

Constitution of the Thomas Jefferson Hall Association

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Preamble

We, the students residing in the Thomas Jefferson Residence Hall at the Missouri University of Science and Technology, do hereby establish this constitution for the Thomas Jefferson Hall Association at the Missouri University of Science and Technology, for the advancement of the general welfare of students living in the residence hall.

Article I. Name and Affiliation

This organization shall be called the Thomas Jefferson Hall Association at the Missouri University of Science and Technology, hereafter referred to as TJHA, affiliated locally with the Residence Hall Association (RHA), regionally with the Midwest Affiliate of College and University Residence Halls (MACURH), and nationally with the National Association of College and University Residence Halls (NACURH).

Article II. Purpose

The purpose of this organization shall be to govern, with the coordination of RHA, through programming and policy decision, and to serve as a representative of students living in the Thomas Jefferson Residence Hall.

Article III. Non-discrimination

TJHA shall not discriminate on any basis, which includes but is not limited to age, creed, national origin, race, color, disability, sex, gender identity, affectional orientation, current or past military status, dietary restrictions, or graduation date.

Article IV. Membership

Section A

The general membership of TJHA shall consist of students living in the Thomas Jefferson Residence Hall, including the following elected and appointed officers:

1. The EXECUTIVE BOARD, defined as the President, Vice-President, Secretary, and Treasurer.
2. The BOARD of GOVERNORS, defined as the Governors from each community and the Executive Board.
3. The RESIDENT ASSISTANTS of the Thomas Jefferson Hall shall be considered members of the Board of Governors and shall have all the rights therein, except for voting rights and committee duties.

4. The COUNCIL OF COMMITTEE CHAIRS shall consist of the chairperson of each committee as defined in the constitution.

Section B

Of the above membership of TJHA, voting rights shall only be held by governors from each community and the Council of Committee Chairs.

Section C

1. The Board of Governors shall be currently enrolled as students at the Missouri University of Science and Technology and living in the Thomas Jefferson Residence Hall. The Board of Governors shall have the following rights and duties:
 - (a) To attend all Board of Governors meetings.
 - (b) To participate in activities, programs, and events of TJHA
 - (c) To present for discussion any matters that are in order.
 - (d) To find a temporary replacement to assume responsibilities normally held by the absentee during the Board of Governors meeting if he/she is unable to attend. If a replacement (proxy) is not found the absence will be considered unexcused, unless the Secretary has been notified, prior to the meeting, that a proxy could not be found.
2. Elected and appointed officers must attend all Board of Governors meetings unless excused by the President or the Secretary. If a member acquires two unexcused absences, he/she will be issued a warning. If a member acquires three unexcused absences, the member shall be asked to step down from his/her position immediately. The member in question has all the rights of due process.
3. To remove any member from the Board of Governors for reason other than absences, a petition, clearly outlining the basis for removal and containing signatures from twenty-five percent of the voting members must be presented to the Executive Board. For this removal to occur, a two-thirds majority of all voting members of the Board of Governors is necessary. The member in question has all the rights of due process.

Article IV. Executive Board

Section A

The Executive Board shall consist of a President, Vice-President, Secretary, and Treasurer. The President and Vice-President must have lived in the Thomas Jefferson Residence Hall for at least one year, and all members of the Executive Board must have served on the Board of Governors of any Residence Hall Association at the Missouri University of Science and Technology for at least one semester, and have a 2.25 cumulative grade point average. In addition, Executive Board members may not be on academic or disciplinary probation, hold any other office within TJHA or be a member of the Resident Assistant staff.

Section B

1. The Executive Board shall be chosen by a general membership election employing the instant runoff voting system.
2. Nomination for the Executive Board positions shall be by nomination of the Board of Governors or by petition of twenty-five members of TJHA.

3. No candidate for a TJHA office may spend more than ten dollars for campaign expenses. All expenses must be reported to the Treasurer.
4. In case of a tie following the election, the Board of Governors shall determine the outcome of the election by a simple majority vote at its next meeting.
5. The new Executive Board shall begin serving as an apprentice immediately after the elections. Each Executive Board officer shall assume full responsibilities for his/her office at the close of the Spring Semester.
6. The newly elected Executive Board will meet with the advisor within one week following the Executive Board elections. The Executive Board shall review the TJHA Constitution. Amendments may be submitted to the Board of Governors by the Executive Board at the first Board of Governors meeting of the next academic year.
7. In the case of a vacancy in the President's position, the Vice President shall become President for the remainder of the term. A special election for the general membership shall be held to elect a new Vice President. The office transition must be completed within two weeks of the President's vacancy. In the case of a vacancy in any other office, a special election shall be used. If that vacancy occurs with less than two months remaining in the term of office, the Executive Board, with two-thirds approval from the Board of Governors, shall appoint a new officer.
8. To remove any member from the Executive Board for any reason other than absences, a petition clearly outlining the basis for removal and containing signatures from twenty-five percent of the Board of Governors of TJHA must be presented to the Board of Governors. A two-thirds majority of the Board of Governors shall approve the motion for removal of the officer. The member in question has all rights of due process.
9. A special election is defined as an election of an Executive Board member by the Board of Governors of TJHA.

Section C

1. The President shall have the following duties:
 - (a) Set the time and place of the Board of Governors meetings.
 - (b) Preside over all meetings.
 - (c) Propose the appointment or removal of committee chairpersons or other appointed positions to the Board of Governors for its approval.
 - (d) Serve as the official representative of TJHA.
 - (e) Validate Student Requests for Funds (SRF) forms.
 - (f) Be a member of RHA.
2. The Vice President shall have the following duties:
 - (a) Be the chairperson of the Council of Committee Chairs and coordinate the activities sponsored by TJHA.
 - (b) Assume the duties of the President in the event of his/her resignation or inability to fulfill his/her duties.
 - (c) Assist TJHA in effective and appropriate interpretation of parliamentary procedure.
 - (d) Serve as acting President if the President is unable to attend the Board of Governors meetings.
 - (e) Serve as acting Secretary if the Secretary is unable to attend the Board of Governors meetings.

- (f) Be a member of RHA.
- 3. The Secretary shall have the following duties:
 - (a) Record and distribute the minutes from all TJHA meetings.
 - (b) Record all correspondence and relay the information to the Executive Board.
 - (c) Receive and distribute the agenda to all Board of Governors members.
 - (d) See that all amendments to this constitution reach the proper authorities for their ratification.
 - (e) Serve as acting Treasurer in the event that the Treasurer position is vacant.
 - (f) Be a member of RHA.
- 4. The Treasurer shall have the following duties:
 - (a) Prepare a general budget with consultation of the Executive Board.
 - (b) Keep accurate and current financial records.
 - (c) Validate SRF forms.
 - (d) Present a financial report to the President and advisor as requested.
 - (e) Serve as acting Secretary in the event the Secretary position is vacant.
 - (f) Be a member of RHA.

The officers shall perform the duties prescribed by this constitution and by the parliamentary authority adopted by the organization.

Section D

The Executive Board shall have general supervision of the affairs of the organization between its business meetings, make recommendations to the organization, and perform other such duties as specified by this constitution. The board shall be subject to the order of the organization, and none of its acts shall conflict with the actions taken by the organization.

Section E

The Executive Board of TJHA shall have the power to create additional committees or positions as needed to ensure the efficiency of TJHA and to comply with the wishes of the residents of the Thomas Jefferson Residence Hall.

Section F

The members of the Executive Board shall attend RHA Drive-In, Fall Training, NRHH Leadership Trip, Winter Training and NRHH Leadership Lock-In, unless:

1. Elected after the event has occurred for that academic year.
2. Excused by the Advisor or the Board of Governors.

Article V. Council of Committee Chairs

Section A

Council of Committee Chairs shall consist of the chairperson(s) of each of the respective committees within TJHA. All members of the Council of Committee Chairs must live in the Thomas Jefferson Residence Hall, attend Board of Governors meetings regularly, and have a 2.00 cumulative grade point average. In addition, Council of Committee Chairs members may not be on academic or disciplinary probation, hold any other office within TJHA, or be a member of the Resident Assistant staff.

Section B

1. The Council of Committee Chairs shall be elected during the first meeting of the Board of Governors during the fall semester.
2. Candidates are to be elected by instant runoff voting.
3. The newly elected Council of Committee Chairs will meet with the Vice-President within one week following the Council of Committee Chairs election.

Section C

The Council of Committee Chairs shall have the following duties:

1. Serve as chairperson of a committee within TJHA.
2. Attend monthly meetings with the Vice-President.
3. Attend Board of Governors meetings.
4. Reserve the right to vote in the Board of Governors meeting, but will not serve as a governor for a community.

Section D

The chairperson of the Food Committee shall have the following additional responsibilities:

1. Attend meetings with the Missouri S&T appointed representative of the universitys contracted food provider.
2. Report all relevant findings back to TJHA.

Article VI. Board of Governors

Section A

All legislative powers of TJHA shall be vested in the Board of Governors, except as hereinafter provided.

Section B

In the Thomas Jefferson Residence Hall, a community shall be defined as a wing in the North Tower and a floor in the South Tower. Each community is considered independent, but may choose to combine their representation, activities, programs, and budgets as they see fit.

Section C

Each community shall be entitled to appoint two representatives, the communitys Governors, to TJHA.

Section D

The procedure for determining representative members shall be set forth by each community represented.

Section E

The Board of Governors shall:

1. Represent TJHA within the University and other campus organizations.
2. Carry out any actions necessary and proper to improve the general welfare of TJHA.
3. Carry out the provisions of the TJHA Constitution.
4. Set up such committees as it sees necessary to carry out the function of TJHA.

Article VII. Advisor

Section A

The advisor shall be the University appointed Resident Director of the Thomas Jefferson Residence Hall, or their designee.

Section B

The advisor of TJHA shall have the following responsibilities:

1. Attend all TJHA meetings.
2. Validate SRFs.
3. Serve as a liaison between the Residential Life Staff and TJHA
4. Advice on residence hall policy and procedure.

Article VIII. Meetings

Section A

The Executive Board and the Board of Governors regular meetings should be held bi-weekly. The first TJHA meeting shall be held within the first 14 days of the academic semester. The exact times and dates of the meetings are to be decided by the President prior to the first Board of Governors meeting of the semester. At any time, a petition of twenty-five percent of the membership of the Board of Governors may, with due cause, demand that the President call an emergency meeting of the Board of Governors. An emergency meeting must be held within one week of the request.

Section B

Regular Executive Board meetings shall be held every other week prior to a regular meeting of the Board of Governors. Special meetings may be called by the President within one week of the request. Requests must be made by two or more members of the Executive Board.

Section C

A quorum shall consist of fifty percent of the voting membership of TJHA.

Article IX. Reversal of a Board of Governors' Decision

Section A

At any time, the residents of the Thomas Jefferson Residence Hall may demand a vote of the general membership of TJHA to reverse any decision made by the Board of Governors by presenting a petition, signed by one-fifth of the general membership of TJHA, to the President.

Section B

Reversal of the decision made by the Board of Governors shall require a vote, with quorum of fifty-percent, of the residents of the Thomas Jefferson Residence Hall with approval of two-thirds of that voting quorum.

Article X. Committees

Section A

It is required that each governor of TJHA participate in at least one committee. Each committee shall be chaired by a chairperson(s).

Section B

The standing committees and their functions shall be the following as well as any other duties assigned by the Board of Governors:

1. Programming Committee: To put on events for the residents of the Thomas Jefferson Residence Hall.
2. Improvement and Retention Committee (HIRC): To recommend and implement improvements for the Thomas Jefferson Residence Hall and recommended spending of capital funds.
3. Campus Traditions: To coordinates TJHA's participation in Homecoming and St. Pat's events.
4. Food: To addresses concerns about food service and coordinates with the RHA HIRC committee.
5. COUNCIL OF COMMITTEE CHAIRS: To coordinate the activities of all committees of TJHA. The Vice-President shall be the chairperson of this committee and it shall consist of the chairs of all standing committees of TJHA.

Section C

All members of the TJHA Board of Governors must attend scheduled committee meetings for the committee they are assigned to participate in unless excused by the Committee Chair. If a member acquires two unexcused absences from scheduled committee meetings, he/she will be issued a warning. If a member acquires three unexcused absences, he/she will immediately be asked to step down from his/her position on the Board of Governors. The member in question has all rights of due process.

Article XI. Funding

Section A

By the second Board of Governors meeting of the Fall Semester, the Treasurer shall present a proposed general budget for the ensuing year. The general budget shall be determined by the following method:

1. Allocate the following percentages of TJHAs available funds towards the specified accounts:

- (a) 32% Community Funds
- (b) 32% Committees
- (c) 33% General Funds
- (d) 01% Intramural Fees & Expenses
- (e) 02% Office Funds

2. A two-thirds majority vote of the Board of Governors shall be required to approve the proposed budget.

Section B

The community funds shall be split up among each of the communities based upon maximum occupancy as of the first day of classes of the fall semester. Any community funds that remain unallocated by the end of the 2nd to last meeting of the second semester shall revert to TJHA's General Fund.

Section C

All committees and/or individuals from TJHA must receive prior authorization from the Board of Governors to spend funds with the exception of community funds. At the first Board of Governors meetings the Treasurer shall outline the procedure for the acquisition of funds. All funds left un-requested before the last TJHA meeting of the year shall be considered capital funds of TJHA. The spending of capital funds is recommended by HIRC, for approval by the Board of Governors.

Section D

1. The funds allocated in the account designated as 'office funds' are for use by the Executive Board. The money in this account may be spent by a simple majority vote of the Executive Board.
2. The Executive Board may not exceed the amount of 'office funds' appropriated to them in the TJHA budget as approved by the Board of Governors.

Section E

Any committee authorized by the Board of Governors or the University to engage in purchase or sale of goods or services, shall deposit the proceeds of such activities into the TJHA Treasury. Funds acquired in this manner shall be designated to the General Funds account or the account of the authorized committee per request and will not be considered when allocating community funds.

Section F

The President, Treasurer and advisor must validate all SRF forms. If the President is unavailable, the Vice-President may sign in his place. If the Treasurer is unavailable, the President may fill out an SRF in case of emergency, with authorization of another E-Board member and advisor.

Section G

The Board of Governors shall have the power to transfer funds from one account to another within the TJHA budget with a two-thirds approval of the Board of Governors.

Article XIII. Intramurals

Section A

Intramural Manager shall:

1. Be elected by the Board of Governors of each academic year and as needed when a vacancy occurs.
2. Be in charge of organizing and publicizing the intramural activities of TJHA.
3. Directly submit SRFs for E-Board signatures in order to pay intramural sign-up fees charged from the Intramural Fees & Expenses budget, without the Board of Governors approval, until the budget is exhausted.
4. Report all expenditures to the Intramural Fees & Expenses budget at the next TJA meeting.
5. Be and remain a TJHA general member to hold this office.

Section B

Only the following individuals shall be eligible to participate in intramural athletics for the TJHA:

1. Those individuals who currently reside in the Thomas Jefferson Residence Hall. These individuals shall have priority placement on a designated team.
2. Those individuals who are currently enrolled at the Missouri University of Science and Technology, and who have resided in the Thomas Jefferson Residence Hall, provided that it is within one year of the date of their vacancy.
3. Those individuals who are currently enrolled at the Missouri University of Science and Technology, and who reside in other Residential Life housing, provided the prior approval of the Intramural Manager.

Section C

Those intramural fines incurred by a team/individual shall be paid promptly by that team/individual through the TJHA Treasurer. The team/individual in question has all rights of due process before the Board of Governors.

Article XIV. TJHA Representation

Section A

RHA members-at-large:

1. Will be elected during the first Board of Governors meeting of the fall semester.
2. May not be Resident Assistants.
3. First four RHA MALs positions are reserved for the Executive Board of TJHA.

Section B

1. The Board of Governors may elect, on the recommendation of the Secretary, a Webmaster at any regular business meeting.
2. The Webmaster shall:
 - (a) Maintain and update the TJHA website under the governance of the Secretary and the E-Board.
 - (b) Be and remain a resident of the Thomas Jefferson Residence Hall to hold this office.

Section C

If a vacancy occurs in any position under article XIV, the Board of Governors shall elect a replacement to fill the position.

Article XV. Storage

Section A

TJHA shall maintain storage for all items purchased by the Board of Governors and the communities.

Section B

The Executive Board shall oversee the items in storage, keep an accurate inventory of them and be responsible to check-in and out any item in storage.

Article XVI. Approval

Section A

The TJHA Constitution shall be effective immediately upon approval by a two-thirds majority vote of the Board of Governors subject to Section B.

Section B

The TJHA Constitution must be approved by the Student Affairs Committee and the Academic Council or their designated representatives.

Article XVII. Amendments

This constitution may be amended at any regular business meeting of the organization by a two-third vote, provided that the amendment has been presented to the Board of Governors at the previous meeting. The amendment shall be subject to the approval by the Student Affairs Committee and the Faculty Senate or their designated representatives.

Article XVIII. Parliamentary Authority

Section A

The rules contained in the current edition of Robert's Rule of Order, Newly Revised shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with this constitution or any special rule of order that was adopted.

Section B

Amendments - After any primary or secondary amendment is offered and seconded, the Chair shall ask if any member objects to its immediate passage. If any member objects and the objection is seconded, the Chair will state the amendment and discussion will begin. If there is not an objection or the objection is not seconded, the amendment is passed, and the motion is changed to reflect the amendment.

Section C

Call the Question - Calling the Question, which is in order when another has the floor, does not need to be seconded, and immediately stops debate. The Chair shall then ask if any member objects to ending discussion. If an objection is made, discussion continues. If there is not an objection, discussion ends and a vote will immediately be taken on the previous question.

Article XIX. Rules and Regulations

Section A

TJHA will follow all federal, state, and local laws and rules of the university.