



The Constitution of the Association of Residence Halls at Bradley University

Preamble

The Bradley University Association of Residence Halls (ARH) hereby 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 I

Membership

The membership of ARH is open to all residents including Residential Life Staff at Bradley University. Membership may be granted to individuals living off-campus by a majority vote of the ARH Officers. Each student in an off-campus living unit must have lived in a residence hall for at least two semesters and would have to pay the ARH activity fee, thus, installing them as an active member. Members of ARH cannot hold a concurrent position on Hall Council.

Article II

Structure

Section 1

ARH shall have five elected Executive Officers: President, Vice-President, Secretary, Treasurer, and Illinois Communications Coordinator (ICC).

Section 2

The ARH Executive Board Advisors must consist of one Faculty Member and a minimum of one, but a maximum of two Community Directors from Complex. A student advisor may take the place of the latter with a majority vote amongst the ARH Officers. ARH Advisors carry no weight in votes. Any additional ARH Advisors must be approved by both the ARH President and the Faculty Member Advisor.

Section 3

Voting Members of ARH shall consist of elected officers, each standing committee chair, each student advisor, any Ad Hoc committee chairs, and a minimum one, maximum of two representatives from each Hall Council. The votes of all positions will carry the weight of one vote. Voting Members are expected to attend Hall Council and ARH General Assembly meetings.

Section 4

The constituency of ARH shall consist of voting members as defined in Article II, Section 3, all residents, Hall Council Members, and Residential Life Staff.

Article III

Officers and Student Advisor(s)

The ARH Executive Board shall consist of five elected officers, as defined in Article II, Section 1 and the student advisor(s). All officers shall be responsible for performing their duties in the best interest of the organization. Terms of office shall be from the end of one academic year through the following end of year. All officers shall be responsible for performing their duties in the best interest of the residents they serve.

Section 1

A. President

1. To run the Executive Board meetings.
2. To run General Assembly meetings in case the Vice-President is absent.
3. To act as the official representative of ARH.
4. To delegate responsibilities.
5. To call special meetings of the General Assembly and/or Executive Board.
6. To appoint temporary officers in the absence of any officer.
7. To vote in the Executive Board in the case of a tie.
8. To take care of organizing meetings times and locations.
9. To meet at least bi-weekly with the Faculty Advisor and/or the Residential Life Director and Student Advisors.
10. To coordinate and organize yearly transition reports.
11. To deal with all matters pertaining to the works and inner dealing of ARH.
12. To present ARH any and all legislation pertaining to the internal workings of ARH.
13. To examine all proposed legislation prior to its consideration in the ARH General Assembly in union with the chairperson or designated courier of the sponsored committee. In addition, but not limited, to, considering the constitutionality of the proposed legislation and to validate that the grammar and structure does not alter the intent of the legislation.
14. To meet monthly with the Hall Council Presidents.
15. To serve on at least one event committee per semester.
16. To vote on appointing committee chairs.

B. Vice-President

1. To take over the role of President in case of absence.

2. To maintain open lines of communication by overseeing standing and special committees.
3. To run General Assembly meetings.
4. To vote in General Assembly in case of a tie.
5. To be responsible for putting together a recognition or award system for the residence hall hall councils.
6. To meet monthly with the Hall Council Vice-Presidents.
7. To keep open lines of communication with the Community Director Team by meeting with the team bi-weekly and being the chief source of information.
8. To serve on at least one event committee per semester.
9. To vote on appointing committee chairs.

C. Secretary

1. To keep accurate minutes of each meeting and distribute them before the next regularly schedule meeting.
2. To keep accurate attendance records of all ARH meetings and assemblies.
3. To handle correspondence on behalf of ARH.
4. To monitor office hour attendance.
5. To see that the office is organized and adequately stocked with supplies.
6. To meet monthly with the Hall Council Secretaries.
7. To serve on at least one event committee per semester.
8. To vote on appointing committee chairs.

D. Treasurer

1. To keep and maintain up to date financial records.
2. To oversee all expenses and incomes including all bank, duplicating, and Bradley accounts.
3. To prepare a budget for the respective administration's year.
4. To prepare, if necessary, Student Activities Budget Review Committee (SABRC) requests for events open to the entire student body.
5. To coordinate collecting activity funds from each residence hall.
6. To distribute Hall Council and floor funds to the respective halls and floor within two weeks of the final resident count.
7. To meet monthly with the Hall Council Treasurers.
8. To serve on at least one event committee per semester.
9. To vote on appointing committee chairs.

E. Illinois Communications Coordinator

1. To head all delegations to state conferences.
2. To maintain an open line of communication between Bradley University and all applicable state organizations.
3. To submit the appropriate monthly and annual reports, see that membership fees are paid on time, and perform any other duties deemed necessary by the state organizations.
4. To oversee and orient the ARH Representatives to their positions and meet with them monthly.
5. To serve on at least one event committee per semester.
6. To vote on appointing committee chairs.

F. Student Advisor(s)

1. To clarify the administrative policy of Bradley University.
2. To be knowledgeable of the ARH constitution and its purpose.
3. To offer guidance and support in both executive board and GA meetings.
4. To transmit the historical significance of ARH proceedings in the past and use these findings to inform future proceedings.
5. To meet at least bi-weekly with the Faculty Advisor and/or the Residential Life Director and Student Advisors.
6. To serve on at least one event committee per semester.

Section 2

Elections

The process for elections shall be set in the organization By-Laws.

Section 3

Removal of Officers

The process for removal of Voting Members shall be set in the organization By-Laws.

Section 4

Vacancy in Elected Office

- A. In the events of a vacancy in an office other than President, the President may appoint an ARH member to temporarily fill that position. A special election, which will be held in the ARH General Assembly, shall be announce to select a permanent person to fill the positions.
- B. If six weeks or less of the term remains when the vacancy occurs, the President may appoint an individual to fill the position for the rest of the term with the consent of the assembly. The individual filling the absent position may be inducted in to the Officer position with a two-thirds majority vote of the Assembly. If victorious, the individual must step down from their previous position.
- C. In the event of a vacancy in the office of the President, the order of succession will be as follows: Vice-President, Secretary, Treasurer, and ICC.
- D. In the event of a vacancy in a committee chair, the elected Officers will appoint a new member to fill the position.

Article IV

Committees

Section 1

Standing Committees

Standing committees shall be all committees that are active throughout the academic year. The chairperson of each standing committee shall be appointed by approval of the

majority of the newly elected Officers. Standing committees shall be formed at the discretion of the elected Officers, and may consist of, but are not limited to the following:

A. Publicity Chair

1. Shall be responsible for increasing public awareness of ARH and its functions and activities.
2. To provide residents information regarding the residence halls.
3. There shall be the option of having two publicity chairs upon the discretion of the ARH Officers with a majority vote.
4. To meet monthly with the Hall Council Publicists and Historians.
5. To take photographs at all ARH events and functions.

B. Food and Housing Chair

1. Shall bring concerns of the students to the attention of ARH, Food Services, Residential Life, and Housing.
2. To conduct food surveys as needed.
3. To assist in helping plan menus when called upon by Food Services.
4. To coordinate with food services for ARH sponsored events when needed.
5. Shall meet with the Director of Food Services at least once a month.
6. To coordinate, with the Director of Housing, the Director of Residential Life, and the Director of Food Services, any line of procedure and/or program concerning the advancement of the residence halls.

C. Special Events Chair

1. Shall initiate social and educational programs and activities for residence hall members.
2. There shall be the option of having two special events chairs upon the discretion of the ARH Officers with a majority vote.

D. Fundraising and Philanthropy Chair

1. Shall raise funds for the general use of ARH, primarily through selling finals baskets to students.
2. To be responsible for coordinating the components of such fundraisers and philanthropic events.
3. To collaborate with any and all cultural entities on campus in the purpose of creating an outlet of assistance. This includes, but is not limited to, multi-cultural activities, speakers, and programs.

E. Campus Outreach Chair

1. Shall be responsible for maintaining open lines of communication with other student organizations, specifically being a liaison between Student Senate and ARH.
2. To present the Student Senate of Bradley University any and all legislation pertaining to or involving the residence halls.
3. To attend Student Senate General Assembly and Campus Affairs and Student Advisory Committee.

F. Webmaster

1. To maintain and update the ARH website and any and all technological products associated with ARH.

Section 2

Ad Hoc Committees

- A. Ad Hoc Committees may be formed at the discretion of the Executive Board.
- B. Ad Hoc Committee Chairs have a vote in the General Assembly, but do not have a vote on the Executive Board.
- C. Ad Hoc Committee Chairs will be required to attend all Hall Council General Assemblies in their respective residence hall.

Article V

Meetings

Section 1

General Assembly

- A. The General Assembly shall meet at least once per week.
- B. The meetings are open to all members of the General Assembly.
- C. Attendance shall be required for the Executive Board, all Committee Chairs, and ARH Representatives.
- D. A quorum of Voting Members present is necessary if a vote must be taken. A quorum is one over fifty percent of the Voting Members.
- E. Meetings shall run according to the tone and procedure established by the Vice-President. In the event of continual disorder or extreme conflict, members shall defer to the President and recognize any procedures they may have agreed to adopt.
- F. All petitioned funds, as described in Article VII, Section 7, and legislation, as described in the ARH By-Laws, must pass two-thirds vote.

Section 2

Executive Board Meetings

- A. The Executive Board shall meet at least once per week.
- B. The Executive meetings shall, at the discretion of the President, follow a modified version of parliamentary procedure.
- C. A quorum of Voting Members present is necessary if a vote must be taken. A quorum is one over fifty percent of the Voting Members.

Article VI

ARH Representatives

Section 1

Duties

- A. ARH Representative

- 1) To attend regularly schedule Hall Council Executive Board, Hall Council General Assembly, and ARH General Assembly meetings.
- 2) To help ensure that “Of The Months” get written and submitted to the ARH Illinois Communications Coordinator (ICC) by the 8th of each month.
- 3) To act as a liaison between their respective hall and the ARH Executive Board.
- 4) To serve one ARH office hour per week at the discretion of the ARH Executive Board.
- 5) To actively participate in ARH sponsored events.
- 6) To perform any tasks delegated to them from the ARH Executive Board.
- 7) To meet monthly with the ICC.

Article VII

Finances

Section 1

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.

Section 2

The percentage of the activity fee given to ARH may be changed by a two-thirds vote from an All-Hall referendum.

Section 3

SABRC may fund ARH activities and expenditures when the activities are open to all Bradley students. ARH must go through the funding process as established by SABRC.

Section 4

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

Section 5

Additional funds may be acquired through various fundraising activities.

Section 6

The Executive Board must approve all expenditures of more than \$200 through a majority vote if the spending is outside of the previously approved budget.

Section 7

A hall must have all available ARH Representatives present when petitioning for ARH funds.

Section 8

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.

Section 9

All members of ARH have the right to ask about the current financial standing.

Article VIII

The Constitution

Section 1

The Constitution must be reviewed by the General Assembly once per year to make revisions.

Section 2

Changed or added amendments must follow the procedures stated in the ARH By-Laws.

Last Amended: April 2, 2008