

Constitution of the InterHall Council of Clarion University of Pennsylvania

Article I: Name

- Section 1: The name of this organization shall be known as InterHall Council hereafter referred to as IHC.
- Section 2: The University Housing Community, consisting of Campus View and Valley View Suites, Suites on Main North, Suites on Main South, and Reinhard Villages shall hereafter be referred to as UHC in this document.

Article II: Mission Statement and Purpose

Section 1: Mission Statement

It is our mission to govern and develop universal goals that promote purposeful, social and intellectual activities between the UHCs. This is done by providing opportunities for leadership, diversity, open communication, and policy development to include all residents within the UHC, in order to increase involvement within the community (university and residential).

Section 2: Purpose

- A. To provide a centralized body for all University Housing Residents.
- B. To promote uniform living standards among UHCs.
- C. To aid in establishing the UHC rules and regulations.
- D. To establish programming in the UHCs for the current year.
- E. To provide leadership and to assist monetarily in the development of individual UHC programs.

Article III: Governing Documents

Section 1: IHC shall be governed by the Constitution of IHC and Robert's Rules of Order, Newly Revised.

Section 2: Meetings shall be conducted according to Parliamentary Procedure, refer to Robert's Rules of Order, Newly Revised, except

in instances where this Constitution differs from Robert's Rules, this Constitution shall supersede Robert's Rules.

Article IV: Membership

- Section 1: All University Housing residents are active voting representatives of IHC.
- Section 2: The Director of Residence Life or their appointee(s) shall act as an Advisor(s) to IHC subject to approval of the council. IHC will provide a committee to consult with the Director of Residence Life to advise the appointment.
- Section 3: In the case that an individual Hall Council is put on probation or goes to inactive status by Center for Leadership and Involvement or Student Senate, IHC may take action as deemed necessary by the Executive Board.

Article V: Executive Board

Section 1: Executive Board

- A. The Executive Board shall be composed of eight (8) officers, and three (3) ex-officio officers.
1. The elected officers will be:
 - a. President
 - b. Vice President
 - c. Chief Financial Officer (CFO)
 - d. Campus Communications Coordinator (CCC)
 - e. Social Media Recruitment
 - f. Event Coordinator
 - g. Philanthropy Coordinator
 - h. National Communications Coordinator (NCC)
 2. Ex-officio Officers
 - a. President of the Golden Eagles Chapter of the National Residence Hall Honorary (NRHH)
 - b. The Student Facilities Representative
 - c. Parliamentarian
- B. These positions shall be elected no later than mid-April, except for the Student Facilities Representative and Parliamentarian,

which are appointed positions by the Vice President of IHC, who will be at the last meeting of the new academic year.

- C. Each elected Executive Board member will have one (1) vote. The President can only vote in the case of a tie.

Section 2: Qualifications

- A. A candidate shall be willing and able to give the time needed to the office and accept the responsibilities of that office: they shall plan to reside in a UHC for the entire term of their office; and they shall have a minimum of 2.5 QPA, this does not apply to 1st semester freshmen,
- B. A candidate may not run for any other office should they have already been elected to another office unless they resign from their previously elected position. In the event that this occurs, nominations will reopen for the vacant office after the election.
 - 1. Should the candidate who resigns from their office in order to run for election for another office lose, they may be reappointed to their previously held office by the president WITHOUT an election occurring.
- C. Election of the Executive Board
 - 1. See Article VIII Section 2

Section 4: Duties of the Executive Board

- A. President
 - 1. Shall preside at all meetings of IHC.
 - 2. Shall determine the validity of absence excuses from Council Members.
 - 3. Shall meet and discuss concerns with the department of Residence Life and Campus Life.
 - 4. Shall hold one-on-one sessions with Executive Board members of IHC and Advisor(s) as needed.
 - 5. Shall attend the President's Student Advisory Council and any other duties to fulfill their position.
- B. Vice President
 - 1. Shall be aware of all Hall Council/IHC events within the UHC.

2. Required to attend at least one (1) Hall Council meeting in each UHC once per semester to discuss concerns and activities within IHC and evaluate each Hall Council.
3. Shall assume the role of President in the absence of the President, and shall serve as acting President in the case of a vacancy in the office of the President for the rest of the term.
 - a. If the Vice President were to decline refer to Article IX Sec. 1.
4. Shall be IHCs representative to the meetings of Clarion University's Student Facilities or appoint someone else to represent IHC.
5. Shall appoint an acting Parliamentarian.
6. Shall yearly revise the constitution.
7. Shall be IHCs representative to the meetings of Clarion University's Student Senate, or shall appoint a general member to represent IHC.

C. Campus Communication Coordinator (CCC)

1. Shall keep record of the procedures and attendance at all regular and special meetings, and duplicate them to the proper persons.
2. Shall take care of all IHC correspondence.
3. Shall keep copies of the IHC Constitution, past IHC minutes, each Hall Council's minutes, membership lists, and attendance for all meetings.
4. Shall see that each person has an updated binder and/or transition document.
5. Shall see that the IHC council office is in order and has the necessary supplies.
6. Shall advertise for all IHC events.
7. Shall be in constant contact with the Co-Programming Coordinators.
8. Shall publish a monthly newsletter as deemed necessary.
9. Shall be a liaison between IHC and PAGES.

10. Shall update the IHC website and other social network sites including but not limited to Facebook, or appoint an individual to carry out with task.

D. Chief Financial Officer (CFO)

1. Shall keep a record of income and disbursement's, pay bills upon authorization, and present the financial report at each IHC meeting.
2. Shall serve as a central advisor for all University Housing funds to provide for the efficient handling of all InterHall Council treasuries.
3. Shall chair the budget request committee, which will also consist of the President, President-Elect, Vice President-Elect, and the Chief Financial Officer-Elect.
4. Shall present the final budget proposal to Student Senate.
5. Shall prepare a financial report for the end of the year.

E. National Communications Coordinator (NCC)

1. Shall act as the National Communications Coordinator (NCC) for Clarion University, in accordance with the National Association of College and University Residence Halls (NACURH) affiliation.
2. Shall represent Clarion University at the Central Atlantic Affiliate of College and University Residence Halls (CAACURH), CAACURH No Frills, and NACURH conferences.
3. Shall choose the conference delegates by application process.
4. Shall affiliate Clarion University in the fall semester with NACURH.

F. Social Media Recruitment

1. Shall be in charge of informing the Campus Communications Coordinator of all programming related publicity for IHC.
2. Shall be responsible for the creation of a document, video, or scrapbook to document the organization and have as a historical keepsake.

G. Event Coordinator

1. Shall organize and implement all IHC programs, according to the IHC Programming Model (Article XIII).
2. Shall be responsible for creating committees to complete any and all tasks which fall under the office of Co-Programming Coordinators.

H. Philanthropy Coordinator

1. Shall act as the organizer and contact person for On-Campus Marketing (OCM) for Welcome Packages and Finals Kits.
2. Shall communicate with the Community Service Organizations.
3. Shall be in charge of all Philanthropy events.

I. National Residence Hall Honorary (NRHH) Representative

1. Shall act as a liaison between IHC and NRHH.
2. Shall oversee "Of the Moth" (OTM) Nominations.
3. Shall give status report of OTM winners.
4. Shall assist in IHC executive board as deemed necessary.
5. Shall be appointed by the Golden Eagle Chapter of NRHH, and confirmed by an affirmative vote by the General Body of IHC.

J. Student Facilities Representative

1. Shall be IHCs representative to the meetings of Clarion University's Student Facility Committee.
2. Shall monitor IHC members' requests, questions, and comments at meetings.
3. Shall give a report on the business at the Student Facility Committee meetings.

K. Parliamentarian

1. Shall make sure that the Constitution is followed along with Robert's Rules, Newly Revised, at every executive and general body meeting.
2. Shall not have voting rights in Executive Board meetings.

Section 5: General Responsibilities

- A. All Executive Board members are expected to assist with fundraising materials, including OCM.
- B. If necessary, Executive Board members may assist with NRHH responsibilities.

Section 6: Office Hours

All Executive Board members must maintain a minimum of two (2) office hours per week in/out of the IHC office.

Article VI: Committees

Section 1: Committees shall be formed as deemed necessary.

Section 2: The chairmanship and membership shall be appointed by active Executive Board members of IHC.

Section 3: Appointed committees do not have voting rights, unless they represent their UHC.

Article VII: Meetings

Section 1: The IHC shall have a minimum of two (2) meetings a month.

Section 2: A quorum of eleven (11) people will be established for all voting members of IHC for all policy discussions.

- A. If a quorum is not present at a regular meeting, a meeting can still take place but no voting decisions will be made.

Section 3: Requesting Funds

A. The request for funds is possible for University Housing Programming and improvements. The request must be brought before IHC within two (2) weeks of program implementation. Requests will be voted on by IHC, after a brief discussion of the request. The hall requesting funds must have representatives available at both meetings.

1. In the event of a collaboration between UHCs, the monetary request shall follow the above procedure;

however, the request will be considered as half the actual program cost.

- B. The halls must bring a written, detailed summary how the funds will be spent. IHC will reimburse each hall up to one-half of the total cost of the event.
- C. If an organization requests money from IHC, they must be a Recognized Student Organization of Clarion University, or in the process of getting recognized.

Section 4: Regularly scheduled IHC meetings are open to anyone who may wish to attend. Visitors are welcome and may be recognized by the acting President; however, they do not have voting privileges.

Section 5: Executive Board meetings shall be conducted weekly or as deemed necessary.

Section 6: The Advisor(s) or the President may call informal meetings of IHC; however, no regular business may be transacted.

Section 7: Regular and special meetings should be conducted according to Robert's Rules of Order, Newly Revised.

Section 8: Monetary requests under the amount of twenty-five dollars (\$25) may be voted upon by the Executive Board. A majority of Executive Board members must be present to approve monetary allocations.

Article VIII: Voting Procedures

Section 1: Election of Positions

- A. For all positions, excluding the Staff Advisor(s), NRHH Representative, the Student Facilities Representative, and the Parliamentarian, elections may be opened during new business.
 - 1. The Executive Board shall be elected from the membership by secret ballot by mid-April, and shall then monitor their office until taking over at the closing meeting.
 - 2. Term of the office is one (1) academic year beginning at the last meeting of the spring term through the fall term and ending at the last meeting of the spring term unless otherwise re-elected.

3. Those running for Executive Board position(s) will be required to fill out a form or application of interest and turn it into the Advisor(s) prior to the election.
4. NRHH Representative, Student Facilities Representative, and Parliamentarian shall be chosen by means different from the other Executive Board positions.
 - a. The Student Facilities Representative and the Parliamentarian are positions appointed by the Vice President of IHC.

B. The nomination(s) is/are to be tabled for one (1) week or until the next meeting.

Section 3: For any other voting business, a request may be brought to the table during a weekly meeting, a motion must be made by any IHC member, and another member must second the motion. IT will then be voted on by a show of hands, if the quorum (11) is fulfilled.) The vote will be won by a majority.

Article IX: Absences

Section 1: Each Executive Board member is permitted one (1) unexcused absence(s) per semester.

Section 2: Absences can be excused by containing the President within a week, depending on the circumstances.

Section 3: Executive Board members exceeding these absences shall have their voting rights revoked or can face impeachment.

Section 4: UHCs whose representatives have had their voting rights revoked, shall be asked to replace that member on IHC.

Article X: Impeachment of the Executive Board

Section 1: Removal of the Executive Board

- A. Any Executive Officer may be impeached for failure to fulfill their duties and responsibilities or for infringing upon the rights of others through the abuse of their office.
- B. Any member of IHC may initiate proceedings for a recall against any Executive Board member at any IHC meeting.

- C. The entire IHC body, excluding the President, unless in the event of a tie, shall cast a secret ballot to determine whether or not the board member is removed from their position.
- D. Any Executive Board member, listed under Article IV, Section 1, may be removed from office.

Article XI: Vacancies

Section 1: In the case of the vacancy of the President of IHC, the Vice President will assume the duties of the President for the rest of the term.

- A. If the Vice President declines to serve as President for the remainder of the term, then they will serve as acting-President until there can be a special election to fill the position of President. If there is no Vice President at the time then the Campus Communications Coordinator will serve as acting President until there can be a special election.

Section 2: Vacancies caused by members of the Executive Board resigning or not returning for the spring semester will be filled by special election.

Article XII: Role of the Faculty/Staff Advisor(s)

Section 1: The Clarion University Faculty/Staff Advisor(s) should be in regular attendance at all IHC meetings.

Section 2: The Faculty/Staff Advisor(s) is/are non-voting member(s), but their suggestions and knowledge of Student Affairs should aid in the efficient operation of IHC. The Faculty/Staff Advisor's advice should aid in making decisions but may or may not be followed by IHC.

Section 3: The Faculty/Staff Advisor(s) is/are responsible for calling an informal meeting at the beginning of each term for the purpose of orientation and organization.

Section 4: The Director of Residence Life or their appointee(s) shall act as an Advisor(s) to IHC. IHC will provide a committee to consult with the Director of Residence Life to advise the appointment.

Article XIII: Programmed Activities

Section 1: Block Party

- A. IHC will sponsor one (1) block party program in the spring semester.

Section 2: Clarion's Got Talent

- A. IHC will sponsor a program known as Clarion's Got Talent sometime during the academic year to showcase campus talent.

Section 3: Retreat

- A. IHC can sponsor a retreat in the fall or the spring term for Executive Board members of IHC where they will decide upon and develop a plan for the year. This retreat will also give the members an opportunity to begin revisions of the Constitution, if not already done.

Section 4: Philanthropy Project

- A. IHC will sponsor at least two (2) philanthropy project events each academic year.

Section 5: EFSN Events

- A. IHC will sponsor two (2) EFSN Events throughout the year, one in the fall and the other in the spring.

Article XIV: Suspending the Rules

Section 1: Any rules within the Constitution may be suspended if certain conditions are met:

- A. Following normal rules of order would be frivolous or delay the proceedings and functionality of IHC.
- B. The end of the semester is near, and the tabling of monetary requests or elections cannot be held within the given timeframe.
- C. Unforeseen circumstances that result in the need to suspend the rules.

Section 2: To Suspend the Rules:

- A. At least one of the above three conditions must be met.

- B. The President must be present, as well as the faculty, who is permitted to vote on the motion to suspend the rules.
- C. A two-thirds vote in the affirmative must occur.
 - 1. Should the faculty vote in the negative, their negative vote acts as a veto, effectively stopping the motion to suspend, regardless of the outcome.
 - 2. The motion to suspend only lasts until the matter at hand is effectively dealt with, at which point the rules will be considered "reinstated."

Section 3: When the rules are suspended, ordinary parliamentary procedure will govern the proceedings (Article VII, Section 7).

Article XV: Amendments

Section 1: Any voting member of IHC may present amendments.

Section 2: All amendments must be submitted to the Executive Board one (1) week prior to any action taken on the amendment and then submitted to all IHC attendees the following meeting to be ratified.

Section 3: Amendments can be passed by two-thirds (2/3) majority of all attending voting members of IHC.

Section 4: All elected Executive Board Members must be in attendance when voting on an amendment occurs.

Section 5: Any amendments are subject to approval by Student Senate and the President of Clarion University.

Section 6: Clarion University's IHC must review and/or revise the constitution yearly.

Revised: Thursday, April 20, 2017

Approved: