

North Carolina Association of Residence Halls (NCARH)

Constitution and Bylaws

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Article I. Name

Section 1. The name of this organization shall be the North Carolina Association of Residence Halls, hereafter referred to as NCARH.

Article II. Purpose

Section 1. Communication

- A) To provide a communication network between member schools.
- B) To host an annual conference which provides a forum for discussion of pertinent issues facing residential students.

Section 2. Recognition

- A) To recognize outstanding student leaders on the campus and state level.
- B) To recognize schools and Residence Hall Associations (RHA) who have done an outstanding job with programming and leadership development.

Section 3. Personal Development

- A) To provide leadership opportunities for students.
- B) To allow development of leaders through the State Board of Directors (SBD) and National Communications Coordinator (NCC) positions.
- C) To meet new people, make friends, and expand self-awareness.

Section 4. Professional Development

- A) To provide educational and social programming ideas to schools.
- B) To provide continuing education for students and professional staff.
- C) To provide career network opportunities for students interested in Student Affairs.
- D) To conduct business using various methods which allows students to expand upon their meeting skills for future use.
- E) To foster the development of public speaking skills by allowing students to present workshops to their peers and professional staff.

Section 5. Representation

- A) To serve the students of North Carolina residence halls.
- B) To be the voice of students to housing officers, i.e. North Carolina Housing Officers (NCHO).
- C) To be the North Carolina student voice to the South Atlantic Affiliate of College and University Residence Halls (SAACURH) and the National Association of College and University Residence Halls (NACURH).
- D) To be a resource to non-affiliated schools as well as affiliated schools.
- E) To recruit and retain schools for membership.

Article III. Membership

Section 1. Any institution of post-secondary higher education, with a residence hall system, shall be eligible for membership in NCARH.

Section 2. Membership shall be determined, primarily, by payment of specified NCARH dues. As a NCARH member, you are eligible to participate in the annual conference and contribute to the NCARH newsletter.

Section 3. NCARH shall not discriminate against individuals or groups on the basis of creed, ethnic origin, gender, race, religion, or sexual orientation.

Section 4. Voting membership in NCARH shall consist of the NCC from each member institution. Voting privileges shall be given to the SBD for the time period beginning after the adjournment of the boardroom at No Frills, ending with the opening of the boardroom at Fall Summit.

Section 5. The NCARH SBD shall be comprised of the Director, Associate Director for Finance, Associate Director for Administration, Associate Director for NCRHH, the NCARH Advisor, and the NCARH Advisor-elect (between the SAACURH and NCARH conferences of each year).

Section 6. The annual NCARH conference chair shall have voice at all meeting but no vote.

Article IV. State Board of Directors (SBD)

Section 1. Qualifications and terms of the office

A) Qualifications

- 1) All officers, excluding the NCARH Advisor and Advisor-elect, shall reside on the campus of a member institution throughout their term of office.
- 2) All officers may only hold one position on the SBD at a time.
- 3) All officers shall not serve as an NCC, or voting representative, for their institution during the term of office.
- 4) All officers shall have institutional support, as prearranged by the officer and host institution.
 - a) Institutional support may include, but should not be limited to, financial and technical support.
 - b) In as much as possible, the host institution of an SBD member should be capable of providing financial support to the SBD members for the purposes of attending conferences. In particular, the institution hosting the NCARH Director should be able to provide, at minimum, the majority of the funding needed for the Director to attend the SAACURH and NACURH conferences.
- 5) All student officers shall have and maintain a cumulative grade point average of 2.00 or better, in accordance with the host organization's requirements and shall be monitored by the host institution of each officer.
 - a) At the beginning of each Fall Semester, a grade form will be distributed to the host institutions on September 1. These forms should be returned to the NCARH Advisor no later than September 15 confirming the officer's institutional support, as well as grade status.
 - b) Officer candidates bidding from the floor will need to complete a Grade Report & Support Summary before a bid from the floor can be recognized and must be confirmed by the NCARH Advisor in the next 10 business days after the election.
- 6) All officers will be selected by the NCARH voting body. The NCARH Advisor shall be appointed by the NCARH voting body, and receive official appointment by the NCHO Executive Board.

B) Terms of Office

- 1) The officers' terms shall begin with the official closing of the NCARH Conference at which s/he was elected and end at the closing of the next NCARH Conference.
- 2) The NCARH Advisor –Elect's term shall also at the closing of SAACURH Regional Conference and last through the duration of the committed Advisor term ending at the close of the following NCARH conference. The Advisor-Elect will assume the role of NCARH Advisor at the close of the NCARH conference directly following their election that same academic year and be a full two years. There will be an election for the NCARH Advisor-Elect every two years at the SAACURH regional conference.
- 3) If a position is unoccupied at the close of the respective conference or throughout the year at hand, the term shall begin upon election, and end as previously stated.

Section 2. Duties

A) General responsibilities of all officers

- 1) The SBD shall meet at least four times per year. These meetings shall be at the annual conference, Fall Summit, Winter Summit, and Summer Summit (between No Frills and Fall Summit).
- 2) All officers are required to attend all business meetings and state conference, and to attend leadership training sponsored by NCARH and the SBD.
- 3) All officers will participate in the training and transition of the incoming SBD.
- 4) All financial matters must be assessed and completed during the transition period.
- 5) All transitioning of incoming student officers must be completed following the NCARH annual meeting and by the close of the SAACURH No Frills conference.

B) Director

- 1) Preside over all NCARH business meetings.
 - 2) Serve as a non-voting member of the NCARH SBD unless called upon to break a tie vote.
 - 3) Assist the SBD in upholding the purposes of NCARH.
 - 4) Ensure that each officer of the SBD performs specified duties and upholds the NCARH Constitution and Policy Book.
 - 5) Coordinate the appointment of any SBD office unoccupied.
 - 6) Act as the NCARH Alumni Association (NAA) Coordinator and speak on behalf of all members of NAA.
 - 7) Serve as NCARH student liaison to NCHO.
 - 8) Act as the official representative for NCARH to the South Atlantic Affiliate of College and University Residence Halls, hereafter referred as SAACURH, and shall be the official leader and representative of the NCARH delegation at all regional and national conferences.
 - 9) Coordinate the recruitment of prospective institutions to join as new NCARH members.
- C) Associate Director for Finance
- 1) Financially advise the SBD.
 - 2) Oversee the bookkeeping of the NCARH account(s).
 - 3) Serve as financial advisor to the NCARH Conference Treasurer.
 - 4) Propose an annual budget in consultation with the NCARH Advisor and Director.
 - 5) Give quarterly reports for the SBD.
 - 6) Serve as a voting member of NCARH.
 - 7) Handle all money collected from the NAA and include it in the following year's budget.
 - 8) With the advisor at his/her institution, co-sign all NCARH checks.
 - 9) Assume the responsibilities in the absence of the Director.
 - 10) Coordinate the facilities and accommodations with host site for the NCARH Fall Summit, Winter Summit, and Summer Summit.
 - 11) Coordinate all marketing and fundraising efforts of NCARH.
 - 12) Audit the current NCARH Conference during which his/her term expires.
 - 13) Coordinate the re-affiliation of all NCARH member schools.
 - 14) Assume any duties delegated by the Director.
- D) Associate Director for Administration
- 1) Solicit from the NCARH constituency and the NAA all material to be printed in the NCARH newsletter and determine deadlines for submission and publication.
 - 2) Maintain NCARH member directory and NAA member directory information.
 - 3) Serve as a voting member of NCARH.
 - 4) Serve as the historian for NCARH archives and records.
 - 5) Record, submit for approval, and distribute the minutes from all NCARH related business meetings.
 - 6) Act as official parliamentarian during NCARH business meetings.
 - 7) Maintain and update the NCARH website.
 - 8) Assist the NCARH Director with the recruitment of prospective institutions to join as new NCARH member school.
 - 9) Assume any duties as delegated by the Director.
- E) Associate Director for NCRHH
- 1) Coordinate information among the NCARH schools concerning events and happenings of NCRHH.
 - 2) Solicit from the NCARH NCRHH constituency all material to be printed in the NCARH NCRHH and determine the deadlines for submission and publication.
 - 3) Actively recruit new chapters to strengthen and improve NCRHH within North Carolina.
 - 4) Serve as liaison between state NCRHH chapters and the SBD.
 - 5) Coordinate the facilities and accommodations with the host site for the annual NCARH NCRHH business meeting.
 - 6) Coordinate the state "Silver Seymour" awards.
 - 7) Serve as a voting member of NCARH.
 - 8) Facilitate and/or coordinate NCRHH activities for the NCARH Conference.
 - 9) Assume any duties as delegated by the Director.
- F) NCARH Advisor / Advisor-Elect
- 1) Attend all SBD meetings of NCARH and advise the members of the NCARH SBD as a liaison for NCHO.

- 2) The NCARH Advisor-Elect will assume the role of the voting member on the NCHO Executive Committee directly following his or her election at the SAACURH Conference; and will release his or her duties with NCHO once a new NCARH Advisor-Elect is elected the following SAACURH Regional conference.
- 3) Attend all NCHO Executive Committee meetings and report regarding the work and progress of NCARH.
- 4) Attend and report to NCHO at the annual NCHO conference.
- 5) Provide constructive and positive feedback to the SBD on matters concerning NCARH.
- 6) From the date of election through the closing of the annual NCARH conference that same academic year, the NCARH Advisor-Elect will work with the outgoing NCARH Advisor in all advising business for the means of transition.
- 7) The NCARH Advisor can appoint an "Honorary Advisor" to advise the NCRHH boardroom if he or she deems it necessary.

Article V. Amendments

Section 1. Any proposed amendments to the NCARH Constitution must be submitted to the NCARH Director fourteen days prior to any NCARH related business meeting.

Section 2. An amendment must receive a 2/3 majority vote of the quorum of the voting members in order to pass. Amendments may be made at any time when two-thirds of the voting members are present.

Section 3. Amendments may be proposed by any active member school representative, State Board Directors member, excluding all advisors

Article VI. Unoccupied Positions

Section 1. Unoccupied position on the SBD

- A) The duties of any SBD position remaining unoccupied at the close of the annual NCARH Conference shall be conducted by the person occupying that position at the start of the conference until the SAACURH No Frills Conference. If no bids are submitted at that time, and the position remains unoccupied at the close of the SAACURH No Frills Conference, the NCARH Voting Body will decide upon an acceptable manner in which the duties of that position may be filled.
- B) Positions that become unoccupied during the course of the year shall be appointed by the remaining SBD until such time that the NCARH Voting Body can vote to allow the appointee to officially take over the position.
- C) No person fulfilling a position as a result of Sub-Section A, Section 1, Article VI shall hold or fulfill the duties of a SBD position for more than sixty calendar days after the NCARH Conference without that person's consent and an affirmative vote of the NCARH Voting Body.
- D) A resignation requires a written statement from the resignee indicating an effective date of resignation to the SBD.

Article VII. The NCARH Conference

Section 1. The NCARH conference shall be held annually in February by a member institution.

Section 2. Each bidding school shall make a formal presentation to the NCARH voting body in accordance with the conference bidding procedure described in the NCARH Policy Book.

Section 3. In the event that no conference is held, all business normally transacted at the conference shall be carried out at SBD meetings.

Section 4. A \$5 fee will serve as a registration fee for both advisors, NCCs, and all other attendants, with the exception of the SBD, for Fall Summit.

Article VIII. NCARH/NCHO Relationship

Section 1. The North Carolina Association of Residence Halls is supported in purpose and effort by the NCHO. Furthermore, this support shall be returned to NCHO by NCARH.

Section 2. In order for NCHO to maintain such professional recognition and support the following must take place:

- A) The responsibilities of the NCARH Advisor must be carried out.
- B) The NCARH Advisor (or his/her appointed representative) shall attend the annual NCHO Conference (held in the fall) and present a report to the NCHO on all activities and issues pertaining to NCARH.
- C) The Director of NCARH will invite a member of the NCHO Executive Committee, who is not a NCARH participant, to attend the annual NCARH Conference and bring remarks from the NCHO organization.

Article IX. Voting Procedures

Section 1. Two thirds of the NCARH member voting body must be present to vote, constituting a quorum.

Section 2. Amendments to and ratification of the NCARH Constitution require a two-thirds majority to pass.

Section 3. Other NCARH organizational and constitutional matters, including the NCARH Policy Book, require a simple majority (50% + 1) to pass.

Article X. Non Profit Clause

Section 1. The North Carolina Association of Residence Hall (NCARH) is organized exclusively for charitable, religious, educational, or scientific purposes, including, for such purposes, the making of distribution to organizations that qualify as exempt organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954.

Section 2. No part of the net earnings of the organization shall inure to the benefit of its members, directors, officers, or other persons except that the organization shall be authorized to and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the exempt purposes of the organization.

Section 3. In the event of dissolution, the residual assets of the organizations will be turned over to one or more organizations with similar purposes or to one or more organizations described in Section 501 (c) (3) of the Internal Revenue Code of 1954. Said organization(s) will be chosen by the North Carolina Housing Officers (NCHO) and will have final rights to all revenues and debts.