

## Chapter 1

### PREAMBLE

The Bradley University Association of Residence Halls (ARH) adopts the following articles as a means to achieve its objectives. ARH shall serve the residents by planning and coordinating social, educational, philanthropic, and recreational programs while establishing open lines of communication between residence halls and the campus community. ARH shall be the advising body of the Hall Councils, offering support, guidance, and fostering the exchange of ideas between them. ARH will strive to provide a better residence hall environment by enacting efforts towards these goals, as well as addressing the concerns and issues of the residents.

### Article 1:

#### Membership

Membership of ARH is open to all students as long as they have lived in the residence hall for at least one semester. All positions must formally apply. Members of ARH cannot hold a concurrent position on Hall Council.

### Article 2:

#### Structure

##### Section 1:

##### Positions:

##### President

##### Chief Officer Position

- Report to the Director of Residential Living

- Supervise officer team, comprised of all vice-presidents

- Facilitate officer meeting

- Facilitate GA

- Try to attend individual meetings that VPs hold as deemed necessary

- Attend Student Advisory Committee meetings

- Liaison between campus organizations

- Communicate with Scout and Hilltop Happenings

- Meet weekly with the Residential Living Director

- Coordinate fridges with VP of administration

##### VP of Hall council

##### Officer Position

- Coordinate the fall and winter retreats

- Biweekly meetings with president and vice president of hall councils

- Rotating role for Sunday night hall councils

- Social between executive boards – 2 per semester

- Organize the Lydia Awards

- Maintain informal contact with advisors

- Define purpose of hall council

- Recruitment for hall councils

- Review set up of hall council at end the of the year

## VP of Finance

### Officer Position

- Updated budget available to executive board, either through Google document or the website
- Fundraiser baskets
- Form for the programmers to hold accountable when asking for money
- Present for the signing of any contract being signed
- Move-in day fee collection

## VP of Programming

### Office Position

- Set committees
- Meetings with coordinators, all together, separate meetings based on schedule

## VP of Administration

### Officer Position

- Website upkeep
- Recruitment video for orientation
- Meet with secretary, ICC, food and housing weekly
- Backup for food and housing when not able to attend
- Coordinate fridge sales with president
- T-shirt coordinator

### Event Coordinator(s)

- Report to Vice President of Programming
- Chair committees as delegated for ARH events
- Coordinate publicity for event including informing the president in a substantial amount of time for Scout and Hilltop happenings announcements

## ICC

- Reports to the Vice President of Administration
- NOT requiring OTMS. Offer them but do not force Hall Councils to submit them.
- On campus notification, let people who have earned them be appreciated

## Secretary

- Reports to the Vice President of Administration
- Take minutes
- Coordinate Halls in the Stalls
- Collaborate with VP to update website information
- Coordinate contact information
- Update calendar
- Compile ALL yearly information
- Coordinate program evaluations
- Compile transitioning resources

## Food & Housing

- Reports to the Vice President of Administration
- Meet with cafeteria managers on a regular basis

- Meet with Nathan Thomas
- Attend Student Senate meetings
- Meet with Ron Gibson
- Field all emails from F&H website
- Compile ARH food survey once per semester
- Assist in planning and publicizing the Food Fair
- Coordinate the end of the year food drive
- ARH Advisor –
- Meet weekly with Director of Residential Living
- Support ARH and serve as a role model
- Mediate ARH conflicts as necessary
- Communicate regularly with the President
- NOT serve on committees

#### Section 2:

##### Selection Procedure

Outgoing ARH President, ARH Advisors, and Director Residential Life accept applications and interview candidates for the President position. Incoming President, Incoming Advisors, Dir. Res. Life, and Outgoing President accept applications and interview candidates for the Vice President positions. One vote is given to the current ARH officers to decide on collectively. This is done by a secret ballot in which the person voted for most in the secret ballot receives the officers one vote. Incoming President, Vice Presidents, and Advisors accept applications and interview candidates for the chaired positions.

#### Section 3:

##### Removal Procedure

The removal of the president must be facilitated by the director of the residential living  
The removal of any of the vice-presidents must be facilitated by the president and the advisors  
The removal of any additional positions must be facilitated by the president and corresponding vice-president  
Any vacancies will be the duty of the president to fill

### Article 3

#### Meetings

##### Section 1

##### General Assembly

The General Assembly shall meet at least once per week.  
The meetings are open to all members of the General Assembly, which include all ARH positions and the hall council representative from each building.

##### Section 2

##### Officer Meeting

The officers will meet once a week prior to the general assembly meeting

##### Section 3

## Sunday Night Hall Council Meetings

ARH officers and members will attend a predetermined hall council meeting each Sunday night.

### Article 4

#### Finances

The funds of ARH are to be made up of \$40 activity fees collected from each resident at the beginning of the academic year. \$16 goes to floor funds, \$14 goes to Hall Councils and \$10 goes to ARH.

All expenditures need to be approved by the treasurer.

Any organization may petition funds from ARH through the proper channels established by the ARH President.

The organization must come to the ARH General Assembly to petition. The organization will have two minutes to speak followed by a two minute question and answer session. The question and answer session may be extended for two more minutes with a majority vote. All petitioned funds must pass a two-thirds vote.

## Chapter 2

### PREAMBLE

#### Hall Council System

The Bradley University Hall Council System adopts the following articles as a means to achieve its objectives. The Hall Councils shall serve the residents by planning and coordinating social, educational, philanthropic, and recreational programs while establishing open lines of communication between their respective Residence Halls and Bradley's Association of Residence Halls (ARH). ARH shall be the advising body of the Hall Councils, offering support, guidance, and fostering the exchange of ideas between them. Hall Councils will strive to provide a better Residence Hall environment by enacting efforts towards these goals, as well as addressing the concerns and issues of the residents via the ARH Representatives.

### Article 1

#### Membership

The membership of the Hall Council Executive Boards is open to all residents excluding

Residential Life Staff and ARH Officers and Members at Bradley University.

### Article 2

#### Structure

##### Section 1:

##### Composition

Hall Councils shall have 7-9 elected Executive Board Members:

President, Vice-President, Secretary, Treasurer, ARH Representative, Publicist (2), and Historian (2).

Hall Councils must have a minimum two, maximum three advisors. Of the advisors, one must be the Community Director of the respective building. Additional advisors shall be made up of Residential Life Staff

selected by the Community Director.

A. President

- To run the Executive Board meeting
- To delegate responsibilities.
- To call special meetings of the Executive Board.
- To serve on event committees each semester.
- To meet biweekly with the Vice-President of Hall Councils and their vice-president

B. Vice-President

- To take over the role of President in case of absence.
- To serve on event committees each semester.
- To meet biweekly with the Vice-President of Hall Councils and their president

C. Secretary

- To keep accurate minutes of each meeting and distribute them before the next regularly scheduled meeting.
- To keep accurate attendance records of all Hall Council assemblies.
- To handle correspondence on behalf of the Hall Council.
- To serve on event committees each semester.

D. Treasurer

- To keep and maintain up to date financial records including all bank and Bradley accounts.
- To oversee all expenses and incomes.
- To prepare a budget for each event.
- To serve on event committees each semester.

E. Publicist

- To be responsible for increasing public awareness of Hall Council and its functions and activities.
- To have a minimum one, and a maximum of two Publicists.
- To serve on event committees each semester.

F. Historian

- To be responsible for documenting Hall Council activities and events throughout the year and compile them
- To have a minimum one, and a maximum of two Historians.
- To serve on event committees each semester.

G. ARH Representative

- To attend regularly scheduled ARH General Assembly meetings.

- To act as a liaison between their respective hall and the ARH Executive Board.
- To actively participate in ARH sponsored events.
- To perform any tasks delegated to them from the ARH Executive Board.
- To serve on event committees each semester.

#### H. Advisor(s)

- To clarify the administrative policy of Bradley University.
- To be knowledgeable of the ARH and Hall Council Common Constitutions and their purposes.
- To offer guidance and support in both executive board and GA meetings
- To serve on event committees each semester.

### Article 3:

#### Electoral Process

##### Section 1

##### Elections

A. Elections for Executive Board Members will be overseen and administered by current Hall Council Advisors.

B. Nominations for Executive Board Members shall be open to all on-campus residents, having paid their Association of Residence Halls (ARH) activity fee, in their respective building.

C. The election process will be initiated by current Hall Council Advisors and consist of the following:

1. Hall Council Advisors will be required to hold a Hall Council informational session. The informational session shall be open to all eligible candidates, and shall include an explanation of the organization and all open positions.
2. Applications for positions will be handed out and turned in by the date set by the Hall Council Advisors.
3. The Hall Council Advisors will be required to choose the best 3-4 candidates based on the applications. Holding individual or group interviews will be up to the discretion of the Hall Council Advisors, yet it is highly recommended. Campaigning is at the discretion of the candidates.

D. The Hall Council Advisors shall announce the time and place of speeches to be made by the chosen candidates.

1. Candidates shall prepare and present speeches not to exceed two minutes.
2. There shall be a question and answer portion following the speeches of each position not to exceed two minutes per candidate.
3. Advisors will mediate the portion in a structured manner, seeing that time limits are honored.

E. The Advisors are responsible to have voting ballots made available during office hours in the respective building. The voting process will take place as follows.

1. Each resident and Residential Life Staff Member carries the weight of one vote.
2. Ballots are to be collected and counted by the Hall Council Advisors. In the unlikely event of a tie, and a run-off proves unsuccessful, Advisors will defer to the procedures established by the ARH President.
3. The winning candidates shall be announced immediately following the close of the voting session, or at the earliest convenience of the Hall Council Advisors.
4. No person holding a position on Hall Council shall hold any concurrent positions on ARH or Residential Life Staff.

F. Election complaints must be lodged no later than three days following the announcement of the new members. Any voting member of the election process may lodge a complaint, to be heard by an elections review committee, headed by the Hall Council Advisors.

1. The committee will consist of current Hall Council Advisors who will chair the committee, and three members deemed impartial, selected by the Advisors, from ARH.
2. The committee will review all election codes, by-laws, and constitutional procedures.
3. All decisions reached by the committee will be final, and may not be contested.

## Section 2

### Impeachment and Removal

- A. Executive Board Members may resign at any time provided an explanation is presented orally to the Executive Board.
- B. Executive Board Members may be impeached at any time.
  - Acceptable reasons for impeachment include, but are not limited to, misconduct and/or incompetence.
- C. The process for impeachment shall consist of:
  - The concerned parties must bring their complaint to the hall council advisors.
  - The advisors are responsible for determining proper action.

## Section 3

### Vacancy in Elected Office

If the president seat is left vacant then the vice-president assumes the role. In the case of a vacant seat other than the president the advisors and president will decide the best course of action.

## Article 4

### Meetings

#### Section 1

##### General Assembly

- A. The General Assembly shall meet, at least once per week, on Sunday at 10:00 P.M.
- B. The meetings are open at all residents.

C. Attendance shall be required for all Executive Board Members and Advisors.

## Section 2

### Executive Meetings

A. The Executive Board shall meet at least once per week.

B. The president is responsible for the execution and content of this meeting

## Article 5

### Finances

- The funds of Hall Council are to be made up of \$14, \$7 per semester, of the Residence Hall \$40 activity fee collected from each resident at the beginning of the academic year by the ARH Treasurer.

- A budget shall be proposed to and approved by the Hall Council Executive Board for any Hall Council sponsored activity.

- ARH may fund Hall Council activities and expenditures when the activities are open to all Bradley residents. The Hall Council must go through the funding process as established by ARH for any organization. A hall must have all available ARH Representatives present when petitioning for ARH funds.

- All members of Hall Council have the right to ask about the current financial standing of their organization.

## Chapter 3

### Amendment Process

In April of each school year the constitution is up for revision as deemed necessary by the ARH officers.

If revision is found necessary the following procedure is to be followed.

1. A meeting must be set and open to all general assembly attendees
  2. The articles up for revision are to be openly discussed and a solution found.
  3. All changes must be approved by a majority vote. (50%)
    - Student advisors are able to vote while director advisors are prohibited from doing so.
- 1.