

Inter-Residence Hall Council Constitution

Article I – Creation

Section A - The Inter-Residence Hall Council (IRHC), a residence hall association, is an executive agency of the Florida State University Student Government Association.

Section B - The IRHC and its elected officials will operate within the boundaries and rules enumerated within the Student Body Constitution and Statutes (hereinafter referred to as "Statutes") and the IRHC Constitution and/or By-laws.

Article II – Affiliations

Section A - The IRHC shall remain a fully affiliated member of the following organizations:

1. National Association of College and University Residence Halls (NACURH)
2. South Atlantic Affiliate of College and University Residence Halls (SAACURH)
3. Florida Association of Residence Halls (FARH)

Section B - The National Communications Chair (NCC) will complete the affiliation process. If there is no qualified NCC, the Director or Director's designee will be responsible for completing the affiliation process.

Article III – Composition of Board

Section A – Pursuant to Statutes, the IRHC Board of Directors will be comprised of the following voting members

1. Executive Board
 - a. Director
 - b. Assistant Director
 - c. National Communications Coordinator
 - d. Treasurer
 - e. Secretary
2. Ex-Officio Executive Board Members
 - a. National Residence Hall Honorary President
 - b. Any elected member of FARH, SAACURH, or NACURH boards from Florida State University
3. Board Members
 - a. Vice-President of Broward Hall
 - b. Vice-President of Bryan Hall
 - c. Vice-President of Cawthon Hall
 - d. Vice-President of Degraff Hall
 - e. Vice-President of Deviney Hall
 - f. Vice-President of Dorman Hall
 - g. Vice-President of Gilchrist Hall
 - h. Vice-President of Jennie Murphree Hall
 - i. Vice-President of Kellum Hall
 - j. Vice-President of Landis Hall
 - k. Vice-President of McCollum Hall
 - l. Vice-President of Reynolds Hall
 - m. Vice-President of Rogers Hall
 - n. Vice-President of Salley Hall
 - o. Vice-President of Smith Hall
 - p. Vice-President of S. W. Ragans Hall
 - q. Vice-President of Wildwood Hall

4. Positions shall be added to III.A.2. as residence halls are constructed.

5. Halls that are closed will not count against quorum.

Section B - Advisor(s) will act as non-voting ex-officio member(s) of the Board.

Section C - Pursuant to Statutes, the Director may appoint non-voting members (hereinafter referred to as "Staff") to the Board to serve in staff positions. If the individual appointed to a staff position does not already have voting rights, they will be provided them.

Article IV - Duties and Qualifications of the Board of Directors

Section A - Pursuant to Statutes, all members of the Board must:

1. Have a 2.0 or higher GPA
2. Be a registered FSU student with a minimum 9 registered undergraduate or 6 graduate hours.

3. Be in good judicial standing. Good judicial standing is defined as not under Conduct or Disciplinary probation at the time of election or while in office.
4. Live in an on-campus residence hall during their term
 - a. In the case of non-executive Board members, the member must live in the hall that they represent.
 - b. During the summer session when there is no Hall Government structure available, the Board reverts all control to the Executive Officers until Hall Government elections are completed in the beginning of Fall Semester.
 - c. Director must live on campus during the entire summer session and be registered to at least minimal qualifications to live in University Housing based on the Housing Agreement. (refer to section IV.B for financial hardship)
 - d. Other Executive Officers do not have to live on campus during the summer session. However, they must provide summer contact information so they can be reached by the Director in order for business to be conducted, as necessary.
5. In the case of NCC, the member must have attended at least one conference (FARH, SAACURH or NACURH) as a delegate
6. In the case of the Executive Board, the candidate must receive a recommendation from a current or previous professional or graduate assistant University Housing staff member.

Section B - Duties and Qualifications of the Executive Officers

1. Executive Officers will serve a term of office that begins in January and ends following the FARH conference of the subsequent year (14 month term).
2. Officers Elected in December will be considered "in training" for the months of January and February following their election. These officers will assume responsibility for IRHC at the next meeting following the FARH conference.
3. It is the responsibility of the current Executive Board members to properly train and mentor their incoming replacement for the months of January and February.
4. All officers must make arrangements to be on campus for the following:
 - a. Both newly elected and current officers retreat in January to be organized by the advisors and current Director prior to the beginning of classes.
 - b. Move-in on the Thursday prior to residence hall opening in the Fall semester.
 - c. One day retreat in August during the week prior to classes.
 - d. In case of financial hardship or other extenuating circumstances, an executive officer may have this requirement waived with the unanimous approval of the executive officers and advisor(s).
5. All officers must make arrangements to attend Mini-FARH in September.
6. It is the responsibility of the Director to ensure that all IRHC responsibilities are fulfilled by themselves or the executive board over the summer session(s)
 - a. In case of financial hardship or other extenuating circumstances, an executive officer may have this requirement waived with the unanimous approval of the executive officers and advisor(s).
7. The executive officers shall enforce, as well as advise the director on, policy decisions pertaining to the management of hall government and other matters.
8. The executive officers shall update and revise the codified policies at least once per year.
9. The executive officers must approve the creation of new staff positions by the Director.
10. The executive officers shall assist in settling disputes over the interpretation of hall government Constitutions and/or By-laws.
11. The executive officers shall coordinate IRHC candidate interest sessions in the second week of classes and the Fall hall government training program no later than 1 week after elections have completed.
12. Provide opportunities for University Housing residents to interact on a campus-wide level throughout the year, such as Residence Hall Week or other educational or social programming.
13. Prepare and present a fiscal year budget (July 1-June 30) for approval by the entire IRHC Board no later than 2 weeks after the first IRHC meeting in the fall semester. The budget must be approved by a 2/3 majority.
14. The executive officers shall not serve simultaneously as any of the following:
 - a. Resident Assistant
 - b. Hall Government Officer
 - c. Executive Office of National Residence Hall Honorary
15. The board, by a 2/3 vote, may elect to temporarily suspend a particular requirement of an executive position with the exception of the GPA, judicial standing, and residency requirements.

Section C – Specific Duties of the Executive Board

1. The Director Shall:
 - a. Fulfill the following duties as enumerated in Chapter 1007.5.C of the Student Body Statutes (reworded for clarity)
 - i. Chair the Board of Directors and preside over all IRHC general meetings
 - ii. Vote only in the case of a tie or where his/her vote would be decisive

- iii. Make and execute decisions on policy, programs, and activities of IRHC with the advice of the Board
 - iv. Be responsible for the efficient organization of the office.
 - v. Officially act for and represent IRHC
 - vi. Be responsible for requests and expenditures of Student Activity and Service Fee allocations
 - vii. Call meetings of the IRHC at least 48 hours in advance
 - viii. Establish and coordinate ad hoc committees
 - ix. Act as an ex-officio member of all committees, unless specifically stated otherwise
 - x. Appoint all staff members
 - xi. Adopt rules of procedure for IRHC meetings
 - xii. Reserve space for meetings, Hall Government interest sessions, training and Banquet
 - b. Chair the Hall Government Presidents' Council, if and when assembled
 - c. Appoint a temporary replacement to a vacancy in the Board of Directors until an election is feasible
 - d. Assign members to committees
 - e. Make decisions on behalf of the Board in consultation with other Executive Board Officers and Advisor(s) during the summer months when the IRHC Board is not active.
 - f. Be responsible to fulfill any and all duties necessary to the function of IRHC if vacancies exist in Executive Board positions.
 - g. Receive pay for his/her service to IRHC via the scale set by SGA from the time he/she is officially appointed to office after completing the mentor process and until he/she is officially resigned or removed from office.
2. The Assistant Director Shall
- a. Stand in the absence of the Director
 - b. Coordinate the IRHC newsletter if and when established
 - c. Coordinate the IRHC Recognition and Awards guidelines and processes
 - d. Fulfill any other duty prescribed by the Director and/or the executive officers
 - e. Initiate the formation of any necessary committees
 - f. Attend SGA Senate Meetings and give an SGA Agency Report during said meeting.
 - g. Chair the Programming Committee
 - h. Receive pay for his/her service to IRHC via the scale set by SGA from the time he/she is officially appointed to office after completing the mentor process and until he/she is officially resigned or removed from office.
3. The National Communications Coordinator
- a. Coordinate all conference planning and registration
 - b. Represent IRHC and Florida State University at all board meetings at conferences, including Mini-FARH, SAACURH, FARH, No Frills and NACURH.
 - i. In the case of financial hardship or other extenuating circumstances, the NCC may have this requirement waived with the unanimous approval of the executive officers and advisor(s).
 - c. Coordinate delegation application process, if necessary
 - d. Organize delegation meetings and philanthropy projects prior to conference
 - e. Serve as a resource on fundraising for delegates who may need assistance in paying conference expenses
 - f. Inform the Board to relevant information pertaining to FARH, SAACURH, or NACURH
 - g. Submit all pertinent information to FARH, SAACURH, and NACURH to ensure affiliation is kept up to date.
 - h. Be the chief delegate to all appropriate conferences
 - i. Correspond with Buddy Schools as designated by FARH
 - j. Be responsible for all bids pertaining to FARH, SAACURH, and NACURH
 - k. Co-Chair the Fundraising Committee with the Treasurer
 - l. Fulfill any other duty prescribed by the Director and/or the executive officers
4. The Treasurer shall
- a. Maintain all financial records
 - b. Prepare and revise, as necessary, the IRHC budget, with the advice of the executive officers and approval of the entire IRHC Board
 - c. Chair the Budget/Finance Committee
 - d. Set specific procedures for reimbursement
 - e. Serve as a resource on fundraising and chair any direct fundraising efforts executed by IRHC
 - f. Meet as required with the University Housing student auditor for regular reviews of the IRHC private account.
 - g. Prepare annual budget requests in conjunction with Director and/or other Executive Officers.
 - h. Co-Chair the Fundraising Committee with the National Communications Coordinator

- i. Fulfill any other duty prescribed by the Director and/or the executive officers
- 5. The Secretary Shall
 - a. Keep accurate minutes of IRHC executive and general meetings
 - b. Keep accurate attendance records of Board members
 - c. Keep accurate records of hall government Constitutions and/or By-laws, hall government minutes, and other pertinent information
 - d. Prepare copies of the agenda and previous meeting's minutes to distribute at every general meeting
 - e. Submit copies of the minutes to Head staff and the Student Body President
 - f. Ensure that the IRHC website and Blackboard site are up to date
 - g. Maintain a photographic record of IRHC events
 - h. Chair the Publicity/Records Committee
 - i. Fulfill any other duty prescribed by the Director and/or the executive officers
- 6. The executive officers, by a unanimous vote, may reallocate the duties and responsibilities enumerated in IV.C. of this document

Section D - Specific Duties of the Board (all voting members)

- 1. Unless specifically stated otherwise, the board must pass all decisions by a majority vote (i.e. >50% of votes cast).
- 2. The Board shall fulfill all duties as specified by SGA Statutes and IRHC By-laws.
- 3. The Board shall meet weekly.
 - a. If a Board member is unable to attend, he/she shall send a representative from his/her hall.
 - i. A Board member must inform the Director and/or executive officers of his/her potential absence at least twenty-four hours before the meeting.
 - ii. If a Board member does not inform the Director and/or executive officers and send a representative in the aforementioned manner, his/her absence will be marked as unexcused.
 - b. Pursuant to Statutes, if a Board member accumulates four unexcused absences in one semester, that member shall be required to forfeit his/her seat.
- 4. The Board must approve all expenditures over \$100. The Board may establish a discretionary account for the IRHC Executive Board to spend from in the budget to purchase items under \$100 without approval, but once that discretionary account is expended, all expenditures must be approved by the Board.
- 5. The Board must approve all budget and allocation requests including, but not limited to, the following:
 - a. SGA annual budget requests
 - b. Sweepings Requests
 - c. Central Reserves Requests
 - d. Private Account expenditures
 - e. Aramark Expenditures
- 6. The Board may pass resolutions
- 7. The Board may revise any of its internal governing rules and regulations as prescribed in the IRHC Constitution.
- 8. The Board may propose revisions to the SGA Senate including, but not limited to, Statute and Constitutional revisions.
- 9. All Board members must serve on at least one permanent committee.
- 10. The Board may recommend the creation of permanent and/or temporary staff positions to the Director.
- 11. The Board may elect executive officers in accordance with Statutes and the IRHC Constitution and/or By-laws, as appropriate.
- 12. The Board, by a 2/3 vote, may remove any member of the Board, with the exception of the Director.
- 13. The Board, by a 2/3 vote, may recommend impeachment of the Director to the SGA Senate.

Section E - Duties and Qualifications of the Advisors

- 1. The advisor(s) shall advise IRHC members on University and Housing policies.
- 2. The advisor(s) shall advise hall government advisors as necessary.
- 3. Advisor(s) must be currently employed professional or graduate assistant employees of University Housing.

Article V - Committees

Section A – Standing Committees

- 1. Hall Government Presidents' Council
 - a. The Director shall chair the Council.
 - b. The president of each hall/complex government will be a member of the Council.
 - c. The Council shall meet at the discretion of the Director.
 - i. At least 48 hours notice shall be given to the scheduling of a committee meeting.
 - d. The purpose of the Council is to engage in discussion and present information about topics pertinent to running a hall government.
 - e. The members of the Council may elect a Vice-chair at the beginning of each Fall semester to assist the Chair with the efficient organization of the Council.
 - f. Any registered FSU student may serve on the council

- i. Only voting members of the board, unless specifically indicated otherwise, may be voting members of the committee.
- 2. Programming Committee
 - a. The Assistant Director shall chair the Programming Committee
 - b. The committee shall meet at the discretion of the chair
 - i. At least 48 hours notice shall be given to the scheduling of a committee meeting.
 - c. The committee shall plan and coordinate programs as well as delegate program responsibilities to members of the committee
 - d. Members of the committee may elect a vice chair at the beginning of each semester to assist the chair with the efficient organization of the committee.
 - e. Members shall be comprised of 1/3 of the hall government vice presidents
 - f. No two vice presidents from the same complex may serve on the same committee
 - g. Any registered FSU student may serve on the committee
 - i. Only voting members of the board, unless specifically indicated otherwise, may be voting members of the committee.
- 3. Fundraising Committee
 - a. The NCC and the Treasurer shall co-chair this committee
 - b. The committee shall meet at the discretion of the chairs
 - i. At least 48 hours notice shall be given to the scheduling of a committee meeting.
 - c. The purpose of the committee is to fundraise to offset costs for conference attendance
 - d. Members shall be comprised of 1/3 of the hall government vice presidents
 - e. No two vice presidents from the same complex may serve on the same committee
 - f. Any registered FSU student may serve on the committee
 - i. Only voting members of the board, unless specifically indicated otherwise, may be voting members of the committee.
- 4. Publicity and Records Committee
 - a. The Secretary shall chair this committee
 - b. The committee shall meet at the discretion of the chair
 - i. At least 48 hours notice shall be given to the scheduling of a committee meeting.
 - c. The purpose of the committee is to publicize and document all events sponsored or co-sponsored by IRHC
 - d. Members of the committee may elect a vice chair at the beginning of each semester to assist the chair with the efficient organization of the committee.
 - e. Members shall be comprised of 1/3 of the hall government vice presidents
 - f. No two vice presidents from the same complex may serve on the same committee
 - g. Any registered FSU student may serve on the committee
 - i. Only voting members of the board, unless specifically indicated otherwise, may be voting members of the committee.

Section B – Temporary/ AD-Hoc Committees

- 1. Pursuant to Statutes, the Director may create ad hoc committees
- 2. The Director shall choose a chair for the committee.
 - a. The Director may serve as chair for the committee.

Article VI - Conference Travel

Section A – Required Attendance

- 1. Due to the duties of the NCC role, IRHC will fund the registration and travel for the NCC to attend Mini-FARH, FARH, SAACURH, No Frills and NACURH.
- 2. If the NCC is unable to attend due to unanimous approval by the Executive Board or if there is no NCC currently in office, an alternate may be appointed to the role of chief delegate and representative in the board room meetings for the specific conference in question (i.e., this appointment is on a case-by-case basis).
- 3. The IRHC Board may vote to approve funding the registration and travel for the alternate with a 2/3 majority vote of approval. At that point, the alternate will assume all responsibilities of the NCC role for the conference with NCC and/or another Executive Board serving as advisor to the alternate, including but not limited to:
 - a. Organizing application process, if necessary
 - b. Making travel arrangements
 - c. Calling and chairing delegation meetings
 - d. Organizing fundraisers to assist delegates in subsidizing travel & registration costs
 - e. Completion of registration materials
 - f. Serving as board room representative at the conference

Section B - General Travel Funding

1. Whenever fiscally possible, IRHC will subsidize travel for delegates and Executive Board members to attend conferences
 - a. The Executive Board will determine an overall travel budget after reviewing locations of conferences for the current calendar year. The budget must be approved by the board of directors by a 2/3 majority vote.
 - b. No more than 50% of the total private account in any fiscal year (July 1 – June 30) may be allocated for travel expenses, including required travel expenses for NCC or alternate.
 - c. University Housing will pay for all Advisor expenses including flights, meals, registration and hotel, with exception of car rental. If an Advisor is responsible for driving the delegation to conference, IRHC will pay for his/her full share of the travel expense.
2. NRHH will be consulted to assist in sharing travel expenses for their members who attend conferences.
3. IRHC reserves the right to require that delegates participate in fundraising activities to recoup funds and/or further subsidize travel expenses for the delegation or individual.
4. Dependent on the fiscal year's outlook, the IRHC Board may vote to reduce the total allocation by majority vote. However, the Board may not extend the percentage more than 50%.

Article VII – Elections

Section A - Hall Government Elections

1. The general election of hall government officers shall be no later than the third week of the Fall semester.
2. The duties of hall government officers shall be subject to the halls' individual Constitutions and/or By-laws.
3. All candidates for hall government positions must submit an application to their respective hall government advisor.
4. All candidates for hall government positions must meet and maintain the following eligibility requirements, as set by IRHC and SGA statute:
 - a. Have a 2.0 or higher GPA (no GPA necessary if holding position in their first semester at FSU, but must have a 2.0 or higher after first semester)
 - b. Be a registered FSU student with a minimum 9 registered undergraduate or 6 graduate hours.
 - c. Be in good judicial standing. Good judicial standing is defined as not under Conduct or Disciplinary probation at the time of election or while in office.
 - d. Live in the on-campus residence hall he/she is elected to represent during their term of office.
5. The eligibility requirements set forth in VII.A.4 may not be waived or amended by individual hall governments at any time. The only exception is if an individual hall government chooses to set a higher standard for eligibility requirements for GPA.
6. If any of the eligibility requirements set forth in VII.A.4 are not met at any time during the academic year, the Advisor of the individual hall government and/or IRHC will enforce the removal of the officer that no longer meets eligibility without advice or vote of the individual Hall Government.
7. All candidates for hall government positions must attend a candidate interest workshop prior to the Hall Government general elections.
 - a. In the event that a candidate does not attend said workshop, he/she must obtain express permission from the Director or hall government advisor to run for a Hall Government position.
8. All rules and specifications not expressly enumerated in the IRHC Constitution and/or By-laws concerning the election of hall government officers shall be reserved by the halls' individual Constitutions and/or By-laws.

Section B – Executive Elections

1. Executive Board positions will be advertised via SGA requirements beginning mid-November. SGA requires a minimum 2 weeks prior to election.
2. Nominations for Executive Board positions will be taken at the meeting following Thanksgiving Break.
3. Elections for all Executive Board positions will take place the first week of December.
4. The format of the election process shall proceed at the discretion of the Director and as specified in the IRHC Constitution, By-laws, and other relevant rules of procedure.
 - a. A candidate for an office will have two minutes to speak about themselves, which may be extended by two minutes by a majority vote of the board for a total of four minutes, followed by questions from the board which will proceed at the discretion of the director.
 - b. Each board member will have one vote with the exception of the director who will vote only in the case of a tie.
 - c. Board members will have the option of voting for the candidate for a particular office or a vote of “no confidence.”
 - d. The candidate who receives a plurality of the votes cast shall be the elected officer to that position.
 - e. In the event of a vote of “no confidence” receives a plurality of the votes cast, individuals losing to a vote of “no confidence” shall not be eligible to run for that position until the next academic semester.
 - f. In the event an executive position is not filled during the general election, nominations shall remain open for that position each week. An election shall occur exactly one week after a nomination is made in a vacant executive board position that was not filled during the general election.

Section C – Vacancies

1. Pursuant to Statutes, if the position of Director becomes vacant, the Assistant Director shall immediately assume that position.
2. If any executive officer position besides Director becomes vacant, there will be a special election to fill the vacancy.
3. Special elections shall be subject to the provisions in VI.B.2-3.
4. Pursuant to Statutes, the Director may appoint a temporary replacement to any position in the Board of Directors.
5. Pursuant to Statutes, if less than 4 weeks are remaining before the installment of officers; the Director may appoint any qualified University Housing resident to the position of Assistant Director.

Article VIII – Impeachment and Removal

Section A - Pursuant to Statutes and the IRHC Constitution and/or By-laws, the Board may remove any member, except the Director, by a 2/3 vote.

Section B - Pursuant to Statutes and the IRHC Constitution and/or By-laws, the Board may recommend the impeachment of the Director to the SGA Senate by a 2/3 vote.

Section C - The following shall be grounds for impeachment:

1. Gross negligence and/or ineffectiveness
2. Excessive absences (excused and/or unexcused)
3. Acting in defiance to the Constitution and Statutes of the Student Body, IRHC Constitution and/or By-laws, IRHC Executive policies, or Student Code of Conduct.
4. Not completing required duties as outlined by SGA Statutes or IRHC Constitution and/or IRHC Constitution.
5. The Board of Directors reserves the right to entertain the validity of grounds for impeachment not specifically enumerated above.

Section D - The impeacher(s) must submit a written statement of the grounds for impeachment to the executive officers at an executive meeting before an impeachment may begin.

1. Impeachment proceedings shall automatically be recognized as the last item of business.
2. Emergency meetings may be called for impeachment proceedings.

Section E - Any Board member directly involved with impeachment proceedings may not act as chair for said proceedings.

1. The Director may temporarily appoint a non-executive officer to act as chair for impeachment proceedings if necessary.

Article IX – Hall Governments

Section A - All hall governments must comply with IRHC policy and mandate.

1. Failure to comply with IRHC regulations and/or policy may result in punitive action.
2. The executive officers shall determine the means of enforcing IRHC regulations and/or policy.

Section B - All hall government Constitutions and/or By-laws must be in compliance with the IRHC Constitution and/or By-laws.

Section C - All hall government officers and floor/wing representatives shall be referred to as the General Assembly of the Hall.

Section D - All elected hall government officers shall be referred to as the Executive Council of the Hall.

Section E - Hall government Constitutions and/or By-laws must be reviewed and/or updated at least once per year.

Section F - Hall Governments must submit their most recent Constitutions and/or By-Laws to IRHC and the Office of Residence Life.

Section G - All elected hall government officers must attend the Hall Government training program provided in the Fall semester. Exceptions to attendance must be approved by the IRHC Executive Board.

Article X – Amendments

Section A - Pursuant to Statutes, the Board may revise these IRHC By-Laws by a majority vote of the board of directors.

1. These By-laws may not be revised during summer sessions.

Section B - The Board may propose Statute revisions to the SGA Senate by a majority vote.

Section C - Amendments to the IRHC Constitution or By-laws become affective on the date of ratification.