

Couzens Hall Council 2026-2027

Constitution

Preamble

We, the members of the Couzens Hall Council, in order to develop as an effective student organization and as leaders through community building, training and education, do hereby establish this constitution for the 2026-2027 school year.

Article I: Name

The name of the organization shall be Couzens Hall Council, henceforth referred to as Couzens Hall Council.

Article II: Affiliation with other groups

Couzens Hall Council is affiliated with the Residence Halls Association (RHA) of the University of Michigan and is a Sponsored Student Organization of University Housing.

Article III: Purpose, vision, mission, aims, functions of the organization

Section 1: Purpose

The purpose of this organization is to serve as the governing body of Couzens Hall and serve all residents with impartial and equitable care.

Section 2: Mission

The mission of the organization is to support residents by listening, assessing, and advocating for the needs of the hall residents. The organization is committed to meeting the needs of the residents by providing resources and events in an inclusive and equitable manner.

Section 3: Compliance

Couzens Hall Council understands and is committed to fulfilling its responsibilities of abiding by the University of Michigan policies and procedures.

Article IV: General Membership

Section 1: Becoming a Member

Any registered University of Michigan student who resides in Couzens Hall is eligible to become a member of Couzens Hall Council.

An eligible resident may become a member by:

1. Notifying a member of the executive board or an advisor of their intent to join;
2. Attending a Couzens Hall Council meeting or completing any membership sign-up process established by the council;
3. Agreeing to uphold the purpose, mission, and constitution of Couzens Hall Council; and
4. Meeting any financial obligations established by the Residence Halls Association (RHA), if applicable.

Membership becomes effective once the individual has completed the membership process outlined above and the executive board or advisors have verified that the eligibility requirements have been met.

Section 2: General membership shall include:

General membership shall be limited to persons officially connected with the University of Michigan as registered students and residents of Couzens Hall. In addition, the following requirements are necessary to

constitute general members:

1. Payment in full of financial obligations as determined by the RHA.
2. All members agree not to undermine the purpose or mission of Couzens Hall Council.

As a general member, you are able to participate in general elections, run for leadership positions and take advantage of community resources and events.

Section 3: Active membership shall include

Active membership shall be limited to persons officially connected with the University of Michigan as registered students and residents of Couzens. In addition, the following requirements are necessary to constitute active members:

1. Payment in full of financial obligations as determined by the RHA.
2. Regular participation in meetings, activities, and events as determined by the executive board.
3. Upon joining the organization, all members agree not to undermine the purpose or mission of Couzens Hall Council.
4. Active membership status shall be determined by the Couzens Hall Council executive board.

As an active member, you are able to participate in general elections, run for leadership positions and take advantage of community resources and events. In addition, you are listed as members in official documents (i.e. maize pages, RHA records, etc.). You also have a leading voice in resources and events happening within the hall and are a voting member within council meetings.

Couzens Hall Council is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in its membership or activities.

Section 4: Withdrawing Membership

A member may voluntarily withdraw from the organization by notifying the executive board of their desire to discontinue membership. Financial obligations previously paid to the organization shall not be refunded.

Article V: Officers

Couzens Hall Council shall be governed at minimum by an executive committee consisting of 4-5 officers:

1. **President or Chair** – An elected President shall preside at all meetings. The President shall appoint all committee chairpersons, present all motions to the body, and be present at 90% of Couzens Hall Council events and meetings.
2. **Secretary** – The Secretary shall preside at all meetings and functions that the President cannot attend. The Secretary shall maintain meeting minutes and keep organizational records electronically.
3. **Treasurer** - The Treasurer shall be responsible for all financial operations, including budget tracking (using the tracker sheet provided by RHA), submitting CCF requests, and allocating and approving purchases for council programs.
4. **RHA Representative** - There may be 1-2 RHA Representatives based on the size of the residential community. The Representative shall be present at 90% of RHA meetings (Thursday evenings) and is responsible for communicating to Council updates and procedures from RHA. RHA Returner Representatives Placement; One-half of the representative positions shall be open for returning representatives. In the instance of an odd number of representatives in a residence hall, this shall be

rounded down. The timing of this election shall be determined by the current RHA Executive Board but it shall be no later than the Housing application process. The resident's applications to be a representative for the following year must be first screened by a RHA selection committee, outlined in RHA Constitution 3.4.2, before they may be considered in an election. Under exceptional circumstances, the selection committee previously mentioned has the power to directly select the returning representatives. Representatives shall be placed in the hall by RHA assembly in consultation with Housing Advisors. RHA returner representatives are subject to the responsibilities and removal process as all other officers of council.

Article VI: Advisor

The role and duties of the advisors shall include attending meetings, providing counsel to the Executive Committee, and advising the organization on policies, decision-making, and leadership development. Advisors are also responsible for supporting the council in fostering an inclusive and welcoming organization by addressing behaviors that undermine these values.

The Department of University Housing shall designate Hall Director(s) to serve as the professional staff advisor(s). In communities where a Residence Staff Coordinator (RSC) position exists, the RSC may be designated to serve as a student staff advisor. If an RSC position does not exist, the Department of University Housing may designate another student staff member to serve in this role.

Student staff advisors, when designated, shall attend each council meeting. Professional staff advisors shall either attend council meetings every other week (if they advise both Multicultural and Hall Council) or each week (if they advise only one council), unless otherwise determined by the Department of University Housing.

Advisors shall not vote on official organization business.

Article VII: Operations

Section 1: Voting eligibility

Those members meeting all requirements of active membership as set forth in Article IV, Section 3 shall be granted voting privileges.

Section 2: Selection of Officers

The selection method of officers shall be decided by the advisors at the beginning of Fall Semester. Advisors may choose from one of three methods:

Selection by Open Elections

1. Officers shall be elected by a majority vote from the general member population of Couzens. Elections shall be organized by advisors and held during the month of September.
2. The Student Advisor shall take interest from the body of general members, the interest process shall close one week before the community wide vote
3. Incoming officers shall assume their positions one week after elections are held.
4. All voting shall be done by secret ballot to be collected and tabulated by the professional staff advisor, student advisor and one general member not running for a position in Couzens Hall Council, appointed by the RHA Returner Representative or RHA President.

Selections by Closed Elections

1. Officers shall be elected by a majority vote from the active member population of Couzens. Interested members from the general population shall join as active members of Couzens Hall Council. After the active group membership has been formed, elections shall be organized by advisors and held during the month of September.

2. Incoming officers shall assume their positions one week after elections are held.
3. All voting shall be done by secret ballot to be collected and tabulated by the professional staff advisor, student advisor and one general member not running for a position in Couzens Hall Council, appointed by the RHA Returner Representative or RHA President.

Selection through Interviews

1. Officers shall be selected based on an application and interview conducted by the student advisor and professional advisor. Application and interviews shall be conducted during the month of September.
2. Incoming officers shall assume their positions one week after elections are held

Section 3: Filling Vacancy

In the case of a vacant officer position, the remaining executive board can choose a new officer from either the general or active members to fill the vacancy through a unanimous decision.

Section 4: Meeting Structure

All meetings shall occur on a weekly basis at a time selected by the executive committee and shall follow the procedure set forth below.

- Attendance
- Report by the President
- Committee Reports
- Vote on all committee motions/decisions
- Any other business
- Dismissal by the President

Section 5: Creation of New Role

In the case where the executive committee feels a need for an addition of a hall council position, the president of the hall council can apply through the process outlined in RHA bylaw 5.7.

Article VIII: Finances

Couzens Hall Council shall finance the activities it engages in by the following means:

1. Membership dues via the process designed by RHA.
2. Applying to Community Council Funding by RHA.
3. Applying to funding grants from the Central Student Government.

Article IX: Quorum

Two-Thirds (2/3) of the active members must be present to constitute a quorum for elections and official business that requires a vote.

Article X: Removal of Members and Officers

Section 1: Removal of Membership

Any officer of Couzens Hall Council in violation of Couzens Hall Council's purpose, constitution, or who fails to meet the membership requirements as outlined in Article IV, Sections 2 and 3, may have their privileges as a member revoked through the following process:

1. A written request by at least three members of the organization must be sent to the executive committee.
2. A unanimous decision by the executive committee members, in consultation with the advisor, to remove the member from the organization.

Section 2: Removal of Officers

Any officer of Couzens Hall Council in violation of Couzens Hall Council's purpose, constitution, or who fails to fulfill their responsibilities as outlined in Article V, may be removed from office by the following process:

1. A written request by at least three members of the organization.
2. A two-thirds ($\frac{2}{3}$) majority vote of eligible active members is necessary for removal.
3. RHA representatives may also be removed in accordance with the RHA Constitution.

Section 3: Removal by Harmful Behavior or Misconduct

As a Sponsored Student Organization (SSO), University Housing staff (Hall Directors and other full-time professional staff) can remove officers if their behavior or misconduct harms the council as a whole. Such misconduct may include, but is not limited to, violations of the Community Living at Michigan (CLAM) expectations.

Article XI: Ratification

This constitution must be ratified by two-thirds of all active members to take effect. It shall be reviewed and renewed yearly during the fall semester.

Article XII: Statement of Compliance

Couzens Hall Council has read and agrees to fully comply with the University's policies. We understand that the organization's registration is contingent on acceptance of these policies.