THE CONSTITUTION OF THE HOOD COLLEGE HOUSE FORUM
(Revised April 2016.)

Article I. Name
The name of the organization shall be the Hood College House Forum, herein after referred to as House Forum.

Article II. Purpose
The purpose of the House Forum shall be as follows:
The purpose of the House Forum is to create unity and facilitate communication within the residence halls, to discuss any issues, problems or concerns therein, to be actively involved in campus and community life, and to provide student governance of the residential system within the shared governance structures of Hood College. House Forum is the official conduit between HCSGA and resident students via the residential governance system described herein. House Forum officers will act as role models within their residences, and appropriately advocate for resident students. House Forum will also provide programming that facilitates community development and encourages residents to explore a variety of aspects of their community.

Article III. Membership
A. All resident students are members of House Forum and may attend House Forum meetings. Membership will not be denied on the basis of creed, color, age, race, religion, or national or ethnic origin. Membership shall follow federal guidelines for non-discriminatory practices in colleges and universities.
B. Voting membership is limited to the positions described in Article IV.
C. No voting member may be on academic or social (disciplinary) probation, and no voting member may hold more than one office within House Forum, except that the Associate Chairperson may hold another office (but may not be the Chairperson). Because there is a potential for conflicting offices, the Chairperson and Associate Chairperson may not hold ANY other position within HCSGA unless granted permission by the appropriate HCSGA committee and HCSGA President.
D. Termination of membership shall occur upon a resident’s graduation, withdrawal, dismissal from Hood College, transfer to another institution or change to commuter status. A voting member can be removed by the Dean of Students or the Director of Residence Life for disciplinary reasons. Voting members must be notified of the reasons for their termination.
E. The Director of Residence Life, or his/her designee, shall serve as a non-voting advisor to House Forum.

Article IV. Voting Members and Duties
The voting members of House Forum shall be:
A. Chairperson, elected from amongst the voting members of House Forum (“the body”), who shall not exercise a vote except in cases of a tie, who shall have served on House Forum for at least one academic year and who shall:
   a. Call and preside over all meetings of House Forum.
   b. Serve as an HCSGA Executive Branch member.
   c. Meet regularly with the Advisor.
d. Facilitate communication between the HCSGA Executive Branch, Student Senate, and House Forum.
e. Ensure that the concerns expressed by resident students are addressed by House Forum in a timely manner.
f. Ensure that concerns are addressed by taking direct action, or by channeling the concerns to the proper parties.
g. Co-sign check requests with the Associate Chair.
h. Must not be President or Vice President of resident halls or special interest housing

B. Associate Chair, elected from amongst the voting members of House Forum (“the body”) and retaining the voting rights of his or her other office, who shall:

a. Keep an accurate record of the happenings of House Forum by taking and distributing minutes and agendas of House Forum meetings, including sending minutes to the designated HCSGA officer.
b. Serve in the role of and fulfill the duties of the Chairperson in his or her absence, including serving on the HCSGA Executive Branch, as necessary. The Associate Chairperson shall not exercise vote at House Forum meetings (except in cases of a tie) when serving in the role of Chairperson.
c. Keep an accurate record of House Forum funds by keeping a running logbook.
d. Co-sign check requests with the House Forum Chair.
e. Must not be President or Vice President of resident halls or special interest housing

C. Two representatives of each main residence hall (Coblentz, Memorial, Shriner, Smith, and Meyran), voting, who shall:

a. Represent the views of her/his residence hall to other campus housing, administrative offices, and to any other administrative link with the Residence Life Office.
b. Solicit and be receptive to student concerns in her/his residence hall/the apartments and inform House Forum of student opinions.
c. Perform other duties of her/his office as outlined in their Hall/Apartment Council constitution.
d. Assist in the planning and execution of House Forum sponsored events.
e. Two representatives must agree upon a singular mindset, thus having one vote per house
f. Attendance of hall President is mandatory, along with Vice President

D. Two representatives from the special interest houses (French, German, Spanish, Honors, and Apartments), voting, who shall:

a. Gauge the concerns of students in the special interest houses, and inform House Forum of student opinions.
b. Solicit and represent the views of the residents of special interest houses to the residence halls, apartments, administrative offices, and to any other administrative link with the Residence Life Office.
c. Serve as a liaison between the residents of special interest houses, House Forum, and the Residence Life Office.
d. Assist in the planning and execution of House Forum sponsored events.
e. Attendance of President is mandatory, along with Vice President
Article V. Powers and Duties
The responsibilities of the House Forum include:

A. Facilitate communication among the residence halls, special interest houses.
B. Investigate the concerns of resident students in regards to housing policies.
C. Inform the Office of Residents Life of student concerns, and suggest appropriate changes to housing policies.
D. Oversee Residence Hall House Councils and ensure that they are functioning properly.
E. Provide spirit and promote unity among residence halls and special interest houses by programming in cooperative efforts.
F. Plan and execute major events (programs) for residential students.
G. Create committees, standing or ad hoc, as needed.
H. Attend the semester leadership conferences, and assist in the training of House Council members.
I. Assist in welcoming new and first-year residents into the residence halls and special interest houses.
J. Facilitate the communication of student concerns and issues to HCSGA and the communication of HCSGA actions and matters to the residents.

Article VI. Recall
A. The recall of voting members shall be according to the grounds for recall and the recall procedures listed in the HCSGA Constitution.
B. The recall of members of each residence House Council and officers in the special interest houses shall be according to the grounds for recall and the recall procedures listed in the HCSGA constitution.

Article VII. Finances
A. Finance policy will adhere to the guidelines set forth in the Student Organization Handbook.
B. The Associate Chair will maintain an accurate record of expenditures from the budget allocated by HCSGA, deposits in to House Forum accounts, and the like at all times.
C. The Office of Residence Life will exercise appropriate control over budgets to ensure adherence to Student Organization Handbook guidelines and institutional policy regarding expenditures and revenue.

Article VIII. – Election Procedures
A. The President and Vice President of each House Council shall be elected at the beginning of the fall semester, for a term of one academic year by the residents of each respective hall/house. Nominations shall be made by current residents of the hall. Elections shall be open to all residents of the hall. Election shall be by secret ballot.
B. Officers (President and Vice President) in the special interest houses shall be elected by and from the residents approved to reside in each specific house each fall for a term of the one academic year. This process shall be managed in a fair manner by the Office of Residence Life and coordinated with the academic department responsible for each of the houses.
C. The Chairperson of House Forum shall be nominated from the body of House Forum and elected by the body of House Forum each April for the upcoming academic year by simple majority, during a House Forum meeting. If nobody comes forward from the existing voting members, then the position will be opened up to House Councils. The Associate Chairperson of House Forum shall be nominated from House Councils and the body of House Forum and elected by the body of House Forum each April for the upcoming academic year by simple majority, during a House Forum meeting. Each member of the body has a vote on who will be the Chairperson and the Associate Chairperson to include the existing Chairperson.

Article IX. – Residence Hall House Councils
A. Each residence hall shall form a House Council to represent the residents of that hall.
B. Each House Council shall consist of two executive officers, a President, a Vice President, elected as described in Article VII.
C. Each House Council shall also have the choice of having one representative from each residential floor of the residence hall, elected by and from the members of that floor each fall.
D. Each House Council will be advised by the staff member(s) designated by the Director of Residence Life as the Advisor.
E. All elected members of the House Council shall have a vote on the House Council, and the Advisor and RAs, who shall be non-voting.
F. Each House Council shall be governed by a constitution, which will, at a minimum, outline the specific duties of each executive officer and the floor representatives within that House Council. Each House Council constitution must not conflict with the House Forum constitution and must be ratified by a two-thirds majority vote of House Forum when drafted. Amendments to House Council constitutions must be ratified by a two-thirds majority of House Forum.
G. Each fall, each House Council shall select two executive officers to serve on House Forum.

Article X. – Special Interest House Council
A. Each special interest house (German, French, Spanish, Honors and Apartments) shall elect a President and a Vice President. Residents of the houses, at their discretion, may elect additional officers if desired.
B. The Presidents of each special interest house will be advised by the staff member(s) designated by the Director of Residence Life as the Advisor.
C. Each special interest house may draft a constitution. If a constitution is drafted it must not conflict with the House Forum constitution and must be ratified by a two-thirds majority vote of House Forum when drafted. Amendments to such constitutions must be ratified by a two-thirds majority of House Forum.

Article XI. Parliamentary Authority
The rules contained in the current edition of Robert’s Rules of Order shall govern the House Forum, at the discretion of the Chairperson, in all cases to which they are applicable and are not inconsistent with this constitution and any special rules of order the House Forum may adopt.
**Article XII. – Law & Regulations**
House Forum will adhere to the regulations of the administration of Hood College. All local, state and national laws will be upheld.

**Article XIII. – Amendments**
Any member of the House Forum may propose legislation at a general meeting for consideration. A proposed amendment must be passed by a two-thirds affirmative vote by House Forum officers. All amendments must be ratified by the HCSGA Elections/Constitution Committee.