

Sellards Scholarship Hall Constitution

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SELLARDS EXECUTIVE BOARD

DIRECTOR:

The Scholarship Hall Director is a graduate student appointed by the University. She is in charge of ordering food, facilitating meal planning and generally overseeing hall activities.

PROCTOR:

The Proctor assigns shifts and provides ad-board with documentation of shift problems. She also takes care of maintenance requests and acts as a University representative.

FOOD BOARD MANAGER:

The Food Board Manager creates the monthly menu, works with proctor to assign kitchen shifts, provides the ad-board with documentation of shift problems, and works with SHD to provide food for the hall.

PREISDENT:

The President presides over hall meeting, attends ASHC meetings, and represents the hall at University functions.

***VICE PRESIDENT:**

The Vice President assigns phone duties and makes sure they are done. She enforces escort policy and reviews security with residents. She also heads up planning for Alumni Weekend.

TREASURER:

The Treasurer prepares the annual budget and handles all bills and expenses. She also gives out house bills and sells stamps. She heads the Apparel Committee and co-heads the Alumni Newsletter Committee with the Secretary.

***SECRETARY/CARE BEAR CHAIR:**

The Secretary takes roll and keeps minutes at house meetings. She also forwards mail and prepares the resource packets. She co-heads the Alumni Newsletter Committee with the Treasurer. Care Bear Chair promotes achievement and recognition of residents.

***RECYCLING CHAIR:**

The recycling chair gathers and sorts the recycling for the hall each week and does the laundry for the hall, which constitutes her shift. She is in charge of the Blood Drive Week promotion.

***ASHC REPRESENTATIVE/O-TEAM:**

The ASHC Representative attends all ASHC meetings and reports decisions/events to the hall. She acts as one representative of O-Team during Hawk Week, as well as fulfilling O-Team duties as decided by the ASHC.

***SOCIAL CHAIRS:**

The Social Chairs plan hall events and study breaks. They head the social committee and coordinate events with other halls.

***ADVISORY BOARD:**

The Ad Board Chairs review and assess duties where shifts, phone duties, house meetings or committee obligations may have been missed. They also keep a scrapbook of the year, run elections, maintain the test file with the Test File Committee and compose the class list each semester.

***FITNESS CHAIR:**

The Fitness Chair coordinates hall sporting events and teams. She also cares for the hall sports equipment as well as maintaining awareness of healthy living among residents.

***COMMUNITY SERVICE CHAIR:**

The Community Service Chair informs the hall of and plans community service projects in which they can participate and heads the community service committee of volunteers within the hall.

ACADEMIC RESOURCE CHAIR:

The Computer Chair maintains the hall computers and printers. She keeps the hall web page updated and handles individual crises concerning computers.

*These positions are for one semester only. The terms for all other positions are for the whole year.

SELLARDS CONSTITUTION

Article I ORGANIZATION

- Section A Sellards Hall is a scholarship hall for women, organized on the basis of cooperative living.
- Section B A Scholarship Hall Director appointed by the University acts as a supervisor of the activities and a resource for the members of two scholarship halls.
- Section C A Proctor, a Food Board Manager, and a President act as assistants to the Director in all matters pertaining to the hall and its members.

Article II OFFICERS AND EXECUTIVE BOARD

- Section A The governing body of Sellards Hall shall be the members of the Executive Board, which will consist of the following officers:
1. Proctor
 2. Food Board Manager
 3. President
 4. Treasurer
 5. Recycling Chair
 6. Vice President
 7. Secretary
 8. ASHC Representative
 9. Social Chairs (2)
 10. Advisory Board (2)
 11. Fitness Chair
 12. Community Service Chair
 13. Academic Resource Chair
- Section B As a body, the executive board shall function in these capacities:
1. Meet before regular house meetings and at special sessions called by the President.
 2. Have judiciary and executive power in all questions of interpretation of the constitution.
 3. Serve as a forum for the discussion of the activities and problems of the hall and make recommendation concerning these activities and problems.
 4. The following Executive Board members will be in charge of the following committees. The Executive Board members will then report to the remaining members of the hall the actions of the committees. Any Executive Board member, excluding the Proctor, the Food Board Manager, and the President, not heading a committee must serve on a committee.
 - a. Treasurer: Alumnae Newsletter Committee (spring)
 - b. Secretary: Alumnae Newsletter Committee (spring), Care Bear Committee

- c. Recycling Chair: Blood Drive Committee
- d. Social Chairs: Social Committee
- e. Advisory Board: Test File (fall); Senior Dinner (spring)
- f. Community Service: Community Service Committee
- g. Academic Resource Chair (ARC): Web Site Committee

The number of committee members per committee may vary according to the discretion of the Executive Board, and will be decided upon at the beginning of the academic year.

Section C Each member is allowed one unexcused absence from executive board meetings per semester (for listing of excused absences, see Article vi, Section A).

Section D The duties of the officers shall be as follows:

The PROCTOR shall:

- a. These obligations and duties of the Proctor are subject to revision by DSH at any time and the following are supplemental.
- b. Work with Food Board Manager to make out regular shift assignments at the beginning of each semester according to each member's class and work schedules.
- c. Work with Food Board Manager to post shift descriptions.
- d. Make sure shifts are done properly by checking shift logs daily.
- e. Work in compliance with the Scholarship Hall Director (SHD) in filling out maintenance orders and in assuring their completion.
- f. Work with the SHD in opening and closing the hall at vacations.
- g. Make out schedules for extra credit and temporary shifts.
- h. Mail a description of resident's expected duties, hall policies, and a list of officers to incoming residents during the summer break. She will also request a return letter to facilitate selection of roommates.
- i. Assign new residents to rooms.
- j. Act as a liaison between the residents of the hall, Department of Student Housing (DSH), and other University offices.
- k. Verify with the SHD that all residents abide by hall policies and by the official policies and regulations of the scholarship halls and the University of Kansas.
- l. Work with the Food Board Manager to review and/or revise shift descriptions with resident input.
- m. Assign Big and Little Sisters.
- n. Be exempt from all shifts except stove duty shifts.
- o. Begin duties by coordinating finals shift sign-ups the preceding spring.
- p. When necessary, coordinate spring cleaning shifts.

The FOOD BOARD MANAGER shall:

- a. These obligations and duties of the FBM are subject to revision by DSH at any time and the following are supplemental.
- b. Work with Proctor to make kitchen shift assignments at the beginning of each semester according to each member's class and work schedules.
- c. Assign Saturday/Sunday shifts.

- d. Make sure kitchen shifts are done properly by checking shift logs daily.
- e. Work with SHD to fulfill the food needs of the hall.
- f. Act as a liaison between the residents of the hall, DSH, and other University offices.
- g. Be responsible for closing the kitchen at breaks.
- h. Work with Proctor to review and/or revise kitchen shift descriptions with resident input.
- i. Be responsible for taking inventory of the pantry and reporting it to SHD.
- j. Train residents in cooking and cleaning.
- k. Hold meetings with the SHD as necessary
- l. Be exempt from all shifts except stove duty shifts.
- m. Make weekly Checkers runs
- n. Schedule/hold cooks meetings as necessary
- o. Shall oversee once-a-month cleanout of personal fridge

The PRESIDENT shall:

- a. Call and preside over all Executive Board meetings, house meetings, Advisory Board meetings, and FBM and Proctor selection committees.
- b. Represent the hall at University functions.
- c. Be one of the hall's voting members of ASHC.
- d. Appoint special committees necessary to transact the businesses of the hall and assist committee chairs when needed.
- e. Oversee the hall, ASHC, and University rule pertaining to the hall and its members.
- f. Call special meetings of the Executive Board and house meetings whenever necessary.
- g. Write welcoming letters to incoming women.
- h. Make nomination forms available two weeks prior to elections and post the forms as they are turned in. Announce all election results at house meetings when elections take place.
- i. Be exempt from all shifts except Sunday shifts, stove duties, and phone duties
- j. Hold a constitutional review at least once per academic year.
- k. Organize International Dinner
- l. Organize hall photos
- m. Ad-Board for not doing committee shifts as reported by committee heads.

The TREASURER shall:

- a. Preserve all receipts for expenditures in regular order, prepare books and keep a ledger.
- b. Be prepared to present a detailed Treasurer's report at house and executive board meetings.
- c. Inform Committee Chairs of their committee budgets.
- d. Manage hall bank accounts and reimburse Committee chairs for their purchases.
- e. Order and pay for newspapers and magazines. Coordinate apparel/accessory selection in the fall and organize alumni mailings.
- f. Maintain the change box and stamp basket.
- g. Purchase courtesy gifts.
- h. Determine and distribute house bills at least once a semester.

- i. Co-head the Alumnae Newsletter Committee.
- j. Be exempt from Saturday/Sunday shifts and phone duties.
- k. Ad board for monetary issues as needed.

The RECYCLING CHAIR shall:

- a. Be assigned recycling and house laundry for her shift.
- b. Be exempt from Saturday/Sunday shifts.
- c. Head up Blood Drive committee.

The VICE PRESIDENT shall:

- a. Perform the duties of the President in her absence.
- b. Assign and oversee phone duty shifts.
- c. Be in charge of escort policy violations and ad-board as needed.
- d. Maintain In/Out board
- e. Maintain a list of alumni of Sellards Hall and oversee the organization of Alumni Weekend activities, including coordinating with the Alumni Newsletter Committee to send out invitations.
- f. Be responsible for keeping track of skipped phone duties.
- g. Be exempt from Sunday shifts and phone duties.

The SECRETARY/CARE BEAR CHAIR shall:

- a. Take roll at all meetings of the Executive Board and the hall and ad-board if necessary.
- b. Keep permanent minutes of all meetings of the Executive Board and the hall.
- c. Post and give the President a copy of the house meeting minutes within one week after the meeting.
- d. Take care of necessary correspondence which does not fall under the jurisdiction of the President.
- e. Provide each room of the hall with a hall resource packet.
- f. Co-head the Alumnae Newsletter Committee.
- g. Forward mail addressed to former residents.
- h. Be responsible for keeping track of skipped house meetings
- i. Be exempt from Sunday shifts and phone duties.
- j. Serve to promote upbeat and positive attitude in the hall through the recognition of birthdays, activities, and accomplishments of hall residents.
- k. Head Care Bear committee
- l. Maintain mail kiosk.

The ASHC REPRESENTATIVE/O-TEAM shall:

- a. Be one of the hall's voting members of ASHC.
- b. Report all ASHC activities to the hall.
- c. Will serve on an ASHC/O-Team committee when such committees exist.
- d. Maintain ASHC Events Board and calendar.
- e. Be exempt from Sunday shifts.

The SOCIAL CHAIRS shall:

- a. Plan the major social events for each semester (including retro party, tropical party, sibling weekend, and the Sellards sleepover) with the approval of the hall.
- b. When necessary, present a tentative social calendar listing the approximate dates of major social events and types of events planned.
- c. Work with the Treasurer to stay within the social budget.
- d. Supervise all social activities of the hall.
- e. Head the Social Committee.
- f. Represent the hall at ASHC Social Committee meetings.
- g. Be exempt from Sunday shifts.

The ADVISORY BOARD REPRESENTATIVES shall:

- a. Represent the hall at Advisory Board meetings.
- b. Pass out election materials, collect, and tabulate ballots
- c. Keep a hall scrapbook and be in charge of the hall camera and film processing.
- d. Organize and update the test files and class lists per semester.
- e. Assist the President and SHD in the planning of the Senior Dinner, in conjunction with the Senior Dinner Committee in the spring.
- f. Be exempt from Sunday shifts.

The FITNESS CHAIR shall:

- a. Be in charge of organizing all athletic events, signing up intramural teams, and maintaining hall sports equipment.
- b. Maintain the Jock Board
- c. Organize basketball camping if there is sufficient interest
- d. Take care of general health concerns, i.e. condoms, maintaining first aid kits, disease outbreaks, etc., by discussing matter with SHD
- e. Schedule health-related programs
- f. Maintain hall resource file
- g. Be exempt from Sunday shifts.

The COMMUNITY SERVICE CHAIR shall:

- a. Arrange and organize community service events/opportunities for members of the hall to participate in.
- b. Represent the hall at ASHC Community Service Committee meetings.
- c. Maintain Community Service Board.
- d. Post individual notes of community service opportunities.
- e. Head the Community Service Committee.
- f. Be exempt from Sunday shifts.

The ACADEMIC RESOURCE CHAIR (ARC) shall:

- a. Solve problems and arrange for repairs involving the computers. Consult with SHD and Treasurer when necessary
- b. Maintain the Sellards web page and head the Web Site Committee.
- c. Maintain hall PCs and printers.
- d. Communicate with housing about hall computer needs.
- e. Be exempt from Sunday shifts.

- f. Put together and maintain the listserv per semester.

Article III

ADVISORY BOARD AND ARBITRATION BOARD

- Section A An Advisory board shall be composed of the following persons:
1. President
 2. Proctor, Food Board Manager, Vice President, Secretary, or Treasurer, dependent upon what infraction has occurred.
 3. Two Advisory Board Representatives
 4. SHD
- Section B The President shall preside over the advisory board; in her absence the Vice President will preside. The officer adboarding shall attend the meeting as follows: the Vice President shall attend in the case of a missed phone duty or escort policy violation. The Secretary shall attend in the case of house meeting skips. The Treasurer shall attend in the case of unpaid or past due house bills and when there is a failure to report guest meals. The Proctor or Food Board Manager shall attend in the case of a missed shift. The President shall attend in the case of committee-related and miscellaneous offenses. Should a witness to a missed shift approach the Proctor with a desire to testify before Advisory Board, it is at the Proctor's discretion to determine if her presence is necessary. The SHD shall serve in an advisory capacity. Advisory Board shall meet to deal with specific cases concerning failure of a member to meet the standards of the hall.
- Section C The duties of the Advisory Board shall be to:
1. Act on all matters discipline, giving the individual involved advance warning that her behavior is unacceptable.
 2. Proceed according to the Advisory Board guidelines.
- Section D In case of extenuating circumstances, the President may appoint a member of the Executive Board to serve in place of a regular member of the Advisory Board.
- Section E A resident may be Ad Boarded when she:
1. Skips or does not complete her regular or Saturday/Sunday shift after being issued a formal warning from the Proctor or Food Board Manager.
 2. Skips any phone duty. A skip is defined as being 5 or more minutes late to the phone duty.
 3. Fails to complete the temporary phone duties or extra credit shifts that she signed up for.
 4. Violates any rules in the Student Housing Handbook or Sellards Constitution.
 5. Fails to do an assigned Ad Board shift or notify an Ad Board representative that the shift is completed within two weeks of the Ad Board.
 6. Skips any stove duty of the semester.
 7. Does not pay her house bill by the due date.
 8. Does not complete checkout properly
 9. Misses her second unexcused house meeting of the semester.

2. Sellards Hall Constitution and Bylaws
3. ASHC Rules and Regulations

- Section C Each member shall be responsible for notices posted in the hall.
- Section D Each member shall do her shifts thoroughly and on time. Every resident is required to complete two stove duties per semester. Residents shall be expected to perform special shifts when regular shifts are suspended.
- Section E Each member shall perform phone duties on a regular basis. Residents shall be expected to perform temporary phone duties when regular phone duties are suspended.
- Section F Each member is responsible for aiding to a spirit of friendliness and cooperation within the hall.
- Section G Escort Policy
The residents are expected to inform their guests of the escort policy and to follow the escort policy at all times. Any resident should report escort violations in writing to the Vice-President, who will issue a warning or report to Ad Board. Report of violations should include name of escort, name of guest, name of reporter, and the date and time the violation occurred.
1. During the phone duty hours
 - a. All guests, except SHDs, must be escorted by a resident.
 - b. Guest must remain on the same floor as their escort. First floor starts at carpet in hallway; first floor considered separate from entryway. Guests must be escorted from first floor into the entryway.
 - c. Guests can be in the entryway, Blue Room or guest bathroom unescorted.
 - d. Escorts must come completely into the entryway when meeting guests.
 2. Off phone duty hours
 - a. Guests must be with escort at all times, including the entryway, Blue Room and basement.
 - b. Guests must be escorted all the way to the front door when leaving the building.
 3. Consequences
 - a. Any resident that violates the escort policy will go through the ad board progression.
 - b. Any guest that violates the escort policy will go through the following progression.
 - i. First offense, no official action will be taken.
 - ii. Second offense, a written warning will be issued to the guest by the Ad Board chairs.
 - iii. Third offense, possible restriction from the hall after hearing with SHD, escort(s) and guest.
 4. This policy must be reviewed with residents during the first month of every school year.

Section H Door Code

Each member is responsible for maintaining the secrecy of the hall combination and notifying the Vice President of any offense. Penalties for giving the combination to a non-resident are:

1. First Offense: \$50 fee, ad board. Fees subject to change.
2. Second Offense: Offender and situation sent to DSH to decide if she may remain in the hall.

Article VII RECYCLING

Section A Sellards and the Scholarship Hall System as a whole emphasize the importance of recycling as a key part of Scholarship Hall life and as a community obligation. Therefore, recycling will be an integral part of all hall functions. It is the responsibility of residents completing a hall shift, organizing a hall event, or participating in a hall function to take part in properly recycling all materials that are accepted by the EHS Office of Resource Conservation & Recycling. Recycling receptacles must be readily available for residents' use throughout the year, as specified under the obligations of the Recycling Chair.

Section B Failure to recycle will not be an Ad Board-worthy offense. However, recycling is a community obligation and Sellards will not condone failure to participate in an integral community function.

BYLAWS

- I. Seniority for room selections shall be determined with the following criteria:
 1. Proctor
 2. Food Board Manager
 3. President
 4. Total semesters in Sellards Hall
 5. Students returning to Sellards after studying abroad or participating in University of Kansas internships which would take them from Lawrence shall receive half the number of semesters' credit, to be used in choosing a room.
 6. Students not retaining University of Kansas student status shall not receive priority credit for semester away from Sellards Hall. However, they shall not lose the status they had prior to leaving the hall.
 7. Total semesters in college, including institutions other than the University of Kansas.
 8. Alphabetical order
 - a. A-Z in even years
 - b. Z-A in odd years
- II. The Annual Sellards Senior Dinner

1. The date will be the Sunday before Stop Day unless otherwise decided by the seniors.
2. Seniors will be defined as any resident(s) with enough college credit hours to graduate at the time of the dinner or who will in fact graduate one semester after leaving the hall or are leaving the hall after a fourth year of college.
 - a. In case of residents enrolled in special five + year programs that are leaving the hall, they will be considered seniors.
 - b. In case of residents graduating at semester, there will be a senior dinner held before Winter vacation.
3. The time and menu for the meal will be the responsibility of the Senior Dinner Committee Heads, in conjunction with the seniors. Seniors will not be required to help with the work involved in the dinner preparation even if the senior is scheduled for a Sunday shift.
4. Seniors will not be allowed to sign up for Senior Dinner Committee.
5. Announcement of the winners of the Distinguished Resident, New Woman of the Year, Hall Scholarships, and Stellar Sellardite.
 - a. Qualifications for Distinguished Resident include: must have been a resident for more than two semesters, will no longer be living in the hall, and has made a positive contribution to the hall in the time she has lived in Sellards. Voting for this honor will be done at the final house meeting of the year.
 - b. Qualifications for New Woman of the Year include: must have been a resident for two semesters or less, and has made a positive contribution to the hall in the time she has lived in Sellards.
 - c. Qualifications for Stellar Sellardite include: no skipped shifts, phone duties, house meetings, or stove duties during the year.

III. Annual Sellards International Dinner

1. The date will be a Saturday of February.
2. The country will be decided upon at an October house meeting. If there are international students living in the hall, their countries will not be candidates for the dinner.
3. To participate, each resident must serve on one of the International Dinner committees and do one cooking shift. Each participating resident will be allowed up to two guests.
4. The committees for the dinner shall be Menu Planning, Decorations, Set Up, and Tear Down. Each committee will be headed by one committee chair, plus one resident from Menu Planning will be the Kitchen Organizer. These positions will be filled within one week of the announcement of the country. The five heads are exempt from cooking shifts.
5. Servers for the dinner will be obtained from the other scholarship halls and organized by the President.
6. Residents may cancel their intention to attend the dinner up until the President's discretion.

7. International Dinner may be canceled by a majority vote prior to October.

IV. Alumnae Weekend

1. Held on the University-sponsored date of Alumni Weekend (exact dates can be checked at Adams Alumni Center). Invitations, in conjunction with the Alumnae Newsletter, should be mailed out. In honor of our Alumnae, an Open House with tours and refreshments should be held on Saturday and it should last for no more than four hours. The Vice President, in coordination with the Alumnae Newsletter Chairs, is in charge of planning and coordinating events and soliciting volunteers.

V. Proctor and Food Board Manager Selection committees

1. Proctor/Food Board Manager selection committee consists of:
 - a. SHD
 - b. President, who also acts as head of the committee
 - c. Out-going Proctor/Food Board Manager, unless she is reapplying
 - d. One new woman
 - e. One old woman
 - f. One non-returner, being either an old or new woman
 - g. Current Proctor/Food Board Manager (on committee for other position), if staying.

VI. Scholarship Selection

1. The Sara Paretsky Scholarship selection committee shall consist of: one Sellards Alumna, one elected non-returner, and the SHD.
2. The Sellards Hall Leadership Scholarships committee shall consist of: two elected non-returners and the SHD.
3. The Sue Callaway Birkholz Memorial Scholarship selection committee shall consist of: one new woman, one old woman, one non-returner, and one alumna.

Scholarships will preferably, but not restrictedly, go to one out of state and one in state applicant.

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