KANSAS STATE UNIVERSITY ASSOCIATION OF RESIDENCE HALLS

104 Pittman Building
Manhattan, KS 66506
housing.k-state.edu/arh/
785-395-6431

CONSTITUTION OF THE KANSAS STATE UNIVERSITY
ASSOCIATION OF RESIDENCE HALLS
as amended March 6, 2012

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
Section 1: All students residing in Kansas State University residence halls shall be members. Members shall constitute a given population from a building or set of buildings.
Section 2: Each population of members must go through an affiliation process at the beginning of each new academic year. The due date for submitting of the pertinent information shall be twenty-four hours prior to the first general body meeting of the fall semester. Such a process shall require the following:
A. The name and email address of the president of the Hall Governing Board (HGB), as well as all currently filled executive board positions.
B. The total sum of funds at the disposal of the building or buildings that comprise a given HGB.
C. A copy of the current constitution for a given HGB.
D. The names of any traditional programs a given HGB puts on as well as relative information in regards to the timing of said programs.
E. The present state of a given HGB’s recycling program.
Section 3: Failure to properly affiliate shall result in the loss of suffrage at general body meetings until such time that the process is completed.
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 Inc.).

ARTICLE IV - OFFICERS
Section 1: The elected officers shall be: President, Vice President, Secretary, Treasurer, Programming Communications Coordinator (PCC), Campus Issues Coordinator, Technology Coordinator and National Communication Coordinator (NCC).
Section 2: The officers collectively shall be called the ARH Executive Board.
Section 3: Officers shall attend all meetings of the Executive Board and General Body.
Section 4: Executive Board members shall have speaking rights.

ARTICLE V - ELECTION OF OFFICERS
Section 1: Process of Elections
A. All applicants must meet qualifications stated in Article I of the Bylaws.
B. Applications shall be made available one month prior to the election.
C. Applicants must complete an application for elected positions, before the date of the election specified by the Executive Board.
D. Applicants will speak and participate in a Question and Answer session before the general body for an amount of time expressed by the Executive Board.
E. Voting will take place by secret ballot.
F. All officers shall assume responsibilities after the last meeting in April.
G. To be declared winner, a candidate must receive a simple majority vote.
H. In case a tie or not meeting majority
   1. If there is more than two applicants then the applicant with the lowest amount votes will be eliminated and the remaining candidates will go back to a vote by the general body.
   2. If there are two applicants than then the executive board will vote with the president’s vote only counting if it is a tie among the executive board.
I. Running from the floor will be decided by the Executive Board a minimum of two weeks prior to elections.
Section 2: Election of President, Vice President, and NCC
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 last meeting in April.
C. The elected NCC will attend the NACURH conference as the NCC-elect with the outgoing NCC attending the NACURH conference as the NCC to assist in training.
Section 3: Election of Secretary, Treasurer, Technology Coordinator, Programming Communications Coordinator, and Campus Issues Coordinator
A. Elections shall be held no later than the first meeting in April.
Section 4 Applications for 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 with consent of the general body.
Section 2: Mid-year additional officers and appointed 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 or an appointed officer.
Section 4: New officers shall take office at the time of the approval of the appointment.

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 means of impeachment by the Executive Board and confirmed by two-thirds majority vote of the General Body.

ARTICLE VIII - OFFICER VACANCY
Section 1: If an office should be vacant at the beginning of the fall semester or become vacant at any point during the academic year, the Executive Board must initiate the process of appointing a replacement for any office with the exception of the office of President, which must be voted on by the General Body as per Article VIII, Section 3.
Section 2: A. To appoint replacements, the Executive Board will make applications available not more than one General Body meeting after the vacancy occurs, and not more than one General Body meeting after the official start of the fall semester should an Executive Board position be vacant at the beginning of the fall semester. The application will be due to the President within one week after being made available.
B. Should the Executive Board fail to meet this time requirement, it shall take it upon itself to fulfill the vacant position until such a point as a resident expresses interest in the position, at which point the Executive Board shall follow the guidelines outlined in Part A, C, and D of this section.
C. 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 the appointment, with the President’s vote only counting in case of a tie.
Section 3: A. Should the office of President be vacant at the official beginning of the Fall semester, or should become vacant at any point during the academic year before and after the regular elections, the Executive Board shall commence an election process to elect a new president. The Executive Board shall make applications available no more than one general body meeting once the position becomes vacant, and once the fall semester officially begins. Once applications are made available, residents may apply to the position for two academic weeks, after which point, the Executive Board shall verify that all applicants are eligible for the position, and then proceed to hold the election for the position at the next General Body meeting.
B. Each applicant shall be given fair time to represent themselves, and then voting shall commence via secret ballot. Should a tie exist, Executive Board may then vote.

ARTICLE IX - GENERAL BODY
Section 1: The General Body of the ARH shall consist of all duly elected and appointed representatives of the Residence Halls, or their designated substitutes. The General Body shall not consist of Resident Assistants. 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 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 201-400 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.
Section 3: Overflow representation in the ARH General Body will not be dissolved until the number of students living in overflow drops below that of the smallest residence hall in the ARH General Body.
Representatives that make up the ARH General Body may seek an individual to attend in their absence. This substitute shall be known as a proxy. A representative may only seek a proxy for one consecutive meeting. Failure to attend two consecutive meets without proper explanation shall result in the barring of that representative and require the host hall to seek a new representative. In addition, proxies may not hold the positive of Resident Assistant, Cultural Diversity Advocate, or staff member, and must reside within the residence halls.

ARTICLE X - MEETINGS
Section 1: The General Body shall meet biweekly during the academic year at times and places recommended by the Executive Board and approved by the general body. 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 during the General Body meeting. Executive Board meetings shall be open and guests will be allowed to speak after prior approval from the president.
Section 5: The President may excuse absences.

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: A. Purchases that are under $50 dollars may be made at the discretion of any individual Executive Board member. Purchases between that of $50 and $300 dollars that originate from within the Executive Board shall be presented to the Executive Board in the form of a funding request and be approved by a simple majority by the Executive Board, and the Treasurer shall report all of the purchases between $50 and $300 to the General Body during the Treasurer’s Monthly Report.
B. All funding requests between the amounts of $50 and $300 dollars that are put forth by an individual outside of Executive Board shall be subject to General Body approval.
Section 4: Final approval of the budget must be voted on by the General Body and not later than October 21. If the budget fails, a revised budget will be presented to the General Body meeting in which it is going to be discussed.
Section 5: ARH monies may not be used to fund philanthropies directly. ARH monies may be used to fund programming that raises funds for philanthropies.

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.
Section 8: The policy book (excluding pet and alcohol) shall be reviewed three separate occasions a year and shall be presented to the general body in the same fashion as an amendment as outlined in previous sections of this article.

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 March 6, 2012

ARTICLE I - QUALIFICATION OF OFFICER
Section 1: The Executive Board members must be residents of a Residence Hall at Kansas State University.
Section 2: The Executive Board members shall maintain a 2.5 cumulative grade point average.
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: Any person wishing to run for an Executive Board position who does not meet the requirement stated in Article 1 Section 2 may appeal their case to a minimum of two ARH advisors. This appeal process must occur before Executive Board election voting takes place.
Section 5: Any Executive Board officer that fails to meet the requirement stated in Article 1 Section 2 during their term may appeal their case to a minimum of two ARH advisors.
Section 6: The Executive Board members shall not hold an Executive Board position in the Little Apple Chapter of the National Residence Hall Honorary.
Section 7: Executive Board members shall not hold an Executive Board position for a Residence Hall Governing Board.
Section 8: The Executive Board shall not consist of Resident Assistants.

ARTICLE II - DUTIES OF EXECUTIVE BOARD OFFICERS
Section 1: Responsibilities of All Executive Board Officers
A. All Executive Board officers shall attend regular one-on-one meetings with an assigned advisor.
B. All Executive Board officers shall schedule weekly office hours.
C. All Executive Board officers shall prepare thorough and organized transition documentation prior to the end of his/her term, and assist in the transition process.

Section 2: 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. Have the ability to call special meetings of the ARH General Body or Executive Board.
E. Serve as Primary Contact between the University and Housing and Dining Administrators and ARH.
F. Distribute HGB Parking Permits to members of the Executive Board; not to exceed the number granted by Housing and Dining Services.
G. Shall represent the university in MACURH and NACURH presidential online chats and boardrooms.
H. Shall send a proxy to the MACURH conference if unable to attend the conference.
I. Shall assign necessary duties as needed to other officers.
J. Be responsible for leading the Association of Residence Hall’s Promotion committee.

Section 3: 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. Be responsible for the Hall of the Year bid process or be responsible for forming and leading such a committee.
D. Attend the committee for constitutional and policy review.
E. Be responsible for organizing Late Night Breakfast during the fall and spring semesters or forming a committee.

Section 4: The Secretary of ARH shall:
A. Take minutes of all Executive Board and General Body meetings and send copies to all General Body members, Resident Life Coordinators (RLC), Assistant Residence Life Coordinators (ARLC), and other interested persons.
B. Be responsible for monthly updating the ARH bulletin board
C. Be responsible for correspondence as directed by the President
D. Be responsible for the disbursement of ARH binders and report note pads to the ARH Hall Representatives at the beginning of the year, and their collection the end of the spring semester.
E. 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.
F. Be responsible for recording all votes on motions made during executive and general body meetings.
G. Be responsible for publicizing special events as directed by the president.

Section 5: 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 financial report to the Executive Board and General Body.
D. Outline funding request procedures that must be approved by the Executive Board.
E. Form and oversee an Allocations Committee that will review funding requests and present their recommendations to the General Body.

Section 6: 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 online chats and adding campus leaders to the Regional Email Listserve.
C. Be responsible for the oversight of the Delegation Leader and conference delegates.
D. Attend the MACURH, No Frills, and NACURH Conferences and represent K-State in boardrooms. The NCC-elect shall attend the NACURH Conference.
E. Be responsible for re-affiliation with MACURH and NACURH.
F. Ensure that K-State stays in good standing with NACURH and MACURH.
G. Submit monthly reports to the Regional Board of Directors (RBD).
H. Act as parliamentarian and assure proper parliamentary procedures are followed during meetings.
I. Shall be responsible for forming and overseeing the Committee for Constitutional and Policy Review.
J. Be responsible for the training of new ARH representatives.

Section 7: The Sustainability Chair of the ARH shall:
A. Be responsible for organizing both the Fall and Spring Blood Drives.
B. Be responsible for running the energy saver program throughout the residence halls.
C. Be responsible for coordinating community service programs throughout the campus and community.
D. Be responsible for working with Housing and Dining staff to accommodate future recycling needs.
E. Be responsible for creating and leading the sustainability committee composed of ARH General Body members and other housing representatives.

Section 8: The Programming Communications Coordinator (PCC) 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. Represent ARH on the All-University Homecoming Committee or delegate to another individual.
D. The PCC is responsible for creating a Residence Hall Homecoming Committee.
E. Represent ARH at MACURH if not in conflict with Homecoming.
F. Represent ARH at No Frills boardrooms and participate in online PCC chats.
G. Shall send a proxy to No Frills conference if unable to attend the conference.

Section 9: The Campus Issues Programming Coordinator of ARH shall:
A. Be responsible for distributing information concerning campus issues of interest to hall residents through a monthly newsletter.
B. Promote educational, multicultural and service learning programming in the residence halls by residents, directors, and staff members.
C. Be responsible for updating the ARH website and ARH Listerves.
D. Be responsible for getting information available to be placed on the ARH webpage.

ARTICLE III - COMMITTEES
Section 1: The standing committees of ARH shall be:
A. The Policy and Constitutional Review committee. This committee, to be led by the National Communication Coordinator and chaired by the Vice-President, shall have two responsibilities. First, this committee shall review the Association of Residence Halls' constitution each year. Second, this committee shall review the Alcohol and Pet Policies on alternating years.
B. The Hall of the Year committee. This committee shall be led by the Vice-President and responsible for handling the Hall of the Year bid process. This committee does not need to be active year-round.
C. The Late Night Breakfast committee. This committee, led by the Vice-President, shall be responsible for assisting the Vice-President with the Late Night Breakfast program. This committee does not need to be active year-round.
D. The Allocations Committee. This committee, led by the Treasurer, shall review funding requests and present recommendations to the General Body regarding said funding requests.
E. The Residence Hall Homecoming and Programming committee. This committee, led by the Programming Communication Coordinator, shall assist the Programming Communication Coordinator with homecoming preparations.
F. The Sustainability committee. This committee, led by the Sustainability Chair, shall be responsible in assisting the Sustainability Chair with all programs initiated by said officer.

G. The Association of Residence Hall’s Promotion committee. This committee, led by the President, shall be responsible for promoting the Association of Resident Halls to the residents on campus, and attempting to recruit new members and/or promote the attendance of ARH meetings.

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

Section 3: All ARH Representatives are required to serve on at least one committee.

Section 4: Committee meetings will take place for the first 15 minutes of each General Body meeting and may be held at other times if need be.

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.