

## **Constitution for the Reid-Yulee-Mallory Area Council**

(Last Revised: Spring 2003)

(By: Tom Bianco, RYMAC Vice President)

### Article I. Name

The name of the organization shall be the Reid-Yulee-Mallory Area Council, hereafter referred to as RYMAC.

### Article II. Purpose

The purpose of RYMAC shall be to:

- 1 A. represent the residents of the Yulee Area to the Department of Housing and Residence Education, the University of Florida, Student Government, and IRHA;
- 2 B. seek improvement of living conditions and seek solutions to the problems of area residents;
- 3 C. sponsor and aid various activities of benefit and interest to area residents.

### Article III. Membership

- 1 A. Membership of RYMAC shall consist of all the residents of the Yulee Area who wish to come to the meetings. Each floor shall elect two representatives as determined by the Constitution.
- 2 B. The Department of Housing and Residence Education staff shall be represented in RYMAC by one resident assistant from each hall residence life staff.
  - 3 1. The resident assistant shall coordinate activities and share information between RYMAC and Housing staff;
  - 4 2. The resident assistant shall not have a vote in RYMAC.

### Article IV. Officers

- 1 A. The officers of RYMAC shall be the President, Vice-President, Treasurer, Business Manager, Secretary, Publicity Director, Technical Director, and a Hall President from each hall.
- 2 B. The rank of the RYMAC officers shall be: President, Vice-President, Treasurer, Business Manager, Secretary, Publicity Director, Technical Director, and the Hall Presidents.
- 3 C. Qualifications of Officers
  - 4 1. Residency
    - 5 a. Each officer must be a resident of the Yulee Area throughout his/her term of office;
    - 6 b. New officers beginning their term at the spring turnover do not need to currently reside in the area, but must be confirmed by the Department of Housing and Residence Education as approved to live in the Yulee Area in the fall;
  - 7 2. Each officer must maintain a cumulative GPA of 2.00 throughout his/her term of office;
  - 8 3. Each officer must retain good standing with the University of Florida, as defined by the University of Florida rules of conduct;
  - 9 4. No officer may hold two or more offices in RYMAC concurrently;
- 10 D. Officers must obtain excuses for absences from the President or the Adviser.

### Article V. Duties of Officers

- 1 A. It shall be the duty of the President to:
  - 2 1. preside over all RYMAC meetings;
  - 3 2. act as spokesperson and official representative of RYMAC;
  - 4 3. maintain membership in IRHA according to that body's constitution;
  - 5 4. appoint and remove the chairperson and members of various RYMAC committees;
  - 6 5. maintain an open line of communication between RYMAC and the Area Assistant Director of Housing, Yulee Area Hall Directors, and Yulee Area Residents;
  - 7 6. uphold the constitution, by-laws, and purpose of RYMAC;
  - 8 7. be a registered cosigner with the treasurer on the RYMAC checking account;
  - 9 8. perform or delegate other duties necessary for the proper operation of RYMAC

- checking account;
- 10 9. oversee the activities of other officers;
- 11 10. attend President Committee meetings as directed by the IRHA President;
- 12 11. have the RYMAC safe combination;
- 13 12. post, outside the RYMAC office, his/her phone number as an on-call office;
- 14 13. meet weekly with the RYMAC Adviser
- 15 14. meet monthly with the Assistant Director of Housing (ADH)
- 16 15. meet monthly with the Treasurer to prepare a semesterly and yearly budget;
- 17 16. with the Vice President, prepare a semesterly report of all of RYMAC's activities and an evaluation of the programs.
- 18 17. Appoint someone, such as the Vice-President, to provide summaries of the IRHA and RYMAC meetings to those officers and members who miss the meetings.
- 19 18. Serve two office hours weekly.
- 20 B. It shall be the duty of the Vice-President to:
  - 21 1. assume the duties of the President in his/her absence;
  - 1 2. assist the President in his/her duties;
  - 2 3. serve as Parliamentarian;
  - 3 4. attend Judiciary Committee meetings as assigned by the IRHA Vice-President;
  - 4 5. revise, implement, and distribute the RYMAC constitution;
  - 5 6. implement election procedure and run elections;
  - 6 7. maintain membership in IRHA according to that body's constitution;
  - 7 8. serve two office hours weekly;
  - 8 9. be in charge of programming at the discretion of the executive board.
  - 9 10. obtain permits required for all RYMAC permits.
- 10 C. It shall be the duty of the Treasurer to:
  - 1. handle all funds of RYMAC and maintain accurate records including the office log;
  - 2. require an audit of the financial records prior to the assumption and termination of his/her office;
  - 3. prepare the records for quarterly audits by the IRHA Auditor, and to attend all audits with the RYMAC Advisor;
  - 4. provide reports of the financial transactions at each RYMAC meeting;
  - 5. be a registered cosigner, along with the President, of the RYMAC checking account;
  - 6. expend only those funds which have been properly appropriated by the membership of RYMAC at a duly authorized meeting;
  - 7. prepare and submit a budget to RYMAC and IRHA;
  - 8. have the RYMAC safe combination;
  - 9. take responsibility of the information in the IRHA Finance Manual;
  - 10. attend Finance Committee meetings as directed by the IRHA Auditor;
  - 11. explain the financial status of RYMAC in detail to any member who desires;
  - 12. prepare a mid-semester and end-of-semester financial report;
  - 13. maintain membership in IRHA according to that body's constitution;
  - 14. review financial records monthly with the President and/or Adviser;
  - 15. to serve two office hours weekly.
- 11 D. It shall be the duty of the Business Manager to:
  - 1. maintain and manage the RYMAC office by:
    - 12 a. arranging the office;
    - 13 b. setting office hours;
    - 14 c. recruiting office hours;
    - 15 d. monitoring office hours;
    - 16 e. establishing check out procedures and policies;
  - 2. create and maintain an office log for equipment;
  - 3. maintain and manage equipment and office supplies including repairs, lost or stolen items, ordering new items, and IRHA permanent improvements;
  - 4. report to the IRHA Business Manager equipment that is broken and needs to be repaired and/or replaced.

5. take inventory at the beginning and end of each semester and check the equipment periodically for damage;
  6. schedule and participate in equipment checks with the IRHA Business Manager and the RYMAC Advisor;
  7. be the liaison between IRHA Business Manager and RYMAC concerning the light package, Spinal Tech services, and any paper item or equipment IRHA has;
  8. publish at least twice a semester an updated list of equipment;
  9. attend Finance Committee meetings as directed by the IRHA Business Manager;
  10. take responsibility of the information in the IRHA Finance Manual
  11. maintain membership in IRHA according to that body's constitution;
  12. serve two hours office duty weekly;
  13. prepare all purchase orders for equipment;
  14. post RYMAC office hours.
- 17 E. It shall be the duty of the Secretary to:
1. record and keep accurate minutes of each meeting and prepare them for distribution to each officer, floor representative, and the IRHA Secretary;
  2. maintain an accurate record of attendance at RYMAC meetings and functions;
  3. notify members of the time and place of all RYMAC meetings;
  4. maintain permanent records of interest to RYMAC meetings;
  5. handle official correspondence for RYMAC;
  6. prepare the agenda for all meetings, in coordination with the wishes of the President, and distribute the agenda to all executive members and floor representatives;
  7. Create a committee, to be overseen by the Secretary, to act as historian for RYMAC if a historian is deemed necessary by the executive board.
  8. coordinate the regular publication and distribution of the RYMAC newsletter;
  9. maintain membership in IRHA according to that body's constitution;
  10. attend Gator Dining Service committee meetings as directed by the IRHA Secretary;
  11. serve two office hours weekly;
  12. keep an accurate record of RYMAC attendance at IRHA meeting.
- 18 F. It shall be the duty of the Publicity Director to:
1. create and hang banners for publicity;
  2. attend IRHA meetings as a substitute for another officer when necessary;
  3. attend Public Relations committee meetings as directed by IRHA
  4. serve two office hours weekly;
  5. assist the Technical Director in overseeing Floor Representatives, Hall Presidents and Resident Assistants in the posting of publicity;
  6. keep track of locations of publicity and remove out-of-date publicity;
  7. maintain and update the RYMAC bulletin board and publicity case;
- G. It shall be the duty of the Technical Director to:
1. maintain and update the RYMAC web site and inform the IRHA Technology Chair of the site location for linkage to the IRHA web site.
  2. create and photocopy flyers for RYMAC;
  3. attend IRHA meetings as a substitute for another officer when necessary;
  4. attend Public Relations committee meetings as directed by IRHA
  5. serve two office hours weekly;
  6. assist the Publicity Director in overseeing Floor Representatives, Hall Presidents and Resident Assistants in the posting of publicity;
  7. keep track of locations of publicity and remove out-of-date publicity;
  8. inform Housing of the RYMAC website address so it will be linked from the Housing website.
1. serve two office hours weekly;
  2. attend IRHA meetings as a substitute for another officer when necessary;
  3. inform Floor Representatives and Resident Assistants of all RYMAC meetings and programs;
  4. promote concerns and interests of residents in the hall;

5. call floor meetings when necessary in cooperation with the Resident Assistants of the floor;
  6. plan and run a program with the other Hall Presidents and Floor Representatives once a semester;
  7. attend hall Mini-Staff meetings at the invitation of the Graduate Hall Director to disseminate RYMAC information to the Resident Assistants and gather information for RYMAC from the Resident Assistants.
  8. help Publicity Director create banners and post publicity.
  9. Hang publicity in his/her Hall when the floor representatives fail to do so.
- 1 H. It shall be the duty of the Hall Presidents to:

#### Article VI. Selection of Officers

The standing executive board shall determine which of the following procedures shall be used to select the incoming board:

- 1 A. Election of Officers
  1. Officers shall be elected by a majority vote of those residents voting in an area-wide election;
  2. The election shall be held during the first General meeting in March;
  3. Nominations shall be made one week prior to elections. The president shall give two weeks' notice prior to nominations;
  4. Publicity and campaigning shall compose the week prior to elections. Campaigning by the candidates must be in accordance with the IRHA election procedure.
  5. Election procedures shall be supervised by the Vice-President and shall be made public before nominations are held;
  6. The term of office shall be one year, which shall commence at the last RYMAC meeting of the Spring Semester, except in the case of special elections;
  7. All candidates shall have a minimum cumulative GPA of 2.00;
  8. Hall Presidents shall be elected in the third week of classes of the Fall semester if not elected in the Spring.
- 2 B. Appointment of Officer
  1. Officers shall be appointed by the President of RYMAC, with the approval of the RYMAC executive board and confirmation by the RYMAC body;
  2. The appointment shall take place by the first General Meeting in March.;
  3. An application procedure shall be determined by the President of RYMAC and publicized to the residents;
  4. The term of office shall be one year, which shall commence at the last RYMAC meeting of the Spring Semester, except in the case of special appointments;
  5. All applicants shall have a minimum cumulative GPA of 2.00;
  6. Hall Presidents shall be appointed in the third week of classes of the Fall semester if not appointed in the Spring.
- 3 C. Appointment/Election
  1. Potential officers will first fill out an information sheet expressing interest;
  2. The information sheets expressing a candidate's interest shall be made available at least 2 weeks prior to the election;
  3. The election shall occur during the week of the first General Meeting in March.;
  4. The current executive board (as a whole) will look through the applications and narrow down with selection field. This narrowing down will be at the discretion of the officers;
  5. The candidates selected will be notified and be allowed to campaign one week prior to elections;
  6. Election procedures shall be supervised by the vice president and shall be made public before campaigning;
  7. The term of office shall be one year which shall commence at the last RYMAC meeting of the Spring Semester;
  8. The candidates should have a cumulative GPA of 2.0;
  9. Hall Presidents shall be appointed by the third week of classes in the Fall semester if

not appointed in the Spring;

10. This process does not have to occur in the Fall if vacancies are not filled in the Spring semester;

1 D. Vacancies

1. A vacancy is defined as occurring when an officer resigns, is removed from office, terminates residency in the Yulee Area, or becomes ineligible for office.

2. A permanent vacancy in the Presidency shall be filled by the Vice-President unless declined;

3. The remaining vacated offices shall be filled by special election or special appointment following the procedures outlined above.

4. An officer selected by special election or special appointment shall serve until spring turnover.

2 E. Transitioning

1. During the period between the elections/selections and the last General Meeting in the Spring Semester, the newly elected officers shall be known as officers-elect.

2. As "Exec-Elect", each must work with their current counterpart in order to make for a smooth transition.

### Article VII. Floor Representatives

1 A. Each Floor Representative:

1. must attend each RYMAC meeting to ensure representation of his/her floor;

2. shall remain on the RYMAC roll only as long as he/she resides on the floor he/she represents;

3. if elected to an office of RYMAC, shall find another person to serve as representative for that floor;

4. if unable to attend a RYMAC meeting, must find another floor representative to ensure representation of the floor at each meeting;

5. may serve on a committee in RYMAC without forfeiture of his/her position as Floor Representative;

6. post minutes of RYMAC meetings on his/her respective floor;

7. actively promote the interests and ideas of the residents of his/her floor during RYMAC meetings;

8. may be removed from the position consistent with the constitution;

9. shall, with the Publicity Director, post publicity on an assigned floor.

2 B. RYMAC must establish a yearly Floor Representative attendance policy.

3 C. Floor Representatives shall be selected by their respective floors at the beginning of the Fall term.

4 D. Should a Floor Representative position become vacant, a new Floor Representative shall be appointed by the RYMAC executive board.

### Article VIII. Impeachment

1 A. An officer may be impeached for misfeasance, and/or malfeasance, and/or nonfeasance of duty. An officer may not be impeached for personal reasons not pertaining to the performance of their RYMAC-related duties.

2 B. Written charges of impeachment, signed by at least one-third of the Floor Representatives and Executive Board shall be presented at a regular RYMAC meeting. The trial of the officer shall be held at the following meeting.

3 C. Trial for impeachment shall be held before the RYMAC body, who shall act as Court, as determined by the by-laws of this constitution. In the event that the President is impeached, the Vice-President, Secretary, Treasurer, or Senior Hall President, in that order, shall preside.

4 D. A quorum for impeachment shall consist of two-thirds of the Floor Representatives and Executive Board Members.

5 E. A two-thirds vote of the Floor Representatives and Executive Board members shall be required to pass on impeachment.

6 F. A person under impeachment shall not vote on his own verdict and shall not be computed in the requirement for a verdict.

- 7 G. An impeached and removed RYMAC officer may be reinstated with four-fifths vote of the council at two consecutive meetings.

#### Article IX. Voting Membership

The voting membership of RYMAC shall consist of all the residents in the Yulee Area.

#### Article X. Adviser

The Adviser shall:

- 1 A. be a Yulee Area GHD;
- 2 B. attend each RYMAC meeting, unless an absence is granted by the President;
- 3 C. meet weekly with the RYMAC President;
  
- 1 D. meet with the President and Treasurer once a month to review the books;
- 2 E. attend IRHA audits;
- 3 F. attend IRHA Equipment Checks
- 4 G. attend two IRHA meetings a semester.

#### Article XI. Bylaws

- 1 A. The bylaws shall consist of all standing rules of RYMAC.
- 2 B. RYMAC shall have the power to adopt such bylaws as necessary for its proper operation.
- 3 C. Bylaws may be passed by a majority vote of the Floor Representatives and Executive Board members at a regular RYMAC meeting.

#### Article XII. Amendment

- 1 A. Proposal
  1. An amendment to this constitution may be proposed by a written petition signed by at least one-third of the Yulee Area residents; or a 3/5 vote of the executive board;
  2. A proposed amendment shall be published and posted in the Yulee Area office at least one week prior to voting;
  3. The proposed amendment shall be read at the meeting prior to the vote on the amendment.
- 2 B. Adoption of a proposed amendment is contingent upon a two-thirds majority of the voting Yulee Area residents.

#### Article XIII. Revisions

- 1 A. The Vice-President shall form a Constitution Revision Committee and present their findings to RYMAC at the first meeting in February annually.
- 2 B. Adoption of proposed revisions is contingent upon a two-thirds majority of the members present at a regular RYMAC meeting.

#### Article XIV. Interpretation

If the interpretation of this constitution is deemed necessary, it shall be according to a majority consensus of the executive members.

#### Article XV. Adoption

An affirmative vote of two-thirds of the Yulee Area residents voting shall be necessary for the adoption of this constitution.