

Eastern Kentucky University
Residence Life Council Bylaws

(Approved by the Residence Life Council April 24th, 2006)
(Approved by the Council on Student Affairs May 8th, 2006)

Preamble

The Eastern Kentucky University Residence Life Council is hereinafter recognized as the official representation of student government in the campus residence halls by the University Administration, and the University's Student Government. The Residence Life Council shall serve as the residence hall programming and a legislative branch of the Student Government Association.

Article I
Membership of the General Assembly

Sec. A General Membership

1. The membership of the Eastern Kentucky University Residence Life Council shall consist of students living in the residence halls and Brockton Efficiencies. Each member of the RLC Assembly shall have the right to debate in RLC General Assembly meetings, and participate in all sponsored activities of the Residence Life Council.

Sec. B Representation

1. Two elected representatives shall represent each residence hall in the general assembly of Residence Life Council.
 - a. No more than one (1) Resident Assistant per residence hall may be appointed after hall elections in order to temporarily fill a vacancy until another resident is available.
2. Brockton Efficiencies shall be represented in the general assembly in the same manner as the residence halls.
3. The Resident Assistant representatives shall represent the RAs in the general assembly of RLC. The RA Council will elect a representative from the Northside and the Southside.

Sec. C Non-Discriminatory Membership

1. The Residence Life Council's membership shall not be discriminated against in any way.
2. All students regardless of age, race, color, religion, sex, sexual orientation, disability, nationality, or veteran status, shall have equal rights as members of this organization.

Sec. D Requirements

1. All representatives shall maintain at least a 2.25 GPA.
2. Representatives shall not fail to attend more than three (3) meetings of the General Assembly. This shall not apply if they have been excused by the Vice-President of Residence Life Council prior to the event at least twenty-four (24) hours in advance, provided that notification was submitted.

3. Representatives shall not fail to attend more than three (3) meetings of the committee on which they serve. This shall not apply if they have been excused by the committee chair prior to the meeting at least twenty-four (24) hours in advance, provided that notification was submitted.
4. All representatives shall attend at least twenty (20) percent of RLC programming.
5. All representatives shall give a verbal report of major hall activities and events.

Sec. E Term of Office

1. All Residence Life Council Representatives shall serve from the first day of the academic year until the end of the same academic year. The term of any Representative who resigns or who is removed by procedures established within these by-laws shall end immediately.

Article II Leadership Team

Sec. A Makeup

1. The RLC Leadership Team shall consist of the Executive Board, Committee Chairs, and the NCCIT.
 - a. The Executive Board is distinct from the Leadership Team because some matters that require vote may not concern committee chairs, ad hoc committee chairs, and the NCCIT.

Sec. B Duties

1. The RLC Leadership Team shall meet at least biweekly and at other times at the request of the Vice-President.
2. The RLC Leadership Team shall consider matters proposed for the consideration of the RLC General Assembly and advise the Vice-President concerning the agenda for the subsequent Residence Life Council General Assembly meeting.
3. The RLC Leadership Team members shall participate in all RLC functions.

Article III Executive Board

Sec. A Office of the Vice-President of RLC:

1. Preside over all meetings of the RLC.
2. Act as the official RLC Representative to all University Administration.
3. Appoint remaining positions on the Executive Board with approval of the General Assembly.
4. Appoint Committee Chairs with approval of the General Assembly.
5. Appoint vacancies with recommendations from the respective council. Appointments must be approved by a two-thirds (2/3) vote of the voting body.

6. Prepare a budget with the Student Body President and the RLC Finance Chair, and SGA Treasurer.
7. Submit a plan to the General Assembly and the Cabinet, including but not limited to: a programming plan, and an annual report of the year's goals. The plan shall be formulated with the assistance of the Leadership Team.
8. Work a minimum of ten (10) office hours per week.

Sec. B Office of the Associate Vice-Chair:

1. Preside over meetings of the Residence Life Council General Assembly meetings in the absence of the Vice-President.
2. Serve as acting Vice-President if the Vice-President cannot perform his/her duties.
3. Serve at the pleasure of the Vice-President and lead specific projects as determined by the Vice-President.
4. Chair the Hall Council workshop or coordinate the workshops with someone else as chair.
5. Supervise and receive regular reports from each RLC Committee's Chair.
6. Shall attend the meetings of each committee as an ex-officio member at least twice a month.
7. Work a minimum of three (3) office hours per week.

Sec. C Office of the Executive Clerk:

1. Be responsible for compiling and providing the minutes from each meeting.
 - a. A copy of the minutes must be submitted to the SGA secretary.
 - b. A copy of the minutes must be submitted to the RLC advisor weekly and in a timely fashion.
2. Prepare an agenda to be distributed to each member of the General Assembly before every meeting.
3. Keep an accurate attendance record.
 - a. Negligence must be reported to the Vice-President of RLC and to the Ethics Administrator.
4. Be responsible for all correspondence of the Residence Life Council.
5. Keep a record of all RLC legislation.
6. Work a minimum of one (1) office hour per week.

Sec. D Office of the Finance Chair:

1. Keep an accurate record of receipts and expenditures of the Residence Life Council.

2. Provide a monthly report of the financial status of the Residence Life Council in the General Assembly meetings.
3. Prepare a budget with the Student Body President and the RLC Vice-President, and SGA Treasurer.
4. Work a minimum of one (1) office hour per week.

Sec. E Office of the Residence Relations Chair

1. Advertise RLC and hall programs if they are funded by RLC.
2. Maintain the RLC webpage.
3. Construct and maintain a photo album for use at all conferences.
4. Work in conjunction with the programming chair, policy chair, and the NCC for promotion.
5. Maintains ability to form an ad hoc committee as necessary.

Sec. F Office of the National Communications Coordinator:

1. Serve as liaison between EKU RLC and the governing associations of NACURH, SAACURH, and KARH.
2. Prepare and submit the National Information Center (NIC) report at the annual NACURH Conference.
3. Organize all EKU RLC delegations to NACURH, SAACURH, and KARH.
4. Submit RLC programs for honors and awards at conferences.
5. Attend all conferences, including NOFRILLS business meeting, and serve as head of the EKU RLC delegation. The NCC shall also represent EKU RLC at all conference business meetings.
6. Maintain a training manual for the NCCIT.
7. The NCC shall appoint the National Communications Coordinator-In-Training.
 - a. The NCCIT shall have the following duties:
 - i. Assist the NCC.
 - ii. Attend all conferences.
 - iii. Prepare to take over the NCC position.
 - iv. Aid in the preparation of the NIC report.
8. Work with the President and advisor of National Residence Hall Honorary.
9. Work a minimum of one (1) office hour per week.

Sec. G Residence Life Council Leadership Team

4. The RLC Leadership Team shall consist of the Executive Board, Committee Chairs, and the NCCIT.
5. The RLC Leadership Team shall meet at least biweekly and at other times at the request of the Vice-President.
6. The RLC Leadership Team shall consider matters proposed for the consideration of the RLC General Assembly and advise the Vice-President concerning the agenda for the subsequent Residence Life Council General Assembly meeting.
7. The RLC Leadership Team members shall participate in all RLC functions.

Article IV Advisor

Sec. A Duties

1. Provide advice and insight to the branch or individuals seeking advice.
2. Attend all General Assembly meetings and Leadership Team meetings.
3. Attend all major RLC events.
4. Provide means for communication with all halls.
5. Be available for conference trips.
6. Be open and available to members of RLC.
7. Work with President and advisor of NRHH.

Article V Meetings

Sec. A General Assembly

1. The General Assembly shall meet at least once every two (2) weeks during the academic year excluding “dead week” and “finals week” each semester.
2. The General Assembly must reach quorum to be allowed to vote. Quorum is defined as fifty percent (50%) of the voting body plus one (1).
3. The voting body of RLC shall consist of RLC Representatives, RA Representatives and all members of the RLC Leadership team excluding the Vice-President of RLC, the NCC, and the NCCIT.
4. The Vice-President will only vote in order to break a tie.
5. Voting shall be consistent with Robert’s Rules of Order as applied by the ECU Student Government Association. See Appendix A – Robert’s Rules of Order.

Article VI Committees

Sec. A Programming Committee

1. The purpose of this committee is to enrich the lives of the students of Eastern Kentucky University who reside within the residence halls through campus-wide events for residents. The programming committee is required to complete at least one (1) program per semester.

Sec. B Policy Committee

1. The purpose of this committee is to accept any motion, suggestion, resolution, or other ideas that will enrich or benefit students residing on the campus of Eastern Kentucky University. The Policy committee will then review the information and formulate legislation, and bring it before the RLC for final approval.

Sec. C Ad Hoc Committee

1. The Vice-President of the Residence Life Council shall have the power to create any committee that he/she feels is necessary to further the enjoyment or benefit to students who reside upon the campus of Eastern Kentucky University.

Article VII Finances

Sec. A Funding Guidelines

1. Residence Life Council General Assembly may allocate funds solely on behalf of students residing within the Residence Halls or Hall Councils.
2. If said money is used to purchase capital equipment for a campus organization, it becomes property of the Residence Life Council and the residential student population.
3. If said money is used to purchase capital equipment for a Residence Hall or Hall Council, such equipment becomes property of the appropriate Residence Hall, provided equipment is made available to other Halls upon request.

Sec. B Emergency Expenditures

1. Emergency Expenditures of fifty dollars (\$50.00) or less may be approved by the Finance Chair and the Faculty Advisor. All approved expenditures must have the signature of the Vice-President, the Finance Chair, and the RLC Student Affairs Liaison.

Sec. C Budget

1. The Residence Life Council Finance Chair with the help of the Vice-President of Residence Life Council and the Student Body President must organize and present a proposed budget no later than the fourth (4) full week of school or second (2) week of quorum for approval of the General Assembly as documented in the Student Government Association Constitution. See Appendix B – Recommended Budget.

Article VIII

Disciplinary Action Process

Sec. A Ineligibility

1. If a member of the Residence Life Council fails to meet the general requirements of membership as stated in these Bylaws and the SGA Constitution, the Vice President of the Residence Life Council can remove the member without a vote of approval from the body.

Sec. B Process of Investigation

1. Should a member of the Residence Life Council fail to uphold the SGA Constitution or the bylaws of the Residence Life Council, the disciplinary action process may be initiated.
 - a. The Disciplinary Action Process in its entirety can be found in the Student Government Association Constitution, Article XIII.

Sec. C Exceptions

1. The Residence Life Council shall follow this process exactly, except in the case of the removal of an officer where the following requirements are stated below.
 - a. An officer can be demoted to a general member by a three-fourths (3/4) vote of the voting body.

Article IX

Amendments

Sec. A Procedures

1. Amendments to these bylaws may be proposed by an act of a member of the Residence Life Council.
2. The act will then be discussed and voted on by the Residence Life Council. A two-thirds vote is required for amendments to be considered as passed.
3. The amendments shall then be presented to the SGA Advisory Board for final approval.
4. Upon approval, the amendments will be forwarded to the Council on Student Affairs as an informational item.
5. Ratified amendments will be added to the bylaws and existing copies of the bylaws will be corrected.