

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20

# La Maison Française Constitution 2003

Contents

1  
2  
3  
4 I. Title  
5  
6 II. Preamble  
7  
8 III. Residency  
9  
10 IV. Organization of the House  
11 A. Faculty Advisor  
12 B. Office of Residence Life Advisor  
13 C. House Director  
14 D. House Assistant  
15 E. Officers  
16  
17 V. Meetings  
18  
19 VI. La Maison Française and Le Cercle de La Maison Française  
20  
21 VII. House Activities and Traditions  
22  
23 VIII. Operations  
24 A. Visitors and Quiet Hours  
25 B. Public Area Cleaning  
26 C. Damages  
27 D. Fees and charges  
28 E. Kitchen  
29 F. Budget  
30 G. Awards  
31 H. Choosing rooms  
32  
33 IX. French House Advocates (Advisory Board)  
34  
35 X. Constitution Amendment and Ratification  
36  
37 Appendix 1: History of La Maison Française

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45

## I. Title

This institution shall be known as “La Maison Française”.

## II. Preamble

Upon the conception of La Maison Française we, the residents and those of us who have the care of the Maison, have found it necessary to state the purposes and objectives that we hope to achieve through our living experiences here. First and foremost, we shall serve as an extension of the academic endeavor. By this we mean that it shall be our goal to promote the French language and cultures of the French-speaking world for our student residents by providing the possibility to live in an atmosphere created especially for the purpose of promulgating the French language and cultures of the French-speaking world. Secondly, we shall consider it our responsibility to serve the promotion the cultures of the French-speaking world on the Bowling Green State University campus. We shall increase international understanding and goodwill by sharing our facilities with exchange students, especially visitors from France and Francophone countries. We shall provide direct language and cultural experience for interested undergraduate students, graduate students, faculty of Bowling Green State University and the francophile community at large. By our presence on campus, we shall provide enhancement of the study of French and act as ambassador of goodwill between the international community and Bowling Green students.

La Maison Française is a residential unit of the Department of Romance Languages of Bowling Green State University. Our efforts at living French language and the cultures of the French-speaking world are an integral part of the programs and events of the Department of Romance Languages and our interests are those of the Department. We consider the serving of those interests to be our most important responsibility. In this respect we are not a dormitory, nor a sorority house, but a part of the academic institution. It is not our intention to serve as an alternative to dormitory living nor as a social club, but as an extension of the academic experience. We therefore express our desire that residents of La Maison Française be recruited from among those students who wish to participate fully in the aforementioned activities and who share our goal of furthering the cause of French language and culture. We as residents and officials intend to make our experience at La Maison Française a unique and profitable one by doing so.

## III. Residency

In order to live in La Maison Française:

- A. A student should have completed French 102, or three years of high school French, with a B average.
- B. New residents for the fall semester shall submit an application to the Faculty Advisor prior to being accepted as a resident.

- 1 C. During the Fall and Spring Semesters all eligible new residents shall be approved by the  
2 House Director and the Faculty Advisor prior to being accepted as a resident.
- 3 D. Residents of la Maison Française shall be expected to maintain a cumulative grade point  
4 average of at least 3.0 during their residency. If a resident's cumulative GPA falls below  
5 3.0 a one-semester probation status will be set by the Faculty Advisor. Expectations for  
6 study habits and behavior in the house will be mutually agreed upon by the resident and  
7 the Faculty Advisor. Failure on the resident's part to fulfill the expectations outlined in  
8 the probation agreement will result in the resident losing her privilege to live in the  
9 house.
- 10 E. Residents are strongly encouraged to enroll in French courses while living in La Maison  
11 Française.
- 12 F. Students shall promise a willingness to participate actively in the cultural and social  
13 activities of La Maison Française. Residents shall speak French when in the public areas  
14 of the house. In order to maintain an atmosphere of high standards in La Maison  
15 Française, residents shall behave in a mature fashion, exhibit good manners and  
16 consideration for others. They shall respect and be courteous to our staff. Residents  
17 shall accept responsibility for and take pride in La Maison Française as if it were their  
18 own home.
- 19 G. Residents shall be held responsible at all times for all fees and duties having to do with  
20 the operation of La Maison Française. In order to be fair to all residents, exceptions will  
21 be granted by the Faculty Advisor and Office of Residence Life Advisor only in very  
22 special circumstances which can be appropriately documented.
- 23 H. Rudeness, lack of consideration for others' property or rights, causing general and/or  
24 specific disruption among other residents or the staff of the house shall not be tolerated.

25  
26 Residents who fail to comply with the letter or spirit of the constitution shall be notified of their  
27 transgressions by the House Director and/or House Assistant. Repeated violation of the  
28 expectations outlined within the constitution shall result in a review of the student's residency  
29 status within the house by the Faculty Advisor and Office of Residence Life Advisor. A student  
30 whose behavior is seen as disruptive to the living-learning environment within the house may be  
31 removed as part of the normal judicial hearing processes as outlined within the *Code of Student*  
32 *Conduct*.

33  
34 Students violating house and/or University policy shall be responsible to this constitution, the  
35 *Code of Student Conduct*, and Community Living Standards of the Office of Residence Life.  
36 Judicial processes may happen concurrently at the discretion of the Faculty Advisor, Office of  
37 Residence Life Advisor, and the Office of Student Life.

#### 40 IV. Organization

##### 41 A. Faculty Advisor

42 The Faculty Advisor shall be a professor of French from the Department of Romance Languages  
43 of Bowling Green State University. The Faculty Advisor shall report to the Chair of the  
44  
45

1 Department of Romance Languages who shall have final authority on all matters concerning the  
2 Faculty Advisor's role within La Maison Française. The duties of the Faculty Advisor are:

3  
4 **SUPERVISING**

- 5 1. The Faculty Advisor shall have authority over all social and educational activities of the  
6 House.
- 7 2. The Faculty Advisor shall be the primary supervisor of the House Director.
- 8 3. The Faculty Advisor shall be the secondary supervisor of the House Assistant.
- 9 4. The Faculty Advisor shall be the budget administrator of La Maison Française and shall  
10 have authority over financial matters concerning the social and educational activities of  
11 La Maison Française.

12  
13 **HIRING AND TRAINING OF THE HOUSE DIRECTOR**

- 14 1. The Faculty Advisor shall select the House Director, in coordination with the Department  
15 of Romance Language's on-site Director in Tours, France.
- 16 2. The Faculty Advisor shall prepare the House Director file to be forwarded to the Office  
17 of Graduate Admissions.
- 18 3. The Faculty Advisor will forward to the Office of Residence Life Advisor the selected  
19 House Director's resume/vita, letter of application, and a current mailing address so an  
20 employment contact can be sent by the Office of Residence Life.
- 21 4. The Faculty Advisor shall be on campus to receive the House Director when she arrives  
22 for orientation
- 23 5. The Faculty Advisor shall work with the Office of Residence Life Advisor in the design  
24 and implementation of the House Director Fall orientation and ongoing training.

25  
26 **HIRING AND TRAINING OF THE HOUSE ASSISTANT**

- 27 1. The Faculty Advisor shall assure the linguistic competence of the candidate(s) for House  
28 Assistant.
- 29 2. The Faculty Advisor shall work with the Office of Residence Life Advisor in the design  
30 and implementation of the House Assistant Fall orientation and ongoing training.

31  
32 **ACTIVITIES**

- 33 1. The Faculty Advisor shall work with the House Director and House Assistant in  
34 organizing French cultural events and programs.
- 35 2. The Faculty Advisor shall actively recruit among high school students by maintaining  
36 contact with high school teachers, inviting classes to visit the La Maison Française, and  
37 organizing house participation in Preview Days and campus Open Houses.
- 38 3. The Faculty Advisor shall promote La Maison Française on the campus and in the  
39 community.

40  
41  
42 **B. The Office of Residence Life Advisor**

43  
44 The Office of Residence Life Advisor shall be a full-time staff member of the Educational  
45 Initiatives division of the Office of Residence Life at Bowling Green State University. The  
46 Office of Residence Life Advisor shall report to the Associate Director of Residence Life for

1 Educational Initiatives who shall have final authority on all matters concerning the Office of  
2 Residence Life Advisor's role within La Maison Française. The duties of the Office of  
3 Residence Life Advisor are:

4  
5 **SUPERVISING**

- 6 1. The Office of Residence Life Advisor shall have authority over all activities of the House  
7 not the responsibility of the Faculty Advisor.
- 8 2. The Office of Residence Life Advisor shall be the primary supervisor of the House  
9 Assistant.
- 10 3. The Office of Residence Life Advisor shall be the secondary supervisor of the House  
11 Director.
- 12 4. The Office of Residence Life Advisor shall be the facilities administrator of La Maison  
13 Française and shall work with the Associate Director of Residence Life for Housing and  
14 Operations over matters concerning the facilities operations of La Maison Française.

15  
16 **HIRING AND TRAINING OF THE HOUSE ASSISTANT**

- 17 1. The Office of Residence Life Advisor shall coordinate the selection of the House  
18 Assistant.
- 19 2. The Office of Residence Life Advisor will forward the selected House Assistant's  
20 resume/vita, letter of application, and a current mailing address to the Office of  
21 Residence Life so an employment contact can be sent by the Office of Residence Life.
- 22 3. The Office of Residence Life Advisor shall be on campus to receive the House Assistant  
23 when she arrives for orientation.
- 24 4. The Office of Residence Life Advisor shall work with the Faculty Advisor in the design  
25 and implementation of the House Assistant Fall orientation and ongoing training.

26  
27 **HIRING AND TRAINING OF THE HOUSE DIRECTOR**

- 28 1. The Office of Residence Life Advisor, upon receipt from the Faculty Advisor, will  
29 forward the selected House Director's resume/vita, letter of application, and a current  
30 mailing address to the Office of Residence Life so an employment contact can be sent by  
31 the Office of Residence Life.
- 32 2. The Office of Residence Life Advisor shall be on campus to receive the House Director  
33 when she arrives for orientation
- 34 3. The Office of Residence Life Advisor shall work with the Faculty Advisor in the design  
35 and implementation of the House Director Fall orientation and ongoing training.

36  
37 **OPERATIONS**

- 38 1. The Office of Residence Life Advisor shall work with the House Director and House  
39 Assistant in coordinating House operations.
- 40 2. The Office of Residence Life Advisor shall promote La Maison Française on the campus  
41 and in the community.

42  
43  
44 **C. House Director**

1 The position of House Director is a multi-faceted one that involves creating an atmosphere  
2 conducive to the learning of French language and Francophone culture. While responsible to the  
3 Office of Residence Life for maintaining House operations, the House Director is responsible to  
4 the Faculty Advisor and the Department of Romance Languages for the implementation of  
5 House academic and social activities. The House Director shall demonstrate leadership by her  
6 role in the activities of La Maison Française by supervising the daily functioning of La Maison,  
7 and by her communication skills. The duties of the House Director are:

#### 8 9 CONDUCT

- 10 1. The House Director shall strive to speak French with the residents at all times and shall  
11 encourage the speaking of French in La Maison Française.
- 12 2. The House Director shall abide by all House Rules, the *Code of Student Conduct*, and the  
13 Community Living Standards of the Office of Residence Life.
- 14 3. The House Director shall serve as a role model for the residents.

#### 15 16 ACTIVITIES

- 17 1. The House Director shall schedule, organize, and implement cultural activities, events,  
18 and programs for La Maison Française with approval from the residents and from the  
19 Faculty Advisor.
- 20 2. The House Director shall attend, help with, and animate all activities, events, and  
21 programs.
- 22 3. The House Director shall attend and help with all house meetings.
- 23 4. The House Director shall work with the House officers to schedule a weekly dinner  
24 and/or activity for residents, and shall attend the event.
- 25 5. The House Director, with the aid of the officers, shall help to recruit new students for the  
26 following year, according to the dates set by the Office of Residence Life.
- 27 6. The House Director shall actively promote La Maison Française on campus and in the  
28 community.

#### 29 30 SUPERVISING

- 31 1. The House Director shall coordinate and supervise the duties and the committees of the  
32 residents and the officers.
- 33 2. The House Director shall enforce the University *Code of Student Conduct* and the  
34 Community Living Standards of the Office of Residence Life.
- 35 3. The House director shall be present in the house each night (overnight) unless a substitute  
36 is approved by the Office of Residence Life Advisor. This includes all University  
37 vacations, House opening and closing weekends, training periods, and the week  
38 following Spring Graduation.
- 39 4. The House Director shall assist the House Assistant in coordinating the resident check-in  
40 and check-out processes.

#### 41 42 COMMUNICATION

- 43 1. The House Director shall be the liaison between the residents of La Maison Française and  
44 the Faculty Advisor and Office of Residence Life Advisor.
- 45 2. The House Director shall make a weekly (written) report to the Faculty Advisor

- 1 3. The House Director shall keep track of the dates of upcoming events and is in charge of  
2 the house calendar.
- 3 4. The House Director shall compile a journal of her experiences to be given to the  
4 incoming House Director. Copies of the journal are due to the Faculty Advisor and the  
5 Office of Residence Life Advisor no later than the Wednesday after the French House  
6 closes at the end of the Spring Semester.
- 7 5. The House Director shall complete written reports, attend scheduled meetings, and  
8 perform other appropriate duties as assigned by the Department of Romance Languages  
9 and the Office of Residence Life.

#### 10 11 COMPENSATION

12 The House Director shall receive a tuition scholarship, graduate student health insurance, and  
13 the same room and board compensation as directors of other small group living units within  
14 the Office of Residence Life.

#### 15 16 D. House Assistant

17  
18 The position of House Assistant is a multi-faceted one that involves assisting the House Director  
19 to create an atmosphere conducive to the learning of French language and Francophone culture.  
20 The House Assistant should have a good knowledge of French. While responsible to Office of  
21 Residence Life for maintaining House operations, the House Assistant is responsible to the  
22 Faculty Advisor and to the Department of Romance Languages for the implementation of House  
23 academic and social activities. The House Assistant shall demonstrate leadership by her role in  
24 the activities of La Maison Française by supervising the daily functioning of La Maison, and by  
25 her communication skills. The duties of the House Assistant are:

#### 26 27 CONDUCT

- 28 1. The House Assistant shall strive to speak French with the residents at all times and shall  
29 encourage the speaking of French in La Maison Française.
- 30 2. The House Assistant shall abide by all House Rules, the *Code of Student Conduct*, and the  
31 Community Living Standards of the Office of Residence Life.
- 32 3. The House Assistant shall serve as a role model for the residents.

#### 33 34 ACTIVITIES

- 35 1. The House Assistant shall assist the House Director in scheduling, organizing, and  
36 implementing cultural activities, events, and programs for La Maison Française with  
37 approval from the residents and from the Faculty Advisor.
- 38 2. The House Assistant shall attend, help with, and animate all activities, events, and  
39 programs.
- 40 3. The House Assistant shall attend and help with all meetings.
- 41 4. The House Assistant shall assist the House Director and President in recruiting new  
42 students for the following year, according to the dates set by the Office of Residence  
43 Life.
- 44 5. The House Assistant shall actively promote La Maison Française on campus and in the  
45 community.

1 SUPERVISING

- 2 1. The House Assistant shall assist the House Director in coordinating and supervising the  
3 duties and the committees of the residents and the officers.  
4 2. The House Assistant shall enforce the University *Code of Student Conduct* and the  
5 Community Living Standards of the Office of Residence Life.  
6 3. The House Assistant shall be present in the house each night (overnight) unless a  
7 substitute is approved by the Office of Residence Life Advisor. This includes all  
8 University vacations, House opening and closing weekends, training periods, and the  
9 week following Spring Graduation.  
10 4. The House Assistant shall report all maintenance problems.  
11 5. The House Assistant shall be responsible for coordinating the resident check-in and  
12 check-out processes.

13  
14 COMMUNICATION

- 15 1. The House Assistant shall be the liaison between the residents of La Maison Française  
16 and the Faculty Advisor and Office of Residence Life Advisor.  
17 2. The House Assistant shall assist the House Director in making a weekly (written) report  
18 to the Faculty Advisor.  
19 3. The House Assistant shall assist the House Director in keeping track of the dates of  
20 upcoming events and shall assist in updating the house calendar.  
21 4. The House Assistant shall compile a journal of her experiences to be given to the  
22 incoming House Assistant. . Copies of the journal are due to the Faculty Advisor and the  
23 Office of Residence Life Advisor no later than the Wednesday after the French House  
24 closes at the end of the Spring Semester.  
25 5. The House Assistant shall complete written reports, attend scheduled meetings, and  
26 perform other appropriate duties as assigned by the Office of Residence Life and the  
27 Department of Romance Languages.  
28

29 COMPENSATION

30 The Office of Residence Life shall provide the House Assistant with the same compensation plan  
31 as other Assistants of small group living units employed by the Office of Residence Life.  
32  
33

34 E. Officers:

- 35 1. President  
36 a. The President shall preside over all French House resident meetings.  
37 b. The President shall be the student representative directly responsible to the House  
38 Director, House Assistant, Faculty Advisor, and Office of Residence Life Advisor.  
39 c. The President shall be the official French House student representative at all  
40 University functions.  
41 d. The President shall be the French House representative to the Resident Student  
42 Association and shall attend all meetings.  
43 e. The President shall provide assistance to the House Director and House Assistant.  
44 f. The President shall attend all French House functions unless attending a class or class  
45 function.  
46 g. The President shall assist with recruitment of new French House residents.

1 h. The President shall attend meetings with the House Director, House Assistant,  
2 Faculty Advisor, and/or Office of Residence Life Advisor as requested.

3 2. Secretary

4 a. The Secretary shall take on all Presidential responsibilities in the absence of the  
5 President

6 b. The Secretary shall provide assistance to the House Director and House Assistant.

7 c. The Secretary shall take minutes at all House meetings. These minutes will be posted  
8 by the House mailboxes and distributed to the French House email list no later than  
9 48 hours after the meeting.

10 d. The Secretary shall attend all French House functions unless attending a class or class  
11 function.

12 e. The Secretary shall assist with recruitment of new French House residents.

13 f. The Secretary shall attend meetings with the House Director, House Assistant,  
14 Faculty Advisor, and/or Office of Residence Life Advisor as requested.

15 3. Historian

16 a. The Historian shall compile archives concerning all house activities with the  
17 assistance of the House Director, House Assistant, Faculty Advisor, and Office of  
18 Residence Life Advisor.

19 b. The Historian shall maintain the French House scrapbook.

20 c. The Historian shall attend all French House functions unless attending a class or class  
21 function.

22 d. The Historian shall assist with recruitment of new French House residents.

23 e. The Historian shall attend meetings with the House Director, House Assistant,  
24 Faculty Advisor, and/or Office of Residence Life Advisor as requested.

25  
26 F. Election of Officers

27 1. Eligibility

28 a. Only current residents of the French House who are in good standing with the House  
29 may be elected.

30 b. Only residents in good standing with the Office of Residence Life and Bowling Green  
31 State University may be elected.

32 2. Interim officers for the beginning of the Fall Semester. In order to assure a certain  
33 continuity in the administration of La Maison Française, two students who have  
34 previously lived in La Maison shall be appointed by the French House Faculty and  
35 Residence Life Advisors, with input from the House Director and Assistant by the end of  
36 the first week of the Fall Semester to serve as temporary President and Secretary at the  
37 beginning of the academic year.

38 3. Election procedures for first selection of officers at the beginning of the Fall Semester.

39 a. Elections for permanent officers shall take place at a House meeting no later than the  
40 third week of the Fall semester.

41 b. Three quarters of La Maison Française residents must be present for an election to  
42 occur.

43 c. Persons interested in being elected for a position shall be nominated by either  
44 themselves or another resident of the House.

45 d. All persons nominated must be present.

- 1 e. Each candidate shall have the opportunity at the election meeting to describe her
- 2 qualifications for the position.
- 3 f. Each officer shall be elected by secret ballot and have a clear majority.
- 4 g. No officer shall be elected against her will.
- 5 4. Elections for Vacancies following the first election of the Academic Year.
- 6 a. If the Presidency becomes vacant the Secretary may assume the role of President if
- 7 she wishes.
- 8 b. If the Secretary does not wish to become President, an election shall occur at the
- 9 second House meeting after the Presidency is vacated.
- 10 c. If the Secretary position becomes vacant an election shall occur at the second House
- 11 meeting after the position is vacated.
- 12 d. If the Historian position becomes vacant an election shall occur at the second House
- 13 meeting after the position is vacated.
- 14 e. Elections during the academic year will be performed as outlined in Section F, parts
- 15 3b to 3g.
- 16 5. Impeachment
- 17 a. If any resident of the French House feels that an elected officer is not fulfilling her
- 18 responsibilities she may call for a vote of impeachment at any House meeting.
- 19 b. The vote shall only occur if the officer in question is present and given the
- 20 opportunity to answer to the allegation(s) of not fulfilling the duties of the position.
- 21 c. If the officer in question is not present to answer to the allegation(s) of not fulfilling
- 22 the duties of the position, a vote shall occur at the next normally scheduled meeting of
- 23 the House regardless of whether the officer is present.
- 24 d. The vote shall only occur if 3/4 of the House residents are present.
- 25 e. If less than 3/4 of the residents are present, a vote shall occur at the next normally
- 26 scheduled House meeting.
- 27 f. A vote of 3/4 in favor of the motion to impeach is required to remove an elected
- 28 officer.
- 29

## 30 V. Meetings

- 31
- 32 A. There shall be at least one meeting every week during both the Fall and Spring
- 33 Semesters.
- 34 1. The meeting day, time, and location will be set prior to the beginning of classes each
- 35 semester.
- 36 2. The meeting day, time, and location will be posted clearly by the House mailboxes by the
- 37 House Director or Assistant.
- 38 B. Residents are required to attend all meetings.
- 39 1. Residents of the House are expected to arrange their schedules so they will be able to
- 40 attend.
- 41 2. Failure to attend meetings without adequate reason being approved by the House Director
- 42 can result in a resident being ineligible to live in the French House.
- 43 3. Residents needing to miss a meeting must notify the House Director, in person or by
- 44 voicemail, 48 hours in advance of the meeting.
- 45 4. Residents may not request permission to miss all house meetings.

- 1 5. If an emergency requires a resident to miss a meeting without notifying the House  
2 Director, the resident must contact the House Director within 24 hours of missing the  
3 meeting.
- 4 C. The meetings shall be presided over by the President, or the Secretary in the President's  
5 absence.
- 6 D. The House Director and House Assistant will be present and have the role of a non-  
7 voting advisor.
- 8 E. The agenda for the meeting shall be set by the President in consultation with the House  
9 Director and House Assistant.
- 10 F. There shall always be a section of the meeting set aside for the House Director and House  
11 Assistant.
- 12 G. If the presence of the Faculty Advisor and the Office of Residence Life Advisor are  
13 required they are to receive a minimum of one week notice of the meeting date, time, and  
14 location.
- 15 H. The House Director, House Assistant, Faculty Advisor, and/or Office of Residence Life  
16 Advisor may call a meeting at any time provided that 48 hour notice is given to all  
17 residents outlining the purpose, date, time, and location of the meeting.
- 18 I. Any House resident may call a meeting at any time provided that 96 hours notice is given  
19 to all residents outlining the purpose, date, time, and location of the meeting.
- 20 J. Minutes of all meetings shall be posted by the mailboxes and on the French House email  
21 list within 48 hours.

## 22 23 VI. La Maison Française and Le Cercle de la La Maison Française

24  
25 Le Cercle de la Maison Française (also known as the French Club) shall be the extension of la  
26 Maison Française to the Bowling Green State University campus and to the community at large.  
27 All residents of La Maison Française are automatically members of le Cercle de la Maison  
28 Française and shall participate in and share the responsibilities for its activities. The common  
29 goal of La Maison Française and Le Cercle de la Maison Française is to promote French  
30 language and culture on the Bowling Green State University Campus and in the community.

31  
32 La Maison Française provides an ideal location for informal meetings as well as for more formal  
33 parties and functions. Cultural activities, in turn, bring more people interested in French to la  
34 Maison Française. Le Cercle de la Maison Française shall strive to create and maintain a good  
35 rapport between the francophile community in and outside the university and La Maison  
36 Française.

## 37 38 39 VII. House Activities and Traditions

40  
41 La Maison Française shall organize several activities each semester to further the understanding  
42 of the cultures of the French-speaking world and to help create an enjoyable atmosphere for the  
43 residents and for the campus community. These traditional activities may include: la Fondue, la  
44 Galette des Rois, Mardi Gras, a French dinner for professors to raise money for the scholarships,  
45 Café conversation during Fall and Spring semester, showing French movies, Pi Delta Phi

1 initiation, Evening in Paris, crêpe sales, Soirée Africaine, etc. During International Week, La  
2 Maison shall contribute its share as agreed upon by the residents.

### 5 VIII. Operations

7 A. Failure to abide by the rules of the House and the policies set by the Community Living  
8 Standards of the Office of Residence Life are grounds for a person to have her French House  
9 residency privileges revoked.

11 B. No house policies may be less restrictive than the policies set by the University Community  
12 Living Standards of the Office of Residence Life.

#### 14 C. Visitors and Quiet Hours

- 15 1. Visiting hours and quiet hours shall be determined by each incoming group of residents at  
16 the first meeting of the Fall Semester.
- 17 2. The visiting hours and quiet hours shall be approved by a simple majority vote of House  
18 members present.
- 19 3. The visiting hours and quiet hours may be amended by a simple majority vote of House  
20 members present at any House meeting.
- 21 4. Guests may use the public areas as long as the guest has a hostess who is present in the  
22 House.

#### 24 D. Public Area Cleaning

- 25 1. Each resident shall take an equal part in cleaning of the public areas of the House.
  - 26 a. The residents shall set a cleaning schedule for the public areas during the first House  
27 meeting of each semester.
  - 28 2. Persons using the public areas are responsible for promptly cleaning up after themselves.
    - 29 a. The hostess(es) are responsible for assuring that an area used by a guest is cleaned.
    - 30 b. Cleaning up after oneself includes placing all garbage in a garbage can, returning  
31 moved furniture to the original location, returning the items used to their proper  
32 storage location, and removing personal items to one's room.
  - 33 3. Public areas of the House are:
    - 34 a. All areas on the first floor.
    - 35 b. All areas immediately contiguous to the House, including walkway, grass, plant beds,  
36 and the patio.
    - 37 c. The stairwells.
    - 38 d. The hallways of the second and third floors.
    - 39 e. The bathrooms.
    - 40 f. The computer lab.
  - 41 4. Failures to abide by the cleaning rules of the House are grounds for a person to have her  
42 French House residency privileges revoked.

#### 44 E. Public Area Losses and Damages

- 45 1. The residents shall be liable as a group for any damages made to or loss of furniture,  
46 decorations, fixtures, and other amenities in the House.

- 1 2. The residents shall be liable as a group for any damages to or loss of kitchen appliances.
- 2 3. The residents shall be liable as a group for any damages to or loss of kitchen utensils.
- 3 4. The residents shall be liable as a group for any damages made to or losses in the
- 4 computer lab.
- 5 5. The group will not be billed if the individual(s) responsible are identified.
- 6 6. All loss and damage billing will be processed after a sufficient time is allowed for
- 7 investigation into the cause of the loss or damage, allowing for adequate time for the
- 8 responsible party(ies) to come forward.
- 9 7. All damage and loss investigations shall be conducted by the House Director, House
- 10 Assistant, Faculty Advisor, and Office of Resident Life Advisor.

#### 11 F. Fees and Charges

- 13 1. La Maison Française Fees, The Technology Fee, and Room Charges shall be paid
- 14 directly to the Bursar of Bowling Green State University in advance of the semester for
- 15 which the resident is enrolled and according to the payment plan schedule set by the
- 16 Office of the Bursar.
- 17 a. Penalties for late payments will be assessed by the Office of the Bursar.
- 18 b. The Office of the Bursar will also withhold grades and transcripts until the Fees are
- 19 paid.
- 20 2. La Maison Française Fees will be set by the Department of Romance Languages.
- 21 3. The Technology Fee will be set by the Bowling Green State University Board of Trustees.
- 22 4. Room charges will be set by the Office of Residence Life.

#### 23 G. Kitchen

- 25 1. Residents are required to purchase a meal plan from the Office of Residence Life.
- 26 2. The use of the House kitchen is a privilege.
- 27 3. A resident cannot use the kitchen until she learns how to properly use the *Sterilizer*.
- 28 a. Misuse of the *Sterilizer* is justification for a resident losing her privilege of using the
- 29 House kitchen.
- 30 b. Guests are not to run the *Sterilizer*.
- 31 c. The residents of the House may be billed as a group for damage done to the *Sterilizer*
- 32 as a result of misuse.
- 33 d. The residents of the House may be billed as a group of cleanup charges as a result of
- 34 the *Sterilizer* being misused.
- 35 4. Each resident shall take an equal part in cleaning of the kitchen.
- 36 a. The residents shall set a cleaning schedule for the Kitchen during the first House
- 37 meeting of each semester.
- 38 5. Persons using the kitchen are responsible for promptly cleaning up after themselves.
- 39 a. Guests may use the kitchen, but the hostess(s) are responsible for assuring that the
- 40 kitchen is cleaned.
- 41 b. Cleaning up after oneself includes cleaning ALL dishes used, running the dishes
- 42 through the *Sterilizer*, and returning the items used to their proper storage location.
- 43 6. Failure by any resident to keep the kitchen clean may result in the kitchen being closed to
- 44 all residents.
- 45 7. The closing of the kitchen shall be the decision of the Office of Residence Life Advisor
- 46 by the recommendation of the House Director and Assistant.

- 1 8. Any resident may recommend to the Office of Residence Life Advisor that the kitchen  
2 shall be closed.
- 3 9. Failure to abide by the kitchen rules of the House are grounds for a person to have her  
4 French House residency privileges revoked.

5  
6 H. Budget

- 7 1. La Maison Française fees shall be used to pay for food and supplies for official residents'  
8 activities (weekly dinners, etc.), as approved by the Faculty Advisor.
- 9 2. La Maison Française Fees shall be used to provide for any supplies (such as dish soap,  
10 paper supplies, towels, etc.), or replacement of broken or lost kitchen utensils.
- 11 3. The amount spent weekly on food and supplies shall not exceed the budget which shall  
12 be established by the Faculty Director at the beginning of each semester. This budget  
13 shall be made available to the House Director, the President, and the residents upon  
14 request.

15  
16 I. Awards

- 17 1. The Wurzburger Memorial Scholarship  
18 a. This cash award is designed to reward outstanding scholarship for the student who  
19 wishes to continue her studies with the Bowling Green State University Department  
20 of Romance Languages in a French speaking country.  
21 i. The award shall be given in the Spring Semester to a student (or students)  
22 residing in La Maison Française.  
23 ii. The amount of this award shall depend on the availability of funds and shall  
24 possibly be divided among more than one resident.
- 25 b. Criteria for recipient  
26 i. The Resident must have outstanding grades in French courses.  
27 ii. The resident must have taken an active part in the La Maison Française and  
28 have illustrated through her actions the sincere dedication she has to French  
29 language and culture.  
30 iii. The resident must complete the application form provided by the Faculty  
31 Advisor.
- 32 c. The award winner(s) shall be chosen by the French Faculty based on the  
33 recommendations of the Faculty Advisor, House Director, and House Assistant.
- 34 2. La Maison Française Award (Tricolore Award)  
35 a. The Tricolore Award, also known as the "Resident of the Year" Award, shall be  
36 awarded to a resident of La Maison Française for outstanding service contributions to  
37 La Maison Française.  
38 i. The recipient of the award shall be encouraged to use the money received to  
39 further her studies.  
40 ii. The amount of this award shall depend on the availability of funds.
- 41 b. Criteria for recipient  
42 i. The resident must have taken an active part in la Maison Française and by her  
43 spirit furthered the growth and development of La Maison Française.  
44 ii. The resident must have illustrated through her actions the sincere dedication  
45 she has to the French language and culture.

- c. The recipient shall be chosen by the Faculty Advisor, House Director, and House Assistant.

J. Procedure for Choosing Rooms:

- 1 Room changes during the academic year shall take place at the discretion of the House Assistant
  - a. The House Assistant shall consult the House Director, Faculty Advisor, and Office of Residence Life Advisor when a resident requests a room change.
  - b. Room changes shall not be permitted during the first two weeks of the Fall Semester, nor the last four weeks of the Spring Semester.
- 2 Room assignments for the upcoming Fall Semester shall be chosen beginning in the second week of April.
  - a. This shall be announced by a memo written and distributed by the last week of March to all residents and prospective residents by the House Assistant.
  - b. The memo shall include the Room Request Priority Form.
    - i. The Room Request Priority Form shall be returned to the House Assistant no later than the end of first full week of April.
    - ii. Persons turning in the Priority Form past the due date shall be assigned rooms after those whose requests were received on time have been completed.
  - c. The structure and point system used on the Priority form shall be submitted to the House Assistant by a committee made up of the House Director, House Assistant, President, and Recorder, no later than the end of the third week of March.
  - d. Priority in choosing contested rooms shall be determined by the number of points obtained on the Room Request Form.
    - i. If two or more students having the same number of points of the Room Request Priority Form want the same room (and will not be rooming together), they shall draw for the room.
- 3 The Room Roster shall be prepared according to the above rules by the House Assistant.
- 4 The House Assistant shall present the proposed room roster for approval by the Faculty Advisor no later than the end of the second week of April.
- 5 The Faculty Advisor shall make a decision on the proposed roster within five working days of receipt.
  - a. If the faculty advisor approves the roster, the House Assistant shall deliver the roster to the Office of Residence Life within one working day of approval.
  - b. If the Faculty Advisor disapproves the roster, the House Assistant and Faculty Advisor shall meet and reach a decision within two working days.
  - c. If the Faculty Advisor and House Assistant are unable to make a decision, the Office of Residence Life shall be used to 'break a tie.'
- 6 At no time shall the roster be delivered to the Office of Residence Life after the end of the third week of April.
- 7 All late assignments will be made by the Office of Residence Life with approval of the Faculty Advisor.
- 8 The Office of Residence Life Advisor and the Faculty Advisor shall have the authority to adjust the room roster and make changes in room assignments during the summer.

IX. French House Advocates:

A. Mission

1. French House Advocates (formerly known as the Advisory Board) shall work to promote La Maison Française and its programs in the University and the community at large.

B. Responsibilities of the Advocates:

1. Sharing information about La Maison Française and its activities to others in the University and in the surrounding communities.
2. Encouraging University and community members to contribute time, talent, and/or funds in support of La Maison Française and its programs.
3. Assisting in the recruitment of new residents, especially through outreach to secondary schools in the area.
4. Helping to plan and host special events for the community.
5. The French House Advocates shall work to recognize the accomplishments of the women living in La Maison Française.
6. Attending all Advocate meetings.

C. Membership

1. French House Advocates shall consist of at least five members from outside the University, the Chair of the Department of Romance Languages, the Faculty Advisor of La Maison Française, and the Office of Residence Life Advisor.

D. Selection

1. Members from outside the University
  - a. The Chair of the French House Advocates shall solicit recommendations for members when an outside member is no longer able to serve.
  - b. The Chair shall review proposed members and present a recommendation to the remaining members of the Board.
  - c. The French House Advocates shall review the Chair's recommendation, and if necessary, conduct an interview of the recommended member.
  - d. The French House Advocates confirm the Chair's recommendation by simple majority vote.
  - e. All vacancies are to be filled within four months.
2. Faculty Advisor
  - a. The Faculty Advisor must be a teaching French professor in good standing at Bowling Green State University.
  - b. The Chair of the Romance Languages Department shall appoint the French House Faculty Advisor.
  - c. The Chair of Romance Languages is encouraged to seek advice from sitting Trustees, residents of the French House, the Office of Residence Life staff, and French faculty when appointing the Faculty Advisor.
3. Office of Residence Life Advisor
  - a. The Office of Residence Life Advisor shall be a full-time staff member in good standing of the Educational Initiatives division of the Office of Residence Life at Bowling Green State University.

- b. It is preferred that the Office of Residence Life Advisor have a basic understanding of French culture and the French language.
- c. The Associate Director of Residence Life for Educational Initiatives shall appoint the Office of Residence Life Advisor.
- d. The Associate Director of Residence Life for Educational Initiatives is encouraged to seek input from sitting Trustees, residents of the French House, the French faculty, and the Office of Residence Life staff when appointing the Office of Residence Life Advisor.

E. Leadership

1. Chair

- a. The Chair of the French House Advocates shall be the French House Faculty Advisor
- b. The Chair shall officiate at all meetings.
- c. The Chair shall schedule all meetings.
- d. The Chair, with the assistance of the Recorder, shall keep members up to date on all French House activities, concerns, and program development plans.

2. Recorder

- a. The Recorder shall be the Office of Residence Life Advisor
- b. The Recorder shall take on all responsibilities of the Chair in the Chair's absence.
- c. The Recorder shall take minutes of all meetings.
- d. The Recorder shall deliver a copy of all minutes to all Advocates members within one week of a meeting
- e. The Recorder shall assist the Chair in keeping the members up to date on all French House activities, concerns, and program development plans.

F. Length of Service

1. Faculty Advisor

- a. The Faculty Advisor shall serve as long as the person is employed with Bowling Green State University, is in good standing within the Department of Romance Languages, wishes to serve, and has the support of the Chair of the Department of Romance Languages.

2. Office of Residence Life Advisor

- a. The Office of Residence Life Advisor shall serve as long as the person is employed with Bowling Green State University, is in good standing with the Office of Residence Life, wishes to serve, and has the support of the Associate Director of Residence Life for Educational Initiatives.

3. Chair of the Department of Romance Languages

- a. The Chair of Romance Languages shall serve as long as the person is employed with Bowling Green State University, is in good standing with the College of Arts and Sciences, wishes to serve, and has the support of the Dean of the College.

4. Advocates from outside the University

- a. Outside the University Advocates shall serve a three-year term.
- b. No Outside the University Advocate shall serve more than two consecutive terms.

G. Removal of an Advocate

1. Faculty and Office of Residence Life Advisors

- 1 a. If any member of the Board, or a resident of the French House feels that an Advisor  
2 needs to be removed these concerns are to be directed to the person appointing the  
3 Advisor to the position.
- 4 2. Chair of the Department of Romance Languages
- 5 a. If any member of the Board, or a resident of the French House feels that the Chair of  
6 Romance Languages needs to be removed these concerns are to be directed to the  
7 Dean of the College.
- 8 3. Outside the University members
- 9 a. If any Advocate, or a resident of the French House feels that an outside the University  
10 member needs to be removed, these concerns are to be directed to the membership of  
11 the Advocates.
- 12 b. It shall take a 3/4 vote of 'no confidence' in favor of the motion to remove an Outside  
13 the University member.

#### 14 H. Voting

- 15 1. All decisions shall be confirmed by use of voting rules as outlined by Robert's Rules of  
16 Order most current version.

#### 17 I. Meetings

- 18 1. All Advocates shall meet twice each year.

### 19 X. Constitution Amendment and Ratification

- 20 A. The constitution of la Maison Française as well as any amendments to that constitution must  
21 be ratified by a majority vote of both the residents of the French House and the Advocates.  
22 The voting shall be public, and noted in the minutes of each group.
- 23 B. Proposed changes shall be made in writing.
- 24 C. Whichever group (or individual from within or outside the group) proposes a change, that  
25 group shall send to the other a representative to describe the amendments, and why the  
26 changes are seen as necessary.
- 27 D. A vote on the proposed changes must be held by the petitioned group within one month of  
28 receiving the amendments.
- 29 E. If a majority vote cannot be reached by both the residents of the French House and the  
30 Advocates, the proposed changes shall no longer be considered for a period of at least two  
31 months.
- 32 F. If a majority vote cannot be reached by either the residents of the French House or the  
33 Advocates two representatives from each group shall meet and discuss the areas of  
34 contention.
- 35 1. This group shall meet within two weeks of the last vote

1        2. This group shall meet a minimum of two times within one month in an attempt to reach  
2        an agreement concerning the proposed changes.

3        3. If the group is unable to reach an agreement, the changes shall no longer be considered  
4        for a period of at least two months.

5        4. If the group is able to reach an agreement, the new proposal shall be presented to each  
6        group and voted upon within one month.

7

8        G. If proposed amendments fail a second time the changes shall no longer be considered for a  
9        period of at least two months.

10

11

12

13        This Constitution Ratified on this sixth day of May, of the year 2003 by the French House  
14        Advisory Board (Advocates).

15

Appendix 1: History of La Maison Française

La Maison Française was dedicated on October 4, 1971. Through the efforts of Theodore Wakefield, Paul Wurzburger, the Honorary French Consul in Cleveland, made a gift of \$50,000 to furnish La Maison Française as a residence where students could become acquainted with French culture, learn about French customs, and increase their knowledge of the language. Professor Micheline Ghibaudo was named the first Faculty Director of the Maison, a post which she held until her retirement in 1990.

In the years following its dedication, supporters continued to endow La Maison Française, enabling it to fulfill its mission. Mrs. Henry Dodge assisted in the establishment of the Dolly Donnell Fund to support cultural activities in La Maison Française. The late Mrs. Donnell's interest in the French House has been continued by her daughter Mrs. Susan Konkel. Also with the help of Mrs. Dodge, the Paul Wurzburger scholarship was created to assist residents of La Maison Française in studying in France.

A ten-year rededication ceremony was held in 1982. A full week of French activities ended with an address by Jacques Royet, French Consul in Detroit, a reception for French House alumnae and buffet dinner dance.

In 1992, the twentieth year of La Maison Française was celebrated. The French Consul in Washington, Jean Dufay, came to La Maison Française to confer the Order of the Academic Palms upon Professor Micheline Ghibaudo. He was accompanied by the French Honorary Consul in Cleveland, Albert Borowitz.

In October 2002, the thirtieth anniversary of the Maison Française was celebrated with a reception for residents, university faculty and administrators, and Advisory Board members.