GOVERNING DOCUMENT OF THE
DOWLING HALL COUNCIL
UNIVERSITY OF SAINT THOMAS

Article I:
Name

The name of this organization within the residence halls of the University of Saint Thomas (herein called UST) shall be called Dowling Hall Council.

Article II:
Purpose

Section 1. The purpose of the council of Dowling Hall shall be:

1.1 To represent the residents’ views to the Residence Hall Association (herein called RHA).

1.2 To provide programs of general interest for the residents while working toward the advancement of a general well-being in Dowling Hall.

1.3 To represent a pathway where the residents of the UST may express their opinions in areas which directly affect the residents of Dowling Hall.

Article III:
Election and Membership

Section 1. The qualifications for election and membership are:

1.1 Every student who resides in Dowling Hall shall be able to run and be selected to represent Dowling Hall on RHA and shall be eligible to be nominated to hold leadership positions in the Dowling Hall Council.

1.2 Dowling Hall Council leadership nomination and/or selection shall take place under the discretion of the Advisors (who are the Area Director, Graduate Student Employee, and Operations Manager of Dowling Hall).

1.3 Dowling Hall, in association with UST, prohibits discrimination on the basis of race, creed, color, age, faith, handicap, national origin, or sexual orientation.

Section 2. The Dowling Hall Council shall consist of the following members:

2.1 Co-Chairs (2 positions)

2.1.1 The Co-Chairs of DHC are two co-chairwomen responsible for organization of the group and the facilitation of meetings. Duties include: Presiding or arranging for the facilitation of DHC meetings, setting the agenda for the semester, sending the weekly agenda to the Reporter; and assisting the Advisors on keeping program teams on task.
2.2 **Reporter (1 position)**

2.2.1 The Reporter is responsible for obtaining the weekly agenda from the Co-Chairs and taking the minutes of the meeting. After the meeting, the Reporter sends the minutes to the Advisors, who will electronically distribute the minutes to all DHC members.

2.3 **Floor Reporters**

2.3.1 It is a goal to attain at least 1 reporter per floor (there are 13 individual wing communities, 7 floor communities).

2.3.1.1 In the event that some floors are underrepresented, a proxy to those floors will be assigned.

2.3.2 Floor Reporters are responsible for the following: Surveying their floors for suggestions/opinions/concerns and reporting back to the larger group during meetings; joining committees to assist in the completion of tasks required/necessary for creating successful programs/activities/events within the hall.

2.4 **Program Teams**

2.4.1 Dowling Hall Council is organized into program teams for each program Dowling Hall council facilitates.

2.4.2 Teams will consist of 2 to 6 people (this can vary based on the discretion of the Advisors and member interest). The program teams are selected through a volunteer basis (facilitated by the Advisors) and will be responsible for running their respective program by communicating with other team members, and updating the Dowling Hall Council Co-Chairs on agenda items.

2.4.3 **Communications Team**

2.4.3.1 This team is responsible for assisting in the creation/design of a monthly newsletter, known as the Dowling Dish, for distribution to all Dowling Hall Residents.

2.4.4 **Event Teams**

2.4.4.1 The event teams will assist in the facilitation of programs/events (i.e. space reservations/needs) for all events that occur in Dowling Hall for Dowling residents.

2.4.4.2 All members of DHC are highly encouraged to be a member of an Event Team.

2.4.5 **Ad Hoc Teams**

2.4.5.1 These committees may be created as necessary by the membership of the group and given responsibilities and duties as needed.
### 2.5 Residence Hall Association Representative (3 positions, 1 additional proxy)

#### 2.5.1 These positions are selected by the Dowling Hall Council Advisors through an application process outlined in the ‘Dowling Hall Council Leadership Positions’ document. Selection will be completed by the deadline established by RHA.

#### 2.5.2 To run for this position, those interested will need to fill out a Dowling Hall Council Leadership Positions form and statement. This statement is available via the Dowling Graduate Student Employee.

#### 2.5.3 Those elected will be responsible for attending Dowling Hall Council meetings (Mondays from 8:00pm-9:00pm) as well as the RHA meeting on Tuesday nights at 9:00pm in McNeely 100.

#### 2.5.4 Dowling Hall RHA Representatives share the following responsibilities: Assisting in the brainstorming of programs and events in Dowling Hall Council as well as at the RHA meetings; Have voting rights at RHA meetings; Have the right to send a proxy to RHA meetings in their name.

#### 2.5.5 Dowling Hall RHA Representative Task Break Down:

##### 2.5.5.1 Hall Rep A: Submits agenda items to E-Board for Tuesday night meetings.

##### 2.5.5.2 Hall Rep B: Works with Hall Director and E-Board regarding finances and budgets; Works with E-board’s VP of Finance to receive Co-op funding.

##### 2.5.5.3 Hall Rep C: Responsible for advertising and marketing of events for all hall programming/activities.

##### 2.5.5.4 Proxy: The Proxy will serve as a substitute for any RHA Representative who is unable to make a meeting of the RHA. Should more than one RHA Representative need to be absent from any one RHA meeting, general DHC members will be asked to serve as temporary proxies for said meeting.

#### 2.5.6 It is expected that RHA Representatives are active members of DHC.

### Section 3. The Dowling Hall Council shall consist of the following *ex-officio* non-voting members:

#### 3.1 Dowling Hall Director (Advisor)

#### 3.2 Dowling Hall Graduate Student Employee (Advisor)

#### 3.3 Dowling Hall Operations Manager (Advisor)

#### 3.4 Resident Advisors
Article IV:  
Executive Structure  

Section 1. The executive board of the Dowling Hall Council shall consist of the Co-Chairs, Reporter and the RHA Hall Representatives.

Article V:  
Dismissal and Succession  

Section 1. Dismissal from executive board positions on Dowling Hall Council will result from the following actions:

1.1 Two unexcused absences per semester from Dowling Hall Council meetings, and will face review from the Advisors.

1.2 Placement on academic probation will bring about a meeting with the Advisors.

1.3 Dismissal of a member will be a majority vote of the Executive Board, or through the discretion of the Advisor.

1.4 Executive board members must notify the Co-Chairs or the Advisors of Dowling Hall Council of an absence from a meeting. The Advisors of Dowling Hall Council will have the discretion to decide whether the absence is excused or unexcused.

Section 2. Impeachment

2.1 Violation or disregard for any part of the Hall Governing Document of Dowling Hall Council is sufficient for impeachment charges to be brought against any Dowling Hall Council member. The Dowling Hall Council shall vote on the impeachment charges being brought against the Dowling Hall Council member. The Dowling Hall Council shall vote on the impeachment resolution. Impeachment requires a 2/3-majority vote of the members of Dowling Hall Council, as well as the approval of the Advisor.

Section 3. Succession

3.1 In the event of the impeachment or resignation of a Co-Chair the entire Dowling Hall Council will collectively nominate and select a replacement (Under the supervision of the Advisors).

Article VI:  
Finance  

Section 1. Funding and Procedures

1.1 The revenue of Dowling Hall Council shall come from the Residence Life Office and fines collected through the judicial process.

1.2 The Dowling Hall Council Advisors must approve all money spent.
1.3 All money spent must be accompanied by receipts, which must be turned into the Advisors.

**Article VII: Amendments**

**Section 1.** Any amendment to the Hall Governing Document of the Dowling Hall Council must be approved by the Advisors.