

Inter-Residence Association

Constitution

Article I

Name

Section 1: Names and abbreviations

1. The name of this organization shall be the University of Vermont Inter-Residence Association.
 2. This organization shall hereinafter be referred to as IRA and the institution shall hereinafter be referred to as UVM.
 3. Sub-parts of IRA consist of Residence Hall Councils and shall hereinafter be referred to as Hall Councils.
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Article II

Purpose

Section 1: Objectives

1. To act as a liaison between the campus residents of UVM and administrative offices at UVM.
2. To represent and defend rights of the UVM campus residents to Residential Life.
3. To maintain and upgrade the quality of life on campus by:
 - a. Providing appropriate service and programming to meet residential students' needs.
 - b. Reviewing and initiating Department of Residential Life policies.
 - c. Distributing IRA funds in a fair and equitable manner.
2. To serve as the unifying body that brings together the residential campuses at UVM.
3. To offer support and provide financial management to each Hall Council

Article III

Membership

Section 1: Definition

1. All UVM students that live in any of the residence halls and pay the IRA fee shall be considered members of IRA.
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Article IV

The Executive Board

Section 1: Structure

1. Shall serve in a facilitative role and has the ability to make executive decisions if needed.
2. Shall consist of the following seven (7) positions: President, Vice President and Treasurer, Director of Student Advocacy, Director of Public Relations, Director of Social Programming, Director of Community Service and Educational Programming, and the National Communications Coordinator (NCC).
3. The National Residence Hall Honorary President shall serve as a non-voting ex-officio officer to the Executive Board.
4. Shall meet on a weekly basis as determined at the beginning of each academic year.
5. Shall establish ad-hoc committees as it deems necessary.
6. Shall advocate on behalf of the UVM campus residents.

Section 2: Eligibility

1. Must have at least a two point five (2.5) GPA to maintain an officer position.
2. Must be a full-time undergraduate matriculated student at UVM.
3. Must be a member of IRA.
4. Must be eligible for participation in student activities under university regulations.

Section 3: Duties of Executive Board officers

1. Shall attend all Executive Board meetings as scheduled.
2. Shall attend all General Body meetings as scheduled.
3. Shall attend all IRA events.
4. Shall hold their position from the date of election or appointment for one academic year.
 - a. If elected or appointed after Spring Elections, their term shall last from the date of election or appointment until the end of the term of those elected in the most recent Spring Elections.
5. In the event of a resignation or impeachment, compensation shall be prorated and the removed officer must pay back the difference between the starting compensation amount and the prorated amount.
6. Shall work closely with the IRA Advisors and meet as needed through the form of “one-on-ones.”
7. Shall abide by community standards that are set at the beginning of each academic year by the Executive Board.
8. Shall prepare presentations for NEACURH, Mini-No Frills and NACURH as deemed necessary by the National Communications Coordinator.

Section 4: Responsibilities

1. President
 - a. Shall represent the organization to the university community.
 - b. Shall be the figurehead of the organization and represent the interests of on campus students.
 - c. Shall facilitate the internal development of the Executive Board.
 - d. Shall oversee the facilitation of all General Body and Executive Board meetings.
 - e. Shall act in the best interest of the organization at all times.
 - f. Shall oversee the development of strong external relationships with university departments, student groups, organizations and students.
 - g. Shall plan all agendas for Executive Board and General Body meetings.

- h. Ensure the yearly establishment and fulfillment of IRA goals.
- i. Work a required five (5) hours of office hours a week.
- j. Shall be responsible for booking the General Body and Executive Board meeting spaces prior to the start of the academic year.
- k. Delegate responsibilities as necessary.
- l. Plan and execute all training and retreats in collaboration with members of the Community and Leadership Development (CALD) Committee.
- m. Shall provide training to all newly elected Executive Board officers.
- n. Maintain records of each Executive Board officer's monthly update to compile for the successor of each respective Executive Board position.
- o. Shall coordinate policy proposals and issues which affect IRA with the Department of Residential Life and other administrative offices around campus.
- p. May veto any legislative action of IRA within five (5) business days.
- q. Shall be responsible for notifying the General Body in the case of a Presidential veto.
- r. Provide recognition to the Executive Board and the General Body.
- s. Meet regularly with other Executive Board officers as they see fit.
- t. Communicate with regional RHA Presidents as necessary.
- u. Communicate with the IRA Executive Board, General Body, Residential Life, student organizations, Student Life, and other University entities as deemed necessary.
- v. Attend and help prepare for NACURH, NEACURH, Mini-No Frills and Sub Regional Meetings.
- w. Serve as a representative to the CALD Committee.
- x. Shall serve as a member to the Associated Directors for the Appointment of the University of Vermont and State Agricultural College Student Trustees, Inc.
- y. Shall serve on the Dining Services Advisory Board.
- z. Shall serve on various task forces as deemed necessary.
- aa. Shall chair or co-chair the Constitution Revision Committee in conjunction with the Vice President and Treasurer.
- bb. Shall attend Presidential Round Tables.
- cc. Shall serve as a non-voting ex-officio member of the National Residence Hall Honorary Executive Board.

2. Vice President and Treasurer

- a. Perform all duties of the President in their absence.
- b. Shall oversee the internal development of the General Body and Hall Councils.
- c. Shall work to build and foster the development of strong internal communications within the organization.
- d. Shall oversee and maintain a balanced budget for the organization.
- e. Assist the President with duties as necessary.
- f. Work a minimum of five (5) office hours a week.
- g. Shall oversee committee structure and communicate weekly with committee chairs within IRA.
- h. Shall provide guidance and oversight of all sub-parts of IRA.
- i. Shall facilitate Presidential Round Tables on a monthly basis with Hall Council Presidents and Co-Chairs.
- j. Shall oversee the IRA Representative elections process through communication with Hall Council Presidents and their respective Advisors.
- k. Shall be responsible for IRA General Body training and development.
- l. Shall be responsible for organizing a General Body retreat.
- m. Shall be responsible for appointing IRA Reps to one of the four standing committees.
- n. Assist the President with communication between the Executive Board, General Body, Student and Campus Life and other organizations.
- o. Meet regularly with other Executive Board officers as they see fit.
- p. Shall set the IRA budget for the following academic year prior to the last General Body meeting in April of each academic year.
- q. Responsible for maintaining accurate and up to date records of the organization's income and expenses.
- r. Shall be responsible for overseeing the prorating process.
- s. Shall submit and present budget updates to the IRA Executive Board and General Body on a monthly basis.
- t. Responsible for ensuring that all bills, invoices, transfers, re-imbursements and co-sponsorships are paid on time.

- u. Shall work with each Executive Board officer to meet their budget needs and ensure their respective budgets are balanced.
- v. Shall serve as a member to the Associated Directors for the Appointment of the University of Vermont and State Agricultural College Student Trustees, Inc.
- w. Shall chair or co-chair the Constitution Revision Committee in conjunction with the President.

3. Director of Student Advocacy

- a. Shall brainstorm, draft, and propose legislation to the General Body and Department of Residential Life with the help of their community.
- b. Shall encourage general body members of IRA to formulate legislative initiatives
- c. Shall compose legislation that is in the best interests of the members of IRA.
- d. Meet weekly with the Student Advocacy Committee.
- e. Work with committee to address on-campus issues
- f. Shall be responsible for overseeing the development and execution of at least two campus wide forums each academic year.
- g. Communicate clearly and effectively with the IRA Executive Board, Residence Hall Councils, student organizations, Residential Life staff and other entities as deemed necessary.
- h. Make proper arrangements for event space and scheduling.
- i. Shall work with the IRA Vice President and Treasurer to maintain a balanced Student Advocacy budget.
- j. Shall work a minimum of three (3) office hours per week.
Shall educate and facilitate training sessions on legislation authorship to the General Body as deemed necessary

4. Director of Public Relations

- a. Shall oversee the publicity and promotions of the organization.
- b. Shall serve as the archivist of the organization
- c. Shall keep records of attendance, take minutes at all meetings, and keep contact and sign up sheets from all meetings, and maintain a directory of hall council and IRA

representatives..

- d. Shall work with the Public Relations Committee to brainstorm, draft and produce all publicity and promotional material of the organization.
- e. Meet weekly with the Public Relations Committee.
- f. Write, compose, or create any publicity and other materials (letters, posters, advertisements, etc.) as requested.
- g. Develop a plan for the organization's public relations.
- h. Take minutes at all General Body meetings and publish online.
- i. Catalog communication between the General Body and the Executive Board as deemed necessary.
- j. Ensure that the IRA website is kept up to date and moderate the IRA listserv.
- k. Shall work with the IRA Vice President and Treasurer to maintain a balanced Public Relations budget.
- l. Shall work a minimum of three (3) office hours per week.

5. Director of Social Programming

- a. Shall oversee the development, planning and execution of at least four social programming events for all members of IRA within an academic year with the help of the Social Programming Committee.
- b. Meet weekly with Social Programming Committee.
- c. Communicate clearly and effectively with the IRA Executive Board, Residence Hall Councils, other student organizations, Residential Life staff and other entities as deemed necessary.
- d. Make proper arrangements for event space and scheduling.
- e. Shall work with the IRA Vice President and Treasurer to maintain a balanced Social Programming budget.
- f. Shall work a minimum of three (3) office hours per week.

6. Director of Community Service and Educational Programming

- a. Shall oversee the development, planning and execution of at least two educational and community service program events over an academic year for all members of IRA with

the help of their Community Service and Educational Programming Committee.

- b. Meet weekly with Community Service and Educational Programming Committee.
- c. Program around special and/or awareness issues.
- d. Shall work with the IRA Vice President and Treasurer to maintain a balanced Community Service and Educational Programming budget.
- e. Communicate with other student organizations, on campus resources, non-profit and educational organizations.
- f. Make the IRA General Body and Hall Councils aware of their opportunities for community service on and off campus.
- g. Shall work a minimum of three (3) office hours per week.

7. National Communications Coordinator (NCC)

- a. Shall be the representative and figurehead of the organization at all NACURH affiliated functions.
- b. Shall maintain frequent communications with the North East and National Affiliate of College and University Residence Halls.
- c. Shall educate and frequently update members of General Body and Hall Councils about the Regional Affiliates and National Affiliate of College and University Residence Halls.
- d. Shall encourage and draft bid proposals from the organization to present at the regional and national level within the North East and National Affiliate of College and University Residence Halls.
- e. Shall work with the NCC-IT to ensure that IRA and NRHH are affiliated with NEACURH and NACURH by filing the RFI Report, paying dues on time and resubmitting the affiliation form.
- f. Communicate with NEACURH via the NCC listserv and forum.
- g. Stay informed, familiar and up to date with the regional policy book and legislation.
- h. Select and prepare national, regional and sub regional conference delegations.
- i. Lead national, regional and sub regional conference delegations when attending conferences.
- j. Share NEACURH newsletters with the Executive Board and General Body.
- k. Educate the Executive Board and General Body about NEACURH, NACURH, and

policy and legislation changes as deemed necessary.

- l. Shall work a minimum of three (3) office hours per week.
- m. Shall train the National Communications Coordinator – In Training of the responsibilities and duties of the National Communications Coordinator.
- n. Shall hold one on one meetings with the NCC-IT as deemed necessary.

Article V

Impeachment and Resignation

Section 1: Impeachment

1. If an Executive Board officer or IRA Representative is deficient in their responsibilities or duties they are subject to be held accountable through the process of impeachment.
2. If an Executive Board officer or IRA Representative is impeached by the General Body, they are to be immediately removed from their respective position.
3. A three-fourths vote by the general body is required for the impeachment and removal of any executive board officer.
4. Compensation shall be suspended following the impeachment of an executive board member.

Section 2: Resignation

1. If an Executive Board officer or IRA Representative no longer feels capable of fulfilling their responsibilities and duties they may resign from their position.
 2. In the event of a resignation, the exiting Executive Board officer or IRA Representative shall notify an IRA advisor and an officer of the executive board of their decision and rationale through a written letter.
 3. An exit interview with the IRA advisors shall be required.
 4. Compensation shall be suspended after the resignation is finalized.
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Article VI

Elections and Appointments

Section 1: Spring Elections

1. Spring elections are meant for the purpose of electing the successors to the Executive Board officer positions for the following year with the exception of the National Communications Coordinator and National Communications Coordinator – In Training positions.
2. Spring Elections are meant to occur at a designated time within the Spring Semester each year.
3. In the event of a vacancy within the Executive Board Elect prior to the end of the school year, the General Body has the ability to elect the vacant position until the last day of classes.
4. The Spring Election of the President and Director of Student Advocacy shall be decided upon by all members of IRA.
 - a. In the event of four (4) or more candidates running for either the Presidential or Director of Student Advocacy position, the top two (2) candidates receiving the most votes for that position shall move on to a final round of voting.

Section 2: National Communications Coordinator – In Training (NCC-IT) Election

1. The election of the NCC-IT shall occur by the last week of October of the Fall Semester.

Section 3: Elections

1. Elections of Executive Board officers are to be decided upon by the IRA General Body.
2. Elections shall occur in the event of a vacancy within the Executive Board.
3. Shall be overseen by a non-returning member of the IRA Executive Board and the Coordinator for Community and Leadership Development.

Section 4: Appointments

1. Appointments to fill vacant Executive Board officer positions shall only occur after the last day of classes in the Spring Semester until the first day of classes the following Fall

Semester.

2. The Executive Board reserves the right to fill any vacant position during periods of academic recess.

Article VII

General Body

Section 1: Structure

1. Membership

- a. Shall consist of IRA Reps.
- b. A minimum of eleven (11) Reps must be elected or appointed by the Hall Councils in order to convene a General Body.
- c. A maximum of forty-four (44) Reps may be elected or appointed by the Hall Councils to the General Body.
- d. Shall consist of the following non-voting Executive Board officers:
 - I. President
 - II. Vice President and Treasurer
 - III. Director of Student Advocacy
 - IV. Director of Public Relations
 - V. Director of Social Programming
 - VI. Director of Community Service and Educational Programming
 - VII. National Communications Coordinator

2. Shall meet on a weekly basis or as deemed necessary by the committee chair.

3. Shall be responsible for proposing legislation that addresses student concerns, recommendations, interests, etc.

4. Shall be responsible for assisting the committee chair with the development and execution of at least two campus wide forums each academic year.

5. Shall have the sole ability to recommend the adoption or dissolution of the IRA Constitution.

6. Shall be chaired by the President , or in the President's absence, the Vice President and Treasurer.

Section 2: Committees

1. There shall be four standing committees within the General Body: Student Advocacy Committee, Community Service and Educational Programming Committee, Social Programming Committee, and the Public Relations Committee.
2. General body also reserves the right to form ad-hoc committees as deemed necessary.

Section 3: IRA Representatives

1. Membership
 - a. Must be members of IRA.
 - b. Representatives shall be elected or appointed by their respective Hall Council.
 - c. There shall be a minimum of one (1) IRA Representative per Hall Council and a maximum of four (4) IRA Representatives.
2. Duties
 - a. There shall be a reciprocal duty to communicate between their hall council and the IRA General Body.
 - b. Shall be vested the authority to vote on all IRA decisions.
 - c. Shall vote in the best interest of the members of IRA.

Section 3: Legislation

1. Legislation shall consist of bills, resolutions or provisions.
2. Any member of the General Body can write and propose legislation.
3. Legislation being presented to the General Body one week prior to voting.

Section 4: Quorum

1. Quorum is reached when at least half (1/2) plus one (1) of all IRA Representatives are present.
2. Quorum is needed to conduct any business that requires voting.

Section 5: Voting

1. All actions of IRA requiring a vote shall pass by a simple majority vote from all members present and voting, with the exception of amendments to the Constitution, in which case three fourths (3/4) majority vote is necessary.
2. The General Body has the sole authority to vote on all business within the organization.
3. Shall have the authority to overrule a Presidential veto by a two thirds (2/3) majority vote of all IRA Representatives present and voting. This must happen within two (2) General Body meetings following the veto.
4. In the case where there is a conflict of interest for any General Body member, they must abstain from voting.

Section 6: Meeting procedure

1. Agenda
 - a. Each regularly scheduled meeting shall proceed according to the agenda set by the President.
2. Business
 - a. Business may be presented in either written or spoken form.
 - b. After a business item is presented there will be a period for question and answer.
 - c. Following question and answer a period of discussion shall take place.
 - d. Discussion on a Business item shall not exceed a time limit set by the President.
 - e. Once discussion is over, a vote shall take place.
 - f. The President shall reserve the right to end discussion and call for a vote.

Article VIII

Residence Hall Councils

Section 1: Statement of purpose

1. Each residential complex at UVM has a Hall Council, which is charged with:
 - a. Acting as the student voice for all members of the residential community within a

particular complex.

- b. Coordinating social and educational activities for all members of the complex community.
- c. Spending Hall Council funds in ways that best benefit all residents of the complex.
- d. Recognizing and awarding the achievements of members of the complex community.
- e. Working closely with IRA to best serve all residential students at UVM.

Section 2: Membership

- 1. Any member of IRA in a particular complex at UVM is eligible to become a member of their respective Hall Council.
- 2. Each floor in the complex is strongly encouraged to have at least one resident join their respective Hall Council.
- 3. Any attendance policies are up to the discretion of the Executive Board officers within each Hall Council.
- 4. The attendance policy for IRA Representatives shall be determined by the General Body.

Section 3: Resident Advisors (RA)

- 1. Are considered residents of a living community.
- 2. Shall hold voting rights within Hall Council, except where a conflict of interest is present. In the instance where a conflict of interest is called by another member present the RA must abstain from voting.
- 3. May be elected or appointed to the position of IRA Representative but may not be elected as an Executive Board member of IRA.

Section 4: Duties of Hall Council Executive Board officers

- 1. Structure
 - a. Hall Councils have the discretion to decide the structure of their executive boards.
- 2. All members
 - a. Shall attend leadership workshops hosted by IRA.

- b. Shall hold a term of office from September to May of each academic year.
- c. Shall attend all Hall Council and Hall Council Executive Board meetings.

3. IRA Representative(s)

- a. Shall adhere to the attendance policy set between themselves and the IRA General Body.
- b. Shall attend all IRA General Body and their committee meetings.
- c. Shall vote on behalf of the complex at IRA meetings, representing community views.
- d. Shall serve on a designated committee by the appointment from the Vice President and Treasurer.

4. Resident Advisor (RA) Liaison(s)

- a. Shall attend all Hall Council meetings
- b. Shall relay information between the Residential Staff and the Hall Council.
- c. Shall vote on behalf of the RAs at Hall Council meetings.

Section 5: Elections and appointments

- 1. Shall elect or appoint at least one (1) and no more than four (4) IRA Representative to represent the complex at all IRA General Body meetings.

Section 6: Hall Council funding

- 1. Each Hall Council shall receive a budget from the IRA Budget to be determined by the IRA Vice President and Treasurer in conjunction with the Business Manager of Residential Life.

Article IX

Finances and Appropriations

Section 1: Funds collected

- 1. The IRA Activity Fee collected by Residential Life shall be deposited into the IRA General Funds.
- 2. Each academic semester, all residents shall pay fifteen dollars (\$15.00) to Residential Life to

then be deposited into the IRA General Fund.

3. Funds shall be allocated in such a way that the IRA General Fund will receive seventy five percent (70%) of the total funds collected
 - a. Hall Councils shall receive twenty five percent (25%) of the total funds collected each academic semester.
 - b. Five (5) percent of the total funds shall be reserved for use at the discretion of the co-advisors of IRA.

Section 2: Budget proposals and allocations

1. The IRA Budget for the following academic year, as drafted by the Vice President and Treasurer, is subject to approval by the General Body prior to the last meeting of the General Body each academic year.
2. All subsequent inter-budget reallocations are subject to the approval of the General Body, except where otherwise stated.

Section 3: Allocation Request Process

1. The following steps must be followed in order for a party to receive funds:
 - a. A party must fill out a Funding Request Document and submit it to the IRA Executive Board Treasurer to formally request funding.
 - b. After review of the Funding Request Document, the Treasurer invites the party to an Executive Board Meeting to discuss the proposal. Attendance to this meeting is mandatory in order to continue the funding request process.
 - c. The proposing party is then able to present their request to the General Body at a weekly IRA General Body Meeting at which the requested allocation of funds will be voted on by the General Body.

Section 4: Funds remaining

1. Funds which remain in the IRA General Fund at the close of the academic year shall be rolled over into the appropriate accounts for the following year.

2. Funds remaining in the account of the Hall Council budgets at the end of the academic year shall be combined and redistributed proportionately among the eleven (11) hall councils.

Article X

Advisors

Section 1: Selection

1. Assigned Advisors from the Department of Residential Life shall be:
 - a. Assistant Director of Residential Education.
 - b. Coordinator for Community and Leadership Development.

Section 2: Responsibilities and duties

1. Shall abide by the responsibilities and duties outlined in their respective position within Residential Life.
2. Shall not have voting rights within the organization.
3. Shall be allowed to speak during General Body in times where clarification or guidance is necessary.
4. Shall be responsible for facilitating the setup and execution of “one on ones” with Executive Board officers.

Article XI

Constitutional changes

Section 1: Amendments and ratification process

1. Amendments may be proposed by members of the General Body.
2. Amendments shall be voted on by the General Body and ratified by a three-fourths (3/4).

3. Amendments passed by the General Body shall take effect immediately.

Section 2: Adoption and dissolution

1. Adoption of a new constitution and dissolution of this Constitution must be presented to the General Body at least one week prior to voting on it.
2. Adoption of a new constitution and dissolution to this Constitution must pass by a three fourths ($\frac{3}{4}$) majority vote of all members present and voting.
3. Adoption of a new constitution and dissolution of this Constitution must occur simultaneously.