The Constitution of the Moore College Council

Preamble
The Moore College Council is charged to represent Moore College and to act in the collective interest of Moore College residents by promoting social and academic programming within a safe environment throughout Moore College.

Article I: Membership

Sub-Article A: The represented organization will henceforth be called Moore College Council (MCC).

Section A: Moore College Council

Sub-section 1: Requirements for Membership
Members must be Moore College residents in good academic and disciplinary standing with Vanderbilt University.

Sub-section 2: Members
The Moore College Council shall be comprised of a representative group of students from Moore College.

President: The Moore College Council President must have lived in Moore for at least one semester prior to serving as council president. The council president is responsible for organizing and leading all meetings of the Moore College Council and has final responsibility for all Council programming. The primary responsibility of the President is to act as the liaison between the Council and other Warren & Moore and Vanderbilt entities. The President should listen and be open to any comments, suggestions, or criticisms that rise from constituents. The President must attend and actively participate in all Moore College Council meetings. Should the President be unable to attend a meeting, the President may designate any council member to assume meeting responsibilities as outlined above in their absence. This position will be elected in the spring semester.

Social Programming Chair: The Moore College Council Social Programming Chair must have lived in Moore for at least one semester prior to serving in the position. The Social Programming Chair is responsible for designing and executing social programming for the purpose of promoting community and inclusiveness in Moore College. This position will be elected in the spring semester.
**Service Programming Chair:** The Moore College Council Service Programming Chair is responsible for designing and executing service projects that will benefit the Nashville community and provide an educational component for the residents involved.

**Academic Programming Chair:** The Moore College Council Academic Programming Chair is responsible for designing and executing academic programming for the purpose of education and fostering academic dialogue in Moore College.

**Publicity Chair:** The Moore College Council Publicity Chair is responsible for designing flyers for all Moore College Council programs, as well as printing flyers and hanging them up on bulletin boards around the building. In addition, the Publicity Chair ensures effective social media advertising for all programming.

**Secretary:** The Moore College Council Secretary is responsible for taking minutes and attendance at meetings. They will manage and update the calendar of events and AnchorLink page, working closely with the President and Graduate Fellows. The secretary will also be responsible for tracking council members’ attendance and the budget.

**VSG Representative:** The Moore College Council VSG representative will serve as a liaison between Moore College and Vanderbilt Student Government. The VSG Representative will also be responsible for upholding all duties and responsibilities given to other members at-large, including attending council meetings and aiding in programming efforts.

**Members at Large (3):** The Moore College Council Members at Large will actively participate in the planning and execution of events, which includes serving on committees as needed. Members at Large may also serve as interim programming chairs in the absence of a chair or at the designation of the president.

**Section B:** Advisors to Moore College Council

**Sub-section 1:** Graduate Fellow
The Graduate Fellows will advise MCC, approve all budgetary requests, act as liaisons between MCC and Reservations and Campus Catering, and run the elections process with the Faculty Director.

**Sub-section 2:** Faculty Director
The Faculty Director shall review applications for council membership with Graduate Fellows and Moore College Council President, make final decisions during member review and appeals process, and approve finalized budget proposals.

Article II: MSG Duties

**Sub-article A:** All members will be tasked with planning and developing social and academic programming for the Moore College community. This assigned tasks will be explored during weekly meetings to be attended by all members and discussed in Article IV.

**Sub-article B:** In executing these programs, members will also be expected to attend programs planned by Moore College Council.

**Sub-article C:** MCC members are expected to act as liaisons and advocates between Moore residents interested in developing College-scale programming in order to better foster an environment of student engagement.

**Sub-article D:** MCC members are expected to recruit and attract students to attend Moore College events and Warren College events.

Article III: Elections

**Section A**

**Sub-section 1: Timeline**

**Paragraph A:** Fall Elections
The Service Programming Chair, Academic Programming Chair, Publicity Chair, Secretary, and Members at Large are elected in the fall semester. The application and election process for the Service Programming Chair, Academic Programming Chair, Publicity Chair, and Secretary will begin within the two weeks following Moore Convocation, which takes place on the first day of classes in the fall semester. Applications will be released on the day of Moore Convocation and will be due at noon one week after release. Nominations will be released on the day of Moore Convocation and be due at noon on the first Saturday following Convocation. Elections will go live on AnchorLink following the close of the application with an email sent out to the community. The ballot will be open for five days. Following the election, Graduate Fellows will notify newly elected representatives of their position. The application and election process for Members at Large will begin within the two weeks following the election for Service Programming Chair, Academic Programming
Chair, Publicity Chair, and Secretary and will follow the same basic form and timeline. Following the election, Graduate Fellows will notify newly elected representatives of their position.

**Paragraph B: Spring Elections**

The Council President and Social Programming Chair are elected in the spring semester, within the final six weeks of the semester. The application and election process will follow the same basic form and timeline as fall elections. Following the election, Graduate Fellows will notify newly elected representatives of their position.

**Sub-section 2: Candidate Application**

**Paragraph A: Application**

Each candidate will be allowed one application, which will consist of the following demographic information (This information may be shared with voters during the election process):

- Name, Email, Hall (Rice or Smith), Class (Sophomore, Junior, Senior), and Major
- What position are you applying for?
- Please describe your extracurricular involvement in detail, including the weekly time commitment for each activity.
- Will you be studying abroad in the Spring? (This will not influence fall election, but if the candidate is studying abroad then their seat will be filled upon the candidate’s departure in the Spring.)

As well as the following questions (200 words per question):

- Why do you want to be on the Moore College Council?
- Please speak to the skills you have that make you best suited for the role for which you are applying.
- Please suggest a unique programming idea that you would like to plan for Moore College Council.
- If you were not elected to this position, would you be interested in serving in any other role on Moore College Council? Please rank them in order.

**Paragraph B: Nomination by Other Student**

Any student within Moore College can nominate another student as a candidate for MCC. To perform this measure, a student would fill out a short Google Form attached to the Application Email. The Graduate Fellow would receive notice and notify nominated student to fill out the application detailed in Paragraph A.

**Paragraph C: Review**
The Graduate Fellows, Faculty Director, and Council President will screen for those candidates qualified by relevant previous experience, demonstrated interest, and completed application.

**Paragraph D: Election**

Upon review, an AnchorLink election will take place for residents of Moore College to elect their representatives. The elected positions will be determined based off percentages.

**Paragraph E: Ties**

In the result of a tie, the Graduate Fellows and Council President will decide the results of the election via a private ballot.

**Section B: VSG Senator**

The VSG Senator will be elected through the already established VSG elections. In the event where the VSG Senator is also a representative MSG member then a special election will be held that matches the Fall election to fill the MSG representative seat held by the elected VSG Senator.

**Section C: Mid-Term Vacancies**

**Sub-section 1: Member Removal**

If a member is removed from the Moore College Council, the Council President will appoint a replacement from the Members at Large. Member at Large positions will stay open until the mid-term election.

**Sub-section 2: Mid-Term Election**

In the case of a vacant position at the start of the Spring Semester a mid-term election will take place to fill the open seat(s). The application and election process will follow a similar structure to the fall.

**Article IV: Council Engagement**

Weekly 1-hour meetings will take place, in which all Moore College Council members and Graduate Fellows will be present. These meetings will be used to discuss upcoming events as well as to plan events for the College. The Graduate Fellows will assist in finding a time and place where the entire council can meet weekly.

**Sub-section 1: Attendance**

All members of the Moore College Council are expected to arrive on time to each weekly meeting. Two unexcused absences are permitted per semester. Upon the third unexcused
absence, Graduate Fellows will intervene and the member will be placed on probation. Excused absences are permitted throughout the semester and should be submitted to the secretary 24 hours beforehand. Excused absences include class, lab work, work schedule, health problem, family emergency, religious service, or other event at which attendance is mandatory. Members who are more than 10 minutes late without letting the secretary know as to why will be counted as an unexcused absence.

**Sub-Section 2: Event attendance**
Members will be required to attend at least 67% of the MCC and College Halls events each semester. The secretary will track attendance for each event.

**Sub-Section 3: Committee Participation**
Members will be required to serve on at least one committee headed by each programming chair each semester. Members may be asked to serve on additional committees as needed.

**Article V: Impeachment and Probation Proceedings**
A member of the Moore College Council can be removed from active membership and relieved of their voting rights through a 3/5-majority vote by active members beginning the impeachment process.

**Sub-article 1: Impeachment**
In the case of an impeachment, a written brief will be submitted to the Graduate Fellows. They will host a conversation with the member up for impeachment and be placed on probation.

**Sub-article 2: Probation**
Probation will fit accordingly to the impeachment brief. Violation of probation will result in removal from the council. Member will remain on probation for 3 weeks upon which the Graduate Fellows will conduct a review and decision to stay on probation or be removed shall be handed down.

**Article VI: Amendments**
Any member of the Moore College Council may submit amendments to this constitution to be voted upon by the council. Amendments require a 3/5 vote to pass.

**Article VII: Ratification**
This document shall become effective after passing a 3/5 approval of the Moore College Council 2014-2015.