

Bylaws

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Article I : Name

Section 1 : The name of this organization shall be Kent Interhall Council, hereinafter referred to as KIC.

Article II : Membership

Section 1 : KIC shall be comprised of all students living in the residence halls of Kent State University's Kent Campus.

Article III : Hall Councils

Section 1 : Every residence hall shall be represented by a Hall Council.

Sub-Section a : No single Hall Council shall represent more than six hundred (600) residents.

Section 2 : Hall Councils shall be composed of an elected executive board consisting of a President, a Vice President(s), a Secretary, a Treasurer, a Marketing Coordinator, a KIC Representative(s), and a Social Justice Advocate to represent and serve their hall.

SS A : Hall Council Executive Boards must have, at a minimum, a President, Treasurer, and Social Justice Advocate.

SS B : Hall Councils may elect additional Executive Board members after all other positions have been filled.

Section 3 : Hall Councils shall elect Executive Board members yearly.

Section 4 : Hall Councils shall have individual constitutions to govern their actions.

Section 5 : Hall Councils shall have the following responsibilities.

SS A : Coordinate programs for their halls residents.

SS B : Attend KIC General Body meetings to vote on behalf of their hall(s).

SS C : Hold Hall Council General Body meetings every week excluding times of academic break, for residents of the hall(s).

L i : Hall Council General Body meetings may be canceled at the discretion of the Hall Council Executive Board.

SS D : Submit weekly Hall Council General Body meeting minutes to the KIC Executive Board.

Article IV : Government

Section 1 : KIC shall be governed by the KIC General Body.

SS A : The KIC General Body will be comprised of voting members and non-voting members from each of the residence halls, and the KIC Executive Board as ex officio non-voting members.

SS B : Halls shall each have three (3) votes within the KIC General Body.

Section 2 : Robert's Rules of Order, fourth (4th) edition shall be KIC's parliamentary authority.

Article V : Powers of the General Body

Section 1 : The General Body shall be empowered to determine all policies and procedures of KIC.

Section 2 : The General Body shall have the power to initiate amendments to these bylaws upon a two-thirds ($\frac{2}{3}$) majority vote (Outlined in Article IX, Section 1).

Section 3 : The General Body shall be responsible for directing the affairs of KIC and of making such management and personnel decisions as necessary to fulfill the purpose of the organization.

Section 4 : The General Body shall select the KIC Executive Director, Director of Business Operations, Director of Community Development, Director of Marketing, Director of Programming, Director of Student Relations, hereinafter referred to as the ED, DBO, DCD, DM, DP, and DSR.

Section 5 : The General Body shall approve the KIC budget each semester.

Section 6 : The General Body shall approve the use of any unbudgeted funds.

Section 7 : The General Body and ED shall have the power to appoint committees.

Article VI : Executive Board

Section 1 : The Executive Board of KIC shall be the ED, DBO, DCD, DM, DP, DSR, and the ex-officio non voting National Communications Coordinator and KIC Advisor(s).

SS A : Duties of the Executive Director

Line i : The ED shall have the authority to call meetings of the General Body and the Executive Board.

L ii : The ED shall preside at the meetings of the General Body and the Executive Board.

L iii : The ED shall have the power to appoint committees and members to those committees unless otherwise stipulated by the constitution or these bylaws.

L iv : The ED shall represent and act on behalf of KIC at any applicable event, meeting, etc.

L v : The ED and Executive Board shall be responsible for the implementation of any policies and measures of the General Body.

L vi : The ED shall have such duties as described in Robert's Rules of Order, fourth (4th) edition, such as preparing agendas.

L vii : The ED shall remain on campus during Kent State University's summer break.

Sub-Line 1 : The ED shall maintain the KIC Office and all KIC operations, including finances, during summer break.

L viii : The ED shall coordinate training of the Executive Board.

L ix : The ED shall coordinate programs to promote and develop leadership and personal growth for KIC members.

L x : The ED shall perform any other duties outlined in the KIC Constitution or assigned by the General Body.

SS B : Duties of the Director of Business Operations

L i : The DBO shall assume the responsibilities of the ED if they are not able to do so.

L ii : The DBO shall oversee all KIC financial operations, including bookkeeping and account management.

SL 1 : The DBO shall oversee the allocation of Hall Council funds each semester.

SL 2 : The DBO shall oversee the allocation of unbudgeted funds.

L iii : The DBO shall be a resource to aid Hall Councils in maintaining their budgets, obtaining funds, and filling out all appropriate forms.

L iv : The DBO shall take and distribute minutes for Executive Board and General Body meetings.

SL 1 : The DBO may appoint a recording secretary at their discretion.

L iv : The DBO shall maintain KIC's governing documents.

L v : The DBO shall serve as KIC's parliamentarian.

L vi : The DBO shall oversee all of KIC's fundraising efforts.

L vii : The DBO shall maintain and preserve all KIC records.

L viii : The DBO shall be responsible for the implementation of any policies and measures of the General Body.

L ix : The DBO shall perform any other duties outlined in the KIC Constitution, assigned by the General Body, or assigned by the ED.

SS C : Duties of the Director of Community Development

L i : The DCD shall coordinate KIC programs to build and nurture the relationship between KIC Hall Councils with one another and the Executive Board.

L ii : The DCD shall coordinate all volunteer opportunities for KIC members.

L iii : The DCD shall be responsible for the implementation of any policies and measures of the General Body.

L iv : The DCD shall perform any other duties outlined in the KIC Constitution, assigned by the General Body, or assigned by the ED.

L v : The DCD shall aid the Department of Residence Services in recycling and sustainability campaigns.

SS D : Duties of Marketing

L i : The DM shall be responsible for developing and maintaining KIC branding.

L ii : The DM shall oversee the marketing of all KIC events.

L iii : The DM shall be responsible for the implementation of any policies and measures of the General Body.

L iv : The DM shall perform any other duties outlined in the KIC Constitution, assigned by the General Body, or assigned by the ED.

SS E : Duties of the Director of Programming

L i : The DP shall coordinate all programs for KIC unless otherwise specified.

L ii : The DP shall be responsible for the implementation of any policies and measures of the General Body.

L iii : The DP shall remain on campus during Kent State University's summer break.

SL 1 : The DP shall coordinate any KIC Summer programming unless otherwise specified.

SL 2 : The DP shall assist the ED in maintaining the KIC Office and all KIC operations, including finances, during summer break.

L vi : The DP shall perform any other duties outlined in the KIC Constitution, assigned by the General Body, or assigned by the ED.

SS F : Duties of the Director of Student Relations

L i : The DSR shall be responsible for collecting feedback within KIC.

SL 1 : The DSR shall propose recommendations for change within the organization based on feedback when deemed appropriate.

SL 2 : The DSR shall advocate for change on behalf of KIC for issues beyond KIC's jurisdiction.

L ii : The DSR shall be responsible for the implementation of any policies and measures of the General Body.

L iii : The DSR shall perform any other duties outlined in the KIC Constitution, assigned by the General Body, or assigned by the ED.

SS G : Duties of the National Communications Coordinator

L i : The NCC shall serve as Kent State University's voting representative within the National Association of College and University Residence Halls, Incorporated, hereinafter referred to as NACURH, Inc.)

SL 1 : The NCC shall be responsible for affiliating Kent State University with NACURH, Inc.

SL 2 : The NCC shall oversee all bid writing on behalf of Kent State University for NACURH, Inc. related awards and honors.

L iii : The NCC shall be responsible for the implementation of any policies and measures of the General Body.

L iv : The NCC shall perform any other duties outlined in the KIC Constitution, assigned by the General Body, or outlined in the NACURH Bylaws or Constitution.

SS H : Duties of the KIC Advisor(s)

L i : The KIC Advisor(s) shall oversee the KIC Executive Board's operation.

L ii : The KIC Advisor(s) shall ensure the KIC Executive Board upholds and acts in accordance with the KIC Bylaws and Constitution.

L iii : The KIC Advisor(s) shall guide the KIC Executive Board officers in their personal and professional development while in office.

L iv : The KIC Advisor(s) shall ensure KIC and the KIC Executive Board uphold and follow Kent State University's policies and procedures.

L v : The KIC Advisor(s) shall perform any other duties outlined in the KIC Constitution or assigned by the General Body.

Section 2 : All Executive Board officers, except for the KIC Advisor(s), shall be an undergraduate students living on Kent State University's Kent Campus.

Section 3 :All student Executive Board officers shall dedicate at least ten (10) hours a week during Kent State University's Fall and Spring academic semesters to KIC or KIC positional duties unless otherwise approved by the ED and Advisor(s).

SS A : During the Kent State University's summer break the ED and DP shall dedicate a minimum of two hundred (200) hours with a minimum of twenty (20) hours a week to KIC or KIC positional duties unless otherwise approved by the Advisor(s).

Section 4 : No Executive Board officer shall participate in any Hall Council, including but not limited to serving on a Hall Council Executive Board and voting on Hall Council business.

Section 5 : The ED must have lived two (2) consecutive semesters on Kent State University's Kent Campus by the start of their term.

Section 6 : DBO, DCD, DM, and DSR, must have lived at least one (1) semester on Kent State University's Kent Campus by the start of their term.

Section 7 : The ED, DBO, DCD, DM, DP, and DSR shall visit Hall Council executive board and general body meetings regularly.

Section 8 : All student Executive Board officers shall not maintain additional on or off campus employment exceeding twenty (20) hours per week.

SS A : The NCC may serve as a Resident Assistant with approval of their supervisor and the KIC Advisor(s).

SS B: The ED, DBO, DP, DM, DCD, and DSR may **not** serve as a Resident Assistant during their time on executive board.

SS C : The ED and DP shall not maintain additional on campus employment exceeding eight (8) hours during Summer break.

Section 9 : All student Executive Board officers shall maintain a non cumulative grade point average of 2.25 per semester and not be on academic probation or semester warning.

Section 10 : All Executive Board officers shall uphold the values of KIC and act in an ethical and moral manner.

Section 11 : All Executive Board officers shall be in good judicial standing.

Section 12 : The terms of the ED, DBO, DCD, DM, DP, and DSR shall begin at the last general council meeting of the Spring semester and end the next year at the last general council meeting of the Spring semester.

Section 13 : The term of the NCC shall begin at either the NACURH, Inc. Annual Conference or the last general council meeting of the Spring semester, whichever comes later. The term of the NCC shall end the next year at either the NACURH, Inc. Annual Conference or the last general council meeting of the Spring semester, whichever comes later.

Section 14 : No student shall hold the same Executive Board position for more than two (2) terms.

Article VII : Removal of Officers

Section 1 : KIC Executive officers shall be removed from office immediately upon failure to meet any requirements listed in Article VI.

Section 2 : KIC Executive officers may also be removed by the following procedure:

SS A : A valid petition for removal shall be presented to the ED (or if they are being removed, the KIC Advisor(s)).

L i : To be valid a petition for removal it must either be signed by at least twenty-five percent (25%) of the KIC General Body's voting members OR be signed by at least thirty-three percent (33%) of the KIC Executive Board OR be signed by at least one (1) KIC Advisor (If the petition is to remove the ED and is signed by the KIC Advisor(s) it shall be submitted to the DBO).

L ii : Within twenty-four (24) hours of the receipt of a valid petition, it shall be sent to all KIC General Body members.

SS B : A valid petition shall then be heard at the next KIC General Body meeting after twenty-four (24) of its receipt by the KIC General Body members.

L i : Upon a reading of the petition, the officer in question may choose to speak to the KIC General Body for up to five (5) minutes followed by an unextendable five (5) minutes of Question & Answer at the discretion of the officer being removed.

SS C : After a valid petition is heard a secret ballot vote of a two-thirds ($\frac{2}{3}$) majority shall remove the officer.

SS D : A valid petition may be postponed indefinitely at anytime after it is heard by either a unanimous vote of the General Body's voting members OR a unanimous vote of the KIC Executive Board excluding the officer being removed OR a unanimous vote of the KIC Advisor(s).

L i : A vote of either of these groups may be called at anytime after the hearing of a valid petition by anyone present at the meeting.

Article VIII : Meetings

Section 1 : All KIC meetings shall be run with parliamentary policy in accordance with Robert's Rules of Order, fourth (4th) edition.

Section 2 : The KIC General Body shall meet at the discretion of the ED but at a minimum every three (3) weeks, excluding times when Kent State University Kent Campus is on Academic Break.

Section 3 : The KIC Executive Board shall meet at the discretion of the ED.

Article IX : Break Governance

Section 1 : During Kent State University's Kent Campus' Academic Breaks the KIC Bylaws and Constitution shall be followed unless deemed unreasonable by the ED and Advisor.

Article X : Amendments and Ratification

Section 1 : Amendments

SS A : Amendments to the Bylaws can be proposed by any member of the KIC General Body.

L i : The formatting of proposals shall be specified by the ED.

L ii : Amendments may be tabled indefinitely by a unanimous vote of the KIC Advisor(s) after being heard by the KIC General Body.

SS B : Amendments to the Bylaws shall be passed by a two-thirds ($\frac{2}{3}$) majority vote of the KIC General Body.

Section 2 : Ratification

SS A : The KIC Bylaws shall be ratified each year at the first General Body meeting of the semester.

SS B : The KIC Bylaws shall be ratified by a simple majority vote of the KIC General Body.