



INTER-RESIDENCE COUNCIL CONSTITUTION

Preamble:

The State University of New York College at Geneseo Inter-Residence Council, as the largest on-campus organization, is committed to providing a positive, approachable, and effective forum for all students. The Inter-Residence Council strives to be the aware and involved voice of Geneseo's residential community and seeks to develop a broader intellectual, social, and cultural on-campus environment. From this foundation, the Inter-Residence Council trains and develops the next generation of student leaders.

Article I: Name

This organization is the Inter-Residence Council of the Undergraduate Student Association of the State University of New York College at Geneseo, hereinafter referred to as "IRC."

Article II: Membership

The membership of IRC shall be composed of all Student Activity Fee-paying students residing in the residence halls.

Article III: The Inter-Residence Council Executive Board

Section I: Composition of the IRC Executive Board

- A. The IRC Executive Board shall consist of one (1) Chairperson, one (1) Vice-Chairperson, one (1) Secretary, one (1) Treasurer, one (1) Programming Coordinator, one (1) Campus Relations Coordinator, and two (2) National Communications Coordinators.
- B. All IRC Executive Board members must reside within the residence halls during their time in office, and must be full-time Student Activity Fee-paying students.
- C. Geneseo students serving on the Regional Board of Directors (RBD) of the North East Affiliate of College and University Residence Halls (NEACURH) shall be considered ex-officio members of the IRC Executive Board.
- D. The President of the Blue Knights Chapter of the National Residence Hall Honorary shall be considered an ex-officio member of the IRC Executive Board.

Section II: Election of the IRC Executive Board

- A. The Chairperson of IRC shall be the Director of Inter-Residence Affairs of the Undergraduate Student Association of the State University of New York College at Geneseo (Student Association) and shall be elected according to Student Association Policy.

- B. The IRC Executive Board, with the exception of the Chairperson, shall be elected by the voting members of the General Assembly of IRC pursuant with the election guidelines contained in this Constitution.
- C. The election for the following year's IRC Executive Board, with exception of the Chairperson, shall be held each Spring semester following the Student Association Executive Committee elections.
- D. The IRC Executive Board shall assume office on the first Monday in May, and shall serve until the first Monday in May of the following year.

Section III: Duties of the IRC Executive Board

A. The Chairperson of the IRC shall:

- 1. Preside over all meetings of the IRC, both of the General Assembly and the Executive Board.
- 2. Establish an agenda for all Executive Board meetings.
- 3. Appoint committees and chairpersons when necessary.
- 4. Update and maintain IRC website or appoint an executive board member to update and maintain the IRC website.
- 5. Act as liaison between the SA Executive Committee and IRC.
- 6. Act as liaison between the Division of Student and Campus Life and IRC.
- 7. Act as the spokesperson for IRC.
- 8. Approve business to the IRC General Assembly Agenda.
- 9. Attend all NEACURH and NACURH conferences during their term of office.

B. The Vice-Chairperson of the IRC shall:

- 1. Assume the duties of the Chairperson in the event of the Chairperson's absence from IRC.
- 2. Temporarily assume the position of Chairperson in the event of the Chairperson's resignation or removal from office, until a new Director of Inter-Residence Affairs is selected according to Student Association policy.
- 3. Assist the Chairperson whenever possible in the performance of their duties.
- 4. Plan and coordinate all training programs IRC undertakes.
- 5. Create, maintain, and distribute a Residence Hall Council manual each year to the Residence Hall Council Presidents.
- 6. Attend a different Residence Hall Council meeting per week to monitor development and efficiency.
- 7. Assist the Campus Relations Coordinator with the Campus Round Table meetings and coordinate on-going leadership developments of the Residence Hall Councils.
- 8. Plan and execute the End of the Year Leadership Recognition Banquet.
- 9. Encourage cooperation with the National Residence Hall Honorary in planning and coordinating leadership training sessions.

C. The Secretary of the IRC shall:

- 1. Keep and distribute minutes of all official meetings of the IRC General Assembly and at the discretion of the Chair.
- 2. Maintain all non-financial records.
- 3. Provide agendas at all official meetings of the IRC General Assembly.
- 4. Be responsible for promoting IRC throughout the year.
- 5. Chair the Public Relations Committee.

D. The Treasurer of the IRC shall:

1. Comply with the Financial Policy of IRC and of the Student Association when applicable.
2. Be responsible for the payment of all bills incurred by the IRC, and for the deposit of all receipts due the IRC.
3. Distribute and make known existing IRC financial policy.
4. Maintain and update all financial records of the IRC.
5. Be responsible for heading and overseeing fundraising for the IRC.
6. Have the prerogative to suspend funds for a Residence Hall Council which has acted in violation of the IRC's and the Student Association's financial policies until such financial inconsistency is resolved to the satisfaction of the IRC Executive Board. Any such decision must be made with the approval of the IRC Executive Board in Executive Session.
7. Attend all Student Association meetings on financial matters concerning the IRC.

E. The National Communications Coordinators of the IRC shall:

1. Act as a liaison between the IRC and both the National Association of college and University Residence Halls (NACURH) and the North East Affiliate of College and University Residence Halls (NEACURH) in accordance with national and regional guidelines.
2. Be responsible for coordinating the IRC's representation to all NACURH and NEACURH conferences by means of forming a delegation.
3. Maintain and promote the IRC's status within NEACURH and NACURH.
4. Attend all NEACURH and NACURH Conferences during their term of office.

F. The Programming Coordinator of the IRC shall:

1. Be responsible for coordinating all IRC programming activities.
2. Be responsible for publicizing and promoting the IRC's programming efforts.
3. Chair the Programming Committee.
4. Assist and coordinate, with the Vice-Chairperson, planning and executing the End of the Year Leadership Recognition Banquet.
5. Be responsible for updating the General Assembly on Activities Commission related events and elections.

G. The Campus Relations Coordinator of the IRC shall:

1. Act as a liaison between the IRC and the Residence Hall Councils (RCs).
2. Be responsible for maintaining communication between the IRC and the RC Presidents.
3. Be responsible for continuing the leadership development of the RC Presidents.
4. Remain in contact with other campus organizations i.e. the Health Guards, NRHH, GOLD.
5. Assist Vice-Chair with Leadership Trainings.
6. Hold bi-weekly meetings of the Campus Round Table with the assistance of the Vice-Chair.
7. Coordinate and facilitate the planning and execution of a campus-wide program with the RC Presidents.

Section IV: General Duties of the IRC Executive Board

- A. Executive Board members shall be responsible for attending all General Assembly meetings and all Executive Board meetings of the IRC.

- B. Executive Board members must attend all IRC programs. Executive Board members are also strongly encouraged to apply for at least one NEACURH conference during their term of office.
- C. Executive Board members shall chair appropriate committees where applicable.
- D. The Executive Board shall address any and all issues brought to the attention of the IRC by members of RCs or by any other concerned party.
- E. Each Executive Board member, near the end of their term of office, must complete a detailed end-of-the-year report. This report must contain the officer's general duties, position-specific duties, summaries of all programs and projects, and a troubleshooting section detailing problems the officer encountered and how they were overcome. In addition, each report should contain suggestions and/or ideas for the coming year. Each officer, regardless of whether or not they are returning to the specific position, must complete a report. This report should serve as a history of what occurred during the year and must be submitted to the Chair for archiving.

Section V: Duties of Ex-Officio Members of the IRC Executive Board

- A. Geneseo students serving on the RBD of NEACURH must attend at least one meeting of the IRC General Assembly per month.
- B. The President of the NRHH must attend every meeting of the IRC General Assembly.
- C. Failure to fulfill these duties will result in revocation of any privileges given to ex-officio members of the IRC Executive Board.

Section VI: Impeachment of the IRC Executive Board

- A. Grounds for Impeachment
 - 1. Excessive absences from IRC General Assembly and IRC Executive Board Meetings.
 - 2. Failure to perform the duties of the respective office as defined by this Constitution and the By-Laws of the IRC.
 - 3. Abuse and misapplication of the powers of the office.
- B. Impeachment of the IRC Chairperson
 - 1. Impeachment of the IRC Chairperson shall proceed according to Student Association policy governing the impeachment of the Director of Inter-Residence Affairs.
- C. Impeachment of the IRC Executive Board
 - 1. Any IRC Executive Board Member, other than the Chairperson, may be brought up on charges in either of the following manners:
 - a. The IRC shall have the right to impeach an Executive Board Member upon presentation of a petition of five (5) percent of the members of IRC, with specific charges stated.
 - b. The IRC Executive Board may impeach one of its members by unanimous vote of the other members of the IRC Executive Board (excluding the Chairperson of the IRC).
- D. In the event of impeachment, the IRC Chairperson shall preside over the impeachment proceedings. The IRC General Assembly and the IRC Executive Board shall hear the charges and then vote on the case. A two-thirds majority of those present is required to remove an IRC Executive Board Member from office.
 - 1. Neither the Chairperson (except in the case of a tie) nor the IRC Executive Board Member being considered for removal shall vote in impeachment cases.
 - 2. Only votes of "yea" or "nay" will be permitted in impeachment cases.

Section VII: Succession

- A. The IRC Chairperson
 - 1. If a vacancy in the office of the IRC Chairperson occurs, then Vice-Chairperson of the IRC shall act as Chairperson.
 - 2. A new, permanent IRC Chairperson shall be chosen according to Student Association policy governing the election of a new Director of Inter-Residence Affairs.
- B. The IRC Executive Board
 - 1. If a vacancy occurs in any of the offices of the IRC Executive Board, a special election must be held within two (2) full academic weeks after the beginning of the vacancy.
 - 2. Elections for vacancies within the IRC Executive Board shall be run pursuant with election guidelines contained within the By-Laws of the IRC.

Article IV: The Inter-Residence Council General Assembly

Section I: Composition of the IRC General Assembly

- A. The IRC General Assembly shall consist of student representatives from each Residence Hall Council.
 - 1. All RCs shall be accorded voting privileges in the General Assembly according to the percentage of the on-campus population that resides in their Hall.
 - 2. The standard vote allocation is two (2) voting representatives per RC.
 - 3. In the event of extenuating circumstances involving Residence Hall population, the number of representatives shall be reapportioned at the discretion of the Executive Board of IRC. In no case could a RC have more than three (3) voting representatives or less than one (1) voting representative.

Section II: Election/Appointment of the IRC Representatives

- A. IRC Representatives shall be elected or appointed according to the policies of their respective Residence Hall Councils.
- B. Proceedings to elect/appoint IRC Representatives should be completed by the first meeting of the IRC each academic year.

Section III: Duties of the IRC Representatives

- A. IRC Representatives shall be members of their respective RCs.
- B. IRC Representatives shall approve actions taken in the name of IRC.
- C. To be present at all weekly meetings of the IRC. If the representative is unable to attend, that representative is responsible for finding a substitute to attend the meeting.
- D. To serve on one (1) committee of the IRC per year and attend all meetings of that committee.
- E. To attend meetings and programs deemed mandatory by the IRC Executive Board.
- F. To represent the Hall residents on matters of concern to the Residence Halls.
- G. To make recommendations on policies concerning Residence Halls and concerned parties.
- H. To be responsible for communication between the IRC, individual Residence Halls, and the staff of their respective Residence Halls. This requires at least one IRC Representative to speak at the RC meetings.
- I. To be present at the entire meeting of the General Assembly. Exceptions will be made at the discretion of the Chair.

Section IV: Meetings of the IRC General Assembly

- A. The first meeting shall be held by the second full academic week of the first full month of each semester.
- B. Meetings shall be held once a week during the academic year except when the college is not in regular session.
- C. Meetings shall be open to the campus except when the General Assembly is in executive session. No financial matters shall be passed in executive session.
- D. Special meetings of the General Assembly shall be called to order by the Chairperson of the IRC upon request of a majority of the representatives or a majority of the Executive Board.
- E. Only IRC representatives may make motions on existing business items. Executive Board members may not make motions regarding business (this includes, but is not limited to, reading amendments, calling the reading to question, and tabling the reading).
- F. Non-financial readings require approval from two (2) business readings.
- G. Meetings shall be run according to parliamentary procedure as stated in the latest edition of Roberts Rules of Order, Revised.

Section V: Voting Procedures of the IRC General Assembly

- A. The voting members of the IRC General Assembly shall consist of the designated IRC Representatives from the Residence Hall Councils.
- B. The members of the IRC Executive Board, with the exception of the IRC Chairperson, shall not be accorded votes unless otherwise stipulated by this Constitution or the By-Laws of the IRC.
- C. The IRC Chairperson shall vote only on the case of a tie, voting for or against the motion.
- D. A majority of those IRC Representatives present and voting for a motion shall be required for passage of that motion, unless otherwise stipulated by this Constitution, by the By-Laws of the IRC, or by the rules of parliamentary procedure.

Section VI: Impeachment and Succession

- A. Impeachment and succession of IRC Representatives shall be made by that representative's host RC.

Article V: Advisors

Section I: Approval of the advisor(s)

- A. There shall be at least one advisor to the IRC.
- B. At least one of the advisors to the IRC shall be from the Residence Life Staff.
- C. At the first business meeting of the IRC General Assembly, the IRC Representatives will vote on the approval of the IRC advisor(s).
- D. If an advisor has not been chosen by the IRC Executive Board to be presented to the Representatives by the first business meeting of the IRC General Assembly, the IRC Executive Board shall actively search for one.

Section II: Expectations of the advisor(s)

- A. Attend all IRC events and meetings, both General Assembly and Executive Board.
- B. Be actively involved in accomplishing the goals of the IRC.
- C. Attend NEACURH Conferences as requested by the IRC National Communications Coordinators.
- D. Make known IRC activities to other professional staff members of the college.

- E. Advise the IRC on issues regarding college policy.
- F. Carry out reasonable duties as requested by the IRC and the IRC Executive Board.

Article VI: Elections

Section I: Process

- A. Pre-election procedures
 - 1. The IRC Chair shall call for letters of intent from all candidates interested in running for open positions at least two (2) weeks prior to the day of elections.
 - 2. Potential candidates must submit letters of intent to the IRC Chair by 12 noon the Friday before the day of elections.
 - 3. The IRC Chair will notify any candidates if they are ineligible to run based on the requirements in Article III, Section I, of this constitution and will throw out any candidate's letters of intent if they do not meet these requirements.
- B. Election Procedures
 - 1. The IRC Chair shall call the meeting to order.
 - 2. The IRC advisor(s) will act as Sergeant-At-Arms.
 - 3. The IRC Secretary will take attendance and note any alternate IRC Representatives. Only IRC Representatives or their alternates are allowed to vote.
 - 4. Election order shall be determined by the number of letters of intent submitted for a particular position. Elections shall begin with the position that has received the most letters of intent, and will progress until all positions have had elections. In the event two positions have an equal number of letters of intent, order shall be determined at random.
 - 5. Elections for positions shall proceed as follows:
 - a. The names of all eligible candidates who submitted letters of intent shall be read and those candidates will be asked if they accept the nomination.
 - b. The IRC Chair will call for any nominations off the floor.
 - 1. Nominations may only be made by IRC Representatives and any candidate nominated must meet the requirements as stipulated in this constitution.
 - 2. If the nominees accept the nomination they will be included in the list of candidates for that office.
 - c. The candidates will be sent out of the room and by random selection will be brought into the room one at a time.
 - 1. The candidate may read their letter of intent and may add any additional information they wish within a five (5) minute time period.
 - i. The IRC Representatives may motion to extend this time period at their discretion.
 - 2. Any person present at the meeting will then be allowed to ask questions of the candidate within a five (5) minute time period.
 - i. The IRC Representatives may motion to extend this time period at their discretion.
 - ii. The IRC Executive Board must follow all Article VI, Section II guidelines as outlined in the Constitution.
 - 3. When question and answer ends, the candidate will be sent out of the room and the other candidates will proceed through this same process until all candidates are heard.
 - d. The Sergeant-At-Arms will secure the room for open discussion.
 - 1. Only the IRC Representatives will be allowed to speak.

2. Discussion may only be about topics covered in the candidates' statements or during the question and answer periods. No outside information may be provided or discussed.
- e. When discussion has ended, the IRC Representatives will be given ballots and may vote for one candidate (or in the case of NCCs, two), Abstain, or vote No Confidence. IRC Representatives who are candidates for the office being voted on will not be allowed in the room and hence cannot vote.
 1. Abstentions do not count as votes.
 2. "No Confidence" votes do count as votes.
- f. The IRC Chair and the advisors will count the ballots.
- g. Candidates must win a majority of the votes (50%+1) in order to be declared the winner.
 1. In the event no candidate receives a majority, the candidate with the lowest number of votes will be thrown out and a revote will be taken amongst the remaining candidates.
 2. In the event a vote of No Confidence receives a majority with only one candidate remaining, the election for that position will be postponed until the Fall.
- h. The candidates will then be brought back into the room and the results will be announced.

Section II: Restrictions

- A. Prior to Elections
 1. The IRC Executive Board and candidates for Director of Inter-Residence Affairs are excluded from publicly endorsing or disparaging candidates running for a position on the IRC Executive Board.
- B. During Elections
 1. The IRC Executive Board, the IRC Chair-Elect, and any IRC Executive Board Member-Elect are excluded from speaking during elections except:
 - a. To answer questions regarding positional responsibilities, duties, or requirements
 - b. To administer the elections.
 - c. To ask questions of all candidates who are running for their current position. All candidates running for that position must be asked the same question to ensure uniformity.
 2. In the event the IRC Chair-Elect or any IRC Executive Board Member-Elect is also an IRC Representative, he or she is allowed to participate in elections as a duly elected IRC Representative. However, it is suggested that the Chair-Elect either find an alternate representative to vote on the Hall's behalf or that the Chair-Elect follow the restrictions as stipulated in this Section.
 3. Candidates may run for no more than two (2) total positions on the IRC Executive Board, including nominations off the floor.
- C. Publicity
 1. No campaigning shall occur during IRC Elections.

Article VII: By-Laws and Policy

Section I: Policies of the Inter-Residence Council

- A. The IRC shall establish a set of by-laws governing financial policy, committees, and any other policy needed for the governance of the IRC.

- B. All policy matters not established by this constitution or its by-laws shall be handled at the discretion of the IRC Executive Board, with the approval of the IRC General Assembly when appropriate and applicable.

Article VIII: Amendments to and Ratification of this Constitution

Section I: Amendments

- A. Amendments to either this Constitution or to the By-Laws of the IRC shall be approved if they receive a two-thirds vote in a two reading process by those members of the IRC General Assembly present and voting.
- B. Amendments may be made to the policies of the IRC by unanimous consent of the IRC Executive Board.

Section II: Ratification

- A. This constitution and the associated By-Laws shall be ratified when:
 - 1. They receive a two-thirds vote cast by the IRC General Assembly.
 - 2. The Student Association Executive Committee approves the Constitution and By-Laws of the IRC as a standing committee of the Student Association.
- B. This constitution and the associated By-Laws shall supersede and replace all previous constitutions and by-laws of the Inter-Residence Council.
- C. Any reading process begun under the previous constitution shall be heard according to that constitution.

“We agree to follow all Student Association policies as outlined in their Constitution and Financial Policy. We agree to uphold in the conduct of our affairs all regulations of the college and the State University of New York. We agree to follow SUNY Board of Trustee Guidelines and the laws of the State of New York.”