

**Constitution of Orchard Downs
Family Housing Council**

PREAMBLE: PURPOSES OF THE ORGANIZATION

We, the residents of Orchard Downs Family Housing of the University of Illinois at Urbana-Champaign, have organized and have set forth this Constitution (1) to uphold the Constitution and laws of the United States of America and of the State of Illinois and to abide by the city ordinances of Urbana; (2) to safeguard the interests of the residents of Orchard Downs Family Housing; (3) to advise and cooperate with the University of Illinois Administration and others in matters pertaining to Orchard Downs Family Housing; and (4) to uphold the rights of all residents to participate and hold office in the Orchard Downs Family Housing Council, its committees and its agencies without discrimination because of race, religion, sex, or national origin.

ARTICLE I: NAME AND ORGANIZATION

Section 1:

The Extent of the Community. Our organization shall be known as Orchard Downs Family Housing Council of the University of Illinois, hereinafter to be referred to as FHC. The FHC shall consist of all residents of the Orchard Downs Family Housing Complex, hereinafter to be referred to as the Community.

Section 2:

Representation of the Community. Once each year during the spring semester, the Community shall elect officers. These office bearers shall form the Executive Board of the FHC. The new Executive Committee shall take office as of June 1 following the election.

Section 3:

Membership on Standing Committees. The FHC shall consist of several standing committees whose membership shall consist of at least one (1) executive office bearer and other residents displaying interest and/or expertise.

Section 4:

Eligible Voters and Office Holders. Only official lessees of Orchard Downs Family Housing units and their spouses shall be eligible to vote in elections and to hold office in the FHC. No more than two (2) ballots shall be allowed per housing unit.

ARTICLE II: ELECTION OF OFFICE BEARERS

Section 1:

Conduct of the Elections. It shall be the responsibility of the incumbent Executive Board, through its election committee, to establish the detailed rules and procedures for the election of the new Executive Board, except as provided for in this Constitution. The election shall be conducted by secret written ballot. The election shall be decided by a run-off election between those tied.

Section 2:

Announcement of Elections. It shall be the responsibility of the incumbent Executive Board, through its election committee, to publish to all residents at least five (5) weeks before the election the date and rules of the election and the date on which the formal nominations will be accepted. At least two (2) weeks prior to the election, the Executive Committee, through its election committee, shall publish to all residents a list of the candidates and their qualifications. The number of nominations for each office shall not be limited. Candidates can only run for one position.

Section 3:

Executive Committee Vacancies. In the case of a vacancy of the office of the President, a new election shall be held within four (4) weeks of the announcement of the vacancy. Until said election can be held, the Vice-President will assume the responsibilities of the President. In the case of other vacancies on the Executive Board, runners-up in the spring semester election shall be designated to fill the vacant position. In the event there is no runner-up for the office in question, the

Executive Board shall appoint a resident to fill the vacant position until the next election.

ARTICLE III: DUTIES OF THE EXECUTIVE COMMITTEE

Section 1:

Importance of the Constitution. All Executive Board members shall be responsible for being familiar with all provisions of this Constitution.

Section 2:

Standing Committees. The Executive Committee shall establish and maintain such standing committees as deemed appropriate. Each member of the Executive Board shall chair at least one standing committee.

Section 3:

Meetings. The Executive Board shall hold executive board meetings at least once a month. The Executive Board shall also hold public meetings for the entire Community at least once a month. Voting in these FHC meetings shall not be restricted except as specified elsewhere in this Constitution.

Section 4:

Special Meetings. Special FHC meetings for the entire Community shall be announced no less than 24 hours in advance. Each resident shall be advised of the time, place, and specific business to be discussed. No action shall be taken on any business other than that stated in the announcement of the meeting.

Section 5:

Conduct of Executive Board and FHC Meetings. All meetings of the FHC shall be conducted, insofar as is possible, under ordinary rules of parliamentary procedure. A meeting of the FHC shall be duly constituted provided at least 24 hours public notice has been given and provided a quorum is present. A quorum shall be a simple majority of the entire number of duly elected office bearers. Issues to be entered for discussion shall be announced at least 24 hours prior to the meeting. Motions may be made to entertain issues at Public meetings not included on the agenda, but no actions may be taken on such issues until an announcement of said issues can be made for the entire Community. Motions

pertaining to monetary considerations and policy matters shall be sent to the Executive Board. Following approval during the Executive Board meeting, said motions shall be presented during the FHC public meeting for vote provided sufficient notice has been given. Any tabled issue must be brought forward for a vote no later than two (2) FHC meetings following the original tabling motion. Motions shall be passed by a simple majority of those residents present.

Section 6:

Open Records. All official records, including but not limited to the minutes of meetings, voucher, and inventory documents, shall be open for inspection by any resident following any public meeting.

Section 7:

FHC as Representation. The Executive Board shall function as representatives of the residents of the Community. The Executive Board shall recommend and advise the enactment, revision, repeal, and/or amendment by the University of Illinois Administration of such ordinances of the Community as the Executive Board shall deem beneficial to said Community and shall urge enforcement of same.

Section 8:

Vacancies. The Executive Board may, by majority vote, declare a member to have vacated his/her seat if said member is absent from three (3) consecutive meetings or from five total FHC/Executive Board meetings during the year. Further, a vacancy is automatically created if and when a member terminates his/her lease in Family Housing.

Section 9:

Impeachment of Office Bearers. The Executive Board shall accept motions for the impeachment of any office bearer provided reasonable evidence can be presented that the office bearer has failed to properly discharge his/her duties. Voting on such a motion shall occur only after at least two (2) announcements have been published explaining the charges and the responses. A motion for impeachment shall pass when two-thirds of those voting cast ballots in favor of impeachment.

Section 10:

Inventory. An annual inventory of the FHC's office supplies and equipment shall be conducted with a formal report submitted to the new Council.

Section 11:

No executive board member or his/her spouse may be employed by the Family Housing Council.

ARTICLE IV: DUTIES OF OFFICERS

Section 1:

Duties of the President. The duties of the President shall be the following: (1) to attend and preside at all FHC and Executive Board meetings; (2) to act in an advisory and non-voting capacity at the meetings of the FHC, except he/she shall cast the deciding vote at any time and on any issue so as to break a tie vote; (3) to take no official actions except those authorized by the Executive Board and to keep the FHC informed of his/her official actions; (4) to sign all papers, contracts, obligations, and documents that may lawfully require his/her signature; (5) to call special meetings.

Section 2:

Duties of the Vice-President. The duties of the Vice-President shall be the following: (1) to attend all FHC and Executive Board meetings; (2) to assume the duties of the President at any time when the President is absent or incapacitated; and (3) to be a member of at least one standing committee; (4) to coordinate the activities of the standing committees and report their progress to the Executive Board; and (5) to act as liaison between the Executive Board and the FHC employees.

Section 3:

Duties of the Executive Secretary. The duties of the Executive Secretary shall be the following: (1) to attend all FHC and Executive Board meetings; (2) to coordinate all FHC programs and activities and provide formal reports to the Executive Board ; (3) to attest to and sign any reports, documents, or other papers which lawfully require his/her signature; (4) to assume the duties of the

Recording Secretary if the Recording Secretary is absent or incapacitated; (5) to handle all official correspondence the President shall assign; (6) to keep all past records, reports, and documents; and (7) to be a member of at least one standing committee.

Section 4:

Duties of the Recording Secretary. The duties of the Recording Secretary shall be the following: (1) to attend all FHC and Executive Board meetings; (2) to keep full minutes of FHC proceedings; (3) to publish a report on each meeting for the information of the residents of the Community; and (4) to become a member of at least one standing committee.

Section 5:

Duties of the Treasurer. The duties of the Treasurer shall be the following: (1) to attend all FHC and Executive Board meetings; (2) to keep a strict accounting of all financial matters of the FHC; (3) to report at least once a month to the FHC on the financial status of the FHC; (4) to sign any reports, checks, documents, or other papers which shall lawfully require his/her signature; (5) to assume the duties of the Executive Secretary if the Executive Secretary is absent or incapacitated; and (6) to assume the duties of the President if all other officers are absent or incapacitated.

Section 6:

Duties of Committee Chairperson. The duties of each Committee Chairperson shall be the following: (1) to attend each committee meeting; (2) to assign membership on the committee with the approval of the Executive Board ; (3) to direct the committee in the pursuit of the objective for which it was formed; (4) to inform the Executive Board and the FHC during the public meeting of the progress of the committee when so requested; (5) to prepare and present to the Vice President and the FHC both oral and written reports at the completion of the committee's objective which will contain all facts, such as names and addresses, etc. that will be of benefit to future FHC's and committees; (6) to present monthly reports to the FHC in the case of standing committees; and (7) to present to the Executive Secretary all written reports for inclusion with other historical

documents of the FHC so as to insure that future committees of a similar nature will be informed of past activities.

Section 7:

Co-opted Members. The Executive Board shall have the power to co-opt residents, which could include the members of the immediate past Council, subject to a majority vote. The co-opted members shall not vote on any executive board business.

ARTICLE V: STATUS OF THIS CONSTITUTION AND
PROVISION FOR AMENDMENT

Section 1:

This Constitution shall be submitted to the residents of Orchard Downs Family Housing of the University of Illinois for final approval and shall be deemed as having taken effect immediately upon a favorable vote by a majority of those residents voting on the Constitution. Such a favorable vote was taken on.

Section 2:

Amendments to the Constitution may be proposed by any resident at any FHC meeting, but no vote may be taken on such a proposal until such time as the following have occurred: (1) at least two publications of the proposed amendments, (2) at least one announced meeting for debate, (3) at least one publication of the revisions, and (4) at least one announcement of the date for voting. Publications of all announcements must be distributed to all residents. Following the above procedures, all proposed amendments shall be considered passed and in effect immediately after receiving a two-thirds majority of those voting.

ARTICLE VI: ALCOHOL POLICY

No alcohol is allowed in or around the Community Center Building. Signs are to be posted prominently inside the building. Residents and organizations caught violating the policy will be prohibited from reserving the Community Center in the future. Residents and/or organizations wishing to reserve the Community Center will be required to sign an agreement stating that no alcohol will be allowed both inside and outside the

Community Center. University of Illinois campus police may be used to enforce this policy if necessary.

AMENDMENTS TO THE CONSTITUTION

Article 1, Section 1: Shall be revised to read: Our organization shall be known as Orchard Family Housing Council of the University of Illinois, hereinafter to be referred to as FHC. The FHC shall consist of all residents of the Orchard Apartments Family Housing Complex, Bliss Drive and Carle Street University Housing, hereinafter to be referred to as the Community.

Amendment ratified June 3rd, 2003.