of Love Memorial Cooperative Residence Hall, and they shall represent the needs and interests of the residents.  These officers shall enforce the regulations and standards outlined in the Constitution of Love Memorial Cooperative Residence Hall for Women and the corresponding officer handbook for each officer.  In addition, the officers shall seek to provide the residents of Love Memorial Cooperative with activities that may include but are not limited to social, service, recreational, and/or educational programs as desired by the residents. The officers shall also represent Love Memorial Cooperative Residence Hall to other departments within the University of Nebraska - Lincoln.

Section 2.

Eligibility to hold an officer position:

A. It is advised that all officers maintain a minimum cumulative 2.0 GPA.

B.  Must not be an A or B-line housing official or a Resident Assistant.

C.  Must not hold two offices simultaneously.

D.  All officers shall be a resident of Love Memorial Cooperative Residence Hall.

E. Executive and non-executive officers must have lived as a resident of Love Memorial Cooperative Residence Hall for one semester prior to taking office.

F.  In the event that a given position is not filled by a returning woman who meets the eligibility qualifications, the office may be filled by any resident no matter the amount of time they have lived in the hall.

G. A resident may only hold the same office for two school years during their residence at Love Memorial Hall, after reaching this limit they become ineligible for the position.

Section 3.

The executive officers of the organization shall be:

A.  President

B.  Vice-President of Duties

C.  Vice-President of Supplies

D.  Treasurer

E.  Secretary

F. Historian

Section 4.

The non-executive officers of the organization shall be:

A.   Social Chair

B.   Food Chair

Section 5.

The officers from Section 3 and 4 shall be known as the Executive Council.  This council may also be referred to as the Officer Team.

Section 6.

Terms of office:

A. The offices of President, Secretary, and Historian shall have terms with the length of one school year, starting in the fall semester.

B.  The office of Treasurer shall be elected prior to the spring semester and have a term with the length of one calendar year, starting January first.

C.  The offices of Vice-President of Duties, Vice-President of Supplies, Social Chair, and Food Chair shall hold a term of one semester in length.

D.  Only by resignation or impeachment of an officer shall the terms of office be shorter.

E.  Any one resident shall not hold more than two school years in the same office.

Section 7.

Honorary Placements:

A.  An honorary place is a seat in the Executive Council meetings.  This position shall have a voice during the meeting; however, since the residents do not elect this position, individuals shall not obtain a vote.

B.  The following people shall have honorary placements on the Executive Council:

1.   Residence Director

2.   Resident Assistant

3.   The Chair of each active committee.  A committee will be considered active six weeks prior to the committee’s event and two weeks after the event.

Section 8.

The members of the Executive Council are expected to hold a conference before every hall meeting or as deemed necessary by the President.

ARTICLE IX - NOMINATIONS AND ELECTIONS

Section 1.

Nominations:

Two weeks prior to elections, nominations shall be taken for the offices at the second-to-last all hall meeting. The President shall take the nominations. Nominees must meet the requirements for eligibility to be considered as qualified for an office.

Section 2.

Nominee’s Obligation:

Each nominee must submit a written one-page platform detailing their reasons for running for office. The Resident Assistant shall receive the platforms within exactly one week (168 hours) of the start of the nomination meeting.  She shall post all of the platforms for resident reviewal on the night that the platforms are due, exactly one week before the last all hall meeting, which is elections. The platforms are to be read by the residents of the hall at their discretion.

Section 3.

Absentee Ballot:

Prior to elections, if a resident knows she will be absent from the election meeting, she can obtain an absentee ballot listing all of the nominees for each office from the Resident Assistant.  The completed ballots shall be returned to the Resident Assistant in a sealed envelope before the meeting of elections. The absentee ballots shall not be opened until the votes are cast for the first position.

Section 4.

The Election Meeting:

At the election meeting, each candidate nominated for the offices of the Executive Council will give her platform. The nominees for the office in question go to a separate room.  Then, one nominee at a time shall enter the election meeting room to give her platform and then be escorted back to the separate room.  After all of the platforms are heard for the office in question, a brief discussion by the rest of the residents present shall be held.  After discussion, all the nominees for that office will be escorted back into the election meeting room.  At that time, all of the residents present shall cast their vote on a secret ballot to be picked up by the Residence Director and/or the Resident Assistant.

Section 5.

Vote Counting:

The Residence Director and/or the Resident Assistant shall count the ballots.  One candidate must obtain a majority vote (defined as 50% plus 1 vote) for her respective office to be officially elected to that office.

Section 6.

Officer Installation:

The officers-elect shall be installed by the President at the last meeting of the semester that they were elected in. The officers-elect shall take over at the start of the new semester.

Section 7.

Special Election for unfilled offices:

If any positions are unfilled at the beginning of a semester, elections shall be held at the first possible meeting. Any active officer is ineligible for nomination. This meeting will include both nominations and elections on the same night, with the same majority vote in place to determine the winner (defined as 50% plus one vote). Written platforms are not requested in a special election, but the formal speech and questioning will still take place at elections. The officer elect will begin her responsibilities immediately after the special election.

Section 8.

Special Election after Impeachment or Resignation:

In the event of an impeachment or resignation of an officer, a special election shall be held. The resigning or impeached person of the office in question and any active officers are not eligible for nominations. Elections will be held at the next all hall meeting after the impeachment. The person receiving a majority vote (defined as 50% plus 1 vote) shall be considered elected. The officer elect will begin her responsibilities immediately after the special election.

Section 9.

RSO Elections:

All RSOs must be categorized as a Fall, Winter, or Spring Organization with ASUN and Student Involvement. RSO officers must take office on one of the following dates: On the first day classes commence fall semester (Fall Organization), the first day classes commence spring semester (Winter Organization), or the second Tuesday of April (Spring Organization). All paperwork will be filed at those times to remain in compliance.

SECTION 10.

For the purposes of the University of Nebraska-Lincoln’s Recognized Student Organization (RSO) classifications, this Chapter shall be classified as a Fall organization, with officers starting their terms on the first day of Fall classes each year. As such, elections shall be held at an all hall meeting prior to the end of the Spring term each year. All RSO paperwork will be filed at that time to remain in compliance.

ARTICLE X- OFFICER DISCIPLINE, IMPEACHMENT, AND RESIGNATION

Section 1.

Valid grounds for impeachment shall be:

A. Failure to fulfill the duties of office as outlined in the Constitution and corresponding officer handbooks.

B. Conduct breaching the UNL Housing Regulations in a serious manner as determined by the Executive Council and residents.

C. A misuse of funds.

Section 2.

Impeachment proceedings can be initiated by residents or officers. Residents or officers may enact an impeachment proceeding by submitting to the comment box a written one-page impeachment motion detailing the charges brought against the accused officer and why the officer should be impeached. Prior notice to the officer team or the accused officer in question is not required. Then the officer team will review the motion, debate the concerns brought up and the perspective of the offending officer, and vote on the viability of the impeachment motion brought forth. This vote will be a majority vote to determine if the impeachment process will go further and be voted on by the whole hall. If the majority of officers determine that the impeachment motion is valid, at the next all hall meeting, the same process will occur.

At the next all hall, the concerns written in the one-page impeachment motion will be shared with the residents and the perspective of the officer in question will also be shared in the form of a two-minute speech. After this, an all hall vote will occur. If the majority of residents would life to remove the officer, they will be impeached and the special election to find a new officer will take place at the next all hall meeting. These impeachment votes, both at the officer meeting and all hall meeting, require a secret ballot, in which the Residence Director and/or the Resident Assistant shall count the votes. The majority vote in both elections is defined as 50% plus one vote.

Section 3.

In the event that an officer has been removed, the executive officers shall fulfill the office’s obligations until a special election can be held at the next all hall.

Section 4.

If an officer wishes to resign from their position, two weeks’ notice must be given to the officer team at an officer meeting. The officer team will then post an announcement of the resignation and officer team position opening. A special election will then take place at the next all hall meeting to fill the vacated position. Once the new officer is elected, the resigning officer may pass along their officer duties to their replacement and officially vacate the office.

Section 5.

In the event that an officer does not fulfill their officer duty, they may receive a 2 dollar fine. No reminders are given to officers, they will receive a fine on their first offense.

ARTICLE XI- KITCHEN REPRESENTATIVES

Section 1.

The purpose of the Kitchen Representatives shall be to oversee the operation and organization of the kitchens.

Section 2.

The members of the Kitchen Representatives shall be:

1. The Vice-President of Supplies

B.  A representative from each kitchen that is elected by her fellow kitchen members.  The election procedure shall be determined by the kitchen members.

Section 3.

The aforesaid members of the Kitchen Representatives shall meet as needed or at the discretion of the Vice President of Supplies, to discuss the overall kitchen matters such as dish allotments, bulk food organization, and kitchen appliance usage. Each semester the Unit Representatives shall organize the process by which dishes are distributed to each kitchen at the beginning of the semester.

ARTICLE XII – CLASS REPRESENTATIVES

Section 1.

Each incoming freshman class shall elect a class representative before the fifteenth week of the spring semester. The election shall be held at a special conference of the freshman class supervised by the Secretary. To hold the conference, two-thirds of the freshman class shall be present.  Nominations shall be taken by the Secretary.  Each nominee shall be given the option to have one minute on the floor expressing for interest in the position. A majority vote shall be required to elect a class representative.

Section 2.

A class representative shall:

A. Obtain of the current addresses of each Love Memorial Cooperative Residence Hall resident that graduated high school the same year as she.

B.  Give the aforesaid addresses to the Love Memorial Cooperative Residence Alumni Association.

C.  She will be the representative/contact of the class to the Love Memorial Cooperative Residence Alumnae Association. This position is life-long.

ARTICLE XIII – STANDARDS BOARD

Section 1.

The purpose of the Standards Board is to oversee and disperse penalties to residents when a breach of contract has been committed.

Section 2.

The Standards Board for Love Memorial Cooperative Residence Hall for Women shall consist of the following members:

A.  Residence Director and/or Resident Assistant

B.  Love Memorial Hall President

C.  Love Memorial Hall Vice President of Duties

D.  Love Memorial Hall Treasurer

Section 3.

At each 30 dollars in fines incurred by a resident, they will have to attend a mandatory Standards Board meeting with the individuals listed above. This meeting will be a warning of probation that occurs if 40 and 50 dollars in fines are incurred and a way to plan avoiding that level of fines.

The escalation of disciplinary action for excessive debts is as follows:

1. Standards board meeting at $30.

2. Banned from Love Hall orchestrated events at $40.

3. Voting privileges and eligibility for awards and positions revoked at $50.

Section 4.

Normal fine consequences still apply at all times and will continue to build after probations are placed on a resident.

Section 5.

A. After the monetary fine limit of 30 dollars is reached, the resident and Standards Board has two weeks to set up the disciplinary Standards Board meeting. If the meeting is not set up within two weeks of notification, the resident will be issued a 10 dollar fine and be placed on probation automatically.

B. If the meeting is scheduled within the two-week period but the resident does not attend, a 5 dollar fine will be issued and the meeting will be rescheduled.

 Section 6.

It is mandatory that those being brought before the Standards Board receive notice of the meeting. The meeting will be a confidential session of the Standards Board members and the resident.

Section 7.

Resident Probation:

Under probation, the resident’s conduct or actions will be supervised by the Residence Director and the Resident Assistant.  The Standards Board reserves the right to recommend the removal of a resident from the hall if probation fails to improve the resident’s conduct or actions.

ARTICLE XIV- FINES AND PENALTIES

Section 1.

A. The Standards Board has the power to enforce the proposal for missed duties or those duties not done according to the hall policies. The proposal for missed duties is as follows: (for each type of offense)

B. If a person is issued 2 reminders in one month, a fine of $2 shall be issued with the third reminder and those consecutively following.

C. For cooking duties, if a meal is missed or not cooked in completion a $10 fine is issued at the first time not completing the cooking duty and all subsequent times.

D. For Saturday Duties, if the duty is not completed completely, a $5 fine is issues at the first time not completing the Saturday duty and all subsequent times.

E. The Standards board may assign extra duties to work off fines incurred. Extra duties may be chosen from a list provided by the VPD.

F. Officers will be fined $2 for each duty not completed. No reminders are given for officer duties.

G. Residents will be fined $10 for not completing their task to help with Thanksgiving or Spring Formal.

H. Residents will be fined $2 for not completing a task for their committee.

Section 2.

The Standards Board has the authority to enforce fines in regard to absences from hall meetings.

           The rules for hall attendance are as followings:

A.  Because hall meetings are seen as vital to the operation of the hall, each hall member must submit written proof of class times, work times, or other unavoidable scheduling conflicts at the beginning of each semester to the hall secretary to verify excuses for missing hall meetings and other required hall functions.  Acceptable forms of proof include a syllabus or official University class or work schedule.

B.  Any member of the hall who has missed roll call either as a result of being late or absent will be fined $3 after the second time unexcused. After this second time, the fine builds by a dollar for each absence and the fine is issued and raised by a dollar for each All Hall meeting missed.

C.  If a member is absent, whether excused or unexcused, they must read and sign-off for reading the posted meeting minutes.  If the minutes are not read by the designated time, to be set by the Secretary, the member will be fined $3.00.

D. Absence from a committee meeting or Kitchen sit-down is $2 per meeting missed from the first occurrence and this fine amount remains constant.

E. Missing a Standards Board meeting is $5. Not scheduling a Standards Board meeting within two weeks of notification results in a $10 fine and automatic probation.

Section 5.

The Executive Council has the authority to enforce fines for failure to complete Prep and Finals Week duties.

A.  For every resident that fails to participate in Kitchen Check-outs without receiving an approval from the VPD, shall receive a $50.00 fine.

B.   The Unit Representative of each kitchen may use their discretion to determine if each member in their kitchen has contributed sufficiently to the event.  If a member contributes insufficiently, the member may be fined $20.00 and must write an apologetic letter to the members of their unit.

C.  If a resident fails to complete a final housekeeping duty at the assigned deadline, they may be subjected to a $30.00 fine with an additional fine of $5.00 for every 24 hours that the duty goes incomplete.

D.  If a resident fails to complete a final daily duty at the assigned deadline, they may be subjected to a fine of $10.00 for each uncompleted final daily duty.

E.  If a resident fails to complete a final cooking duty, they may be subjected to a $30.00 fine and must make an edible dessert for all of the members of the hall at their own expense.

Section 8.

A. All fines should be paid in full to the Treasurer before a resident is allowed to check out of Love Memorial Cooperative Residence Hall.

B. Fines incurred that are not paid after check out will roll over to the next school year if the resident returns to Love Memorial Hall. If they have enough fines to be placed on probation, they will immediately start out the next school year on probation due to the high level of fines they still have.

ARTICLE XV- TEMPORARY CLOSING OF THE LOVE MEMORIAL COOPERATIVE RESIDENCE HALL

In the event that 50% or more of the residents are absent from the hall for a whole weekend or holiday, cooking and daily duties may be canceled for that weekend, after an all hall vote is taken.

ARTICLE XVI – EVALUATIONS

The Residence Director and/ or President shall prepare a mid-semester evaluation form of the Executive Council and Policies to be completed by the residents of Love Memorial Cooperative Residence Hall each semester.  The evaluations shall be sent out in a media of choice. Responses shall be compiled by the Residence Director and then presented to the Executive Council if necessary. The evaluations shall include only constructive information to aid in the better functioning of Love Memorial Cooperative Residence Hall.

ARTICLE XVII – EVALUATION OF BOARD COSTS

This yearly meeting to evaluate the current board costs shall consist of an evaluation of kitchen budgets, current and projected cost of living and current food prices.  This meeting shall be conducted within the first two months of the fall semester.  If it is determined in this meeting that it is in the best interest of Love Memorial Cooperative Residence Hall to raise board costs for the following year, the Residence Director and Treasurer shall draft a proposal in accordance with the Constitution.  In this proposal the Residence Director and Treasurer shall outline the proposed board increases with documented reasons for the specific increase.  This process and final approval shall be completed before the final all hall meeting of the fall semester. Any approved board cost changes shall not go into effect until the next academic year.

ARTICLE XVIII – HALL MEETINGS

Section 1.

Executive Council Meetings:

The purpose of the Executive Council meetings, or officer team meetings, shall be to set policies pertaining to the overall function of the hall and their respective offices.

Section 2.

All Hall Meetings:

The purpose of an All Hall meeting is to inform the residents of important issues concerning them and to provide an entertaining atmosphere for the residents, which will enhance community living.  All policies discussed in the Executive Council meetings must be presented to the hall residents during the All Hall Meetings.

Section 3.

The president shall call All Hall meetings every other week and more as needed. The location of the All Hall meetings shall be determined by the Executive Council a week ahead of the scheduled meeting.

Section 4.

Two thirds of all hall residents must be present in order to hold any business at any All Residence meeting.  Business is any policies, proposals, resolutions, and amendments that affect all hall members.

Section 5.

One All Hall meeting of every semester shall be declared a formal meeting.  At a formal meeting, each member shall be required to wear a dressy outfit for Love Memorial Hall officer team and resident portraits that take place after an All Hall meeting that takes place in the Formal Lounge rather than the Recreation Room, as all of the other All Hall meetings do.

ARTICLE XIX – HOUSEKEEPING DUTIES

Section 1.

The purpose of housekeeping duties is to maintain a clean and sanitary living environment in Love Memorial Cooperative Residence Hall.

Section 2.

Housekeeping duties that are done on a daily basis shall be called daily duties.  Housekeeping duties that are done on a weekly basis shall be called deep cleaning duties. Housekeeping duties that are done on Saturdays in a rotating schedule shall be called Saturday duties.

Section 3.

The Vice-President of Duties shall assess the adequacy of the housekeeping duties on a daily basis. In the event of her absence, another member of the Executive Council or an honorary placement appointed by the Vice-President of Duties shall assess the adequacy of the housekeeping duties.  Residents must be notified of the appointment at least two days in advance of the absence.

ARTICLE XX – DOCUMENTS OF THE EXECUTIVE COUNCIL

Section 1.

The Officer Handbook:

The purpose of the officer handbook shall be to introduce each officer to new residents. Each officer shall compose a one-page bio about themselves for the officer handbook over the summer. The handbooks must be presented to the women of the hall within the first three weeks of the semester. The handbook must list what position each individual holds, a picture of them, their name, and other basic information they wish to share to introduce themselves.

Section 2.

Budget of Love Memorial Cooperative Residence Hall:

The purpose of the budget shall be to organize all monies of Love Memorial Cooperative Residence Hall and to inform its residents of the financial situation throughout each semester.  The budget shall be composed by the Treasurer.  This document must be approved by the Executive Council within the first three weeks of each semester.  A majority vote (defined as 50% plus 1) of the Executive Council in support of the budget shall be needed to approve the document.

Section 3.

The aforesaid documents as well as copies of the constitution and other documents pertaining to the rights and responsibilities of residents shall be available to the residents for review at any given time.

ARTICLE XXI- FINANCIAL STATUS

Section 1.

Organizational monies will be handled by Student Organizational Financial Services, regardless of source.  No part of earnings of this organization shall inure to benefit of or be distributable to its members, trustees, officers, or other private personals, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered.  This organization shall not engage in any activities not permitted to an organization exempt from federal income tax under Section 501 of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue laws).

Section 2.

Financial provisions. Love Memorial Hall shall operate according to the rules and guidelines of a non-profit entity. No part of the organization’s net earnings will inure to the benefit of individuals. Love Memorial Hall must establish that it will not be organized or operated for the benefit of private interests, such as the creator or the creator’s family, shareholders of the organization, other designated individuals, or persons controlled directly or indirectly by such private interests. Love Memorial Hall shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in this document.

Section 3.

The organization will not, as a substantial part of its activities, attempt to influence legislation (unless it elects to come under the provisions allowing certain lobbying expenditures) or participate to any extent in a political campaign for or against any candidate for public office. Notwithstanding any other provision of this constitution the RSO shall not carry on any other activities not permitted to be carried on by an organization exempt Federal Income Tax under Section 501 of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue laws). Organizational monies will be handled by Student Organizational Financial Services, regardless of source.

Section 4.

Process for dissolution. Upon the dissolution of the Love Memorial Hall officers and advisors shall after paying or making provisions for the payment of all liabilities of Love Memorial Hall, dispose of all the assets of the hall exclusively for charitable, educational, religious, or scientific purpose as shall at the time qualify as an exempt organization. Under section 501C of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Law), as the officers and advisors shall determine. Any such assets not disposed of shall be disposed of by the Office of Vice Chancellor of Student Affairs, exclusively for such purposes to such organization(s), as determined by the Office of Vice Chancellor of Student Affairs.

ARTICLE XXII – AMENDMENTS

Section 1.

All Amendments must be approved by ASUN and RHA.

Section 2

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A. An amendment shall first be proposed at a weekly meeting of the Executive Council.

B. For a non-officer to bring up a proposal to the Executive Council, they must submit it through the comment box. Once the Executive Council is introduced to the proposal when reading the proposal from the comment box, the President shall open the proposal for discussion. The President shall determine the discussion procedures.

C. All Amendment proposals require a majority (defined as 50% plus 1) vote from the Executive Council to be then voted on by the residents as a whole. An Amendment proposal accepted by the Executive Council will then be read by the President in the next All Resident meeting and voted on similarly. The residents will vote on the amendment and a majority is required for the Amendment to be passed (defined as 50% plus one vote). Once the Amendment is passed, it will be written into a revised version of the Constitution and resubmitted to ASUN for approval.

ARTICLE XXIII – RATIFICATION

This Constitution shall be ratified as follows:

A.    An initial approval of the Constitution by the Residence Director and Executive Coucil.

B.    A majority of all the hall members is needed (defined as 50% plus one vote).

C.   Approval by the Residence Hall Association.

D.   Approval by the Association of Students of the University of Nebraska.

ARTICLE XXIV – CONSTITUTIONAL AUTHORITY

This Constitution is the final authority in all Love Memorial Cooperative Residence Hall business.  Any past bylaw or legislation that conflicts with this Constitution shall be considered null and void.

ARTICLE XXV- DUTIES OF THE EXECUTIVE COUNCIL

Section 1.

The responsibilities of the President:

A. To have a conference with the Executive Council once a week.

B.  To serve as the presiding officer or “representative” for Love Memorial Hall.

C.  To serve the hall in the following ways:

1. Plan for and preside at all conferences of the Executive Council and All Residence meetings for the hall.

2. See that the elected officers are fulfilling their responsibilities and duties to the hall.

3. Set up committees.

4. Keep the committees active. See that the necessary reports are prepared as needed.

5. Cooperate with the Executive Council in developing a master schedule for the hall semester.

6. Read the mail addressed to the hall in general.  Post any letters or announcements deemed important to the residents of the hall.  Inform the residents of any announcements.

7. Collaborate with the Executive council to see that provisions are made for various responsibilities including safety measures, fire hazards, tornado shelter issues, etc.

8. Develop and assemble Officer Handbook and present to residents within the first three weeks of their residency in the Hall.

9. Ensure that a copy of the Constitution is presented to residents within the first three weeks of their residency in the Hall.

10. Compose a checkout sheet for officers to complete for closing the dorm.

11. To lead the Friends and Family Day/Spring Tea Committee.

12. Serve as a Kitchen Officer to ensure organization, cleanliness, and proper foods in the assigned kitchen.

13. Plan and organize orientation for new and returning residents at the beginning of each school year.

14. Communicate with the Love Memorial Hall Alumnae Association.

Section 2.

The responsibilities of the Vice-President in charge of Duties (VPD):

A.  To have a conference with the Executive Council once a week.

B.  To serve as the presiding officer at conferences of the Executive Council and the All Hall meetings when the President is absent.

C.  To serve as the housekeeping manager.

D.  To serve the hall in the following ways:

1. Plan the general organization of housekeeping jobs to care for rooms in general use. Provide a list of cleaning instructions to follow for each room in general use.

2.   Collaborate out a schedule for rotation of housekeeping jobs to care for rooms in general use and be posted by VPD on Sunday before 11:59 PM.

3. Create VPD page for the Officer Handbook.

4.   Collaborate with the Vice-President of Supplies to see that all cleaning equipment is properly cared for.

5.   Collaborate with the Executive council to see that provisions are made for various responsibilities including safety measures, fire hazards, tornado shelter issues, etc.

6.   Notify, discuss and enforce fines by working with Treasurer and Resident Director.

7. Put up a reminder for which residents have Saturday Duties.

8. Contact residents about fines they incur from duties.

E. To lead the philanthropy committee.

12. Serve as a Kitchen Officer to ensure organization, cleanliness, and proper foods in the assigned kitchen.

Section 3.

The responsibilities of the Vice-President of Supplies (VPS):

A.  To have a conference with the Executive Council once a week.

B.  To serve as the presiding officer at conferences of the Executive Council and the All Residence meetings when the President and VPD are absent.

C.  To serve as the supplies manager.

D.  To serve the hall in the following ways:

1.   Cooperate with the VPD and Treasurer in purchasing cleaning equipment, cleaning supplies, spices, staples, etc.

2.   Cooperate with the VPD and Facilities Operations in storing and distributing cleaning equipment and cleaning supplies.

3. Create VPS page for the Officer Handbook.

3.   Practice and encourage economics. (Use of electricity, water, and heat.)

4.   Preside over the Unit Representative meetings.

5.   Cooperate with the Unit Representatives in supplying the cooking ware and dishes for each unit.

6. Collaborate with the VPD to see that all cleaning equipment is properly cared for.

7.   Collaborate with the Executive council to see that provision is made for various responsibilities including safety measures, fire hazards, tornado shelter issues, etc.

8.   Consult with the Resident Director in the matter of ordering bulk foods and distributing to the kitchens.

9.    On a weekly basis move the allotted amount of bulk food from storage freezer to the cooks’ freezer for the cooks of each kitchen to use at their discretion.

i.  Food is to be ordered in quantities sufficient for two weeks or longer.

ii. Inform the Resident Director when bulk food supplies are running low at least a week in advance.

iii. Organize the available officers and Unit Representatives to aid in the distribution of incoming bulk food supplies based on kitchen numbers and preferences.

E. To lead the Spring Formal committee.

F. Serve as a Kitchen Officer to ensure organization, cleanliness, and proper foods in the assigned kitchen.

Section 4.

The responsibilities of the Secretary/The Residence Hall Association (RHA) Representative:

A.  To have a conference with the Executive Council once a week.

B.  To serve as the secretary for the hall.

C.  To serve the hall in the following ways:

1.   Keep minutes for all conferences of the Executive Council and the hall meetings. The minutes will be an accurate account of all the conferences of the Executive Council and All Residence meetings. (The minutes should be a record of all the motions brought to the table, any announcements, any reports by the officers or the committee chairs, the number of residents in attendance, any guests, etc.)

2. Post, Officer meeting minutes and resident meeting minutes after the all resident meeting. Email All Hall minutes to residents.

3.   Develop a record including all minutes for the conferences of the Executive Council and the All Residence meetings held during the term of office.

4.  Keep a record of attendance for all conferences of the Executive Council and All Residence meetings. Collaborate with the President in enforcing regulations pertaining to unexcused absences.

5.  Collaborate with the Executive council to see that provision is made for various responsibilities including safety measures, fire hazards, tornado shelter issues, etc.

6. Create Secretary page for the Officer Handbook.

7.  To represent Love Memorial Cooperative Residence Hall as the single vote for all Residence Hall Association Senate meetings.

8.  To serve as an informant of campus activities.

9.  To serve the hall in the following ways:

i.   Attend all Residence Hall Association (RHA) Senate meetings or send a proxy—according to the RHA By-laws.

ii.   Be an active member in at least one of the RHA committees.

iii.   Must attend all committee meetings.

iv.   Fulfill all committee responsibilities.

10.   Be the hall’s liaison to city campus and the other residence halls.

11. To lead the birthday committee.

12. Serve as a Kitchen Officer to ensure organization, cleanliness, and proper foods in the assigned kitchen.

Section 5.

The responsibilities of the Treasurer:

A.  To have a conference with the Executive Council once a week.

B.  To serve as treasurer for the hall, carrying out the following duties:

1.   Receive monies, pay bills, and keep accurate accounts thereof according to the policies of the Student Organization Financial Services of the University of Nebraska - Lincoln.

2.   Complete a training seminar/course provided by the Student Organization Financial Services of the University of Nebraska - Lincoln.

3.   Develop a proposed budget for their term of office as stated in the Constitution.

4.   Close books and present financial reports to the residents of the hall and the Residence Director at the end of each semester.

5.   Be instrumental in determining policies relative to financial and food purchasing problems.

6. Collect resident shopping receipts on Sundays, the weekend after the purchases have occurred.

7.   Act as the purchasing agent for the hall.

i.   Responsible for the distribution and billing of all extra party expenses and hall pictures.

ii.  Responsible for the safeguard and administration of the Hy-Vee charge cards and ensure the Hy-Vee cards are returned on a daily basis by a set time.

iii.   Responsible for the distribution, collection and enforcement of Hy-Vee card contracts.

8.   Summarize unit or kitchen finances in balancing the unit’s budget on a weekly basis.

9.  Collaborate with the President and the Social Leader to organize budget for any hall dinners and other hall entertainment projects.

10.   Be responsible for seeing that those fined for missed duty and other fines issued pay that proposed amount.

11.  Submit and make available a proposed budget for the next Treasurer.

12. Collaborate with the Executive council to see that provision is made for various responsibilities including safety measures, fire hazards, tornado shelter issues, etc.

13. Create Treasurer page in the Officer Handbook.

14. Publishes semester budget every semester in a place where all LMH residents have access to it.

15. Gives information of updated budget at every meeting.

16. To lead Decoration committee.

17. Serve as a Kitchen Officer to ensure organization, cleanliness, and proper foods in the assigned kitchen.

Section 8.

The responsibilities of the Historian:

A.  To have a conference with the Executive Council once a week.

B.  Keep an interesting and accurate account of the hall throughout the academic year.

C.  Attend activities in which any Love Memorial Hall residents are participating in or find a Love Memorial Hall resident to step in at events and take pictures.

D.  Prepare a scrapbook at the end of the spring semester covering the whole school year.  It is due to the hall the first day of classes the following Fall Semester.

E.   Collaborate with the Executive council to see that provision is made for various responsibilities including safety measures, fire hazards, tornado shelter issues, etc.

F.  Create Historian page in the Officer Handbook.

G. Run Love Memorial Hall RSO website featuring a list of officers, descriptions of the hall, and the history of the hall. Update it when necessary (i.e. Officer transitions, new pictures from an event).

H. Maintain a fun, active social media presence for Love Memorial Hall.

I. Manage recruitment efforts through advertisement and positive PR for the hall with the RD.

J. To lead the Thanksgiving committee with the support of the officer team and residents.

L. Serve as a Kitchen Officer to ensure organization, cleanliness, and proper foods in the assigned kitchen.

Section 6.

The responsibilities of the Food Chair:

A.  To have a conference with the Executive Council once a week.

B.  To collaborate with the Executive Council in setting regulations for menu planning

C.  To check weekly menus for nutritional value.

D.  To provide nutritional guides to the hall.

E.  To encourage residents to share recipes.

F.   To perform at least one lesson per semester on nutrition and food safety at an All Hall meeting.

G.  Compose a menu-planning guide to be distributed at the beginning of the semester.

H.  Collaborate with the Executive council to see that provision is made for various responsibilities including safety measures, fire hazards, tornado shelter issues, etc.

I.   Create Food Chair page in the Officer Handbook.

J. Serve as a Kitchen Officer to ensure organization, cleanliness, and proper foods in the assigned kitchen if necessary.

K. Distributes budget sheet and menu each week.

L. Menus are distributed Wednesdays, given back Thursdays, and revisions from residents are due on Friday. The times that the menus are due on each of these days will be determined by the food chair at the beginning of their term.

Section 7.

The responsibilities of the Social Chair:

A.  To have a conference with the Executive Council once a week.

B.  Coordinate all hall parties and social functions, not coordinated by the committees.

C.  To make and retain contact with the Social Chairs in some student organizations.

D.  Collaborate with the Executive council to see that provision is made for various responsibilities including safety measures, fire hazards, tornado shelter issues, etc.

E.  Report activities of the week and post a monthly activity calendar.

F. Hold at least 4 events per semester for residents.

F.  Create Social Chair page for the Officer Handbook.

G. Serve as a Kitchen Officer to ensure organization, cleanliness, and proper foods in the assigned kitchen if necessary.

ARTICLE XXVI- FORMAL AND INFORMAL HALL MEETINGS

One All Hall meeting of every semester shall be declared a formal meeting and will be held in the formal lounge. All other All Hall meetings shall be declared informal and will be held in the recreation room. Each member shall be required to wear business casual or semi-formal for the formal meeting. When taking attendance, the Secretary will determine if a resident’s attire is appropriate.

Section 1.

A.   Business casual or semi-formal may be considered as any dress at fingertip length or more, or any pant or short outfit not made of denim.  No tennis shoes or exercising apparel shall be worn.  Hair must be groomed, and no ball-caps shall be worn.

B.   No flip-flops will be worn during formal hall meetings unless it is a dress shoe. Shoes must be worn at all formal and informal meetings.

C.   Love Hall residents will receive a $2 fine if they are in violation of the dress code.

D. Informal meetings will have a themed dress option, but following the theme is optional.

E. Electronic device use is prohibited with the exception of emergency situation discussed with LMH Officers prior to meeting. If a LMH member uses electronics without permission during a meeting, they will be asked to stop and fined $2 at each meeting that they use electronic devices if it is a recurring issue.

ARTICLE XXVII- COMMITTEES

Section 1.

There will be committees developed to plan, perform, and follow up these events or duties:

Birthdays, Thanksgiving, Friends and Family Day/Spring Tea, Spring Formal, Holiday Decorations, Philanthropy

Committees may be added or omitted from the preceding list as necessary.

Section 2.

The membership of each committee shall be composed of the following:

A.  Chairperson(s).

B.  Committee members. (optional depending on the need of people)

Section 3.

The Responsibilities of the Chairperson:

A.  To assemble the committee well before the event is to occur.

B.  To attend the committee meetings as long as the committee is assembled.

C.  To collaborate with any organizations that may be needed to complete an event.

D.  To complete a financial report and a short summary of the event that occurred within a week to the treasurer.

E. To complete a form on Nvolve U with, at least two weeks prior to the event date, if the event has expense.

F. To fine any committee members who do not attend committee meetings or complete their assigned tasks 2 dollars.

Section 4.

The Responsibilities of the Committee Members:

A.  To attend all committee meetings.

B.  To perform any tasks assigned in preparation and cleanup of the event.

C.  Failure to meet the responsibilities of a committee will result in 2 dollar fines at the discretion of the Committee Chair and the President.

ARTICLE XXVIII- PREP WEEK AND FINALS WEEK DUTIES

Section 1.

To reserve more time for Finals preparation during Prep and Finals Week, a change in the duty policies shall be made. The VPD shall plan how the duties shall be assigned. Duties shall be assigned after final kitchen cleaning.

Section 2.

Final Kitchen Cleaning:

Each resident shall be required to assist in Final Kitchen Cleaning at the end of each semester.  Final kitchen cleaning shall take place during the week before Prep Week. The VPD and the VPS shall schedule the date at least two months before the event is to take place after a preliminary vote by all LMH Residents. The aforesaid officers shall also provide clear instructions for and oversee the organization of the event.  The President and VPD will check the quality of cleaning.

Section 3.

Housekeeping Duties:

Each member shall be required to perform a final housekeeping duty at the end of each semester.  A housekeeping duty shall consist of cleaning a part of the community areas in a thorough fashion, such as cleaning the carpets and washing the walls.  The housekeeping duty may be checked by the President or VPD.

Section 4.

Final Cooking Duties:

Each member shall be required to perform a certain number of final cooking duties at the end of each semester determined by the VPD. Final cooking duties shall consist of buying an adequate amount of groceries, cooking a complete meal, properly storing food, and washing all cooking dishes. During the final week of each semester, the Treasurer will not take any receipts for refunding.

Section 5.

Final Daily Duties:

A. Each member shall be required to perform a certain number of daily duties determined by the VPD at the end of each semester. Each resident with the exception of the non-executive officers and the VPD shall be assigned the same number of final daily duties. Non-executive officers and the VPD will be assigned one less. The number of duties assigned to each member shall not exceed seven unless the population of the residence is less than twenty-five members.  A final daily duty shall be considered the same as a daily duty completed during the academic semester.

B. Residents can line up in the formal lounge no sooner than 7 AM on the day of Final Kitchen Cleaning by placing an item with their name on it in line. Residents may be present in the Formal Lounge before 7 am but may not line up until 7 am. After Final Kitchen Cleaning, residents may sit in the Formal Lounge as they must be present with the duty list is posted in order to sign up in accordance to their place in line. The VPD will post the duty list between when the last kitchen is cleaned and 2 AM. The process of sign up for formal duties will be determined by the VPD.

Section 6.

Any resident who fails to complete any of the duties listed shall be subjected to fines.

Section 7

At least two of the council members shall not leave until Love Memorial Hall closes for each break during the Fall and Spring semesters, to confirm that each of the Love Hall kitchens have been cleaned and trash thrown away according to a checkout sheet composed by the President.

Effective Date. **This constitution shall go into effect** (date approved by the organization, month day, year)

**Executive Approval**

* **President\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Treasurer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**