

CONSTITUTION

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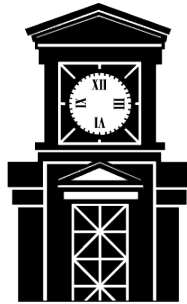
BYLAWS

of the

UNIVERSITY RESIDENTIAL OUTREACH COUNCIL

and

RESIDENCE HALL ASSOCIATIONS



EASTERN

Office of Housing and Residential Life

Updated: March 2020

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CONSTITUTION

Preamble:

We, the residential students of Eastern Connecticut State University, in order to establish voice for the students residing “on-campus” create this organization, to promote student intellectual, educational, cultural, physical, and social welfare within the residence halls; design and facilitate programs and information services; maintain consistent and constructive procedures in matters relating to on campus residence living; provide an avenue for assisting students to achieve fuller participation in life of the college community and extend influence and good name of our organization everywhere; do hereby ordain and establish this Constitution and bylaws for the Eastern Connecticut State University Residential Student Body.

Article I. Name

- A. The name of this organization shall be the University Outreach Council of Eastern Connecticut State University in Willimantic, Connecticut, herein after referred to as the UROC.
- B. The name of the collective subgroups of UROC residing one in each residence hall shall be known as Residence Hall Association, herein after referred to as RHA.

Article II. Purpose

Section 1. Mission

- A. To represent the residential student body of Eastern Connecticut State University and its affiliate housing and residential life organizations, including, but not limited to, Residence Hall Associations (RHA) in all matters affecting their rights, interests, and the well-being of residential students.
- B. To direct and guide matters affecting students’ lives in the residence halls in cooperation with the administration, individuals, and Residence Hall Associations.
- C. To increase the sense of the individual and group responsibility among residential students.
- D. To plan and implement cooperative, educational and social functions for all Eastern Connecticut State University residential communities.
- E. To promote better communication and understanding between residence hall students, the Office of Housing & Residential Life and the University administration.

Article III. Authority of UROC

A. All decisions of the UROC shall be reported to the Director of Housing & Residential Life and shall be enacted into University Policy except in the following instances:

1. Whenever the Director of Housing & Residential Life or their representatives request the action be delayed for consideration for a veto/ amendment. In such cases, unless action is taken by the administration within ten (10) business days of receipt of the minutes, the UROC shall consider that there is no further objection to the decision.

2. When objections shall be raised by the administration, it shall be the responsibility of the administration to submit a written statement of the reasons for such objection. This must be submitted within ten (10) business days of receipt of minutes of the meeting where the action was determined. Further action, on the matter must take place at the next regularly scheduled meeting after the written response was received by UROC, with final jurisdiction resting with the Director of Housing & Residential Life.

3. The members of UROC will have the authority to enact legislation concerning residential student general welfare, social gatherings, and special events within the residence halls; conduct business within residential student organizations; conduct residential student elections; examine residential student budget fees; appropriate and expend residential student funds.

4. UROC is recognized and abides by the authority afforded in the Bylaws of this document.

B. It shall be the authority of UROC to review, change, modify, and recommend changes of this constitution to the UROC body for consideration during the Month of April each academic year.

Article IV. Structure

Section 1. Structure

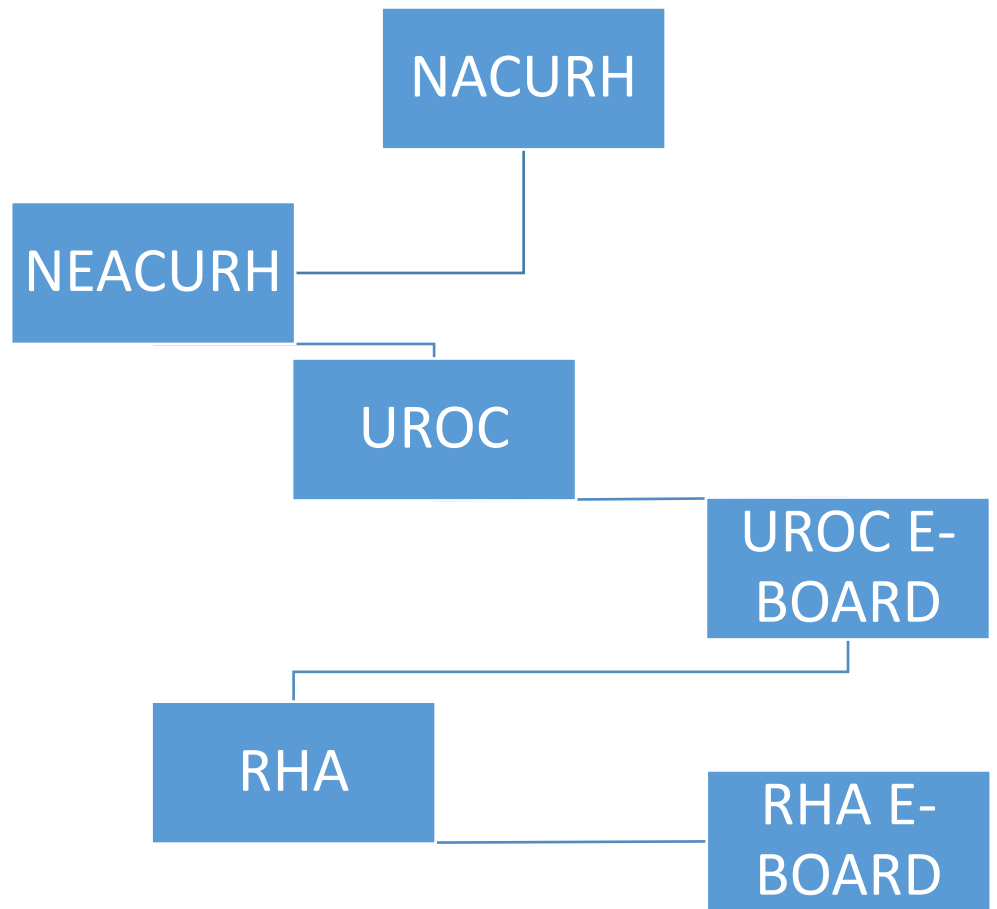
A. The UROC shall be constituted by elected officers as follows:

1. Student representatives

2. Residence Hall Associations

3. An executive body of leadership, herein after referred to as the Executive Board

4. An advisory body of university representatives, herein after referred to as the Advisors



- B. The duties of the UROC shall consist of the following:
1. To provide responsible and effective representation of the residential student body;
 2. To provide an official and representative forum for residential student complaints, investigate residential student issues, and participate in decisions affecting residential students;
 3. To take action in the best interest of the residential student body and Eastern's residential community;
 4. To provide an official voice through which residential students' opinion may be expressed;
 5. To foster residential students' awareness of their rights and responsibilities in the campus, local, state, national, and international communities;
 6. To enact legislation concerning finances of recognized residential student organizations, such as, but not limited to RHA.

Section 2. Membership

- A. Membership to UROC/ RHA will be open to all residential students.
1. At least one person will represent each hall's Residence Hall Association at each meeting.
 2. Any residential students, including Residential Assistants who shows interest in working, assisting, or representing UROC/ RHA is more than welcome to participate as a member.

Section 3. Executive Boards

- A. The UROC Executive Board shall consist of the President, Vice-President, Director of Finance and Administration, Director of Programming, Director of Public Relations & Marketing, and NACURH Communications Coordinator (NCC).
- B. The RHA Executive Board shall consist of the President, Vice-President, Secretary, Treasurer, and Public Relations Officer.
- C. Persons holding these positions represent the Residential student Body at large.
1. Membership in the UROC Executive Board shall be open to all residential students that hold a cumulative GPA of 2.7 or higher and must have served one semester in RHA.
- D. The UROC Executive Board is empowered to act on behalf of residential students only when it is necessary that action be taken before the next meeting, or when

there will not be a meeting for a prolonged period. When the Executive Board acts on behalf of the residential community, it must report its actions at the next meeting.

Section 4. The Line of Succession

A. The line of succession on the UROC Executive Board will be in the following order: (1) President; (2) Vice President; (3) Director of Finance and Administration; (4) Director of Programming (5) Director of Public Relations & Marketing (6) NACURH Communications Coordinator (NCC).

B. The line of succession on the Executive Board for RHA will be in the following order: (1) President; (2) Vice President; (3) Secretary (4) Treasurer (5) Public Relations Officer.

Section 5. Advisors

A. The UROC shall have no more than three full-time, non-voting faculty, staff and/or administrative advisors.

B. The RHA shall have no more than two full-time non-voting staff member, one of which must be the assigned Residence Hall Director to the building.

1. The Executive Board may, if necessary, request counsel from additional members of the Eastern community.

C. At least one advisor must be in attendance at a regularly scheduled meeting.

1. The President/Presider may decide to postpone business if no advisor is present.

Section 6. Committees

A. The UROC Executive Board may elect or appoint necessary residential student representatives to external committees as requested by members of the faculty/ staff and administration.

1. This may include, but is not limited to:

- a) Warrior Cup Committee
- b) Friday After Dark Committee (FAD)
- c) Six Week Educational Enrichment Program (S.W.E.E.P.)
- d) Theme Housing Advisory Board

Article V. Meetings

Section 1. Frequency of Meetings

A. A simple majority vote of each legislative group shall determine the frequency of the group's meetings during the first meeting of each semester.

Section 2. Requirements for Official Meetings

A. Quorum.

1. A quorum is necessary for the UROC, or any of their subsidiary bodies to conduct business.

2. Ten (10) of the fourteen (14) residence halls must be represented in order for UROC to be able to have a quorum and conduct business.

3. Quorum for Residence Hall Associations is as follows:

| | |
|----------------------|----|
| Burnap | 8 |
| Burr | 8 |
| Constitution | 12 |
| Crandall | 8 |
| High Rise Apartments | 8 |
| Laurel | 14 |
| Low Rise Apartments | 14 |
| Mead | 16 |
| Niejadlik | 8 |
| Noble | 12 |
| Nutmeg | 12 |
| Occum | 8 |
| Shafer | 8 |
| Winthrop | 12 |

4. For UROC at least one full-time, non-voting faculty, staff and/or administrative advisors must be present in order to constitute a meeting.

Section 3. Meetings

- A. The President of the UROC may call for a special meeting.
- B. Notification of special meetings must be emailed to all RHA Presidents and advisors at least forty-eight (48) hours in advance.

Section 4. Attendance

- A. Attendance must be taken at the beginning of each meeting and recorded in the minutes.

Section 5. Voting

A. The presiding officer will identify what type of vote shall be taken or upon a motion and majority vote of the legislative body, the body may call for what type of vote to be held. Voting may be:

- 1. By voice: aye, nay, and abstention.
- 2. Hand raising.
- 3. Non-secret ballot.
- 4. Roll call vote.

B. The presiding officer of the respective legislative body shall not vote except in the case of a tie when he or she shall cast the deciding vote.

Section 6. Agenda

A. When necessary, shall have a section for:

1. Roll Call
2. Officer Report
 - a) Approval of Minutes
3. Committee Updates
4. Advisor Reports
5. Old business
6. New business
7. Open Floor
8. Adjournment

B. All business not on the agenda will be brought up under new business.

Section 7. Minutes

A. All UROC and RHA minutes will be posted within 48 hours of any meeting and emailed to the Director of Housing & Residential Life along with the Residence Hall Directors.

Article VI. Programming

Section 1. Apparel

A. It shall be the policy of the Department of Housing & Residential Life that for Residence Hall Associations to order apparel they must implement one weekend program per month.

Article VII. Financial Affairs

Section 1. UROC General Account

A. UROC shall have the power to authorize the spending of any expenses out of this account if they are deemed beneficial to the Residential student Body and/or help carry out the operation of the UROC in upholding its Constitution and Bylaws.

B. To be considered for funding by the UROC,

1. Any and all expenses must be deemed both beneficial to the residential

student population as well as an attempt to improve the quality of residential life at Eastern.

2. The E-Board must decide to collaborate with the residence hall or campus club/organization on the event in question.
3. Once the collaboration has been established, it is up to the UROC E-Board to decide how much monetary support they will contribute to the event.

Section 2. Distribution of Funds

- A. The UROC shall have the authority to distribute residential student fee funds.
- B. The Department of Housing & Residential Life shall facilitate the collection of residential student fees in the amount of \$20.00 per residential student, per semester, \$5.00 of which will be allocated to the UROC general fund, and \$15.00 of which shall be allocated to the respective Resident Hall Association of which the resident resides.
 1. At the close of the academic year, all monies not expended by the Residence Hall Associations shall be collected and redistributed to the UROC general fund.
- C. UROC reserves the right to place a temporary freeze on any RHA account that fails to send representation to two (2) consecutive UROC meetings.

Article VIII. Authority

Section 1. Rules of Order

- A. The rules of parliamentary procedure used shall be in accordance with the current issue of Robert's Rules of Order (Revised), except where the Constitution states otherwise.
- B. A majority vote of quorum is needed to pass a motion unless otherwise specified in this Constitution or in Robert's Rules of Order.

Article IX. Elections

Section 1. Elections of Executive Board Members

- A. All UROC E-Board elections for the next academic year shall take place no later than the third (3) week in April.
 1. In order to be eligible to vote in the UROC E-Board election you must have attended at least five (5) consecutive or nonconsecutive meetings prior to the UROC elections.
 2. Voting will be done by a secret ballot. Ballots will be tallied by the advisors and results will be announced at the end of each position.
 - a) In the likes of a tie, the UROC President will be the deciding factor. If the tied position is between Presidents, there will be a revote the following

week.

3. RAs are not allowed to run for a UROC executive board position as it is a conflict of interest.
 4. Any member wishing to run for the President or NCC role must have attended at least one (1) NEACURH or NACURH conference.
- B. Elections of RHA Executive Board members shall take place no later than the third (3) academic week of class at the beginning of each academic year.

BYLAWS

Article X. Position Descriptions

Section 1. All Officers

- A. Must uphold the Constitution of the United States, the State of Connecticut, Eastern Connecticut State University, and the UROC.
- B. Must be in good academic and judicial standing with the University.
- C. Must promote UROC to the University Community, including, but not limited to: Residential student Organizations, Academic Departments, Administrators, Faculty, Staff, and the local community.
- D. Must promote and publicize UROC/ RHA elections.
- E. Must act in the best interest of the UROC and the residential student body.
- F. One or numerous RHA officials are required to help run and attend UROC events.
 1. The UROC Director of Programming will assign an event to each hall to help aid UROC events throughout both semesters.

Section 2. UROC Executive Board

- A. Duties of the UROC Executive Board Officers:
1. To be a member of an UROC External Committee when necessary;
 2. To sit on Faculty, Administrative, or Ad-Hoc University Committees appointed by the UROC President as needed;
 3. Attend Executive Board and General Board meetings;
 4. Hold a minimum number of office hours per week;
 - a) President – Five (5) Hours
 - b) Other Positions – Three (3) Hours
 5. Help in organizing training sessions for UROC/ RHA members;
 6. Complete all duties outlined in this Constitution and Bylaws and any other

duties that may be deemed necessary by the Executive Board.

B. Any Executive Board member who does not fulfill these duties and the duties of their office will be subject to impeachment by UROC/ RHA.

Section 3. President (UROC & RHA)

A. Shall serve as an official head of the UROC or RHA and to represent the members at large in all matters affecting its interest, welfare and jurisdiction.

B. Duties of the President:

1. To preside over meetings of the Executive Board and meeting;

2. To call the meeting to order;

3. To convene special meetings;

4. To have the power to veto the legislation passed by members and sign legislation into effect.

a) The veto of the President may be overridden by a majority vote of the members.

b) Failure of the members to override at the next regularly scheduled meeting immediately following the notification of a Presidential veto will constitute the member's concurrence with the Presidential decision;

5. To appoint, with consent of the members, officers when unexpected vacancies occur.

6. To take on the role of creating or appointing an Executive Board member to make the general body agenda.

7. To share actions of the Executive Board to the members;

8. To require reports of a general or specific nature of any officer, Member, or committee chairperson;

9. To establish any temporary sub-committees where necessary to carry out the functions of UROC/ RHA and appoint the Chairperson of the committee where appropriate.

C. Shall have all other powers necessary to carry out the provisions of this Constitution.

D. The President will serve as Parliamentarian unless one is appointed by the President and confirmed by the Members.

E. All Presidents will be a part of a Group Chat in order to sustain communication between UROC and all 14 residence halls.

Section 4. Vice-President (UROC & RHA)

A. Shall assume the duties of the President in his or her absence or at the request of the

President.

B. Duties of the Vice-President:

1. To supervise the organization and structure of all bodies;
2. To nominate the Chairs of the Residential student Committees.
3. To appoint elected Members to the Committees.
4. To maintain a record of all Internal and External Committees including their corresponding members or representatives;
5. To provide the Executive Board with updates on the functions of Committees;
6. To accept additional responsibilities handed down by the President as needed.

C. Shall have all other powers necessary to carry out the provisions of this Constitution.

D. Shall succeed to the office of the Presidency upon the vacancy of that office.

Section 5. Director of Finance and Administration (UROC Only)

A. Shall serve as the Chief Financial Officer of the UROC.

B. Duties of the UROC Director of Finance and Administration:

1. To maintain a record of all expenditures and receipts of the UROC General and Executive Accounts with assistance of an advisor of the UROC.
2. To keep record of all monies allocated to the Resident Hall Associations.
3. Concern themselves with all fiscal matters, governing all residential student organizations recognized, sanctioned and funded by the UROC, as well as all other organizations assigned to the committee by the UROC under the direction of the Executive Board.
4. Freeze Residence Hall Associations budgets when in violation of the constitution.
5. Provide written or electronic warnings to Residence Hall Associations in violation of the attendance policies as outlined in the constitution.
6. Sign off on all monetary transactions, including but not limited to, P-Card requests, Purchase Orders, Travel Authorizations, etc.
7. To accept additional responsibilities handed down by the President and Vice-President as needed.
8. Shall have all other powers necessary to carry out the provisions of this Constitution.

Section 6. Director of Programming (UROC Only)

A. Duties of the UROC Director of Programming:

1. Organize and implement all aspects of the traditional UROC programs:
2. UROC Kickoff, Retreat, NYC Trip, Sibling Weekend, Stay Up with UROC, and more.
3. Make proper arrangements for event space and scheduling in coordination with the Vice President
4. Assign roles to each E-Board member for assistance prior to event and day-of requirements

Section 7. Director of Public Relations & Marketing (UROC Only)

A. Duties of the UROC Director of Public Relations & Marketing:

1. Write, compose and/or create any publicity and other materials (letters, posters, advertisements, etc.) as requested
2. Ensure that the UROC website is kept up-to-date
3. Ensure that the UROC forms of social media are updated
4. Create graphics for any UROC conference bids, spirit items, tee shirts, and or banners (*Apparel*)
5. Other public relations initiatives.
6. Take photos for the website, bids, advertisements, Housing brochures, etc.

Section 8. NACURH Communications Coordinator (NCC) (UROC Only).

A. Duties of the UROC NACURH Communications Coordinator:

1. Serve as the official liaison between Eastern's UROC and the North East Affiliate of College and University Residence Halls (NEACURH) and the National Associations of College and University Residence Halls (NACURH)
2. Organize the selection of delegates to attend various conferences and preparing all necessary paperwork
3. Coordinating the solicitation, selection, and recognition of recipients for awards sponsored by NEACURH and/or NACURH
4. Represent UROC at all called meetings/conferences: Regional Leadership Conference, Spring Leadership Conference, Sub-regional meetings, NACURH Conference, and Zoom Chats
5. Perform other responsibilities not specifically mentioned in the RHA Constitution or By-Laws, but delegated to her/him by the President

- Section 9. Secretary (RHA)
- A. Shall be the Chief Administrative Assistant of the RHA.
 - B. Duties of the Secretary:
 - 1. To keep a record, in the form of minutes, of all proceedings for each meeting;
 - 2. To distribute minutes within forty-eight (48) hours to the distribution list and to the Department of Housing & Residential Life.
 - 3. To keep all attendance records for all meetings.
 - 4. To accept additional responsibilities handed down by the President and Vice-President as needed.
 - C. Shall handle all correspondence of the RHA deemed necessary by the President.

- Section 10. Treasurer (RHA)
- A. Duties of the Treasurer:
 - 1. Shall have the duty to accept all money and pay all disbursements of RHA upon recommendations and approval of RHA.
 - 2. Give a financial statement at each meeting.
 - 3. Give a biannual report following the semester.
 - 4. Shall assume additional responsibilities as designated by the President.

- Section 11. Public Relations Officer (RHA)
- A. Duties of the Public Relations Officer
 - 1. Create publicity to advertise all meetings and events
 - 2. Ensure that all meetings have the minimum number of attendees
 - 3. Assume additional responsibilities as designated by the President

Article XI. Committees

- Section 1. Role
- A. All committees must be advisory in nature and shall be directly related to the governmental process of UROC and or RHA.
 - B. The status of standing committees will be determined by the Vice-President.
 - C. The standing committees will function under the jurisdiction of and be responsible to the UROC and or RHA.
 - 1. The committees shall function until a two-thirds majority vote of the

Members abolishes the said committee, or until appointed task is completed.

D. All committees are encouraged to collaborate with each other in any capacity as deemed necessary by the UROC and or RHA.

Section 2. Ad-Hoc Committees

A. The UROC/ RHA shall authorize special committees when the need arises to undertake a more detailed analysis of a problem or situation of interest to the UROC/ RHA or Residential student Body.

B. The members of the committee will be appointed by the UROC/ RHA President.

Article XII. Removal from Office

Section 1. Absences

A. All excuses of Executive Board members must be submitted in writing to the Advisor within two (1) business days prior to or following the meeting missed. Absences will be counted as follows:

1. Unexcused = 1 Absence
2. Excused = ½ Absence
3. Unexcused Tardy = ½ Absence
4. Excused Tardy = ¼ Absence

B. The advisor must notify the Executive Board if any officer reaches three (3) absences.

C. Absences can also be up to the discretion of the rest of the E-Board or the Hall Director/Advisor if necessary.

Section 2. Impeachment

A. The UROC Member or officer being impeached will be given written statement of violation by the Director of Finance and Administration/ Secretary five (5) business days prior to impeachment proceedings.

1. If any position is impeached, then the remaining E-Board must discuss with their Hall Director who will fulfill that role; whether all members must be promoted to the higher line of succession or there must be another election. At any point, the President or Hall Director can appoint a resident to fulfill the empty position.

B. During the proceedings, the UROC Member or officer being impeached will be temporarily suspended from his or her duties.

C. The committee must offer to meet with the UROC Member or officer being

impeached.

1. He or she has the right to present a defense and/or witness.

D. The committee shall report its' findings to the UROC within two (2) UROC meetings for action.

E. After the impeachment committee presents its findings to the Members, the Members shall determine whether to dismiss or re-instate the impeached member with a two-thirds (2/3) majority vote.

F. The UROC Member or officer being impeached may resign at any point during this process.

G. Any residential student who has been dismissed from his or her elected position by the UROC may not hold any UROC position until one full academic semester has passed.

Article XIII. Special Situations

Section 1. Hierarchy

A. UROC; Residence Hall Associations

1. UROC- President; Vice-President; Director of Finance and Administration; Director of Programming; Director of Public Relations & Marketing; and NACURH Communications Coordinator (NCC).

2. RHA- President; Vice President; Secretary; Treasurer; Public Relations Office.

Section 2. Resignations

A. All resignations must be submitted in writing to the Director of Finance and Administration/ Secretary.

Section 3. Appointments

A. Unless otherwise specified, the President has the authority to appoint members to positions within the organization.

Section 4. Temporary Vacancies

A. In the case of the prolonged absence of the President, the Vice-President will assume those duties.

B. In the case of the prolonged absence of the President and the Vice-President, the Director of Finance and Administration/ Secretary will assume the duties of the President and shall temporarily appoint Members to the positions of Vice-President and Director of Finance and Administration.

C. In all other cases, the President will temporarily appoint a member of UROC/ RHA

to the vacant position.