

Constitution of Illinois State University's Association of Residence Halls

Article I: Name and Sponsorship

Section 1: Name

- A. The name of this organization shall be the Association of Residence Halls, hereby known as ARH.

Section 2: Sponsorship

- A. ARH is sponsored by University Housing Services (UHS). As such, ARH agrees to the following:
 - a. ARH will follow all Illinois State University policies and procedures for expenditures.
 - b. UHS will provide oversight to the organization including approval and denial authority of the organizational activities and events.
 - c. UHS will request and sign all contracts for department approved events on behalf of the organization.
 - d. UHS will assign a staff member(s) to advise the organization. The advisor(s) will fulfill the responsibilities as outlined:
 - i. Advisor(s) will meet with the President and Vice-President weekly.
 - ii. Advisor(s) will meet with all other executive board members on a bi-weekly or monthly basis.
 - iii. Advisor(s) will provide oversight and represent the members of the Registered Student Organization.
 - iv. Advisor(s) will serve as an ex-officio member of ARH and as such, does not cast a vote.
 - v. Advisor(s) will serve as the signature/approval authority for registered student organization procedures required by Illinois State University such as Events with Alcohol, Student Organization Registration, Fleet Vehicle Request, Space Reservations, Student Fee Funding, etc.

Article II: Purpose

- A. To serve as the governing body for, but not limited to, on-campus students at Illinois State University, hereby known as ISU.
- B. To promote campus activities and serve as an informed source for the students and staff living in university-owned residence halls and apartment complexes.
- C. To provide an outlet for students to gain leadership opportunities.
- D. To review, formulate, and make recommendations to the departments of University Housing Services and Event Management, Dining, and Hospitality.
- E. To affiliate and participate in state, regional, and national organizations for the residence halls.
- F. To serve as an organization to provide support for residential Leadership Associations and the Diversity Coalition.

- G. To coordinate and improve the cooperation between students, administration, and various registered student organizations.
- H. To encourage academic achievement and active involvement in political, economic, and service processes.
- I. To promote residence hall living and thereby improve our educational, cultural, and physical well-being.

Article III: Membership and Programs, Services, Activities

Section 1: Membership

- A. Any student residing in Hewett and Manchester, Tri-Towers, Watterson Towers, Cardinal Court, and Fell and School Street apartments at Illinois State University shall be considered a member of ARH.
- B. Non-students and alumni may participate but are not considered members and cannot act on behalf of or represent the RSO when conducting business. When participating in events, meetings, etc., they must abide by all Illinois State University and RSO policies as well as city, state, and national laws.
- C. Non-Discrimination Clause: Member selection shall be free from discrimination based on race, color, ancestry, national origin, religion, pregnancy, sexual orientation, order of protection, gender identity and expression, age, marital status, disability, genetic information, unfavorable military discharge, status as a veteran, or sex (including sexual harassment, sexual assault, domestic violence, dating violence, and stalking).

Section 2: Programs, Services, and Activities

- A. This organization shall be in compliance with all federal and state statutes and regulations as well as Illinois State University policies pertaining to non-discrimination in educational programs.
- B. Access to all programming provided or sponsored by Registered Student Organizations shall be free from discrimination based on race, color, ancestry, national origin, religion, pregnancy, sexual orientation, order of protection, gender identity and expression, age, marital status, disability, genetic information, unfavorable military discharge, status as a veteran, or sex (including sexual harassment, sexual assault, domestic violence, dating violence, and stalking).
- C. This organization shall provide reasonable accommodations as necessary to individuals with disabilities in order to provide equal opportunity to participate in programs, services, and activities.

Article IV: Executive Board

Section 1: Membership

- A. The Executive Board members shall consist of (as listed in a line of succession) the President, Vice-President, Director of Administrative Affairs, Director of Community Engagement, Director of Marketing, National Communications Coordinator, and the RA liaison.
- B. The Executive Board members shall have the power to appoint ex-officio members to the General Assembly with the approval of the General Assembly by a two-thirds (2/3) vote.
- C. It is required that in order to run for President or Vice President of ARH that you have previously served on ARH or a Leadership Association/Diversity Coalition Board for at least one semester.

Section 2: General Requirements of the Executive Board Members

- A. Must live in the residence halls, Cardinal Court or Fell/School during their term in office.
- B. Must be in good academic and disciplinary standing with the University.
- C. Are responsible for attending ARH Executive Board and General Assembly meetings.
- D. Must serve the appropriate number of office hours as deemed by Article II of the Bylaws, of which 50% of the office hours must occur during the hours of 8:00am-8:00pm.
- E. Shall attend ARH sponsored activities unless excused by the President, Vice-President, or Advisor(s).
- F. Shall assist with programming, planning, and implementation of ARH activities
- G. Shall be responsible for the promotion of ARH at designated campus activities.
- H. Shall be responsible for the duties as delegated by the President, Vice-President, and/or the General Assembly.
- I. Shall facilitate a reasonable period of transition as defined in Article VII, Section 1 of the Bylaws.

Section 3: Executive Officer Duties

A. President

1. Shall call and preside over meetings of the General Assembly and of the Executive Board.
2. Shall represent ARH at functions that require such representation, except where designated to an ARH Representative.
3. Shall serve on the University Housing Services Room and Board Fee Review Committee.
4. Shall be required to remain on campus for a minimum of thirty (30) days in the summer in addition to the week after the end of the spring academic semester and the two (2) weeks prior to Move-In to fulfill their summer duties as outlined in Article II, Section 1, Subsection E of the Bylaws. Sanctioned events and meetings.

5. Shall only vote at a meeting of the General Assembly and/or Executive Board in the event of a tie.
6. Shall maintain reasonable contact with the presidents of each Leadership Association and Diversity Coalition.
7. Shall be responsible for upholding and interpreting the Constitution and its Bylaws along with the Executive Board.
8. Shall assume duties as outlined in Article II, Section 1 of the Bylaws.

B. Vice-President

1. Shall assume the duties of the President in the case where the President is unable to perform their duties or in the event the position is vacated.
2. Shall serve as the Chairperson of the Constitutional Review Committee.
3. Shall serve as the Director and main contact person for Curb Birds and volunteers during Move-In.
4. Shall be required to remain on campus for a minimum of thirty (30) days in the summer in addition to the week after the end of the spring academic semester and the two (2) weeks prior to Move-In to fulfill their summer duties as outlined in Article II, Section 2 of the Bylaws. Sanctioned events and meetings.
5. Shall review the constitutions of the Leadership Associations and Diversity Coalitions to ensure that they are in accordance with the Constitution and Bylaws of ARH.
6. Shall oversee recognition efforts of ARH.
7. Shall assume duties as outlined in Article II, Section 2 of the Bylaws.

C. Director of Administrative Affairs

1. Shall be responsible for the distribution of records to Leadership Associations, Diversity Coalition, General Assembly members, and advisors.
2. Shall take attendance and report absences from the meetings of the General Assembly and the Executive Board.
3. Shall be responsible for the proper accounting of the receipts and disbursements of ARH, including all purchases, inventories, and supplies.
4. Shall report on the financial condition and expenditures of ARH at General Assembly meetings.

5. Shall create and maintain a record of all funding requests submitted to ARH.
6. Shall oversee the Care Package and Linens revenue generating partnership.
7. Shall assume duties as outlined in Article II, Section 3 of the Bylaws.

D. Director of Community Engagement

1. Shall plan and implement monthly activities and events for residential students.
2. Shall advocate on behalf of ARH to ensure collaboration and engagement between ARH, Leadership Associations, Diversity Coalition, and departmental staff to promote inclusivity and advocacy.
3. Shall create opportunities to gather student feedback about their residential and dining experience.
4. Shall meet with Leadership Association and Diversity Coalition programming chairs to provide support and guidance to this group of students.
5. Shall chair a sustainability committee.
6. Shall be responsible for submitting OTMs for all ARH programs and events.
7. Shall plan at least one philanthropic program annually.
8. Shall assume duties as outlined in Article II, Section 4 of the Bylaws.

E. Director of Marketing

1. Shall maintain social media presence as well as ensure Redbird Life is kept up to date.
2. Shall design all marketing materials including social media posts, fliers, giveaway items, and team merchandise.
3. Shall assist the Director of Community Engagement in collecting feedback from students about the residential experience.
4. Shall assume duties as outlined in Article II, Section 5 of the Bylaws.

F. National Communications Coordinator

1. Shall serve as the liaison between NACURH (National Association of College & University Residence Halls), GLACURH (Great Lakes Affiliate of College & University Residence Halls), and ARH.
2. Shall attend all Regional and National conferences or train a designee in their place.
3. Shall relay information concerning Regional and National conferences to ARH.

4. Shall organize all affiliation materials as required for affiliation by NACURH and GLACURH, including but not limited to facilitating payment of dues and report submission.
5. Shall facilitate the selection and serve as the leader for conference delegations.
6. Shall act as the Parliamentarian for ARH.
7. Shall oversee the OTM (Of the Month) recognition process and present to the executive board.
8. Shall assume duties as outlined in Article II, Section 6 of the Bylaws.

G. RA Liaison

1. Shall serve as a liaison between ARH and RAs across campus, communicating ARH updates.
2. Shall seek student feedback concerning the residential experience and report back to ARH.
3. Shall assume duties outlined in Article II, Section 7 of the Bylaws.

Section 4: Terms of Office for the Executive Board

- A. The President and Vice-President shall assume their positions at the Passing of the Gavel ceremony following their election and serve until the new President and Vice-President assume their office at the following Passing of the Gavel ceremony.
- B. All other elected positions shall assume their office according to Article VII, Section 1 the Bylaws.

Article V: Code of Conduct

Section 1: Professionalism

- A. Each Executive Board member represents ARH at all University events, on campus and off.
- B. Each Executive Board member shall uphold the University Student Code of Conduct and all University Housing policies.

Article VI: The General Assembly

Section 1: Membership of the General Assembly

- A. Shall consist of the ARH Executive Board, with executive officers as defined in Article IV Section I excluding the President serving as voting members.
- B. Shall consist of at least 1 representative with voting rights from each Leadership Association and Diversity Coalition.
- C. Shall consist of On-Campus Senators from the Student Government Association, representing their Association. They shall be considered non-voting ex-officio members.

- D. Any other non-Leadership Association and Diversity Coalition attendees will observe and not hold voting rights.

Section 2: Duties of the General Assembly Members

- A. Shall work with the ARH executive board to determine new initiatives for ARH.
- B. Shall be responsible for electing all Executive Board members except for the President and Vice-President positions with the exception of a special election for either of those positions.
- C. Shall be responsible for approving all funding requests over \$999, except for Move-In, ARH Retreat/leadership conference, conference expenditures, and Passing of the Gavel.
- D. Shall be responsible for updating the General Assembly with changes in their respective areas of campus.

Section 3: Procedure of General Assembly Meetings

- A. ARH shall follow Robert's Rules of Order as specified by the Parliamentarian and the President.
- B. The motion to adjourn will be considered out of order until the officer's reports and new business have been completed.
- C. No member shall hold more than one (1) voting position.
- D. Voting privileges will be suspended for a Leadership Association / Diversity Coalition for not having at least one representative present by the introduction of the item of business.
- E. Any member may motion to call for closed session for an item of business with approval of the General Assembly.
 - 1. Upon entering a closed session, the audience members must leave the room until the item of business has concluded for the current meeting.
 - 2. Discussion and voting for the item of business will be stricken from the minutes.
 - 3. Information disclosed during the discussion of a closed session shall remain confidential.

Article VII: Vacancies, Impeachment, and Removal

Section 1: Vacancies of Executive Board Members

- A. The duties of a vacant Executive Board position shall be assumed by current Executive Board members until an election can be held. The President can appoint someone to fill the vacancy and then be voted on by the General Assembly for approval with a 2/3 vote.
- B. In the event that the President position is vacant, the Vice-President will assume the duties of the President until a new President is elected.

- C. In the event that the Vice-President position is vacant, an election will be held to appoint a new interim Vice President.

Section 2: Impeachment

A. Executive Board

1. An Executive Board member may be impeached for negligence or irresponsibility in performing the duties described in the ARH Constitution and Bylaws.

B. Impeachment Procedures

1. The impeachment procedure shall begin upon the presentation of three (3) written and signed statements from on-campus residents, including Executive Board members, to the General Assembly clearly outlining the alleged offense(s) as stated above in Subsection A.
2. The letters will be turned into the highest ranking non-accused Executive Board member and reviewed by the advisor(s) for merit.
3. The accused Executive Board member will be notified with the protection of the letter writers and shown the letters no less than twenty-four (24) hours before the next General Assembly meeting. The accused Executive Board member will halt their duties until the impeachment process is complete. If the accused Executive Board member is in a compensated position, compensation will continue until the impeachment process is complete.
4. The letters will be presented at the next available General Assembly meeting under “New Business”.
5. The letters will be presented to and reviewed by the Leadership Associations and the Diversity Coalition at the following General Assembly meeting.
6. The accused Executive Board member will have five (5) minutes to address the General Assembly.
7. There will be a question-and-answer session for the accused Executive Board member for a maximum of five (5) minutes.
8. The accused Executive Board member will be asked to leave the room for discussion.
9. There will be a discussion by the General Assembly about the accusations lasting no longer than ten (10) minutes.
10. There will be a closed vote following the discussion.
 - a. The people who wrote the letters may not serve as a representative for that meeting and will need to designate another representative from their Leadership Association or Diversity Coalition to vote in representation of their area.

11. A two-thirds (2/3) vote is required of the General Assembly for removal from office.
12. A member that has been removed through impeachment is ineligible to serve on the executive board for the remainder of the current academic semester and the entirety of the following semester.

Section 3: Means for Immediate Removal of an Executive Board Member

- A. Two (2) unexcused absences¹ from General Assembly, Executive Board meetings, or other scheduled obligations according to their position within ARH.
- B. Not living in the residence halls during their specified term in office.
- C. Not being in good academic standing by the University.
- D. Not being in good disciplinary standing by the University.
- E. At the discretion of the advisors.
 1. May include but not limited to the action of an individual inhibiting the group's ability to execute their functions.

A member that has been removed is ineligible to serve on the executive board for the remainder of the current academic semester.

Article VIII: Amendments, Bylaws, and Ratification

Section 1: Amendments to the Constitution

- A. There must be a majority vote by the General Assembly for the call of the Constitutional Review Committee.
 1. The Constitutional Review Committee shall consist of 50% or more of the executive board with non-voting invitations extended to all members of ARH.
 2. Shall be responsible for revising and recommending changes to this Constitution and its Bylaws.
 3. Shall convene no less than fourteen (14) days before the seating of the newly elected officers.
 4. Shall be adjourned immediately after the ratification of the new Constitution.
- B. The Constitutional Review Committee will present their changes to the General Assembly at the next available General Assembly meeting during "New Business".

¹ Excused Absence: For a non-emergency situation, the president must be notified at least a week in advance. Emergency situations excused following communication with the president.

- C. The General Assembly will take the proposed changes from the Committee to their respective general assemblies for discussion.
- D. Upon completion, the proposed changes of the Constitution are voted on at the next available General Assembly meeting.

Section 2: Amendments to the Bylaws

- A. Amendments to the Bylaws may be proposed by any member of the General Assembly or the Executive Board.
- B. The proposed amendment(s) must be submitted in writing to the Executive Board of ARH, who shall distribute all changes made to all members of the General Assembly.
- C. The proposed amendment(s) must be discussed at a meeting of the General Assembly no less than one (1) week prior to the meeting at which it is voted upon.
- D. The proposed amendment(s) must be approved by a two-thirds (2/3) vote of the General Assembly.
- E. The Director of Administrative Affairs, as directed by the President, shall have the authority to make any change(s) to the Bylaws that does not alter its meaning, i.e. spelling, grammar, obsolete, sexist terms, or outdated information.

Section 3: Ratification

- A. Requirements
 1. The proposed changes of ratification must be made available to all ARH representatives one (1) week prior to voting.
 2. The ARH Constitution requires a two-thirds (2/3) vote from the General Assembly for ratification.
- B. The newly ratified amendments to the Constitution shall take effect as soon as the legislative motion is passed.

Ratified April 4, 2024