

# Suites-Courtyards Complex Council Constitution

## Article I: Name

The name of this organization shall be the Suites-Courtyards Complex Council, hereafter referred to as the Council.

## Article II: Purpose

The purpose of this organization shall be to serve as the governing body of Knoll Residential Center, University Suites, Eastside Suites, and the Courtyards, hereafter referred to as KUEC, and it shall provide social, educational, and recreational programs as well as residential enhancement projects as desired by its members. Furthermore, the organization shall serve as the voice for the collective population of KUEC.

## Article III: Membership

Section 1: 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: Only persons residing in KUEC may be voting members of the Council. All persons are entitled to participate in programs and government.

## Article IV: Government Structure

Section 1: The Suites-Courtyards Complex Council

A: Council Membership

1. Voting Membership shall consist of the Council's Executive Officers.
2. Non-voting membership shall consist of all other residents of KUEC, including Resident Assistants.

B: Committee membership

All residents of KUEC shall be entitled to serve on any committees as formed by the Council throughout the year.

Section 2: Each hall shall elect 3 (three) hall representatives prior to the first Council meeting of the academic year. These representatives will be known as Governors.

A. Governors

1. Each Governor shall serve as a voting member of the Council and shall represent that hall at all meetings of the Council.
2. All Governors shall reside on the hall from which they are elected.
3. Elections of Governors shall be by majority vote of all hall members.

4. Terms of the hall Governors shall commence upon election or appointment, and terminate at the end of the academic year, or upon termination of that person's residence in that hall.
  5. All Governors will also serve as RHA Senators. If a Governor is unable to serve as a senator, a proxy may be appointed by the Council.
- B. No elected or appointed alternate representative shall serve in any position on the Council's Executive Board simultaneously.
- C. Each section may exercise its own discretion (in consultation with the Council advisor(s)) in the removal of Governor, provided that the section maintains at least one Governor as per section A above.

#### Article V: Executive Officers

Section 1: The Executive Officers of the Council include the President, the Vice President, the Treasurer, and the Residence Hall Association Senator(s).

- A. Qualifications
1. All Executive Officers shall live in KUEC.
  2. All Executive Officers shall be in good disciplinary standings. Any student who is no longer in good disciplinary standing will meet with the advisor, President, and Vice President, to determine if are still eligible to serve on the Council.
    - A. The member not in good standing may appeal the decision of the Advisor, President, and Vice President through a presentation to the Council and a majority vote.
  3. KUEC Resident Assistants, Housing Graduate Assistants, and Residence Directors shall not be eligible to serve as Executive Officers.
  4. No person shall hold two Executive Offices simultaneously.
- B. Nominations
1. Persons seeking election to an Executive Office shall abide by all the rules set forth by the Residence Hall Association.
- C. Terms of Executive Officers
1. Terms of the executive officers shall begin after a transition period after their election, and end following the transition period of the elected successors or at the end of the academic year, whichever comes first.
- D. Duties of the Executive Officers
1. The President shall:
    - a) Set agendas and run Council meetings;
    - b) Check in with Executive Officers as needed;
    - c) Serve as a representative of the organization to outside entities and acts as the primary advocate for the local council;
    - d) Attend all Residence Hall Association (RHA) meetings as a representative of the hall and voting member of RHA;
    - e) Serve on the RHA President's Committee;
    - f) Work in conjunction with RHA & NRHH to update and send out content for hall government newsletters;
    - g) Attend all executive training, scheduled 1:1s, NRHH leadership events, and NvolveU annual online orientation;
    - h) Work with executives to keep an updated permanent record of the Constitution and bylaws, standing rules, and pertinent information to the organization;
    - i) In good faith, and to the best of their ability, observe and enact all provisions of the constitution, bylaws, and duly passed legislation.
  2. The Vice President shall:
    - a) Coordinate all event request submissions through NVolveU and ensure advertising for organization events with committee chairs;
    - b) Verify quorum and attendance for General Council meetings;

- c) In the event of a temporary absence of the President, assume the duties of the President, for the duration of the President's absence;
  - d) Shall keep a record of member attendance and manage a system of accountability for member requirements;
  - e) Meet with all committee chairs/coordinators as needed;
  - f) Keep accurate calendar of events;
  - g) Attend all executive training, scheduled 1:1s, NRHH leadership events, and NvolveU annual online orientation;
  - h) In good faith, and to the best of their ability, observe and enact all provisions of the constitution, bylaws, and duly passed legislation.
3. The Treasurer shall:
- a) Manage finances and keep financial records of the organization;
  - b) Submit a balanced budget for general membership approval one week after receiving the semester's allocation;
  - c) Report to the organization regularly and upon request concerning the financial records of the organization;
  - d) Inform the general assembly of any important changes to SOFS procedures;
  - e) Submit payment requests and requests to purchase on credit card;
  - f) Audit the budget with advisor once a month and the RHA advisor once a semester;
  - g) Take and manage minutes of general assembly and executive board meetings;
  - h) Ensures updates to the organization's constitution and submission for approval to RHA & SOFS.
  - i) Attend all executive training, scheduled 1:1s, NRHH leadership events, and NvolveU annual online orientation.
  - j) In good faith, and to the best of their ability, observe and enact all provisions of the constitution, bylaws, and duly passed legislation.
4. The Communication Coordinator shall:
- a) Post and maintain the social media platforms.
  - b) Coordinate the posting of advertising and social media material.
  - c) Create digital and physical media for hall events.
  - d) Keep minutes of all Council meetings, distributing and posting copies before the next meeting of said body.
  - e) Conduct necessary correspondence pertaining to the Council.
  - f) Keep a permanent record of the Constitution, standing rules and information pertinent to the Council.
  - g) Maintain records of all hall events.
  - h) Act as the Council Historian.
  - i) Work with Vice President to notify the organization members of meetings.
5. The Social Committee Chairperson shall:
- a) Assist the Vice President as the secondary programming officer;
  - b) Uphold their duties as a Committee Chair through meeting with committee members regularly and creating new programs;
  - c) Reach out to and coordinate with campus partners as needed to effectively support Council programming.
6. The Residential Advocacy Chairperson shall:
- a) Manage educational opportunities to provide support and development to hall residents;
  - b) Work with Big Red Resilience and Well-Being to promote REACH training and other wellness programs;
  - c) Review student needs and advocate for social change within the complex.
7. The Committee Membership:

- a) Any resident of KUEC can obtain membership as an Executive Officer in any of the respective committees;
  - b) They must attend general Council Meetings, attend meetings directed by their respective Committee Chairperson, and assist with coordinating programming or duties of their committee.
- 8. Residence Hall Association Senator(s) - also known as Hall Governors - shall:
  - a) Attend all Council and RHA meetings.
  - b) Report RHA actions to the Council at meetings.
  - c) Vote at RHA meetings according to Council decisions.
  - d) Fulfill all requirements set forth for Senators in the RHA Constitution and special rules.
- E. Creating additional positions
  - 1. The President, Vice President, and Treasurer shall be empowered to appoint additional executive officers. The President shall present a title, position description, and an appointee to the Executive Board of the Council.
  - 2. The Executive Officers may override this appointment with a two-thirds (2/3) vote. In this case, the position would not be created, but would not remove the president's ability to appoint additional positions in the future.
  - 3. All new positions shall be listed at the bottom of the line of succession and shall only last for the duration of the current academic year. If it is determined that a position should become permanent, it should be amended to the constitution via the process already outlined.
- F. Vacancies
  - 1. Should a vacancy occur in any Executive Office, that vacancy shall be publicized immediately by the presiding officer.
  - 2. To determine the presiding officer, the chain of command in the event of a vacancy shall be: President, Vice President, Treasurer, Communication Coordinator, Residential Advocacy Chair, Social Committee Chair, Governors (in order of election/appointment), RHA Senator(s).
  - 3. In the event of a vacancy in the position of Council President, the Vice President shall become President.
  - 4. Persons desiring the vacant office shall submit their application to any member of the Executive Board at least one week prior to the next Council meeting.
  - 5. The Executive Board shall choose one applicant to be approved by a majority vote of the Council.
  - 6. Persons elected to fill a vacancy shall serve the remainder of the original term.
  - 7. If no applications are received or no applicant is selected, the duties of the vacant position shall be filled by the Executive Officers. Duties will be divvied up by the presiding officer after consulting with the remaining Executive Officers.
  - 8. Temporary vacancies, due to illness or legitimate, unforeseen circumstances, shall be temporarily filled by the Executive Officers. Duties will be divvied up by the presiding officer after consulting with the remaining Executive Officers.
- G. Recall
  - 1. Any Executive Officer shall be subject to a recall election when the presiding officer receives a petition to that effect and bearing the signatures of at least one-half of the elected/appointed section representatives, or alternate representatives, or at least 30% of the residents of KUEC.
  - 2. The recall elections shall be held at the next regularly scheduled Council meeting. The question shall be only whether or not that person shall continue in office. A majority of two-thirds voting membership shall be necessary to remove that officer.
  - 3. Any vacancies created by a recall election shall be filled according to paragraph E.

Section 2: Removal of Officers

A. Impeachment of Elected Officers

1. Valid grounds for impeachment shall be:
  - a) Failure to discharge the duties of office.
  - b) Conduct unbecoming an Executive Officer.
2. Impeachment proceedings shall be initiated by the passage of a resolution of impeachment. Said resolution shall: detail the charges against the officer, require a two thirds (2/3) majority for passage, not be subject to prior notice or review.
3. Upon passage of a resolution of impeachment, the accused officer shall have his/her case heard before the Council.
4. If said officer is convicted by the Council (via a 2/3rds vote), they shall immediately be removed from office.

B. Removal of Appointed Officers

1. An appointed officer may be removed by legislation specifying such action. Such legislation shall require a two-thirds (2/3) majority vote.
2. Valid grounds for removal of appointed officers shall be:
  - a) Failure to discharge the duties of office.
  - b) Conduct unbecoming a Council officer.
  - c) Failure to work in accordance with Council and Executive Board directives.

Article VI: Meetings and Procedures

Section 1: Council Meetings

The Council shall meet no later than the third week of the semester and at intervals thereafter of not more than two weeks, through the week before dead week. The Council shall not meet during dead week or finals week, unless a majority of the Council deems it necessary.

Section 2: Quorum

A quorum shall consist of one half of the entire voting membership of the Council, rounded down. If a voting member of the Council has two unexcused absences in an academic year, their absence will not count against quorum.

Section 3: Procedures for Proposing Bills and Resolutions

The person proposing the bill or resolution (or their designated proxy) must be present during the Council meeting when their bill/resolution is presented to answer questions and /or to make revisions.

Article VII: Advisors

Section 1: RSOs 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: Regulatory Powers

Section 1: The Council shall have the following powers:

- A. To determine the use of its allotted funds.
- B. To implement any decision made by the Council.
- C. To recall any Executive Board Officer as regulated by Article V.
- D. To decide questions arising from elections contested on the grounds of violating this Constitution.

Section 2: Individual sections shall have the following powers:

- A. To use the allotted funds within University regulations, as regulated by Article IX.
- B. To elect and recall section officers as regulated by Article IV.
- C. To determine rules for section meeting procedures.

## Article IX: Finance

Section 1: Funding

- A. KUEC shall receive an amount from the Residence Hall Association at the beginning of each semester based upon an occupancy report for a specific week which is determined by the University of Nebraska Department of Housing. This amount is termed the KUEC Fund. At the start of the semester, any amount carried over from the previous semester shall be included in this fund.
- B. There shall be no dues or membership fees required by the Council.
- C. All money-making projects shall be subject to approval by the Office of Student Affairs.
- D. Organizational monies will be handled by the Student Organization Financial Services (SOFS) (or an entity determined by RHA/University Housing) in association with the Treasurer, regardless of source.

Section 2: Budgetary Outline

- A. Monies from the KUEC Council Fund shall be distributed to various funds for the provision of social, educational, and recreational programs for the residents of KUEC, as well as residential enhancement programs as voted on by the Council.
- B. The distribution of funds to various line items shall be proposed to the Council by the Treasurer. The treasurer will make any necessary adjustments to the budget after receiving feedback from the Council.

## Article X: Amendments

Section 1: Proposals for amendments to this Constitution shall be originated by a two-thirds (2/3) vote of the voting members of the Council, or by a petition bearing the signatures of not less than ten percent (10%) of the residents of Knoll Residential Center.

Proposals shall be voted on by the Council, with a two-thirds (2/3) majority vote of the membership necessary for adoption.

Proposals shall be published and distributed in their entirety not less than one week prior to the scheduled vote, and shall be adequately publicized by whatever means the Council deems appropriate, not less than two days prior to the scheduled vote.

All amendments must be approved by ASUN and RHA. All amendments must be ASUN approved through a resubmission process on NVolveU.

## Article XI: Distribution of Finances/Proper Business Activity

Section 1: RSOs 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. The RSO 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. The RSO 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.

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 2: 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.

## Article XII. Supremacy Clause

Section 1: Supremacy Clause-In the event that this Constitution's wording does not match the required passages outlined in the ASUN bylaws, this organization recognizes that it is still subject to the required passages outlined in the ASUN bylaws, including in any cases that might arise in front of the Student Court.

### Article XIII: Process for Dissolution

Section 1: Upon the dissolution of the RSO the officers and advisors shall after paying or making provisions for the payment of all liabilities of the RSO, dispose of all the assets of RSO 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 XIV: Adoption of Constitution

Section 1: This Constitution shall go into immediate effect upon ratification by a one-half majority of the voting membership of the Council, and approval of RHA and ASUN. This Constitution shall supersede any and all previous constitutions of the Knoll Residential Center Council.

Section 2: In the event that this Constitution's wording does not match the required passages outlined in the ASUN bylaws, this organization recognizes that it is still subject to the required passages outlined in the ASUN bylaws, including in any cases that might arise in front of the Student Court.

### Article XV: Effective Date

Section 1: This Constitution shall go into effect May 15<sup>th</sup>, 2022.

President: Alexis Cherry

Treasurer: Baden Brumbaugh

Date: 7/1/2022