

Qatar Foundation
**Residence Hall Council
Constitution**

We the students living in the Education City Residence Halls, in order to establish an effective role for residents in residence hall decision making, do hereby establish this constitution for the Education City Residence Hall Council of the Qatar Foundation in Doha, Qatar.

Article I. Name

The name of this organization shall be called the Education City Residence Hall Council.

Article II. Purpose

The purpose of the Education City Residence Hall Council shall be:

Section 1: To promote the general welfare of all the residents in the Education City Residence Halls.

Section 2: To provide a safe, comfortable and developmental living and learning environment that promotes academic excellence.

Section 3: To work together as a Hall Council to plan, organize, and implement social and educational programs and activities for the Education City residential community.

Section 4: To inform the residents of aims, policies, and ideals of the Residence Halls.

Section 5: To listen and provide official avenues of communication with the administration.

Article III. Membership

Section 1: Membership in the Education City Residence Hall Council shall be open to any full-time student with a minimum Grade Point Average of 2.5 residing in the Education City residence halls.

Section 2: A voting member shall include those who have attended two consecutive meetings.

Article IV. Advisers

Section 1: There shall be an advisor(s) to the Education City Residence Hall Council, with no voting rights.

Article V. Organization

Section 1: The Education City Hall Council Executive Board shall consist of a President, Vice President, Executive Secretary, Treasurer, and Public Relations Officer. Other positions can be created depending on the size of the organization and the need for further positions.

Section 2: The term of office shall be one academic year.

Section 3: Executive Board elections shall take place once a year.

Section 4: An Executive Board member must be a residential student living in the Education City Residence Halls and perform his or her duties as outlined in Articles VI and VII.

Article VI. Qualifications for Prospective Executive Board Members

Section 1: Individuals that run for Executive Board positions must be current residents of Education City.

Section 2: As stated in Article III, Executive Board members must maintain a cumulative GPA of 2.5 and should be in good social standing.

Section 3: Resident Advisors (addressed in Article IV) are not eligible to hold a position on the Education City Residence Hall Board.

Section 4: The executive members shall appoint any other executive member positions necessary for the proper implementation of the Hall Council, Hall Council decisions and/ or for efficient procedure. However, he/she must consult with the other executive members on this matter.

Section 5: No Executive Members may hold more than one position simultaneously.

Section 6: Candidates for the Education City Residence Hall Council Executive Board positions must be willing and plan to commit sufficient time, effort, and dependency the organization.

Article VII. Executive Officers and Duties

Section 1: The President, who shall be elected from, by, and among the Members of the Hall Council and whose duties and responsibilities, shall include maintaining efficiency of the organization, representing the Education City Hall Council to the greater campus community, working closely with advisors, and holding ultimate budgetary control. At the Executive Board and general meetings, the President holds a responsibility to bring and set forth the agenda, call the meeting to order, move meeting along, assure that officers are on task, bring closure to the meeting, and assure that the next meeting's details are set. The President shall serve as the chief executive of the Hall Council and possess wide executive powers, subject o review by the executive members.

Section 2: The Vice President, who shall be elected from, by, and among the Members of the Hall Council and whose duties and responsibilities shall include assisting the President as a representative of the Education City Hall Council to the campus community, providing direct administrative assistance to the President, fulfilling all of the President's duties in his/her absence, and updating the Hall Council on relevant conferences and meetings with University administrators and representatives.

Section 3: The Executive Secretary, who shall be elected from, by, and among the Members of the Hall Council and whose duties and responsibilities, shall include maintaining an accurate list of Members of the Hall Council and their attendance, recording the meetings of the club, and maintaining all records relevant to the operations of the Hall Council.

Section 4: The Treasurer, who shall be elected from, by, and among the Members of the Hall Council and whose duties and responsibilities, shall include maintaining the finances of the Hall Council by preparing a budget for each year, handling reimbursements, making regular updates to the Executive Board about the budget; and making monthly budget statements at general meetings.

Section 5: The Public Relations Officer, who shall be elected from, by, and among the Members of the Hall Council and whose duties and responsibilities, shall include sending out e-mails to the Education City community or branch campuses about upcoming events and activities, and creating all organization literature inclusive of brochures, flyers, newsletters, and banners and posters.

Section 6: If the organization feels a certain officer is not fulfilling the duties set out for that certain position, a meeting may be called by any Executive Members to impeach the officer in question. An attendance of at least fifty percent of the Hall Council voting members must be present or the meeting will be rescheduled. The officer affected must be present at meeting, and is allowed to speak on the issue at hand. The officer will be informed of the reasons for dissatisfaction with his/her work, and members will then vote by secret ballot on the issue. A 2/3 majority (at least 67 percent) will be required to remove the officer from duty. In the event that the officer is removed, a replacement officer will be elected. The new officer's term will be equal to the length of time remaining of the removed officer's term.

Section 7: If, for any reason, any Executive Member's position becomes vacated, elections to fill the position for the length of time remaining of the previous officer's term.

Section 8: If, for any reason, the position of the President becomes vacated, the Vice President shall become President of the Hall Council, with full powers, until the Executive Members, with a simple majority decide upon further action.

Article VIII. Elections/Voting

Section 1: All voting representatives shall have one vote.

Section 2: All bills, resolutions, and propositions presented must pass by a simple majority vote.

Section 3: Elections will take place once a year, as dictated by the RHA Advisor(s).

Section 4: Prior to elections, candidates will have received an application/intent to run form to complete, which will ask for basic identification information, which position is being sought, and will ask for a brief statement of the candidate's vision, plans and goals and additional experience. Candidates will prepare a 2-minute (maximum) speech describing his/her vision, plan, and goals for the Education City Hall Council.

Section 5: In the event that the candidate cannot attend the meeting to share his/her 2-minute speech and turns in his/her run form, he/she may use a proxy to fill in to turn in the form and share the speech for the election day.

Section 6: The outcome of the persons elected for positions will be based on the majority vote of the current Education City Residence Hall population that participates in the process.

Section 7: New Hall Council Executive Board officers will be installed and will assume the duties and responsibilities of their position effective the date of the first official meeting of the elected officers.

Article IX. Meetings/Amendments

Section 1: Meetings will be discussed and determined by the Executive Board, active members, and advisor of the Hall Council.

Section 2: The constitution is binding to all members of Georgetown IRC. The constitution is not binding unto itself:

- a. Amendments to the constitution may be proposed by any active member;
- b. The amendment will be voted on. A 2/3 majority (at least 67%) is required in order for it to become effective.

Article X. Proxies

Section 1: The Education City Hall Council Representatives may obtain a proxy.

Section 2: Active Hall Council members may not proxy for one another.

Article XI. Finances

Section 1: No loans, grants, or allocations may be made by the Education City Hall Council until making a consultation with the Advisory and the Executive Board passes the budget.

Section 2: Conditions for loans and allocations of the Hall Council money shall be reviewed by the Executive Board and approved with a simple majority.

Section 3: Under no circumstances should any member of Hall Council sign any type of form of a contract. Contracts should be put to the attention of the advisor(s).

Article XII. Ratification

Section 1: The constitution of the Education City Residence Hall Council was ratified on this day: _____ with a majority vote by the following members.