

CONSTITUTION OF HAGGETT PEOPLE'S COUNCIL OF THE UNIVERSITY OF WASHINGTON

ARTICLE I – NAME OF ORGANIZATION

Section 1: The name of this organization shall be Haggett People's Council hereby referred to as HPC.

ARTICLE II – STATEMENTS OF PURPOSE, DIVERSITY, AND COMPLIANCE

Section 1: Statement of Purpose

The Haggett People's Council (HPC) serves as the governing body of Haggett Hall and exists to enhance Haggett Hall residents' quality of life by:

- A. Providing residents the opportunity and structure to achieve individual growth by facilitating community involvement
- B. Providing leadership opportunities to residents of Haggett Hall and encouraging leadership and development
- C. Creating social, cultural, service and scholastic opportunities
- D. Providing students a forum to voice their opinions on student life issues within the hall and dining facilities
- E. Serving as liaison between Haggett Hall residents and:
 - i. The Residence Hall Student Association (RHSA)
 - ii. Students Expressing Environmental Dedication (SEED)
 - iii. Housing and Food Services Administration (HFS)
 - iv. The Associated Students of the University of Washington (ASUW)
 - v. Other hall councils and campus groups
- F. Providing information about activities on campus and in the halls
- G. Recognizing residents' outstanding contributions to the Haggett People's Council, Haggett Hall, and University of Washington communities

Section 2: Statement of Diversity

HPC is committed to creating an environment that helps all students feel welcome and included. This means that we are dedicated to fostering an inclusive environment for students of all racial, ethnic, cultural, sexual orientation, gender identity, socio-economic, and religious backgrounds. HPC encourages leadership and involvement from all students living in our community and strives to promote an open, understanding, and evolving living and learning community.

Section 3: Compliance

HPC will remain in compliance with and affiliated with the Constitution and Bylaws of the Residence Hall Student Association.

ARTICLE III – MEMBERSHIP

Section 1: Haggett Hall

All enrolled students of the University of Washington who live in Haggett Hall shall be considered members. All members shall:

- A. Have the opportunity to apply for leadership positions within HPC through
- B. Have the opportunity to run for an ASUW, RHSA, or SEED Representative position
- C. Have equal consideration for all leadership positions

Section 2: Haggett Hall Residential Life Staff

Haggett Hall Residential Life Staff shall be considered members of HPC and are entitled to all rights therein except as otherwise specified in this constitution.

ARTICLE IV – ORGANIZATION

HPC is structured to offer students multiple opportunities for involvement within the organization. There are a variety of leadership positions with varying responsibilities that residents may volunteer for. Organization of the Hall Council shall be:

- A. Advisor: Haggett Hall Resident Director
- B. HPC Executive Board: Director, Assistant Director of Involvement, Assistant Director of Communications, Assistant Director of Operations, Assistant Director of Representation
- C. HPC Student Representatives: RHSA Representative, ASUW Senators, SEED Liaison, Committee Chairpersons
- D. Members: Haggett Hall Residents and Resident Advisors

ARTICLE V – OFFICER AND REPRESENTATIVE POSITIONS

Section 1: Officers of the HPC

The officers of the Hall Council Executive Board and their duties are as follows:

A. Director

The Director shall:

- a. Act as official representative of HPC and maintain working relationships with HFS, RHSA, SEED, ASUW, and other organizations
- b. Attend at least one RHSA meeting each quarter
- c. Be present and residing in Haggett Hall for opening weekend by participating in the DAWGs Move In Crew Program
- d. Be the primary facilitator of the General Council
 - i. Set a weekly agenda for General Council Meetings
 - ii. Facilitate weekly General Council Meetings
 - iii. Coordinate and approve any outside speakers or resources for General Council Meetings
 - iv. Provide motivation and support to HPC members
- e. Assist AD of Involvement with recruitment and advertising throughout the year
- f. Be the primary facilitator of the HPC Executive Board
 - i. Set a weekly agenda for Executive Board Meetings
 - ii. Facilitate HPC Executive Board Meetings
 - iii. Hold executive board members accountable
 - iv. Understand the role of each position
 - v. Have a one-on-one meeting with HPC Executive Board members at least every other week
 - vi. Facilitate a formal evaluation of the Executive Board at the end of each quarter
- g. Continuously evaluate and look for ways to improve HPC
- h. Attend all required meetings
 - i. Weekly General Council Meetings
 - ii. Weekly Executive Board Meetings
 - iii. Weekly Directors' Round Table Meetings
 - iv. Weekly meeting with the HPC Advisor
 - v. Attend Director's training in the fall
- i. Follow all HFS and University policies and serve as a positive role model to fellow residents
- j. Promote the Haggett People's Council community through encouraging academic achievement, involvement, and inclusion
- k. Recruit residents to attend HPC meetings and events, and to become active in their community
- l. Support programming by HPC and RHSA

- m. Compile and coordinate the completion of transition reports from all of the Executive Board Members
 - i. Compile a Director's Transition Report at the end of the year
- n. Prepare the AD of Involvement to fill in should the Director become unable to fulfill duties, including but not limited to setting meeting agendas, running meetings, and attending Directors' Roundtable meetings
- o. Complete other duties as assigned

A. Assistant Director of Involvement

The AD of Involvement shall:

- a. Recruit residents to attend HPC and hall events
- b. Advertise opportunities for involvement
- c. Create posters and fliers for General Council Meetings
- d. Coordinate and participate in outreach for members
- e. Empower residents to become active in their community
- f. Foster a welcoming atmosphere for residents at General Council Meetings
 - i. Coordinate refreshments for meetings as appropriate
 - ii. Facilitate activities at General Council Meetings to welcome and include members as time permits
- g. Oversee quarterly recognition event or initiative
- h. Oversee an annual recognition event
- i. Promote Of The Month (OTM) awards through the National Residence Hall Honorary (NRHH)
- j. Attend all mandatory meetings
 - i. Weekly General Hall Council Meetings
 - ii. Weekly Executive Board Meetings
 - iii. One-on-one meeting with the HPC Director at least every other week
 - iv. Meet regularly with the HPC Advisor
- k. Fill in for the Director should he/she be unable to fulfill his/her normal duties including but not limited to preparing agendas, running meetings, attending weekly Directors' Roundtable meetings, and other duties as assigned
- l. Follow all HFS and University policies and serve as a positive role model to fellow residents
- m. Promote the Haggett Hall community through encouraging academic achievement, involvement, and inclusion
- n. Complete a transition report at the end of the year or as requested by the Director
- o. Support programming by HPC and RHSA
- p. Complete other duties as assigned

B. Assistant Director of Communications

The AD of Communications shall:

- a. Ensure the completion of HPC photography, history, and an online presence including but not limited to a website, Facebook, and/or other social networking site
- b. Assist in advertising HPC meetings and events
- c. Complete administrative duties for HPC Hall Council
 - i. Ensure the completion of necessary paperwork to become a registered RSO
 - ii. Record and distribute the minutes of Executive Board and General Council Meetings
 - iii. Take quorum at HPC General Council Meetings
 - iv. Maintain and keep record of attendance at Executive Board and General Council Meetings
 - v. Ensure all provisions in the HPC Constitution are followed
- d. Distribute information about the Hall Council to Haggett Hall Residents
 - i. Create and distribute Haggett Hall Newsletter
 - ii. Maintain mailing lists for HPC, committees, and the Executive Board
- e. Attend all mandatory meetings
 - i. Weekly General Hall Council Meetings
 - ii. Weekly Executive Board Meetings
 - iii. One-on-one meeting with the HPC Director at least every other week
 - iv. Meet regularly with the HPC Advisor
- f. Assist other HPC Executive Board members with tasks as necessary

- g. Follow all HFS and University policies and serve as a positive role model to fellow residents
- h. Promote the Haggett Hall community through encouraging academic achievement, involvement, and inclusion
- i. Complete a transition report at the end of the year or as requested by the Director
- j. Support programming by HPC and RHSA
- k. Complete other duties as assigned

C. Assistant Director of Operations

The AD of Operations shall:

- a. Assist committees with program ideas, preparation, planning, and event coordination as necessary
- b. Oversee committee chairs and assist them as needed
- c. Ensure committee chairs give thorough and accurate reports to General Council
 - i. Monitor committee chairs to ensure they are completing their assigned responsibilities
 - ii. Meet weekly with all committee Chairpersons following the General Council Meeting
 - iii. Act as the primary facilitator of the Committee Chairperson Meeting
 - iv. Communicate with the committee chairs on the status of their funding and program proposals
- d. Manage the Hall Council budget
 - i. Update the Hall Council Funding Proposal process at the beginning of the year and as necessary
 - ii. Ensure that all funded programs meet funding guidelines
 - iii. Process and record all expenditures and guide members through the reimbursement process
 - iv. Present all funding proposals at the General Council Meeting
 - v. Establish deadlines for funding proposals and program proposals
 - vi. Report monthly expenditures and balances to General Council
- e. Act as the primary contact for RHSA programming initiatives
- f. Attend all mandatory meetings
 - i. Weekly General Hall Council Meetings
 - ii. Weekly Executive Board Meetings
 - iii. One-on-one meeting with the HPC Director at least every other week
 - iv. Meet regularly with the HPC Advisor
- g. Follow all HFS and University policies and serve as a positive role model to fellow residents
- h. Promote the Haggett Hall community through encouraging academic achievement, involvement, and inclusion
- i. Complete a transition report at the end of the year or as requested by the Director
- j. Support programming by HPC and RHSA
- k. Complete other duties as assigned

A. Assistant Director of Representation

The AD of Representation shall:

- a. Serve as the Head Representative for RHSA and perform all duties outlined in the RHSA Constitution
 - i. Report RHSA business to both the HPC Executive Board and the General Council at their respective meetings
 - ii. Report on and represent HPC at the RHSA General Council Meetings
 - iii. Present a hard copy of any RHSA legislation needing approval of the Hall Council
- b. Oversee the other RHSA Representative in ways such as but not limited to: ensuring attendance at RHSA General Council and Committee Meetings
- c. Oversee the ASUW Hall Senators in ways such as but not limited to: ensuring attendance at ASUW Senate Meetings and Hall Caucus Meetings
- d. Oversee the SEED Liaison in ways such as but not limited to: ensuring attendance at SEED Meetings
- e. Help RHSA Representative, ASUW Senators, and SEED Liaisons create efficient presentations for General Council Meetings
- f. Work to provide opportunities for RHSA Representative, ASUW Senators, and SEED Liaisons to remain involved with HPC

- g. Meet weekly with the RHSA Representative, ASUW Senators, and SEED Liaisons outside of other meetings to ensure all representatives stay connected to HPC
- h. Communicate any feedback from the representatives to the HPC Executive Board
- i. Head up advocacy efforts in the hall
- j. Ensure a forum for student input at weekly Hall Council Meetings
- k. If necessary work with the AD of Involvement in the recruitment of additional RHSA Representative, ASUW Senators, or SEED Liaison
- l. Attend all mandatory meetings
 - iv. Weekly General Hall Council Meetings
 - v. Weekly Executive Board Meetings
 - vi. One-on-one meeting with the HPC Director at least every other week
 - vii. Meet regularly with the HPC Advisor
- m. Follow all HFS and University policies and serve as a positive role model to fellow residents
- n. Promote the Haggett Hall community through encouraging academic achievement, involvement, and inclusion
- o. Complete a transition report at the end of the year or as requested by the Director
- p. Support programming by HPC and RHSA
- q. Complete other duties as assigned

Section 2: HPC Representatives

The HPC Representatives and their duties are as follows:

A. RHSA Representative

- a. RHSA Representatives shall consist of the number of Representatives as outlined in the RHSA Constitution
 - i. Three RHSA Representatives shall be selected and confirmed for the HPC, in addition to the AD-Representation
 - ii. If the required Haggett People's Council seats are not filled within three General Council meetings of the announcement of the vacant seat, and a reasonable effort has been made to notify all residents of the vacant seat, it may then be filled by any resident that is a member of HPC under Article III.
- b. The duties of the RHSA Representative shall be:
 - i. Perform all duties of an RHSA Representative as outlined in the RHSA Constitution
 - ii. If an RHSA Representative cannot attend an RHSA General Council Meeting, then that Representative must designate a proxy
- c. Attend all HPC and RHSA General Council meetings
- d. Support all HPC and RHSA programming when possible
- e. Meet weekly with the AD of Representation for HPC

B. ASUW Senators

- a. ASUW Senators shall consist of the number of Senators as outlined in the RHSA Constitution
 - i. Two ASUW Senators shall be selected and confirmed for the HPC
- b. The duties of the ASUW Senator shall be to:
 - i. Represent HPC's voice in ASUW matters by attending all ASUW Student Senate meetings
 - ii. If an ASUW senator cannot attend a student senate meeting, then that senator must designate a proxy
 - iii. Perform all other duties as assigned by ASUW Student Senate
 - iv. Give a thorough and comprehensive report of the ASUW Student Senate that concerns HPC at all General Council meetings
 - v. Present a hard copy of any ASUW legislation at General Council meeting
 - vi. Attend all General Council meetings
 - vii. Attend all Hall Caucus meetings in accordance with the requirements of the RHSA Constitution
 - viii. Compile a transition report at the end of the year or as requested by the Director
 - ix. Support all HPC and ASUW programming when possible

- x. Meet weekly with the AD of Representation for HPC
- C. SEED Liaisons
 - a. There shall be one SEED Liaison selected and confirmed for the HPC
 - b. The duties of the SEED Liaison shall be to:
 - i. Act as a link between HPC and SEED
 - ii. Participate actively in the SEED General meetings
 - iii. Give a thorough and comprehensive report of the SEED meetings that concerns HPC at all HPC General Council meetings
 - iv. Attend all HPC and SEED General Council meetings
 - v. Support all HPC and SEED programming when possible
 - vi. Meet weekly with the AD of Representation for HPC

Section 3: Advisor

- A. The purpose of the HPC Advisor is to oversee and assist the HPC General Council and Executive Board
- B. The duties of the Advisor shall be to:
 - a. Attend General Council and Executive Board meetings
 - b. Meet weekly with the HPC Director
 - c. Hold regular individual meetings with the HPC Executive Board members
 - d. Act as a general consultant to HPC
 - e. Advise Executive Board on all University of Washington and Housing and Food Services policies
 - f. Report to other Residential Life Team members on the current business of HPC
 - g. Support HPC community development and programming initiatives
 - h. Act as a liaison to HFS

ARTICLE VI – ELIGIBILITY, SELECTION, AND CONFIRMATIONS

Section 1: Eligibility

- A. To be eligible to be an Executive Board Members or Student Representatives for HPC the applicant must:
 - a. Reside in or intend to reside in Haggett Hall during the entire academic year of their term of office or the entire academic year that they are a student leader
 - b. Housing contract must be kept in good standing as determined at the discretion of the Resident Director

Section 2: Selection

- A. Selection Process
 - a. The Selection Process will take place by the eighth week of the spring quarter of the academic year prior to the term of office
 - i. Selection will follow the criteria outlined in Article VI Section 2 Part B of the HPC Constitution
 - ii. The Spring selected official's term of office begins the last day of Spring Quarter
 - iii. Anyone selected for a representative position (excluding the AD-Representation) is appointed pending a confirmation vote by General Council at the first meeting of the following year.
 - b. Should a position remain unfilled, it will be filled in the autumn quarter of the following academic year

B. Selection Process for HPC Executive Board Officers and Committee Chairs

- a. The selection of the remaining HPC Executive Board Officers and Committee Chairs will take place by the second week of the autumn quarter of the academic year during which they intend to serve
- b. An application will be made available for all positions
- c. Students will be selected and placed into appropriate positions based on a written application and interview
- d. The Interviews will be conducted by but not limited to, the HPC Advisor and current HPC Director
- e. Applications will be accepted up until a primary deadline when applicants will be contacted by the HPC Advisor to schedule an interview time
 - i. Applications will continue to be accepted at any time throughout the year and interested students will be encouraged to fill any empty positions or become involved as general members or committee chairs.
- a. In the event of a mid-year Executive Board Member or Student Representative position vacancy the AD of Involvement will be responsible for initiating a recruitment process to have the position filled as soon as possible
- b. Students who are interested in RHSA, ASUW, or SEED Representative positions are still encouraged to complete an application and interview, but these positions will be filled based on the process outlined in Article VI Section 3

Section 3: Confirmations

- A. The RHSA Representative, ASUW Senators, and SEED Liaison positions shall be confirmed based on a vote from the General Council within the first two weeks of autumn quarter
 - a. Voting will take place at the first General Council meeting
 - b. Confirmed candidates must receive a majority of the votes
 - i. Any already selected Executive Board Officers shall only vote in the event of a tie
- B. Voting will be conducted by hand count, except in the case of a 2/3 majority vote by the General Council to use secret ballot.
 - a. The Advisor, the current Director, and any Resident Advisors present will oversee the ballot or hand counting
- C. Special elections will take place in the case of a resignation or vacancy.

ARTICLE VII – REMOVAL FROM OFFICE

Section 1: Removal of Executive Board Members and Student Representatives

- A. Grounds for removal of Executive Board Officers shall include but are not limited to:
 - a. Neglect of duties, incompetence, inability to perform duties, or no longer meet the eligibility requirements
 - b. Inappropriate conducted as deemed by the Advisor, fellow HPC Executive Board members, and/or hall residents
 - i. If concern about a student's ability to hold a HPC leadership role should arise, the concerned party should initiate a meeting with the Advisor. The Advisor will then meet with the student leader to discuss the situation.
 - ii. Should it be determined that a student leader is unable to carry out their duties, they will be asked to step down from their position

- c. If a student is asked to step down from their position they will be notified of the final decision in writing and informed of how long they are ineligible to apply for another leadership position.

ARTICLE VIII- MEETINGS

Section 1: Executive Board Meetings

- A. A regular meeting time and day shall be agreed upon by the HPC Advisor and the HPC Executive Board at the beginning of each quarter.
- B. The HPC Executive Board shall hold a meeting once a week
- C. Special meetings may be called by the Advisor or a member of the HPC Executive Board as the need arises
- D. A quorum for the conduct of Executive Board business shall consist of 4/5 of the occupied required voting Executive Board positions as listed in Article VIII, section 1, E.
- E. The five required voting Executive Board positions are:
 - a. Director
 - b. AD of Operations
 - c. AD of Involvement
 - d. AD of Communications
 - e. AD of Representation
- F. In the absence of quorum no votes shall take place and any motions presented will be tabled until the next Executive Board meeting

Section 2: General Council meetings

- A. A regular meeting time will be agreed upon by the HPC Advisor and the HPC Director at the beginning of each quarter and will remain in accordance with the RHSA Constitution
- B. General Council meetings shall be held at least once a week
- C. An agenda for the General Council meetings, as set by the Director, shall be used to conduct the Council's business.
- D. A visual copy of the agenda must be available during the General Council Meeting
- E. Any member of the HPC may submit business to be considered for the regular meeting agenda to the HPC Director
- F. Every General Council Meeting must include, but is not limited to, the following:
 - a. A quorum count
 - b. Executive Board Reports as necessary
 - c. SEED, ASUW, and RHSA Reports
 - d. Committee break out time
 - e. Committee Chair Reports
 - f. Resident Advisor and HPC Advisor Reports
 - g. Open Forum

Section 3: Quorum

- A. A quorum for the conduct of General Council business shall consist of at least eight non-Executive Board members
- B. Resident Advisors and members of the HPC Executive Board or the RHSA Executive Board may not be counted for quorum
- C. In the absence of quorum no votes shall take place and any motions presented will be tabled until the next General Council Meeting

ARTICLE IX – VOTING

Section 1: Procedure

- A. Any member present at meetings shall have the right to make motions, or second motions.
- B. Residential Life Staff do not have voting rights on legislation or funding proposals
- C. No Executive Board member may vote during a General Council meeting on a funding proposal, piece of legislation, or any proposal that has previously been voted on at an Executive Board meeting.
 - a. The Director shall vote only to break a tie.
- D. Unless otherwise stated in this constitution, a simple majority will determine all decisions.
- E. For any proposal to pass, a majority of the votes must be in favor of the proposal
 - a. An “abstain” vote does not count as positive or negative

ARTICLE X – FUNDING

Section 1: Proposals

- A. Funding proposals must be completed and submitted by the date set by the AD of Operations
- B. No Resident Advisor may submit a funding proposal to the General Council or the Executive Board
- C. Funding proposals may not be done retroactively.
- D. Any proposal requesting \$35.00 or more must be approved by the HPC General Council by a majority vote
- E. If a proposal is for less than \$35.00, the Executive Board can approve it without going to the General Council.
 - a. The AD-Operations must inform General Council at the next meeting of this expenditure
 - b. The General Council may veto the proposal at the next meeting with a 2/3 majority vote.

ARTICLE XI – COMMITTEES

Section 1: Committees

- A. The AD of Operations shall oversee all HPC Committees
- B. The number of and type of committees are left up to the General Council and should be approved by the General Council.
- C. Each committee will have at least one Chairperson
 - a. The Chairperson will meet with the AD of Operations following each General Council Meeting
 - b. The Chairperson may be selected by the committee members, appointed by the Executive Board or selected as outlined in Article VI, Section 2, B.
- D. All members of HPC, including the Executive Board, are encouraged to participate and create committees.
- E. Membership shall be open at all times, unless otherwise stated when proposed to General Council for approval.
- F. Committees should work towards the purpose of HPC as stated in Article II, Section 1.

Section 2: Creation of Committees

- A. If a member of the HPC would like to form a committee, that person should propose the idea during a General Council meeting.
- B. The proposal should include the following:
 - a. Purpose for the committee
 - b. Duration of the committee
- C. Upon approval from General Council the committee will be formed.

ARTICLE XII – CONSTITUTIONAL AMENDMENTS AND MODIFICATIONS

Section 1: Procedure

- A. Any member of HPC, including the HPC Executive Board, may sponsor amendments to and revisions of this constitution.
- B. Amendments must be submitted to the Director prior to the weekly meeting of the Executive Board, where:
 - a. The Executive Board will only discuss and vote germaneness of the amendment during the Executive Board meeting
 - b. If the amendment is determined not to be germane then a formal statement is drafted by the executive board enumerating why the amendment was not germane. The statement is then reported at the next General Council meeting. A member of General Council may motion to overturn the decision within 14 days of the General Council meeting at which the statement was given. The motion to overturn would require a 2/3 majority vote of General Council.
 - c. If the amendment is determined to be germane, the amendment shall be placed in the appropriate section of the next General Council agenda, and must be visually posted at the Haggett Hall Advisory, and remain posted there until voted on by the General Council.
- C. For the General Council meeting in which the amendment is favorably reported:
 - a. The amendment is read in its entirety
 - b. Debate is open to all members
 - c. Any member may propose amendments to the proposed amendment
 - d. Debate is closed by a 2/3 majority vote of the General Council
 - e. An amendment is passed by a 2/3 majority vote of the General Council.
- D. Any passed amendments must be added to the Constitution and a new copy of the Constitution must be forwarded to RHSA.

ARTICLE XIII – RATIFICATION, EXPIRATION, AND RENEWAL

Section 1: Procedure

- A. Be it known, so that the constitution of HPC genuinely expresses the values and practices of HPC:
 - a. Each year the Executive Board must review this constitution
 - b. Any necessary amendments must be proposed
 - c. The Executive Board will review this constitution during Winter Quarter and evaluate if any additional amendments should be made at that time
- B. To ratify this constitution, changes must first be presented to the General Council. At the following meeting, a vote must be held to decide approval or rejection of the changes. If the vote yields a majority, then the ratification is successful

LAST REVISED: April 16, 2010