

CONSTITUTION OF THE KANSAS STATE UNIVERSITY ASSOCIATION OF RESIDENCE HALLS

as amended April 9, 2008

We, the members of the Kansas State University Associations of Residence Halls (ARH), in order to promote social, educational, and cultural programming for and by the residents, promote interaction among the residence halls, stimulate interest in campus activities and residence hall affairs, and develop citizenship through self-government do ordain and establish this constitution.

ARTICLE I (NAME)

The name of this organization shall be known as the Kansas State University Association of Residence Halls, hereafter referred to as ARH.

ARTICLE II (MEMBERSHIP)

All students residing in Kansas State University residence halls shall be members.

ARTICLE III (PURPOSE)

Section 1: The purpose of this organization shall be to exchange and integrate the ideals and ideas of the residence halls of this organization and to promote leadership in those residence halls.

Section 2: This organization shall maintain membership within the National Association of College and University Residence Halls (NACURH).

ARTICLE IV (OFFICERS)

Section 1: The elected officers shall be: President, Vice President, and National Communication Coordinator.

Section 2: The President shall appoint additional officers with consent of the General Body.

Section 3: The appointed officers shall consist of no less than Secretary, Treasurer, Social Programming Coordinator, Campus issues Coordinator, and Technology Coordinator.

Section 4: The elected and appointed officers collectively shall be called the ARH Executive Board.

Section 5: Officers shall attend all meetings of the Executive Board and General Body.

ARTICLE V (ELECTION OF OFFICERS)

Section 1: Election of President and Vice President

A. Election shall be held no later than the week before Spring Break or the third Wednesday in March, whichever comes first.

B. President and Vice President-elect shall assume responsibilities after the first meeting in April.

Section 2: Election of National Communication Coordinators (NCC)

- A. Applications from the NCC shall be made available by the first General Body meeting following the MACURH conference. Election of the NCC shall be conducted no later than the last General Body meeting of the Fall semester.
- B. NCC-elect shall assume responsibilities immediately following election to office.

Section 3: Election of Secretary, Treasurer, Technology Coordinator, Social programming Coordinator, and Campus Issues Coordinator.

- A. Elections shall be held no later than the first meeting in April.
- B. Candidates shall be present themselves to the General Body at the previous meeting.

Section 4: Applications from the elected positions shall be distributed to voting members of the General Body one week before the date of the election.

ARTICLE VI (APPOINTMENT OF OFFICERS)

Section 1: The President may add additional officers.

Section 2: Mid-year additional officers shall be presented for approval at a General Body meeting and voted upon at the next meeting.

Section 3: A two-thirds majority is needed from the General Body to add an additional officer.

ARTICLE VII (TERMINATION OF OFFICERS)

Section 1: An officer who fails to perform the duties of his/her office and/or incurs two unexcused absences from the General Body or Execution Board meetings, may be removed from that office through process of impeachment by the Executive Board and confirmed by two-thirds majority vote of the General Body. The President may excuse absences.

ARTICLE VIII (OFFICER VACANCY)

Section 1: In the event of a vacant office, the Executive Board will appoint a replacement. New officers shall take office at the time of appointment.

Section 2: To appoint replacements, the executive Board will make applications available not more than one week after the vacancy occurs. The applications will be due to the President two school weeks after they are made available. At the next Executive Board meeting following the due date, the Executive Board shall review the applications, and give each applicant an equal opportunity to represent themselves. After all applicants have been reviewed, the Executive Board shall appoint a new officer by secret ballot. A simple majority is necessary for appointment, with the President voting in case of a tie.

Section 3: The appointed candidate shall be presented for approval at the next General Body Meeting. A two-thirds majority vote is required for approval.

ARTICLE IX (GENERAL BODY)

Section 1: The General Body of the ARH shall consist of all duly elected and appointed representatives of the member halls, or their designated substitutes. All members of the General Body shall be granted suffrage, except the President who shall vote in the event of a tie.

Section 2: The General Body shall not consist of Resident Assistants or Multicultural Assistants.

Section 3: The number of representatives from each hall shall be allocated as follows: one voting representative from resident halls with fewer than 200 residents, two voting representatives from halls with 201-401 residents, and not more than three voting representatives from each of the residence halls with more than 400 residents based on hall population as of February 1 for the spring elections. Adjustments may be made based on September hall population, but no decrease in representatives will take place in the September adjustment.

ARTICLE X (MEETINGS)

Section 1: The General Body shall meet alternative weeks during the academic year at times and places selected by the Executive Board. Special meetings may be called by the President.

Section 2: A quorum is necessary to call a General Body or Executive Body meeting to order. A quorum shall consist of two-thirds of the eligible voting membership.

Section 3: Should a residence hall not be represented at two or more consecutive regularly scheduled meetings, the representative(s) shall lose their voting privilege at the following General Body meeting in which they are present.

Section 4: The Executive Board shall meet once a week at a time other than the during the General Body meeting. Executive Board meetings shall be open and guests will be allowed to speak after prior approval from the president.

ARTICLE XI (FINANCE)

Section 1: The finances of the ARH shall come from the monies disbursed through Kansas State University Department of Housing and Dining Services.

Section 2: Any item purchased in excess of \$300 is subject to General Body approval.

Section 3: Purchases of \$50-\$300 is subject to Executive Board approval. Purchases up to \$50 will be discretionary in individual executives or the appointees and their advisor.

Section 4: Final approval of the budget must be voted on by the General Body and not later than September 30. The budget, as presented by the Executive Board, will be voted in block, pass/fail. If the budget fails, a revised budget will be presented to the General Body meeting in which it is going to be discussed.

ARTICLE XII (CONSTITUTIONAL RATIFICATION)

Section 1: Ratification of this constitution and subsequent revisions requires a three-fourths majority vote of the General Body.

ARTICLE XIII (AMENDMENTS)

Section 1: Amendments to this constitution must be submitted in written form at a regularly scheduled meeting. A copy must be provided for each voting member.

Section 2: An amendment will be voted on at the next regularly scheduled meeting following the meeting in which it was presented.

Section 3: A three-fourths majority vote of the voting membership is required for the adoption of an amendment.

Section 4: The proposed amendment must be publicly posted in each hall during the period between its presentation and when the vote is taken.

Section 5: The proposed amendment must be presented to each Hall Governing Board before the vote is taken.

Section 6: To participate in voting, each hall must provide a signed statement from the hall president stating that the proposed amendment was discussed at a Hall Governing Board meeting.

Section 7: All amendments shall take effect no later than two General Body meetings from the time at which its final ratification is voted on.

ARTICLE XIV (REFERENDUM)

Section 1: A referendum may be called by either:
A. A simple majority of the General Body, or
B. Presentation of a petition to the governing body signed by 5 percent of the students residing in Kansas State University residence halls.

Section 2: A referendum must be presented to all residence halls for an all-hall vote. A simple majority of those voting with twenty-five percent voter turnout of the members of ARH is required for passage.

KANSAS STATE UNIVERSITY ASSOCIATION OF RESIDENCE HALLS BY-LAWS

as amended April 9, 2008

ARTICLE I (QUALIFICATION OF OFFICER)

- Section 1:** The Executive Board members shall maintain a 2.5 cumulative grade point average.
- Section 2:** The Executive Board members must be a resident of a member hall.
- Section 3:** The Executive Board members shall not be on disciplinary or academic probation or warning by the university or a residence hall.
- Section 4:** The Executive Board members shall not hold an executive board position in the Little Apple Chapter of the National Residence Hall Honorary.
- Section 5:** Any person wishing to run for an Executive Board position who does not meet the requirement stated in Article 1 Section 1 may appeal their case to a minimum of two ARH advisors. This appeal process must occur before Executive Board election voting takes place.
- Section 6:** Any Executive Board officer that fails to meet the requirement stated in Article 1 Section 1 during their term may appeal their case to a minimum of two ARH advisors.
- Section 7:** The Executive Board shall not consist of Resident Assistants or Multicultural Assistants.

ARTICLE II (DUTIES OF THE OFFICERS)

- Section 1:** The President of the ARH shall:
- A. Preside over all meetings
 - B. Prepare an agenda for all meetings
 - C. Be an ex-officio member of all committees
 - D. Call special meetings of the ARH General Body or Executive Board.
 - E. Serve as Primary Contact between University and Housing and Dining Administrators and ARH.
 - F. Distribute HGB Parking Permits to members of the Executive Board; not exceed the number granted by Housing and Dining Services.
 - G. Be responsible for an effective and thorough transition of the President-elect through the second to last meeting.
 - H. Attend weekly one-on-one meetings with an assigned advisor.
- Section 2:** The Vice-President of ARH shall:
- A. Assume the duties of the President in the President's absence or when called upon to do so.

- B. Act as chairperson of all ARH committees, unless otherwise directed by the President.
- C. Perform duties assigned by the President.
- D. Be responsible for the training of new ARH representatives.
- E. Be responsible for an effective and thorough transition of the Vice-President-elect through the second to last meeting.
- F. Be responsible for the Hall of the Year bid process.
- G. Shall be responsible for distributing copies of the constitution to members at the beginning of the year as well as to new members throughout the year.
- H. Meet with designated advisor

Section 3: The Secretary of the ARH shall:

- A. Take minutes of all Executive Board and General Body meetings and send copies to all Governing Body members, Resident Life Coordinators (RLC), Assistant Residence Life Coordinators (ARLC), and other interested persons.
- B. Be responsible for correspondence as directed by the President
- C. Compile and arrange the filing system for ARH
- D. Perform duties assigned by the President
- E. Be responsible for an effective and thorough transition of the Secretary-elect through the second to last meeting.
- F. Be responsible for recording all votes on motions made during executive and general body meetings.
- G. Meet with designated advisor.

Section 4: The Treasurer of ARH shall:

- A. Prepare the preliminary budget to be approved by the Executive Board.
- B. Perform all financial transactions and keep a written record thereof.
- C. Present a regular monthly report to the Executive Board and General Body.
- D. Perform the duties assigned by the President.
- E. Be responsible for an effective and thorough transition of the Treasurer-elect through the second to last meeting.
- F. Outline funding request procedures.
- G. Meet with designated advisor.

Section 5: The National Communication Coordinator of ARH shall:

- A. Be responsible for communications with the disbursement of information from the National Association of College and University Residence Halls (NACURH) and the Midwest Affiliate of College and University Residence Halls (MACURH), and other colleges and universities.

- B. Be responsible for the oversight of the Delegation Leader and conference delegates.
- C. Perform duties assigned by the President.
- D. Both the NCC and NCC-elect shall attend the No-Frills Conference.
- E. Be responsible for an effective and thorough transition for the NCC-elect.
- F. Be responsible for reaffiliation with MACURH and NACURH.
- G. Attend weekly one-on-one meetings with designated advisor.

Section 6: The Technology Coordinator of the ARH shall:

- A. Be responsible for coordinating information between campus organizations and administration to ARH.
- B. Coordinate information to and from member halls.
- C. Perform duties as assigned by the President.
- D. Be responsible for publicizing special events as directed by the President.
- E. Be responsible for the production and maintenance of the yearly ARH Scrapbooks, including but not limited to photographs, newspaper clippings, hall events, postings, decorations, digital records of activities, minutes, and rosters.
- F. Be responsible for updating the ARH website and ARH Listservs.
- G. Be responsible for an effective and thorough transition of the Technology Coordinator-elect through the second to last meeting.
- H. Meet with designated advisor.
- I. Be responsible for ARH equipment checkouts.

Section 7: The Social Programming Coordinator of ARH shall:

- A. Be responsible for establishing all ARH event committees by recruiting chairpersons and members from the residence halls.
- B. Act as a liaison between all social event committees, the Executive Board, and the General Body.
- C. Perform duties assigned by the President.
- D. Be responsible for an effective and thorough transition of the Social Programming Coordinator-elect through the second to last meeting.
- E. Represent ARH on the All-University homecoming committee.
- F. Meet with designated advisor.

Section 8: The Campus Issues Programming Coordinator of ARH shall:

- A. Be responsible for distributing information concerning campus issues of interest to hall residents to them through a monthly newsletter.
- B. Promote educational, multicultural and service learning programming in the residence halls by residents, directors, and staff members.
- C. Perform duties assigned by the President.
- D. Be responsible for an effective and thorough transition of the Campus Issues Programming Coordinator-elect through the second to last meeting.
- E. Meet with designated advisor.

ARTICLE III (COMMITTEES)

Section 1: The standing committees of the ARH shall be:

- A. Constitutional/By-Law Review Committee
- B. Policy Review Committee
- C. Social/Educational Programming Committee

Section 2: Other committees shall be appointed as deemed necessary by any Executive Board member.

Section 3: Vice-President shall serve as chairperson of all committees, unless another chair is appointed by the President.

ARTICLE IV (AMENDMENTS TO THE BY-LAWS)

Section 1: Amendments to the By-Laws must be presented in written form at a regularly scheduled General Body meeting and may be passed by a simple majority of the General Body at the following regularly scheduled meeting.

Section 2: All amendments to the By-Laws shall take effect no later than the two General Body meetings from the time at which its final ratification is voted on.

ARTICLE V (PARLIAMENTARY PROCEDURE)

When questions of parliamentary procedure arise, the most recently published paperback edition of "Robert's Rules of Order" shall be the standard by which to resolve the aforementioned conflict.

