

Constitution of Varsity House, Incorporated

Revised October 15th, 2010

1 Name

As designated in the Articles of Incorporation, the name of this organization shall be Varsity House, Incorporated (“House”).

2 Purpose

The purpose of this organization is (1) to establish an atmosphere of Christian Fellowship and spiritual growth whereby the scholastic, intellectual, cultural, social and athletic aspects of living may be pursued, (2) to provide adequate opportunities of outreach, service and constant testimony of Christ, in the community of which we live, and (3) to provide an economical, non-profit, cooperative living group for male students of Oregon State University and Linn-Benton Community College, and other higher education institutions as determined by the Board of Directors. This constitution establishes the type of government that shall operate in Varsity House.

3 Membership

1. The membership shall consist of all House residents who have been approved by majority vote as explained in Section 3.2. Approved resident members have the privilege to vote on any voting matter. Proxy votes will not be allowed for any purpose.
2. Membership Process
 - (a) *Candidate orientation.* Each resident applying for membership shall be supplied a copy of the Varsity House Constitution, Policy Manual, and Friendly Reminders with a contract application. He shall be a candidate member of Varsity House on receipt of a signed contract by the Vice President, and remain a candidate member until approved for membership.
 - (b) *Voting on membership.* Voting for approval of membership for candidates shall take place on the Friday of Dead Week of the candidate’s first term of residency in the House, excluding summer. Residency shall be considered to have been for a term if the candidate moved into the House before the end of the second week of the term. The current resident members of the House shall vote on candidates by voice vote without the candidates present. A two-thirds (2/3) majority approval is necessary for a candidate to receive membership.
 - (c) *Continued Candidate Residency.* If a candidate does not obtain the required two-thirds (2/3) vote, a separate vote shall be taken to determine if he may continue to reside in the house. After an additional term of residency, a candidate must be

presented again for membership.

3. Probation and Removal.

(a) Any member who has shown severe and consistently inappropriate behavior or misconduct is subject to probation and, in turn, removal. A written complaint signed by two or more witnesses shall be submitted to the President. He shall present the complaint at the next Executive Council meeting. The council shall study the problem and discuss it with the accused and witnesses to evaluate the validity of the claim. In order to determine that the complaint is valid, a motion to bring the claim before the house membership must be approved by a two-thirds (2/3) majority vote of the Council members present.

(b) If recommended by the Council, the members of the house shall hear the charge and defense, after which a motion for probation will be in order. In order to be found guilty of the charges and be placed under probation, the motion must be approved by a two-thirds (2/3) majority vote of the members present. The terms of punishment (fines, repairing damage, apology, etc.) and duration of the probation period must be approved by a two-thirds (2/3) majority vote of the members present. There shall be no appeal from a house decision on probation.

(c) Only after a resident has been placed on probation may a motion be made to remove that resident from the house. A two-thirds (2/3) majority vote of all members of the house is required for the removal of a resident. An appeal to a removal may be submitted in writing for review by the House membership.

(d) During the probation and removal process the President shall act as mediator and shall not present his own opinion or bias. He must remain neutral toward the accused and the complainants. In the event that the President is the subject of the complaint or is a witness, the Vice President shall perform the duties of the President.

4. *Residency Limit.* Residents are limited to four years or twelve school terms (excluding summer term) of residency in the House.

5. *Non-discriminatory Policy.* Membership shall not be denied to any student on the basis of race, color, national origin, religion, age, marital status, disability, disabled veteran or Vietnam-era veteran status. Since the purpose of this organization is to provide a residential living group for male students, it does discriminate on the basis of sex. Although Varsity House does not discriminate on the basis of sexual orientation for membership, it does retain the right to deny or revoke membership based on Biblical standards of behavior for residents, which prohibits, among other things, behavior that is sexual sin, whether homosexual or heterosexual.

4 Officers

1. The elected offices of Varsity House shall consist of President, Vice President, Financial Manager, Treasurer, Secretary, two Work Managers, Chaplain, two Social Chairmen, Athletic Chairman, Fire Marshal/Historian, and Network Manager. One person may not simultaneously hold more than one office except when there is no one running for a Social Chairman position.

2. Executive Council

(a) *Members.* The Executive Council shall consist of all officers of Varsity House. For

legal purposes, the Executive Council shall be designated the Board of Directors.

- (b) *Meetings.* Executive Council meetings are to be held weekly with a majority present. The time is to be set by the President. The meetings shall be open to all residents unless the majority of the Council decides that a closed meeting is advisable. The President may cancel any meeting or call special meetings at his discretion.
 - (c) *Function.* The Executive Council shall discuss business relating to the House and formulate plans and resolutions. Any fiscal matters not contained in the current year's budget shall be brought before the House for discussion and vote. Any complaint about the actions of a resident or a decision of any House officer(s) may be brought before the Executive Council. Any complaint concerning an Executive decision may be brought before the entire House by a non-Executive Council member for a vote of appeal. An Executive member cannot bring before the entire House a matter that has been voted down by the Executive Council. A matter that ends in a tie vote or a majority vote shall be brought before the House at the next House meeting.
3. *Elections.* General election for all House officers shall be held by closed ballot. Votes will not be released until the final tally. Self-nominations for office shall be open until three days prior to the election day. A simple majority of all House members is required for an officer to be elected. If no one person receives a majority, a run-off election shall be held within five days of the general election between the two candidates receiving the greatest number of votes in the general election. Special elections shall be held within two weeks after a vacancy occurs.
- (a) One Social Chairman shall be elected each school term one week before dead week.
 - (b) The President, one Work Manager, the Financial Manager, and the Network Administrator shall be voted on three weeks prior to dead week winter term.
 - (c) The Vice President, one Work Manager, Treasurer and Chaplain shall be voted on two weeks prior to dead week winter term.
 - (d) The Secretary, Athletic Chairman, and Historian/Fire Marshal shall be voted on one week prior to dead week winter term.
4. *Period of Service*
- (a) The period of service for Social Chairmen shall be two school terms and shall start at the beginning of the next school term.
 - (b) The period of service of all other officers shall be one year and shall start at the beginning of spring school term.
5. *Recall.* Any officer may be subject to recall if he does not consistently fulfill the duties of his office. The procedures for probation and removal of a house resident must be followed to recall an officer.
6. *Duties of Officers*
- (a) The President shall preside at all House and Executive Council meetings; facilitate Exec's management of the resident advisor and cook, promote cooperation amongst all residents, and see that the necessary business of the House is carried out. He shall see that the functions of the House officers are carried out properly. He shall call all joint meetings of the Executive Council. The President shall remain neutral on all issues under discussion in the House, and may not make motions. He is ultimately

responsible for all House actions.

- (b) The Vice President shall assume the duties of the President in the absence of the latter. He shall serve as membership chairman and shall be in charge of all applications for residency and documentation of contracts. He shall act as recruitment coordinator. He will make room assignments for new residents and will assign rooms to current members each term, according to the room assignment application. He will work with the Chaplain to establish Big/Little brother program for the Fall school term. He shall be responsible for the Cold Rock Fall Retreat and its budget, as approved by the Financial Manager.
- (c) The Financial Manager is responsible for paying all expenses. He shall keep a record of all transactions; prepare and monitor an annual budget, and propose room and board rates for each year; give a monthly report at House meetings and post it; prepare and pay all Varsity House taxes. He is responsible for paying all employees. He shall keep Varsity House checks available to authorized members at all times. He shall also be responsible for working with the cook to develop the food budget.
- (d) The Treasurer is responsible for billing House residents for room and board, and other miscellaneous charges. He is responsible for making deposits and maintaining the cash receipts journal and the individual student journal.
- (e) The Secretary shall take minutes of all House, Executive Council, and Board of Advisors meetings and shall retain copies. He shall post the minutes for one week, send copies to each member of the Board of Advisors, and send invitations to the Board for Board meetings. He shall post meal sign-up sheets, room assignment sheets near each phone, charts on each sleeping porch door showing where every House resident sleeps, and name tags on the mail boxes. He shall maintain the bulletin boards. He shall keep the Articles of Incorporation, Bylaws, and Policy Manual up to date and shall keep on hand two official copies of each document. He shall take roll at all house meetings, levy fines for unexcused absences, and act as election chairman for any secret ballot vote.
- (f) The Work Managers divide up the work that needs to be done among the House residents and post duty rosters. They are responsible to see that all work is done on time and properly, for keeping the house presentable, and to keep things in working order. They shall purchase items necessary for the maintenance and improvement of the house, levy fines for failure to do work duties and/or dish duties, and organize and supervise all House work days. They shall recommend and implement the disciplinary policy approved by the Executive Council. They are responsible for monitoring the parking lots and levying fines for parking violations. They will perform a check of each room at the beginning and end of each year. If damage has occurred to a room, they may bill the responsible parties.
- (g) The Chaplain shall organize a weekly House Bible study and may organize House prayer meetings. He may call a day of prayer when appropriate. He shall delegate responsibility for grace and Scripture readings at meals. He shall assist the Vice President with the organization of the Big/Little brother program. He administers House related ministries, which may include but are not exclusive to Fall retreat activities, music reviews for dances, summer missions funding and sponsor child support. He shall act as House counselor.

- (h) The Social Chairmen shall schedule, arrange and be in charge of all social events of the House. They shall handle all correspondence associated with House social activities; insure that greeting cards and thank-you notes are sent when appropriate; and post a calendar of social events.
- (i) The Athletic Chairmen shall be responsible for all House athletic and intramural functions. He shall appoint team managers for each activity. He shall be responsible for the house athletic equipment and may hold team managers and team members responsible for loss or damage to issued equipment. Upon loss of or damage to equipment, the responsible part will provide a replacement of equal or greater value to the Athletic Chairman within two weeks. All athletic equipment will be returned to the Athletic Chairman after final competition of that sport for the season. He shall announce dates and times of upcoming sporting events and may organize tournaments within the house. He shall assume all other duties for Athletic chairman as prescribed by the Department of Intramural Sports.
- (j) The Historian/Fire Marshal shall keep an accurate account of the house history and activities. At the end of his elected period of service he shall present a photo album from that period to the house. He shall be responsible to obtain a camera. The Fire Marshal aspects include responsibility to maintain fire safety standards for the House, demonstrate the use of fire extinguishers at the first House meeting of the fall school term, obtain an annual "Permit of Assembly" from the City of Corvallis, conduct a minimum of two fire drills per term and submit a formal report for each fire drill to the University, and attend all necessary city or university fire meetings. The Fire Marshall may levy fines at his own discretion for fire code violations.
- (k) The Network Administrator maintains the House network, phone system, and web site. The network administrator also responds to cases of network abuse, such as any illegal transfer of copyrighted material or network use that disrupts network performance. The house web site should be an informative, well-representing web site for the House to contain information for residents, applicants, and others with an interest in the House. Because of the necessity of technical knowledge needed to fulfill his duties, an incumbent network administrator may declare a candidate to the position as unfit if he does not have the experience or knowledge to meet the responsibilities.
- (l) Executive week shall begin at 8:00 PM on the Sunday that is two weeks and one day before the first day of fall term of any school year. It shall begin with a meeting of all Executive Council members present. The meeting will be to go over all of the anticipated work to be finished during the week and to go over discipline actions for the members of exec who are not in attendance. The disciplinary actions will be decided on a case-by-case basis. Exec week shall have a required attendance for all members that will be on the executive council during the following term. It is the responsibility of the Work Managers is to plan and run exec week.

7. Officers' Privileges

- (a) The Work Managers and Financial Manager shall have no work duties or dish duties. The President, Vice President, Secretary, and Treasurer shall each be assigned one work duty or one dish duty. The Athletic Chairman, Chaplain, Social Chairmen, Historian, and Network Administrator shall each be assigned one work duty and one

dish duty.

- (b) The Financial Manager shall be entitled to a 75% discount off of room and board per school term while he is Financial Manager. Each Work Manager shall be entitled to a 50% discount. The President, Vice President, Treasurer, Chaplain, and Network Administrator shall be entitled a 25% discount. The remaining Executive positions shall be entitled to a 12.5% discount.

5 House Meetings

1. *Regular Meetings.* House meetings are to be held alternating Mondays except for Dead Week and Finals Week. All House residents are required to attend.
2. *Special Meetings.* Special House meetings may be called at the discretion of the President or by one-fourth (1/4) of the House residents.
3. *Annual Meeting.* The House meeting at which the annual budget is approved shall be designated the annual membership meeting. The President, and any other officer as the Executive Council or the President may designate, shall report on the activities and financial condition of the corporation.
4. *Quorum.* Two thirds (2/3) of the House members must be present at any House meeting in order to vote on any matter.
5. Voting
 - (a) A simple majority of House members shall be required to pass any motion unless the Bylaws require a greater percentage.
 - (b) The following issues are to be voted on by members only:
 - Granting membership.
 - Probation and removal of a House resident
 - Amendments to the Articles of Incorporation, Constitution, or Policy Manual
 - Electing or recalling officers
6. *House Business.* All new business to be voted on at a particular house meeting must have been discussed at and be in the minutes from a previous Executive Council meeting.
7. *Waiver of House Documents.* A two-thirds (2/3) vote of all House members is required to waive any portion of the Bylaws or Policy Manual.
8. *Authority.* All votes taken in the House meeting shall have final authority over any decision of the Executive Council or an individual officer.

6 Fiscal Year

The fiscal year of the corporation shall begin on the first day of July of each year and end on the last day of June in each year, or shall be as otherwise determined by the Executive Council.

7 Amendments

1. *Proposals to Amend.* Proposals to amend the Bylaws or Policy Manual must have been discussed at and be in the minutes of the previous Executive Council meeting and must be posted at least one week prior to the meeting in which a final vote is taken.
2. *Voting.* A two-thirds (2/3) affirmative vote of all House members is required to pass an

amendment to the Bylaws or Policy Manual.

8 House Dissolution

Dissolution of Varsity House, Incorporated must follow along the guidelines of the Articles of Incorporation for Varsity House, Incorporated.