

INTER-RESIDENCE HALL ASSOCIATION
MISSION STATEMENT

To cultivate a sense of community in the residence halls by advocating on behalf of residents, supporting area governments and offering diverse programs.

REVISED SPRING 2018

THE INTER-RESIDENCE HALL ASSOCIATION CONSTITUTION

ARTICLE I NAME OF ORGANIZATION

Section A The name of this organization is the Inter-Residence Hall Association. This organization will utilize the acronym IRHA in all publicity materials and correspondence.

ARTICLE II PURPOSE STATEMENT

Section A IRHA has been established at the University of Florida for the purpose of coordinating area council activities and representing and serving the collective interests of all the residents as decided by the representatives.

Section B IRHA will promote the University's academic and social missions and encourage leadership development among its members. (X08)

Section C IRHA will further serve as a channel of communication between the residence hall community, the Department of Housing and Residence Education, the University community, and outside interests. (X08)

Section D The members of the community of the University of Florida and IRHA come from diverse backgrounds and social groups. We believe that each person has worth and should be treated with dignity and respect. (F09)

ARTICLE III COMPLIANCE STATEMENT

Section A Upon approval by the Department of Student Activities and Involvement, the Inter-Residence Hall Association shall be a registered student organization at the University of Florida. The Inter-Residence Hall Association shall comply with all local, state and federal laws, as well as all University of Florida regulations, policies, and procedures. Such compliance includes but is not limited to the University's regulations related to Non-Discrimination, Hazing, Commercial Activity, and Student Leader Eligibility.

ARTICLE IV UNIVERSITY REGULATIONS

Section A Non-Discrimination IRHA agrees that it will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act.

Section B Sexual Harassment IRHA agrees that it will not engage in any activity that is unwelcome conduct of sexual nature that creates a hostile environment.

Section C Hazing IRHA agrees that it will not initiate, support, or encourage any events or situations that recklessly, by design, or intentionally endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization.

Section Responsibility to Report If this organization becomes aware of any such conduct described in this article, IRHA will report it immediately to Student Activities and Involvement, the Director of Student Conduct and Conflict Resolution, or the University's Title XI Coordinator.

ARTICLE V MEMBERSHIP

Section A Membership in this organization is open to all enrolled students at the University of Florida. Nonenrolled students, spouses, faculty, and staff may be associate members; however, they may not vote or hold office. All members and associate members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

ARTICLE VI POWERS AND DUTIES OF THE OFFICERS

Section A The officers of IRHA shall be President, Vice President, Auditor, Business Manager, Secretary, and National Communications Coordinator. The officers of IRHA shall make up the Executive Board.

1. The Executive Board shall set directional policy for IRHA and the IRHA Adviser.
2. No officer has the right to vote except during elections, confirmations, votes for institutional support, and impeachment.
3. The Executive Board shall be elected each spring in accordance with the IRHA Policy and Procedures Handbook.
4. The term of an Executive Board officer shall begin in April once they are sworn in and end when the succeeding board is sworn in the following April.

Section B The duties of the President shall be:

1. to act as the representative of the interests of the students in the residence halls to General Housing and Residence Life & Education meetings, the Housing Staff Advisory Board, the Center for Student Activities and Involvement and other University of Florida entities directly affecting residents; (X11)
2. to organize and preside over the IRHA General Body meetings; (X11)
3. to appoint non-programming directorships with consultations of the IRHA officers; (X11)
4. to appoint ad-hoc committees and task forces as necessary; (X11)
5. to coordinate the activities of IRHA non-programming committees and directorships; (X11)
6. to serve as an ex-officio member of all committees; (X11)
7. to coordinate IRHA social events; (X11)
8. to coordinate Fall Leadership, Spring retreat, Executive Board retreats, IRHA Spring Banquet, and the IRHA Executive Board transition; (X11)
9. to serve as the Co-National Communications Coordinator as eligible; (X11)
10. to write, or appoint a designee to write, letters of support for officers, award, and conference bids; (X11)
11. to submit an end-of-semester transition report of their activities to the IRHA Secretary; (X11)
12. to serve as the counterpart on the IRHA Executive Board for the Area Government Presidents; (X11)

13. to serve two office hours weekly. (X11)
14. to meet weekly with the IRHA Adviser. (X11)

Section C The duties of the Vice President–National Communications Coordinator shall be:

1. to assume the duties of the President in their absence; (X11)
2. to serve as the Chair of the Judiciary Committee and the Vice Chair of the Gator Dining Services Committee; (X11)
3. to direct and oversee the updating of IRHA’s official documents and serve as IRHA’s Parliamentarian; (X11)
4. to validate IRHA’s constitutions with the Center for Student Activities and Involvement; (X11)
5. to coordinate and oversee the submission and approval of all variety of permits as needed by IRHA, Area Governments, and IRHA Committees; (X11)
6. to coordinate all conference preparation, including conference delegation selection with the assistance of the President or acting Co-National Communications Coordinator; (X11)
7. to attend conferences, including but not limited to Mini-FARH, FARH, SAACURH, Regional Business Conference (RBC), and NACURH Conferences, and serve as the delegation leader at those conferences; (X11)
8. to represent UF at all conference business meetings; (X11)
9. to oversee all IRHA recognition and work with the James C. Grimm Chapter of the National Residence Hall Honorary (NRHH) to coordinate the Of the Month awards as necessary; (X11)
10. to coordinate the bid process with the assistance of the IRHA Executive Board and the IRHA General Body for all state, regional, and national Residence Hall Association awards; (X11)
11. to present all personal, positional and school award bids to the IRHA General Body; (X11)
12. to inform IRHA of state, regional and national residence hall news; (X11)
13. To submit an end-of-semester transition report of their activities to the IRHA Secretary; (X11)
14. to serve as the counterpart on the IRHA Executive Board for the Area Government Vice Presidents; (X11)
15. to serve two office hours weekly. (X11)
16. to meet regularly with the IRHA Adviser. (X11)

Section D The duties of the Auditor shall be:

1. to be responsible for the Housing Account; (X11)
2. to be responsible for the Student Government Account; (X11)
3. to be responsible for the Gator Dining Services Account; (X11)
4. to serve as the Gator Dining Services Account Finance Director for IRHA’s special event; (X11)
5. to keep accurate records of all financial transitions or IRHA and its committees, regarding the Housing Account and Student Government Account; (X11)
6. to be responsible for receiving and expending funds as authorized by IRHA, regarding the Housing Account and Student Government Account; (X11)
7. to prepare the annual and semester Housing Account budgets with the assistance of the President and Finance Committee; (X11)
8. to prepare the annual and semester Student Government Account budgets with the assistance of the President and Finance Committee; (X11)
9. to coordinate the annual IRHA Budgets’ Presentation to the Department of Housing and Residence Education with the assistance of the President, Business Manager and Secretary; (X11)
10. to serve as the Chair of the Finance Committee; (X11)

11. to serve as the Vice Chair of the Outreach and Area Improvements Committee; (X11)
12. to serve as the Finance Director for IRHA's special event; (X11)
13. to be responsible for
14. to enforce the IRHA Finance Manual; (X11)
15. to maintain contact with outside vendors with the assistance of the IRHA Business Manager; (X11)
16. to submit an end-of-semester transition report of their activities to the IRHA Secretary; (X11)
17. to serve as the counterpart on the IRHA Executive Board for the Area Government Treasurers; (X11)
18. to serve two office hours weekly. (X11)
19. to meet regularly with the IRHA Adviser. (X11)

Section E The duties of the Business Manager shall be:

1. to act with the Area Governments and the Auditor in authorizing the purchase and receipt of equipment; (X11)
2. to serve as the Vice Chair of the Finance Committee; (X11)
3. to serve as the Chair of the Outreach and Area Improvements Committee; (X11)
4. to enforce the IRHA Finance Manual; (X11)
5. to coordinate the use of IRHA equipment and be responsible for its upkeep; (X11)
6. to coordinate the Housing Permanent Improvement process; (X11)
7. to monitor logging of Area Government Executive Board office hours
8. to maintain contact with outside vendors with the assistance of the IRHA Auditor; (X11)
9. to oversee Advocacy among the Area Governments; (X11)
10. to serve as the chair of the Gator Dining Services Committee and coordinate transactions with Gator Dining Services and manage IRHA's business relationship with them; (X11)
11. to meet regularly with the Associate Director for Facilities, or their designee
12. to submit an end-of-semester transition report of their activities to the IRHA Vice Secretary; (X11)
13. to serve as the counterpart on the IRHA Executive Board for the Area Government Business Managers (X11)
14. to serve two office hours weekly. (X11)
15. to meet regularly with the IRHA Adviser. (X11)

Section F The duties of the Secretary shall be:

1. to take minutes at general body meetings and prepare them for distribution and approval at the next general body meeting; (X11)
2. to keep an accurate record of general body meeting and attendance and to enforce the attendance and service requirement policies; (X11)
3. to inform any IRHA member when their voting rights are revoked; (X11)
4. to prepare a written agenda for general body meetings in accordance with the President; (X11)
5. to coordinate, collect and compile Area Government Program Reports; (X11)
6. to distribute information of interest to its members; (X11)
7. to serve as the Director of IRHA's special events; (X11)
8. to appoint the administrative and event directors of IRHA's special event; (X11)
9. to serve as the Vice Chair of the Judiciary Committee; (X11)
10. to collect and organize the end of semester transition reports and distribute them to the IRHA Executive Board, IRHA members and the IRHA Adviser at or before the second meeting of the next semester; (X11)

11. to serve as IRHA's head or programming; (X11)
12. to oversee a Programming Committee as they see fit and coordinate its activities; (X11)
13. to coordinate co-programming with other organizations; (X11)
14. to serve as the counterpart on the IRHA Executive Board for the Area Government Secretaries; (X11)
15. to serve two office hours weekly. (X11)
16. to meet regularly with the IRHA Adviser. (X11)

Section G The duties of the Marketing Coordinator shall be:

1. to serve as the chair of the Marketing Directors Committee and maintain all IRHA publications; (X11)
2. to complete and oversee all IRHA Marketing, including but not limited to print and digital media and advertising; logo design and creation; maintaining social media presence
3. to maintain relationship with Housing and Student Affairs marketing
4. to assist with Area Government Marketing
5. to oversee and organize IRHA tabling
6. to oversee and organize GDS tabling in accordance with the Business Manager
7. to serve as Technology Director, including but not limited to maintaining the website and Canvas page and all other IRHA-related software
8. to create and manage presentations for IRHA's General Body Meetings
9. to send out a newsletter to all of IRHA with officer reports and general updates from the general body meetings; (X11)
10. to serve as the Marketing Chair for IRHA's special events
11. to work with the Auditor to coordinate the design, production, purchasing, and distribution of promotional items
12. to submit an end-of-semester transition report of their activities to the IRHA Secretary;
13. to serve as the counterpart on the IRHA Executive Board for the Area Government Marketing Directors; (X11)
14. to serve two office hours weekly. (X11)
15. to meet regularly with the IRHA Adviser. (X11)

Section H Impeachment resolutions shall be considered by IRHA once submitted by five voting members. Officers of IRHA may be impeached by a majority vote. Impeachment trials shall be conducted in accordance with the Policy and Procedures Handbook and the parliamentary authority. Officers of IRHA may be removed by a two-thirds vote in an impeachment trial.

ARTICLE VII ELECTIONS

Section A In order to qualify for IRHA Executive Board Election, each candidate must:

1. Have served or will have served one semester as a voting member of IRHA during that year at the time of election.
2. To run for IRHA President; they must have served on the executive board for at least one full semester the previous year; this clause can be suspended by a 2/3rds vote by the IRHA General Body. (F14)
3. Be in full compliance with University of Florida rule: 6C1-4.003 Student Affairs: Student Leader Eligibility. (S08)

Section B Qualifications for officers once in office shall be as follows:

1. All officers shall be in full compliance with Florida Administrative Code: 6C1-4.003 Student Affairs: Student Organizations.
2. All Officers shall be in compliance with the Department of Housing and Residence Education's academic standards set by the Director of Housing for Residence Life and Education (F14)
3. The President, Auditor and Business Manager must reside in the residence halls during the summer semesters and meet the requirements to live on-campus, as set by the Department of Housing and Residence Education. (X11)
4. All officers must reside in the residence halls during the fall and spring semesters and meet the requirements to live on-campus, as set by the Department of Housing and Residence Education.
5. All officers shall meet the provisions of the IRHA Attendance Policy and Service Requirement as outlined in Policy III of the IRHA Policy and Procedures Handbook.
6. Any officer that cannot maintain the attendance or service requirements will immediately lose their office. (S08)
7. The President may not be employed by the Department of Housing and Residence Education during their term of office.
8. All officers must vacate any other position(s) they hold in IRHA except Residence Hall Week positions. (F14)
9. Any officer in violation of the above requirements will be removed from office unless an appeal is filed with the Judiciary Committee and it passes in a two-thirds (2/3) vote.

Section C Elections will be held in the Spring Semester before IRHA's Spring Banquet. Any member may nominate any other voting member, including themselves. Nominations for a position will take place one general body meeting prior to the election. Nominations may also be made during the election meeting prior to closing of nomination.

Section D Voting will occur by secret ballot. A majority vote is required to elect an officer. If there are more than two candidates running and no candidate receives a majority vote, there shall be a run-off vote between the top two vote recipients immediately following.

Section E The IRHA President and IRHA Adviser shall count the votes. If the President is a candidate in the election, the next highest-ranking officer not running in the election shall count the votes with the IRHA Advise

Section F If there is a tie, a five-minute break will occur. Each candidate may give a one-minute speech after which the General Body may ask two more questions. The candidate with the majority vote will be declared the winner.

Section G If the office of IRHA President is vacated, the IRHA Vice President will assume the office of IRHA President and vacate the office of IRHA Vice President.

Section H If any IRHA Executive Office, with the exception of the IRHA President, is vacated for any reason, the remaining IRHA Executive Board shall select a replacement that will assume the vacated office upon confirmation by IRHA. Confirmation is a majority vote of IRHA. Selection must be made within two weeks of the vacancy. This clause may be suspended provided there is an approved timeline and procedure to fill the vacancy. (S06)

**ARTICLE VIII
FACULTY ADVISER**

Section A The duties of the Adviser shall be:

1. To meet weekly with the IRHA President; (X11)
2. To meet regularly with the IRHA Vice President, Auditor, Business Manager, Secretary and National Communications Coordinator; (X11)
3. To attend general body meetings or appoint a professional designee from the Department of Housing and Residence Education to serve in their absence if unable to attend the meeting; (X11)
4. To attend IRHA Executive Board meetings as schedule permits; (X11)
5. To coordinate the selection of IRHA Event and Committee advisers with the assistance of the President;
6. To assist Area Government advisers as necessary. (X11)

ARTICLE IX FINANCE

Section A IRHA will apply for funding from Student Government each year, as it is not guaranteed.

Section B There shall be no membership dues. (F05)

**ARTICLE X
DISSOLUTION OF
ORGANIZATION**

Section A In the event this organization dissolves, all monies left in the treasury, after outstanding debts and claims have been paid, shall be donated to the “University of Florida Foundation Kelly Martz Endowed Scholarship Fund.” (F09)

**ARTICLE XI
IRHA POLICY AND PROCEDURES HANDBOOK AND IRHA FINANCE
MANUAL**

Section A The IRHA Policy and Procedures Handbook must be ratified by the IRHA General Body according to the stipulations for ratification delineated in the IRHA Policy and Procedures Handbook. Any changes to the IRHA

Policy and Procedures Handbook must be approved by the Judiciary Committee in one reading by a two-thirds (2/3) vote and then by the IRHA General Body in two readings: the first by a majority and the second by a two-thirds (2/3) vote. (F09)

Section B Any changes to the IRHA Finance Manual must be approved by the IRHA Finance Committee by a majority vote in one reading and a two-thirds (2/3) vote in a second reading. (S10)

**ARTICLE XII
MEETING**

Section A Regular meetings shall be held at a time and place designated by the President, with the concurrence of IRHA.

Section B Special meetings may be called by the President or by one-third (1/3) of the voting membership after a written, verbal, or electronic notification is given to all IRHA members at least twenty-four (24) hours prior to the meeting.

Section C A quorum shall be necessary to conduct all business and shall consist of a simple majority of the voting membership of IRHA (excluding Alumni Members) and an IRHA officer to chair the meeting.

Section D All portions of regular and special meetings of IRHA shall be considered open to the student body. (S09)

**ARTICLE XIII
VOTING MEMBERSHIP, COMMITTEES, AND DIRECTORSHIPS**

Section A The voting membership shall be defined as the IRHA Executive Board, Area Representatives and Members-at-Large. (F14)

Section B Presidents' Council, Judiciary, Finance, Outreach and Area Improvements, Gator Dining Services, and Public Relations committees shall be standing committees of IRHA. (S08)

Section C The composition, powers, and responsibilities of the standing committees of IRHA may be found in Policy XIII of the IRHA Policy and Procedures Handbook.

Section D The Historian, Environmental Concerns Director, Social Justice Director, and Homecoming Director shall be standing directorships of IRHA. All other directorships shall be appointed at the discretion of the IRHA President.

Section E The powers and responsibilities of the standing directorships of IRHA may be found in Policy XII of the IRHA Policy and Procedures Handbook.

**ARTICLE XIV
MEMBERSHIP IN NATIONAL, REGIONAL, AND STATE
ORGANIZATIONS**

Section A IRHA shall be a dues-paying member of the National Association of College and University Residence Halls (NACURH), the South Atlantic Affiliate of College and University Residence Halls (SAACURH), and the Florida Association of Residence Halls (FARH).

Section B IRHA shall remain in good standing with NACURH, SAACURH, and FARH.

ARTICLE XV PRESIDENTIAL VETOES

Section A The IRHA President shall have the power to veto legislation (except for officer impeachment, removal, and resolutions) on the following grounds:

1. If it is deemed that there is fiscal irresponsibility in the legislation that is not in the best interest of the residents. (F09)
2. The legislation is deemed not in the best interests of IRHA. (S08)

Section B The President shall have the power to enact a line-item veto. A line-item veto is defined as the selective removal or revocation of any specific part of the legislation.

Section C All veto procedures may be found in Policy IX of the IRHA Policy and Procedures Handbook.

ARTICLE XVI RATIFICATION

Section A This Constitution shall be ratified, as opposed to amended, whenever a new policy is added to the Constitution.

Section B This Constitution shall take full effect upon approval by a majority vote on the first reading and a two-thirds (2/3) vote on the second reading.

Section C This Constitution must be passed by a two-thirds (2/3) vote by IRHA's Judiciary Committee before being voted on by the IRHA General Body.

Section D This Constitution supersedes all previous constitutions of IRHA and the Area Governments, rendering them null and void.

Section E Any provisions in this Constitution inconsistent with the policies and regulations of the University of Florida Student Body shall be null and void.

Section F The author of any constitutional ratification must distribute the Constitution to the IRHA General Body at least one week prior to the first reading. The Constitution must also be distributed to the IRHA General Body at least one week prior to the second reading if any changes are made.

Section G Once a ratification has been approved by the general body, it is subject to final approval by the Department of Student Activities and Involvement.

ARTICLE XVII SUSPENSION

Section A No clause in this constitution may be suspended unless otherwise noted. (S06)

ARTICLE XVIII AMENDMENTS

Section A Whenever an existing policy within this Constitution is changed, it shall be considered a constitutional amendment, unless the Constitution is already being ratified.

Section B All proposed amendments to this Constitution must be read at one Judiciary Committee meeting and two consecutive meetings of IRHA. For passage, an amendment requires a two-thirds (2/3) vote by the Judiciary Committee, two-thirds (2/3) vote on the first reading and a four-fifths (4/5) vote on the second reading.

Section C The author of any constitutional amendment must distribute that amendment to the IRHA General Body at least one week prior to the first reading. The amendment must also be distributed to the IRHA General Body at least one week prior to the second reading if any changes are made. (F09)

Section D Grammatical and spelling amendments and revisions may be made without approval of the IRHA General Body at the IRHA Vice President's discretion.

Section E Once all amendments have been approved by the IRHA General Body, this constitution shall be subject to final approval by the Department of Student Activities and Involvement.

Section F This Constitution must undergo review and revision at least once every two years by the IRHA Vice President and the IRHA Judiciary Committee.