Constitution of Orchard Downs
Family Housing Council
[As amended, March 2013]

PREAMBLE

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 based on race, religion, gender, national origin, or any other affiliation.

Now, therefore, we do hereby ordain and establish this Constitution for the Orchard Downs Family Housing Council on this date of ……………………..

ARTICLE I: NAME AND ORGANIZATION

The Name of the Organization
The Organization shall be known as Orchard Downs Family Housing Council of the University of Illinois or Family Housing Council for short, hereinafter to be referred to as FHC. The FHC shall consist of all residents of the Orchard Downs Apartments, Family Housing Complex, hereinafter to be referred to as the Community.

ARTICLE II: VISION, MISSION AND OBJECTIVES

Section 1: Vision
The Vision of the FHC shall be to work together as a Community of residents towards the development of a convenient, comfortable and peaceful housing environment, as well as to nurture and promote intellectual and social excellence through interactions.

Section 2: Mission
The Mission of the FHC is to mobilize the residents of Orchard Downs and well-wishers to support the welfare and progress of their Housing Community and to participate in the enhancement and improvement of their social and material well-being including fostering unity in diversity.

Section 3: Objectives of FHC
1. To nurture interest and guide participation among residents in the activities and general welfare of the Community.
2. Establish avenues through which members can participate fully in all issues of interest to them.
3. Establish an efficient network through which the office bearers can be able to maintain communication with all members of the Community as well as an avenue through which
there is an exchange of ideas geared towards the improvement of the quality of all areas of interest to the Community.

4. Affiliate and/or collaborate with other organizations in matters of mutual interest and development.

ARTICLE III: ELECTION OF OFFICE BEARERS

Section 1: Election of Office Bearers
Once each calendar year during the Spring Semester, the Community shall elect officers who shall form the Executive Board of the FHC. The calendar shall be pursuant to the following schedule.

1. A public announcement in the Neighbourly News must be made to inform the Community of the solicitation for new officers by February of each year,
2. Interested applicants must submit to the current Vice-President their announcement of intent through e-mail by March of each year.
3. Applicants must also submit at most a 200 word statement of motivation for the desired position by April of each year for purposes of publishing the list of statements in that month’s Neighbourly News.
4. Elections must be held in May of each year.
5. The new Executive Committee shall take office effective June 1, following the election.

Section 2: Conduct of the Elections
Subject to the provisions of this Constitution, it shall be the responsibility of the incumbent Executive Board, through its ad hoc election committee as instituted, to establish the detailed rules and procedures for the election of the new Executive Board. The election shall be conducted by secret written ballot and in the event of a tie between contestants; there shall be a run-off election.

Section 3: Eligible Voters and Office Holders
Only official student lessees of Orchard Downs Family Housing Units shall be eligible to vote in an election and to hold office in the FHC. Eligible voters must be registered through the https://illinois.collegiatelink.net/organization/orcharddownsfamilyhousingcouncil/elections to have access to the voting system. We stopped here

Section 4:
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. A Candidate can only run for one position.

Section 5:
Tenure of Office. The members of the Executive Board shall hold office for a period of one year from the date of their elections.

Section 6:
Termination of Office.
1) Subject to the provisions of this Constitution, in case there is a need for the resignation of the entire Executive Board, the President of the Board shall tender the resignation of the Committee collectively to the Family and Graduate Housing Office which shall then convene a meeting of the FHC to elect new office bearers pursuant to the provisions of this Constitution.

2) In case a member of the Executive Board is to resign, she/he shall tender her/his resignation in writing to the President of the Board at least one month prior to the resignation date.

Section 3:7:
Executive Committee Board Vacancies.
1) 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.
2) Until the said election can be held, the Vice-President will assume the responsibilities of the President.
3) In the case of other vacancies arising on the Executive Board, runners-up in the Spring Semester election shall be designated to fill the vacant positions.
4) In the event that there is no runner-up for the office in question, the Executive Board shall appoint a volunteering resident to fill the vacant position until the next election.
5) In the event that there is no volunteering resident to fill a vacant position, the position shall remain vacant until the next election.

ARTICLE III: DUTIES OF THE EXECUTIVE COMMITTEE BOARD

Section 1:
Importance of the Constitution. All Executive Board members shall be responsible for being familiar with and adhere to all provisions of this Constitution.

Section 2:
Standing Committees.
1) The Executive Committee Board shall establish and maintain such standing committees as shall be deemed appropriate. Each member of the Executive Board shall chair at least one Standing Committee and the respective membership shall be comprised of residents with an interest and or expertise in the specific committee. Provided that the Executive Board shall ensure that full membership of the respective standing committees is comprised of persons without any potential conflict of interest.
2) The Standing Committees shall be appointed on an ad hoc basis to perform such duties and activities as shall be determined by the Executive Board in consultation with the Community at any given public meeting.

Section 3:
Duties: The Executive Board shall:
1) Manage the day to day affairs of the FHC for the common benefit of all the Community members in accordance with the objectives of the FHC.
2) Cause true accounts to be kept of all sums of money received and expended for and on behalf of the interests of the FHC.

Section 4:
FHC as Representatives: The FHC Executive Board shall function as representatives of the residents of the Community. The Executive Board shall recommend and advise on 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 the said Community and shall oversee enforcement of the same.

Section 5:
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 6:
No Executive Board member or her/his Spouse may be employed by the Family Graduate Housing.

ARTICLE V: 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 that she/he 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 her/his official actions;
4) To act as a Chair of at least one Standing Committee;
5) To sign, jointly with the Treasurer, all papers, contracts, obligations and other documents that may lawfully require her/his signature;
6) To act as a liaison between the Executive Board and the FGH office;
7) To call special meetings and officer retreats as and when needed; and
8) To generally oversee the fulfillment of the objectives of the FHC.

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;
3) To be a Chair of at least one standing committee;
4) To coordinate the activities of the standing committees and report their progress to the Executive Board;
5) To act as liaison between the Executive Board and the FHC employees; and
6) To perform any other duties as may from time to time be assigned to her/him by the President or by the Executive Board.

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 her/his signature;
4) To assume the duties of the Recording Secretary if the Recording Secretary is absent or incapacitated;
5) To handle all official correspondences the President shall assign;
6) To keep all past records, reports and documents;
7) To be a Chair of at least one Standing Committee; and
8) To perform any other duties as may from time to time be assigned to her/him by the President or by the Executive Board.

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;
4) To become a Chair of at least one standing committee; and
5) To perform any other duties as may from time to time be assigned to her/him by the President or by the Executive Board.

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, jointly with the President, 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;
6) To assume the duties of the President if all other Constitutionally empowered officers for this position are absent or incapacitated; and
7) To perform any other duties as may from time to time be assigned to her/him by the President or by the Executive Board.

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 on 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, and other like matters, 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;
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; and
8) To perform any other duties as may from time to time be assigned to him/her by the Chairperson or by the Executive Board.

**ARTICLE VI: MEETINGS**

Section 1:
**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.
Subject to the provisions of this Constitution, matters requiring voting in these meetings shall not be restricted except as specified elsewhere in this Constitution.

Section 2: Special Meetings. Members of the Community shall be given notice of Special FHC meetings for the entire Community shall be announced no less than 24 hours in advance. Each resident shall be advised of. The Notice shall specify 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 notice for the meeting.

Section 3: Conduct of the Executive Board and FHC Meetings. All meetings of the FHC shall be conducted, in so far as is possible, under ordinary rules of parliamentary procedure.

1) 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.
2) A quorum shall be a simple majority of the entire number of duly elected office bearers.
3) Issues entered for discussion to be discussed 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 the said issues can be made for the entire Community.
4) Motions pertaining to monetary considerations and policy matters shall be sent to the Executive Board. Following approval during the Executive Board meeting, the said motions shall be presented during the FHC public meeting for vote provided sufficient notice of 72 hours 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 in a public meeting.

Section 4: 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 5: Vacancies.

1) The Executive Board may, by majority vote, declare a member to have vacated her/his seat if the said member is absent from three (3) consecutive meetings or from five (5) total FHC/Executive Board meetings during the calendar year.
2) Subject to Article 3 of this Constitution, a vacancy is automatically created if and when a member terminates her/his lease in Family Housing and studentship of the University of Illinois.

Section 6: Impeachment of Office Bearers.

1) The Executive Board shall accept motions for the impeachment of any office bearer provided reasonable and credible evidence can be presented that the office bearer has failed to properly discharge her/his duties.
2) Voting on such a motion shall occur only after at least two formal email notifications to the entire community that are seven days apart followed by one notification through the Neighbourhood Newsletter explaining the charges and the responses.
3) A motion for impeachment shall pass when two-thirds of those voting cast ballots in favour of impeachment.
ARTICLE VII: FINANCES

Section 1:
The Funds of FHC. The Funds of FHC shall be derived from the following sources:
1) The Family and Graduate Office
2) Funds generated from the organization’s projects and fundraising opportunities.

Section 2:
The purpose of the Funds. The funds of FHC shall be used only for the following purposes:
1) To meet the running expenses of FHC;
2) To promote the aims and objectives of FHC;
3) To reimburse officers and members of the Community for personal use of their property in running FHC activities and business.
4) To organize appreciation dinners for outgoing officers.
5) To organize short term trainings for community members for activities related to the general objectives of the FHC
6) To cover any other expense as deemed necessary by the Board

Section 3:
FHC Bank account.
1) FHC shall open up one or more Bank Accounts, as the situation permits, in any financial institution as the Executive Board shall deem fit.
2) No transactions shall be made out of the Bank Account without prior approval of the Executive Board.
3) The Treasurer shall keep such sum as petty cash as may from time to time be determined or permitted by the Executive Board for the running costs of FHC.

ARTICLE VIII: STATUS OF THIS CONSTITUTION AND PROVISION FOR AMENDMENT

Section 1:
This Constitution shall be submitted to the FHC members of the University of Illinois for final approval and shall be deemed as having taken effect immediately upon a favourable vote by a majority of those residents voting on the Constitution. Such a favourable 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 any such 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 on the proposed amendments,
3) At least one publication on 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 VIII: ALCOHOL POLICY
No alcohol is allowed in or around the Orchard Downs Community Center Building. Any persons or 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 Orchard Downs Community Center. University of Illinois campus Police may be used to enforce this policy if necessary.