Brennan Community Association Constitution

Preamble
We, the residents of Brennan Halls at Wichita State University (WSU), in order to fulfill the needs of current and future residents, establish this constitution.

Article I: Brennan Community Association
A. The name of the organization established by this constitution is the Brennan Community Association (BCA).

Article II: Purpose
A. We, the members of the BCA, commit ourselves to bringing together the diverse characteristics of each resident in order to form a cohesive community that helps serve the social, educational, and cultural needs of each resident.
B. The duties of the BCA are to:
   1. Promote the feeling of community and mutual understanding within Brennan Halls
   2. Provide financial assistance for activities that help fulfill the purpose of the BCA
   3. To establish and maintain an effective method of communication between residents of Brennan Halls and other governments and organizations at WSU

Article III: Membership
A. Membership is limited to WSU students, faculty and staff who reside in Brennan Halls.
B. The BCA adheres to the same Nondiscrimination Policy as WSU.
C. Membership is granted upon establishment of residency in Brennan Halls, and it is canceled upon termination of the Brennan Housing Contract.
D. There are no dues of payment for membership in this organization.

Article IV: Executive Board
A. An Executive Board will serve as the governing body of the BCA.
B. The Executive Board consists of the following positions: President, Vice-President, Secretary, Treasurer, Brennan II Representative, Brennan III Representative, Activities Coordinator, Director of Communications, Brennan Halls Executive Representative to the Residential Housing Association (RHA).
C. The responsibility of each Executive Board member is to adequately and objectively represent the BCA members at all Executive Board and General Assembly meetings. The duties specific to each Executive Board position include, but may not be limited to:
   1. President
      a. Presides over the Executive Board and General Assembly meeting
      b. Acts as Campus Liaison
      c. Oversees all the BCA operations
      d. Meets monthly, or as needed, with the BCA Advisor
      e. Organizes agendas
      f. Gives the final approval of minutes for each meeting
      g. Acts as a tie-breaker in voting issues, unless otherwise specified
      h. Receives mail
   2. Vice-President
a. Assumes presidential duties in case the President is unable to fulfill his/her duties
b. Oversees committee operations, meeting weekly, or as scheduled, with the chair of each committee or the Activities Coordinator to monitor its progress
c. Gives the final approval for the monthly newsletter

3. Secretary
   a. Takes and prepares minutes for each BCA meeting, to be reviewed for approval at the following BCA General Assembly meeting
   b. Keeps meeting attendance at Executive Board and General Assembly meetings
   c. Assists the Director of Communications in maintaining the BCA Web Page
   d. Maintains all BCA archives (including correspondence, pictures, posters, minutes, scrapbooks, etc)

4. Treasurer
   a. Maintains current and accurate records of the BCA Passbook Account, in consultation with the Executive Board and Advisor
   b. Gives an account update at every Executive and General Assembly meeting
   c. Oversees budget activities

5. Brennan II and Brennan III Representatives
   a. Serve on Activities Committee
   b. Voice concerns that face BCA members of their respective buildings

6. Activities Coordinator
   a. Serves as chair of Activities Committee
   b. Ensures BCA representation at informational meetings on campus
   c. Works in cooperation with Treasurer to obtain funding for activities
   d. Notifies Director of Communications to promote Publicity at least one week in advance of upcoming activities

7. Director of Communications
   a. Edits and publishes the BCA monthly newsletter, brochure, bulletin boards, meeting notices, and activities notices
   b. Publicizes and markets BCA-sponsored programs and activities
   c. Maintains the BCA Web Page
   d. Receives email

8. Brennan Halls Executive Representative to RHA
   a. This office is elected and regulated by RHA. Refer to the RHA Constitution.

9. Member-at-Large
   a. This office is optional and is nominated as deemed necessary by the President each year, along with a majority vote of the Executive Board. This office may be terminated when deemed necessary by the Executive Board. More than one person may simultaneously serve as a Member-at-Large.
b. Coordinates and/or assists with special projects in consultation with the Executive Board

**Article V: Executive Board Elections**
A. Candidates for Executive Board positions must be current BCA members.
B. Executive Board elections will occur in the Fall semester of each academic year.
   Nominations must be submitted to the BCA Advisor at least one week before the elections. Elections will be held on the Monday and Tuesday of the second full week of classes.
Executive Board members’ terms will last until the end of the academic year in which they are elected.

C. Campaigning will last one week, immediately followed by the Elections. Elections are by secret ballot. They will last for two days and be held at the Information Desk.

D. Each candidate may run for a maximum of one elected position on the BCA Executive Board.

Article VI: Censure and Removal from Office

A. If an Executive Board member fails to fulfill his/her duties according to his/her elected position, he/she may be censured or removed from office.
   1. To censure an Executive Board member, a vote must be taken at an Executive Board meeting. A two-thirds majority is required, not including the vote of the officer being censured. A formal letter of reprimand must then be sent to that officer. The letter must be written by two Executive Board members and signed by all assenting voters.
   2. To remove an Executive Board member from office, a vote must be taken at an Executive Board meeting. A three-fourths majority is required, not including the vote of the officer being removed. A formal letter of intent must then be sent to that officer. The letter must be written by two Executive Board members and signed by all assenting voters. The letter must state the Executive Board’s justifications for removal from office, and it must define the removal procedure. At the following General Assembly meeting, the officer must be allowed to justify his/her actions. Immediately following that meeting, the Executive Board will make the final vote for removal. This vote must be of a three-fourths majority, not including the vote of the officer under consideration for removal (The President is allowed to vote unless he/she is being considered for removal). It must be by secret ballot only. The BCA Advisor will then tabulate the votes and announce the results.
   3. In the case that the RHA Representative does not fulfill his/her duties according to the RHA Constitution, a letter may be sent to the RHA describing the offense(s) and requesting permission for the BCA President to attend the RHA Executive Board meeting in which the letter is reviewed. For this letter, a vote must be taken at a BCA Executive Board meeting. A three-fourths majority vote is required, not including the RHA Representative. A formal letter of intent must then be sent to the officer stating the actions taken against him/her. The letter must be written by two BCA Executive Board members and signed by all assenting voters. Action taken thereafter will be decided by the RHA.

Article VII: Vacancies

A. An Executive Board member may resign from his/her office at any time by submitting a letter of intent to the BCA President, or the highest remaining Executive Board officer stating his/her reasons for resigning. The letter will be reviewed and discussed at the following Executive Board meeting.

B. If a position on the Executive Board becomes vacant, a new member may be elected by secret ballot at a regularly scheduled General Assembly meeting by a two-thirds majority vote of all members present with at least nine non-Executive Board members voting. The election to fill the vacancy should occur no more than fourteen calendar days after the
vacancy occurs. Nominations must be submitted to the Executive Board no less than one
week before the election.

C. The Executive Board may appoint a Member-at-Large to fulfill the duties of the vacant
position under any of the following circumstances:
1. No nominations have been made after one week of publicizing the vacancy
2. Less than nine members vote during the election
3. The election would occur less than four weeks before the end of the Spring semester

Article VIII: Funding

A. All funds are stored in the BCA Passbook Account and are maintained by the Treasurer, in
cooperation with the Advisor.

B. Disbursement of funds must be approved by a majority vote at an Executive Board meeting,
accompanied by a discussion on the issue at a General Assembly meeting (only Executive
Board members may vote on funding issues).

Article IX: Meetings

A. “General Assembly” meetings are held on a regular basis by the Executive Board and
opened to all BCA members and guests. No voting on funding or removal of office issues
occur at these meetings.

B. “Executive Board” meetings are held on a regular basis by the Executive Board and opened
to Board-approved guests only (guests must be approved by at least two executive board
members). There must be a quorum of executive board members present in order to hold
an executive board meeting (a quorum is equal to one more than half of the executive
board).

C. Executive Board members are expected to attend all Executive Board and General Assembly
meetings. If an Executive Board member cannot attend a BCA meeting, it is his/her
responsibility to notify the President in writing at least 48 hours in advance of the meeting, or
by phone in case of an emergency. If the President determines this reason to be legitimate,
the board member is then issued an excused absence. If not, the board member is issued an
unexcused absence. If a board member is issued more than three unexcused absences in a
semester, he/she will be subjected to censure or impeachment, at the discretion of the
Executive Board. The President will report all absences to the Vice President.

D. Emergency General Assembly and/or Executive Board meetings may be called by a petition
signed by two-thirds of the Executive Board members. The meeting must be attended by
two-thirds of the Executive Board. Emergency General Assembly meetings must be
advertised at least three hours in advance. Emergency meetings may not be called for the
purpose of amending the Constitution.

Article X: Committees

A. The Executive Board may, at any time, establish temporary or permanent committees to
handle special projects. Any Executive Board member may serve as the chair of a
committee, and any BCA member may serve on a committee.

B. Each committee chair must meet weekly, or as scheduled, with the Vice President to evaluate
the committee’s progress.

C. The Activities Committee, chaired by the Activities Coordinator, consists of the Brennan II
and Brennan III Representatives and any number of other BCA members that the Activities
Coordinator and the Executive Board approve. Their duty is to sponsor at least three activities per semester, in which BCA members may participate.

Article XI: Voting
A. Only BCA members may vote in BCA elections.
B. Only Executive Board members may vote during Executive Board meetings. Unless otherwise specified, only a simple majority vote is required.
C. Only BCA members may vote during General Assembly meetings. Unless otherwise specified, only a simple majority vote is required.
D. Unless otherwise specified, the President’s vote is used for tie-breaking purposes only.

Article XII: Amendments
A. Amendments must be officially proposed at a regular Executive Board meeting. At the Executive Board’s approval, the amendment is proposed and discussed at the following General Assembly meeting. The full text of the amendment must then be posted at the Information Desk for at least one week for BCA members to review. The amendment will then be ratified if approved by a three-fourths majority vote at the next General Assembly meeting, with at least twelve members voting.

Article XIII: Ratification
A. This Constitution will take effect at the beginning of the Fall 2001 semester, after receiving an affirmative two-thirds majority vote of all BCA members. This vote is held at the Information Desk for a period of two days and is open to all BCA members. The BCA Advisor will tally votes.

Document History
1. Copied from website 8/16/2006 (TJR)