

**We, the men of Pearson Scholarship Hall, hereby establish this constitution as the supreme law of the hall, with all of its members subject to the guidelines set within and all subsequent policies passed by the hall or set forth by the Proctor. In order to foster an environment of cooperation, respect, and camaraderie we believe it is vital to set forth certain guidelines that endow each resident with the same basic rights, privileges, and responsibilities. It is with this aim in mind that we present this constitution, as guidance for all of our residents, both present and future.**

## **Article I**

### **Organization of the Hall**

#### **A. The Executive Board**

##### **Section 1. Definition and Purpose**

The Executive Board is responsible for the establishing, following and enforcing of hall rules. The Executive Board shall work towards fostering and maintaining cooperation and respect within the hall community. Additionally, a majority of the Executive Board must approve all hall expenditures.

##### **Section 2. Membership**

The Executive Board shall consist of the President, the Proctor, the Vice-President, the Secretary, the Treasurer, the All Scholarship Hall Council (ASHC) Representative, the Alumni Chairman, the Academic Resource Chairman, the Sports Co-Chairmen, the Community Service Chairman, the Social Co-Chairmen, the New Man Social Chair, the Historian and the Health and Programming Chairman. The Scholarship Hall Director shall serve as an advisor only and have no vote. All Board members are required to attend meetings and follow duties described in Article II, Part A. below. Board meetings shall be open to all hall members. Non-members may speak in regard to issues discussed, but will have no vote.

##### **Section 3. Terms of Office**

All elected officers shall hold their positions for one semester, with the exception of the President, the Treasurer, the Alumni Chairman, the Historian and the Sports Chairman, who shall serve two semesters, starting in the fall and ending in the spring.

##### **Section 4. Vacancy of Hall Office**

In the event of a vacancy in any elected office, the position shall be filled by special elections at the next hall meeting, except for the office of President, which shall be assumed by the Vice-President.

## **Section 5. Quorum**

A quorum of the Executive Board shall consist of 50 percent plus one member.

## **B. The Judicial Board**

### **Section 1. Function of the Judicial Board**

The function of the Judicial Board shall be to hear cases of violations of hall rules or inadequate fulfillment of job shift responsibilities.

### **Section 2. Membership**

The Judicial Board shall consist of the Vice-President and a pool of six residents, two of which must be old men and two of which must be new men. The Vice-President will chair the Board, and shall only vote in the case of a tie among the representatives. The President, Proctor and Scholarship Hall Director (SHD) shall serve as advisory, non-voting members and shall not be counted towards the quorum.

### **Section 3. Terms of Office and Election of Representatives**

The term of office for each Judicial Board representative will be one semester. Representatives for the fall semester will be elected at the beginning of that semester, while representatives for the spring semester will be elected at the end of the fall semester. All elections will follow the same procedure outlined in Article II, Part B. Sections 2 and 3.

### **Section 4. Quorum**

A quorum of the Judicial Board shall consist of the Vice-President, one old man, one new man, and two other j-board members.

### **Section 5. Duties of the Judicial Board**

The duties of the Judicial Board shall be as follows:

- a. To hear grievances as brought before the board by any resident,
- b. To ensure the defendant receives fair and equal treatment,
- c. To decide if the alleged act or reported incident constitutes either:
  - 1) An infraction of hall rules,
  - 2) Objectionable behavior,
  - 3) Infringement upon the other hall members' rights,
- d. To decide all cases of interpretation and application regarding hall rules and general policies,
- e. To decide the issue of responsibility in all acceptable grievances, and
- f. To assign penalty job shifts in consultation with the Proctor and/or

recommend a resident's removal from the hall.

## **Section 6. Notice**

The Vice President must provide a written notice to the accused hall member 48 hours prior to the meeting at which his case will be heard. The notice must state the resident's name, the person bringing the j-board, the charge, and the date, time, and location of the hearing.

## **Section 7. Judicial Board Meetings**

a.) The resident bringing the charge and the resident being charged must attend the Judicial Board meeting at which the case is being heard.

- 1.) If the accused resident, having received proper notice fails to attend the scheduled hearing, or fails to provide a written statement, the judicial board shall decide responsibility of the accused resident's case and punishment without his input.
- 2.) If the person bringing the charge fails to attend the meeting, he may be j-boarded and have that case heard at the next scheduled meeting

b.) The Vice-President shall schedule Judicial Board meetings as often as necessary, at a time that allows a quorum of members, the resident in question, and the resident bringing up the charge to attend. At the meeting, both sides shall be allowed to present their arguments, followed by questions from the Board, followed by deliberation. The resident in question, the person bringing the complaint before the Board, and any resident not on the Board shall leave the room during deliberation. Any residents wishing to attend the Meeting must obtain permission from the Vice-President.

## **Section 8. Appeals**

Residents have the right to appeal any Judicial Board decision to the Complex Director.

## **Article II**

### **Hall Administration**

#### **A. Duties of Elected Officers**

##### **Section 1. The President**

The President shall have had at least two semester's residence in the hall prior to taking office. His duties shall be as follows:

- a. To schedule and preside over all hall meetings and Executive Board Meetings,
- b. To delegate administrative duties among officers and appoint all necessary committees and nominations for additional offices,
- c. To serve as a voting representative of the hall in the ASHC,
- d. To arrange and administer hall elections,
- e. To enforce all hall rules by bringing violators to the attention of the Judicial Board,
- f. To act as a representative for promoting the hall in all external dealings, including monitoring and responding to e-mail sent to the hall account,
- g. To organize a retreat for the Executive Board before the start of the fall semester,
- h. To keep hall bulletin boards organized and current,
- i. To serve as a member ex-officio of all hall committees, and
- j. To serve as an advisory member of the Judicial Board.
- k. To serve as a liaison to the University during the summer, and to register Pearson Hall as a student organization with the Center for Campus Life.

##### **Section 2. The Vice-President**

The Vice-President shall have served one semester on the Judicial Board or have had at least two semester's residence prior to taking office. His duties shall be as follows:

- a. To assume the duties of the President in the President's absence,
- b. To be responsible for arranging and presiding over Judicial Board meetings, and
- c. To be responsible for the ordering and purchasing of hall t-shirts each academic year.

##### **Section 3. The Secretary**

The Secretary shall have had at least one semester's residence prior to taking office. His duties shall be as follows:

- a. To record and promptly post minutes from all hall meetings and

- Executive Board meetings,
- b. To take attendance at all meetings and report absences to the President,
  - c. To produce and update a list of hall residents, their room and phone numbers, and their e-mail addresses,
  - d. To forward mail to past residents, and
  - e. To index a list of the academic focuses of hall residents to facilitate collaboration on such subjects, especially if tutoring is necessary

#### **Section 4. The Treasurer**

The Treasurer shall have had at least one semester's residence prior to taking office. His duties shall be as follows:

- a. To collect, keep, and disburse all hall funds,
- b. To keep records of all financial transactions,
- c. To present reports on hall funds as requested at hall meetings and Executive Board meetings, and
- d. To purchase hall-approved newspapers.

#### **Section 5. The All Scholarship Hall Council Representative**

The All Scholarship Hall Council Representative shall have had at least one semester's residence prior to taking office. His duties shall be as follows:

- a. To serve as a voting representative of the hall on the ASHC,
- b. To post all pertinent ASHC information, including meeting minutes,
- c. To report on ASHC activities at hall meetings as required, and
- d. To encourage hall members to participate in ASHC events and other leadership building activities.

#### **Section 6. The Alumni Chairman**

The Alumni Chairman shall have had at least two semester's residence prior to taking office. His duties shall be as follows:

- a. To organize and coordinate hall events to encourage positive ties with hall alumni,
- b. To compile an updated mailing list of all hall alumni,
- c. To maintain communication between the hall and hall alumni through the publication of an alumni newsletter,
- d. To schedule an alumni event to be held at Pearson sometime during the academic year,
- e. To assist the Computer Chairman in updating the hall web page, and
- f. To promote the hall to prospective residents and find residents for any hall tours.

#### **Section 7. The Academic Resource Chairman**

The Computer Chairman shall have had at least one semester's residence prior to taking office. His duties shall be as follows:

- a. To maintain and update the hall web page, in consultation with the Alumni Chairman,
- b. To monitor and maintain the hall e-mail listserve,
- c. To procure paper and ink cartridges for the hall printer,
- d. To advise the hall on necessary updates in hardware or software, and
- e. To serve as a hall contact for the ASHC Academic Resources Chair,
- f. To maintain a test file and department folders for resident reference, and
- g. To post information regarding campus facilities, important testing dates and contacts.

### **Section 8. The Sports Co-Chairmen**

The Sports Chairman each shall have had at least one semester's residence prior to taking office. Their duties shall be as follows:

- a. To organize and coordinate all hall activities arising from intramural, interhall, and intrahall athletic competitions,
- b. To work with Recreation Services in registering the hall for official campus sports leagues and tournaments,
- c. To organize and encourage participation of residents at campus and community athletic events,
- d. To organize and coordinate the hall camping contingent for university basketball games, and
- e. To be responsible for the ordering and purchasing of hall intramural t-shirts each academic year, and
- f. To invite guest speakers to hall talks regarding athletic or sport related topics.

### **Section 9. The Community Service Chairman**

The Community Service Chairman shall have had at least one semester's residence prior to taking office. His duties shall be as follows:

- a. To organize and coordinate community service projects for the hall and keep track of the hours of service performed during these projects
- b. To organize and/or encourage hall involvement in campus blood drives
- c. To provide information to hall residents concerning volunteer opportunities in the Lawrence area, as well as on campus, and
- d. To serve as a liaison to the ASHC Community Service Chair, as well as to the Center for Community Outreach,
- e. To facilitate environmental stewardship within the hall, the university and the surrounding community,
- f. To monitor and maintain the aesthetic qualities of the area surrounding the hall, and,
- g. To serve as a contact with the ASHC Environmental Chairperson.

## **Section 10. The Social Co-Chairmen**

The Social Co-Chairmen shall each have had at least one semester's residence prior to taking office. Their duties shall be as follows:

- a. To organize and carry out all social functions of the hall,
- b. To make arrangements for said functions by appointing committees and by working with the SHD,
- c. To provide residents with information regarding campus and community social events,
- d. To serve as hall contact for ASHC social events by serving on the ASHC Social Committee, and
- e. To help the New Man Social Chair to acquire experience and knowledge regarding the planning and organizing of social events.

## **Section 11. The Newman Social Chairman**

The New Man Social Chair shall have had no more than one semester's residence prior to taking office second semester. His duties are as follows:

- a. To assist the Social Co-Chairmen in the planning and execution of hall social events.

## **Section 12. The Historian**

The Historian shall have had at least two semester's residence prior to taking office. His duties shall be as follows:

- a. To document relevant hall events, and
- b. To prepare a hall history and scrapbook of the academic year,
- c. To keep all hall archives and memorabilia in good condition,
- d. To schedule a hall picture, and
- e. To produce the hall of the year bid at the end of the academic year

## **Section 13. The Health and Programming Chairman**

The Health Chairman shall have had at least one semester's residence prior to taking office. His duties shall be as follows:

- a. To maintain and make available a first-aid kit and other relevant health products,
- b. To organize relevant educational health presentations for the hall, and
- c. To serve as a contact for the ASHC Blood Drive Chair, and
- d. To invite guest speakers to hall talks regarding academic topics.

## **B. Election of Hall Officers**

### **Section 1. Conduction of Election**

Elections shall be conducted by the President and shall be held on a Sunday evening two to four weeks prior to the end of the semester at a hall meeting. The President shall notify hall members of the election time at the first hall meeting of the semester.

## **Section 2. Election Procedures**

Elections shall be conducted in order as they are listed in this Constitution. For each position the President shall read the description of the position and the names of the candidates who have submitted a letter of intent. The floor will then be open to nominations, followed by speeches, followed by a discussion among hall members, not including candidates. Following the close of discussion a vote will take place adhering to the standards outlined in Article III, Part. A, Section 5. If there is only one candidate in the running for a position the hall may vote to acclimate.

## **Section 3. Election Restrictions**

No individual shall be allowed to run for an office if they have been unexcused from two or more hall meetings in the current semester. No hall member shall hold two elected offices concurrently during the semester (not including J-Board representative).

## **Section 4. Special Cases**

a. After elections, any position left open will be filled at the next hall meeting.

b. A resident, willing and suitable for a position, that does not meet the residency requirement, may become eligible for a position if an exception is made by a two-thirds vote of the residents in attendance. A nomination on the floor must be made to declare an ineligible candidate's ability to run for a position prior to a vote of exception.

## **Section 5. Recall of an Elected Officer**

Any elected officer may be recalled by the following procedure:

First, a petition stating the reasons for the recall, and signed by one-third of the hall members, shall be presented to the J-Board. At the next hall meeting following the presentation of the petition the J-Board shall present the petition to hall members along with a recommendation for action. The recall motion must then be voted on by hall members in accordance with Article III, Part. A, Section 5.

## **C. Committees**

### **Section 1. Scholarship Selection Committee**

The make-up of the Scholarship Selection Committee shall be as stipulated by the philanthropist contributing the scholarship award, or, if no such situation is made, shall follow the guidelines below.

Nominations for membership on the Scholarship Selection Committee shall be taken at a hall meeting, and shall be voted upon by all residents by a show of hands. The committee shall consist of the Scholarship Hall Director, the Proctor, the President, and three other residents, at least one of whom shall be a new man, and at least one of whom shall be an old man. No applicant for a scholarship shall serve on the committee. If either the President or Proctor is an applicant, the Vice-President will serve on the committee; or if he is unable, a fellow member of the Executive Board shall replace him. The Scholarship Hall Director will chair the committee as a non-voting advisor.

## **Section 2. Proctor Selection Committees**

Nominations for membership on the Proctor Selection Committee shall be taken at a hall meeting, and shall be voted upon by all residents by a show of hands.

- a. The Proctor Selection Committee shall consist of the Scholarship Hall Director, the current Proctor, the President, and three residents of the hall, with at least two returning for the following semester. At least one of the three residents shall be a new man, and at least one shall be an old man. The Proctor shall serve as the chair of the committee, or, if he reapply, the President shall serve as the chair. If the President is applying, the Vice-President shall preside over the committee; or if he is unable, a fellow member of the Executive Board shall replace him. If the Proctor reapply, the committee shall then consist of two old men and two new men. The Scholarship Hall Director serves as a non-voting advisor to the Proctor Selection Committee.

## **Section 3. Special Committees**

- a. The Hall Orientation Team shall consist of two returning residents that have each had at least one semester's residence prior to holding the position, and will be appointed by the President. Their duties shall be as follows:
  - f. To familiarize new residents with the Scholarship Hall Community as well as the University,
  - g. To encourage participation in Scholarship Hall and University Hawk Week activities as a liaison to the ASHC Orientation/Selections Chairman,
  - h. To organize a mentor program pairing each new man with an old man,
  - i. To organize and coordinate activities with a "new resident" focus, and
  - j. To encourage involvement within Pearson as well as the Scholarship Hall Community.

The President is authorized to form special committees as deemed necessary.

## **Article III**

### **Hall Procedure**

#### **A. Hall Meetings**

##### **Section 1. Scheduling**

Hall meetings shall be scheduled by the President upon approval of the SHD. Notice of hall meetings shall be posted well in advance.

##### **Section 2. Hall Petition**

Hall meetings may also be called by one-fourth of all hall members. A petition signed by at least one-fourth of residents must be presented to the President at least three days in advance of the meeting. The time of the meeting is still subject to the approval of the SHD.

##### **Section 3. Attendance**

All residents are required to attend hall meetings. Those absent from a meeting may be brought before the J-Board for disciplinary action.

##### **Section 4. Quorum**

A quorum shall consist of 50 percent plus one of the hall members.

##### **Section 5. Voting Procedures**

Hall business shall be voted upon only by members present and tallied by the SHD. A majority of votes is needed to pass any motion. In the case of Executive Board elections, if no candidate receives a majority of votes cast, the two candidates receiving the most votes will participate in a run-off election.

##### **Section 6. Meeting Procedures**

The President shall preside over all hall meetings and shall allow time for each Exec. Board member to present information to the hall as necessary. Other residents may also make arrangements with the President if they wish to make a presentation.

## **Article IV**

### **Amendments and Ratification**

#### **A. Amendments**

##### **Section 1. The Constitution**

Amendment of the constitution shall be made by the following procedure:

- a. A proposal to amend this Constitution can be made by presenting a petition signed by one-fourth of hall residents to the President one week in advance of the desired hall meeting.
- b. The amendment shall then be posted three days in advance and voted upon by a show of hands at the desired hall meeting. A two-thirds vote of the residents in attendance solidifies the change proposed.

#### **B. Ratification**

##### **Section 1. Ratification of Constitution**

These articles shall be in full force following their ratification by two-thirds of hall residents.

### **Amendments to the Constitution**

Articles in addition to, and amendment of this Constitution, proposed and passed pursuant to the fourth article of the original Constitution.

## Article V

### Hall Awards

#### A. Criteria and Selection

##### Section 1. Criteria

At the end of each academic year recipients of the following hall awards shall be selected: Outstanding Newman, Resident of the Year and Distinguished Resident. Their criteria are as follows:

- a. Outstanding Newman Awarded to a resident who has lived in the hall for two semesters or less that has contributed positively to the hall environment and the scholarship hall community.
- b. Resident of the Year Awarded to the resident that has shown the most consistent and substantial contribution to hall community and the well-being of fellow residents throughout the academic year.
- c. Distinguished Resident Awarded to a resident who has lived in the hall for more than two semesters, has shown continuous dedication to the hall and its residents and has served as a role model for the scholarship hall community through their service

##### Section 2. Selection

The SHD shall preside over the selection of the award recipients and shall follow the process described below.

The SHD will give notice--through a variety of means--at least a week in advance that possible recipients of hall awards will be discussed at the next hall meeting. At the hall meeting the criteria for each award shall be read and residents will be allowed thirty seconds to read written statements on behalf of residents eligible for the three awards. Only those residents that have submitted a written statement to the SHD in advance of the meeting may speak on behalf of candidates. Residents then have one week after the hall meeting to cast their votes for any resident eligible for each award through electronic mail or by written statement to the SHD. A majority of the votes cast in each category is needed to declare a winner. If no resident receives a majority of the votes in a category, the three candidates receiving the most votes shall participate in a run-off election in which a plurality of the votes cast decides the winner. The run-off election must be completed within two weeks of the hall meeting at which the awards were discussed by submitting votes to the SHD through electronic mail. If at the closing of the run off election no winner is decided, the SHD will extend voting for 24 hours or until all residents have cast their votes and a winner decided.

When award winners have been selected the SHD shall be responsible for engraving their names on the appropriate plaques.

*Last updated: May 2006, Stephen Michael Walker II and J. Brendan Shaw*