URHC Constitution

Article I: Name
The name of this organization shall be the United Residence Halls Council. The abbreviation URHC shall also refer to this organization.

Article II: Purpose
The purpose of the URHC shall be to serve as the coordinating body among the Residence Halls of the University of Tennessee, Knoxville, while permitting individual hall associations to retain responsibilities of control and programming within each hall. The URHC’s coordinating function shall be accomplished by acting as a unifier; promoting and planning social and educational programming; providing resources; serving as a liaison; and being the representative voice of all residents to the Department of University Housing, SGA, other appropriate student groups, and all national and regional student organizations.

Article III: Composition of URHC
The URHC shall be made up of an Executive Board and representative body of URHC members. The Executive Board shall consist of 7 elected officers (President, Vice President, Secretary, Treasurer, National Communications Coordinator [NCC], Public Relations Director, and Corporate Contacts Coordinator [CCC]) and an appointed Advisor. The National Residence Hall Honorary [NRHH] President shall be a member of the Executive Board and will be elected according to the NRHH constitutional procedures. The qualifications for each element of URHC are as follows:

Section 1: Officers
A. All officers must be full-time students, maintain a 2.25 GPA, be in good standing with the University, be members of URHC, cannot hold any individual hall association elected office. Officers must be elected as specified in Article VI.1
B. A student will be judged ineligible for office if said student is on disciplinary probation for violating any Student Standards of Conduct.
C. No existing URHC officer may serve as a Resident Assistant during his or her term in office.
D. All officers other than the President must serve (2) hours in the URHC office per week.
   1. These do not need to be consecutive.

Section 2: Advisor
The advisor will be appointed by of the Department of University Housing after consultation with the URHC Executive Board.

Section 3: Representative Body
Members of the Representative Body must be students living in a residence hall at the University of Tennessee, Knoxville. Membership in URHC is open to all students and faculty/staff members where appropriate, regardless of race, gender, disability, religion, or national origin.

Section 4: Term of Office
A. Newly elected officers shall take office directly following the URHC Banquet each year. Between the election and the banquet, a transition period of each office shall occur for new officers. Outgoing officers shall relinquish their offices at the banquet, except the NCC-it who shall accept the office of NCC after the NACURH Conference of that year is held.
B. No one person shall serve on the Executive Board for more than (3) three terms.

Article IV: Responsibilities

Section 1: Executive Board
A. Attend ALL Executive Board Meetings.
B. Attend ALL URHC meetings.
C. Attend ALL URHC sponsored CAMPUS WIDE events.
D. Serve at least (2) two SCHEDULED office hours per week. If for some reason, i.e. illness, he/she will be unable to serve his/her office hours, he/she is responsible for finding an officer who will switch with her/him or take his/her place.
E. Submit weekly reports to the URHC President at the president’s discretion.
F. Maintain a filing system pertinent to his/her office that keeps an accurate history of his/her activities.
G. Call emergency Executive Board Meetings as needed.
H. Submit agenda items to the President for Executive Board meetings by 5pm on the day prior to the Executive Board Meetings.
I. Each officer must complete an End of the Year Report by the end of the spring semester.

Section 2: President
A. Preside over all meetings of the URHC.
B. Represent URHC to University administration and to all student groups except the SGA Senate.
C. Call all necessary meetings of the URHC.
D. Call Executive Board Meetings as needed and prepare agendas for those meetings.
E. Delegate additional responsibilities to the officers as needed to facilitate the efficient operation of the URHC.
F. Serve as the representative for Residence Hall students to the university administration.
G. Be aware of URHC officer responsibilities and actions and hold them accountable.
H. Communicate weekly with the URHC Advisor.

Section 3: Vice-President
A. Represent URHC at SGA Senate meetings as the appointed liaison.
B. Preside over URHC meetings in the absence of the President.
C. Communicate regularly with the SGA Residence Halls Senators to facilitate cooperation and to encourage their involvement in URHC meetings and activities.
D. Regulate parliamentary procedure during all URHC Meetings, abiding by Robert’s Rules of Order.
E. If for some reason or another, i.e. illness, he/she will be unable to attend a SGA Senate meeting, he/she is responsible for finding a proxy and ensuring that they attend.
F. All other duties as assigned by the President.
**Section 4: Secretary**
A. Record, type, and distribute minutes of all URHC meetings and prepare agendas for those meetings.
B. Maintain accurate attendance records for the Executive Board and the Representative Body.
C. Maintain a current list of all the Residence Hall Association Officers.
D. Maintain URHC office desktop computer.
E. All other duties as assigned by the President.

**Section 5: Treasurer**
A. Assist with the preparation of the annual budget.
B. Keep an accurate and current record of all URHC finances.
C. Disperse funds as directed by the Representative Body, Executive Board, and Department of University Housing.
D. Give an accurate monthly financial report to the advisor and Executive Board, including monthly expenses and total remaining budget.
E. Announce important balances during Treasurer’s Report at each URHC meeting and each Executive Board Meetings. (Checking balance, Student Activities Business Office account, and Funding Proposals account.)
F. All other duties as assigned by the President.

**Section 6: National Communications Coordinator (NCC)**
A. Maintain correspondence between URHC and other Residence Hall associations throughout the country and across the world.
B. Facilitate URHC participation in regional and national conferences.
C. Serve as delegation leader at all Residence Hall conferences.
D. Regularly report to URHC activities and newsletters regarding TARH, SAACURH, NACURH, and "No Frills".
E. Debrief the Executive Board on all conferences including meetings and programs.
F. Make sure that no late fees for conferences will be allowed. Make sure that all fees are paid for conferences early.
I. Facilitate the training of the NCC-IT so that a smooth transition of responsibility is made to the following year.
J. All other duties as assigned by the President.
K. Complete an NIC Report as required by NACURH.

**Section 7: Public Relations Director**
A. Promote the participation of the halls in URHC and its activities.
B. Distribute URHC materials (flyers, letters, etc.) to area halls.
C. Serve as a communication link between the halls in the sharing of ideas and suggestions.
D. Create a promotional flyer before each meeting.
E. Promote URHC events and meetings through on campus media, as well as e-mail distribution lists and various social media outlets.
F. Responsible for press releases for events and other URHC activities.
G. Maintain all electronic databases, including Internet resources, e-mail distribution lists, and an accurate history of all URHC activities.
H. All other duties as assigned by the President.

**Section 8: Corporate Contacts Coordinator**
A. Assist with the facilitation and administration of all fundraising held to benefit URHC.
B. Serve as a liaison and contact between URHC and all fundraising agencies.
C. Present all fundraising contacts proposed to the URHC Executive Board.
D. Coordinate the promotion and participation of fundraising activities under the supervision of the Advisor.
E. Report all funds raised to the URHC treasurer for record and deposit.
F. All other duties as assigned by the President.

Section 9: National Residence Hall Honorary URHC Liaison
A. Attend (1) one Executive Board meeting per month determined by the Presidents.
B. Does not have a vote on the URHC Executive Board.
C. Provide URHC with information on the Of-The-Month (OTM) Program.
D. Transmit pertinent information between URHC and NRHH.
E. Attend URHC General Body meetings and events.
F. Assist the URHC Executive Board when and where possible.

Section 10: Advisor
A. Recruit and supervise the advisors for various URHC programs.
B. Act as a resource regarding University policies and procedures.
C. Conduct audits of URHC finances at the end of each semester to ensure proper bookkeeping and payment of outstanding accounts.
D. Communicate with the Executive Board to ensure all actions of officers are carried out to maintain and achieve success.
E. Perform "two on one" sessions with President and each officer once per semester or as needed.
F. Attend conferences, SAACURH, TARH, NACURH, "No Frills", etc. and to coordinate additional advisors if necessary.
H. It is the Advisor's responsibility to verify through the Office of Student Conduct that the officers are not on disciplinary probation and are in good academic standing.
C. Distribute letters, memos, and other URHC materials to the URHC Executive Board, and the Department of University Housing Central and Head Staff.

Section 11: Representative Body
A. Voice the views of Residence Hall students in policy decisions which affect those students.
B. Serve as the decision making body with regard to policy and the introduction, amendment, and approval of resolutions and recommendations to the Constitution.
C. Represent the University of Tennessee Residence Hall students at TARH, SAACURH and NACURH.
D. Communicate with the Executive Board to ensure all actions of Officers are carried out to maintain and achieve success.

Article V: Election Procedures
Section 1: Definitions
A. URHC Elections shall be defined as general or run-off elections during which the URHC President, Vice President, Secretary, Treasurer, Public Relations Director, and Corporate Contacts Coordinator are elected.
B. If the National Communications Coordinator - In Training (NCC-IT) has not yet been elected, then the NCC-IT shall be included in the above definition.
C. Election Chairs shall consist of the URHC Advisor and the NCC-IT.
D. The URHC Vice-President shall be the facilitator of elections-related procedures in the General Body Meeting(s). If the Vice President is unavailable due to vacancy, conflict of interest as a candidate, or otherwise, then the URHC Executive Board shall appoint a non-partisan facilitator pro tempore.
E. Hall Representatives shall be considered non-professional staff members of their Hall Association and shall have no more than three (3) votes, nor more votes than they have representatives at the elections meeting.

Section 2: Qualifications for Candidates
A. Candidates shall have a 2.25 cumulative GPA, be in good standing with the University, and be a full-time student.
B. All candidates shall either reside in a University of Tennessee at Knoxville Residence Hall and be a member of URHC or be signing up to reside in a University of Tennessee at Knoxville Residence Hall for the duration of their responsibilities on the Executive Board.
C. Candidates have the responsibility to provide accurate information that will in no way alter the outcome of the election or that violates the integrity of the election.

Section 3: Non-NCC Elections Process
A. The Election Chairs in cooperation with the current Executive Board shall decide the election timeline.
B. The Election Chairs shall advertise for all non-NCC-IT positions by way of e-mail to all on-campus residents at the least.
C. The Election Chairs shall hold a general meeting at least 15 days before the election with all the candidates or their representatives to review these rules and issue any interpretation.
D. Copies of these rules and their interpretation shall be provided to the Candidates.
E. The meeting shall be mandatory for all candidates unless otherwise specified by the Election Chairs.
F. The candidate's personal signature on an "Intent to Run" form shall be considered an agreement to comply with the rules of the election and shall allow the URHC Advisor to check the candidate's GPA.
G. There shall be (at least) two successive General Body Meetings prior to the banquet where the elections process will take place:
   1. The first will be the submission of election bids and discussion amongst the general body.
   2. The second will be the actual voting process.
H. The Executive Board officers will be sworn into their positions at the end-of-the-year banquet and will be expected to serve their duties for one (1) year until the next Executive Board is sworn in at the following year's end of the year banquet.

Section 4: Non-NCC Candidate Process
A. Candidates for URHC Officer positions must first create a two-to-five page "bid" for the position. The bid should contain:
   1. A unifying theme.
   2. Explanation of candidates' reason(s) for running.
   3. Details of past work/leadership experience.
   4. A platform/list of goals.
B. Candidates must email bids to the URHC Advisor, who will then place them on the website for the viewing of the General Body.
C. At the first elections-related General Body meeting, candidates will be asked to make a five-minute presentation about themselves and their desired positions followed by a five-minute question and answer.
D. Other candidates that are running for the same position as the presenter will be asked to leave the room until the question and answer session is over.
E. Following the question and answer, all candidates for said position will be asked to leave, including the most recent presenter, and a five-minute pro/con session will be held about the candidate.
F. This process shall be repeated until all candidates for one position have gone and at that time all candidates for said position will leave the room for the following:
   1. A five-minute compare and contrast session on all candidates running for said position.
2. A five-minute general discussion period on all candidates running for said position.

G. The above process will repeat until all candidates for all positions have had their turn in the process.

H. Not all five-minute sessions must last five minutes. Motions can be made to extend or end the 5 minute sessions.

I. In the second elections-related General Body Meeting the Hall Association Representatives will cast their votes. The votes will:
   1. Be by secret ballot.
   2. Otherwise comply with voting procedures as used in voting on bills.
   3. Be true and representative of the individual Hall Association and Residence Hall.

J. Votes will be counted by the Election Chairs (the URHC Advisor and the NCC-IT) and the outcome shall be announced directly after the counting of the ballots.

K. Elected officer(s) shall be determined as follows:
   1. The URHC President and URHC Vice President shall be elected in general election by a simple majority (50% +1) of those members of URHC voting. If no candidate receives a simple majority of ballots cast, a run-off election shall be held between the top (2) two candidates immediately following the general election.
   2. The URHC Secretary, Treasurer, Public Relations Director, and Corporate Contacts Coordinator shall be elected by receiving the largest number of votes of those members of URHC voting for that office.
   3. If candidate is unopposed, a motion to vote on first consideration may be proposed after the 5-minute bid presentation, or during the 5-minute discussion.

Section 5: NCC-IT Elections

The NCC-IT Elections shall be run in the same manner as the above elections with the following differences:

A. The Election Chairs for the NCC-IT Elections shall be the URHC Advisor and the URHC President.

B. Candidates for the position of NCC-IT must be able to attend that year’s SAACURH No-Frills business meeting that is generally held in the second week of March.

C. The Election and voting shall occur during the month of February, as early as the first general body meeting but no later than the second general body meeting and does not negate the General Body Meeting where the candidates present their bids.

D. The NCC-IT shall be elected by receiving the largest number of votes.

E. The NCC-IT shall serve as NCC-IT until the end of the NACURH Conference. The NCC-IT will be sworn in at the end of the year banquet, but will not assume power until the end of the NACURH Conference.

Section 6: Impeachment

In order to impeach an officer, the following procedures shall be followed:

A. A petition signed by a simple majority (50%+1) of the average attendance of all Hall Representatives must be presented to the Executive Board.

B. At the next General Body Meeting, a vote will be taken concerning the impeachment.

C. Impeachment requires a 3/5s vote of the combined Hall Representatives and Executive Board. Voting shall be done by secret ballot.

The executive board's process shall be:

D. If an Executive Board member has more than (2) two un-excused absences, he/she must vacate his/her respected position. Excused absences will be determined by a majority vote of the Executive Board.

E. A petition signed by 5/7s of the Executive Board may be presented to the Executive Board while the URHC Advisor is present.
1. If the above condition is met, follow the aforementioned impeachment process from B. through C.

**Section 7: Vacancies**

If any officer resigns, is impeached, or is otherwise unable to continue in office, the following procedure shall be followed.

A. If the President's position becomes vacant, the Vice President shall serve as acting President until the election is held.

B. If any other position becomes vacant, the URHC officers shall share the duties of the vacant office until an election is held.

C. Elections shall be held by the second meeting following the removal or resignation of the officer(s), or as deemed necessary by the current URHC Advisor.

D. Candidate(s) shall be voted upon at that meeting by the Hall Representatives.

E. A simple majority (50% +1) shall be required for election. If no candidate receives a simple majority of ballots cast, a run-off election shall be held between the top (2) two candidates immediately following the general election.

**Section 8: Complaints and Contesting Elections**

A. Any candidate wishing to contest the election must do so by 5:00pm on the day following the election by filing a written statement with the Election Chair(s). The statement shall include the witnesses, times, and places of alleged violations.

B. The Election Chairs shall meet and investigate the alleged violations within 48 hours of the election. The Election Chairs shall not be required to take any further action.

C. Any URHC member wishing to file a complaint about a possible election violation any time during the campaign period must notify the Election Chairs in writing within 24 hours of the alleged violation.

D. The Election Chairs shall verify the alleged violation, and, if a violation has occurred, shall notify the candidate in person of the violation.

E. Complaints may be handled in any of the following manner:
   1. The Election Chairs may instruct the candidate in person to rectify the violation within two (2) hours, or
   2. The Election Chairs may elect to meet and investigate the alleged violations. If any action is taken, however, the Election Chairs must investigate the complaint within 24 hours.
   3. If the Election Chairs instructs a candidate to rectify a violation, and the candidate fails to comply with the request within the time specified, the Election Chairs shall investigate the alleged violation within 48 hours of the complaint.

F. Complaints received after 5:00pm on the day after the election shall not be acted upon in any manner by the Election Chairs.

G. The Election Chairs shall have the responsibility to act on any complaints as he/she deems necessary.

**Article VI: Meetings**

**Section 1: Meeting Time**

A. The Executive Board shall meet weekly prior to the regularly scheduled URHC meetings. The URHC shall hold meetings at least, but not limited to, every two weeks. The time shall be selected by the URHC officers in consultation with the Representative Body.

B. Special meetings may be called within 48 hours notice by the URHC officers or Advisor. Special meetings must be called upon presentation to the Executive Board of a petition signed by two-thirds of the Representative Body.
Section 2: Voting
A. Attendance by representatives from 2/3 of the Residence Halls shall constitute a quorum. No votes concerning old or new business shall take place without a quorum. Proxies shall not be recognized.
B. Each Hall shall have three (3) votes in all matters pertaining to the URHC General Body.
C. At least three voting members must be present from each Hall to receive three votes.
D. Unless specified otherwise, a simple majority of 50% plus 1 vote is required in all matters.
E. If a tie results when the representative body votes, the URHC officers shall vote. If the tie still remains unresolved, the Advisor shall break the tie.
F. All secret ballot votes shall be counted by the Advisor and President or designee.

Article VII: Finances
Section 1: Income
The URHC will be responsible for raising any funds it deems necessary.

Section 2: Expenditures
A. Expenditures of less than $50.00 for refreshments, and similar expenses may be approved by the Advisor or President. These expenditures shall be reported by the Treasurer at the next URHC meeting.
B. The URHC may provide funding for programs or projects planned by the Residence Hall Associations and other recognized student organizations. Organizations wishing to obtain funding for their activities must adhere to the following:
1. URHC Funding Proposal Forms, which can be found on the URHC website, must be completed and personally presented to the URHC Executive Board one week prior to the council meeting at which the proposal is to be discussed.
2. The Treasurer retains the original copy of the Funding Proposal form.
3. In order to be eligible for these monies, each hall must be represented at the United Residence Halls Council meetings three times each semester.
4. All Funding Proposals must be submitted to the Executive Board at least (2) two weeks in advanced if advanced funds are needed, or no later than (1) one week after the event has taken place during the academic year. Failure to meet the one week deadline will relinquish the right to request funds from the URHC Budget until the end of the scholastic semester.
5. Before a vote concerning the sponsorship proposal is conducted, a discussion of the proposal shall be held. If desired, the requesting organization may modify the proposal before a vote is taken.
6. Expenditures of $250.00 or less require a simple majority of the Representative Body.
7. Expenditures of more than $250.00 require a 2/3 vote by the Representative Body.
8. If a Funding Proposal is not approved, it may not be brought up again until the next URHC meeting.
9. No single funding proposal shall exceed the amount of $500.00. However, halls may requests additional funds for future programming efforts.
10. Publicity for all URHC-sponsored activities must recognize URHC’s sponsorship.
The URHC logo shall be included on all publicity materials and be approved by an Executive Board member before it can be used. The URHC logo shall be available from any Executive Board member or from the website.
11. After the activity is complete, a program evaluation shall be filled out and returned to the Executive Board within one week.
12. In the case of reimbursements, no funding proposal money shall be given out until all receipts are turned in to the URHC Executive Board Treasurer. This must be completed within (1) one week of the program in order to receive reimbursement or the proposal shall be considered null and void.
13. Conference expenses for the Advisor and all attending Executive Board members in good standing shall be provided by URHC.
Section 3: Finance Safeguard
A minimum of $2000.00 shall be kept in reserve to secure the financial stability of this organization.

Section 4: Disposition of Funds in the Event of Dissolution of URHC
All remaining URHC funds shall be given immediately to the Department of University Housing at the University of Tennessee at Knoxville upon dissolution of URHC.

Article VIII: Residence Hall Associations
A. All Residence Hall Associations shall establish a constitution that shall not come into conflict with the URHC constitution.
B. URHC shall receive a copy of each Residence Hall Association's constitution.
C. URHC shall be informed of any amendments to the individual Residence Hall Association's constitution.

Article IX: Protected Documents
A. No URHC Document may conflict with the URHC Constitution.
B. The following URHC Documents may only be amended by a 2/3 vote of the Representative Body: URHC Funding Proposal Program Policy and Procedures, Past URHC History (through the day of the election of the present Secretary to his/her present term), URHC Operating Procedures, and the URHC Election Handbook.

Article X: Ratification and Amendments
A. The Constitution shall become effective upon a 75% approving vote of the current Representative Body. The officers elected during the spring quarter 1983 shall be responsible for beginning implementation of the new Constitution. Applicable sections shall take effect immediately, with the Constitution becoming fully operational during the Fall Quarter, 1983.
B. Amendments to this Constitution may be proposed by members of the Representative Body or the Executive Board. Proposed amendments must be presented to the President one meeting prior to a vote on such an amendment.
C. Approval of amendments and bills requires a 50% +1 vote of the Representative Body.
D. Amendments shall take effect immediately upon ratification, unless otherwise stipulated.