

# **Kent Interhall Council Constitution**

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# **Title 1 : Mission and Vision**

## **Article I : Mission**

Section 1 : Kent Interhall Council (KIC) is the governing body of, by, and for Kent State University residence hall students. Kent Interhall Council's purpose is to promote a positive living and learning atmosphere, as well as student leadership opportunities, within the halls. Kent Interhall Council provides student advocacy, funding, and programming within the University Housing at Kent State University.

## **Article II : Vision**

Section 1 : The vision of Kent Interhall Council is to provide a positive living and learning environment for all residence hall students. Kent Interhall Council strives to fulfill this mission with this vision for Kent Interhall Council and its role in the Kent State University community.

# **Title 2 : Structure**

Article I : KIC Executive Board Officer's Responsibilities

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# Article I : KIC Executive Board Officers’ Responsibilities

## Section 1 : Executive Director (ED)

SS A : Shall chair KIC General Body meetings and KIC Executive Board Meetings.

SS B : Shall be responsible for planning training for the KIC Executive Board Officers.

SS C : Shall coordinate KIC’s Leadership Dinner, Golden Flash Awards, Residential Engagement Council Training, Leadership Development Initiative, and Leadership Training programs.

SS D : Shall oversee the election procedures and methods of accountability for the KIC Executive Board Officers.

SS E : Shall coordinate transition in the event of a resignation or removal of any KIC Executive Officer.

SS F : Shall oversee the KIC Executive Board’s Office Hours.

SS G : Shall oversee the implementation of KIC committees.

SS H : Shall oversee all email voting procedures.

SS I : Shall distribute the On Campus Marketing fall semester mailing.

SS J : Shall oversee the Banana Camper Award and President’s Leadership Scholarship Award

SS K : Shall coordinate KIC’s Movers and Groovers program.

SS L : Shall oversee the Hall Of The Semester award.

SS M : Shall meet with the National Communications Coordinator (NCC) regularly.

SS N : Shall meet with the National Residence Hall Honorary (NRHH) President regularly.

SS O : Shall aid Kent State University’s Destination Kent State program.

SS P : Serve on or chair any committees as outlined by the KIC Constitution.

## Section 2 : Director of Business Operations (DBO)

SS A : Shall manage all KIC accounts including the Contingency, Leadership, and FLASHCard Account.

SS B : Shall distribute General Body Minutes to KIC Representatives, Department of University Housing Professional Staff, Graduate Assistant for Residential Communities (GARCs), and any other persons deemed necessary.

SS C : Shall oversee all purchasing and financial matters for KIC Events.

SS D : Shall oversee KIC's Rental Program.

SS E : Shall coordinate the On Campus Marketing Care Package program.

SS F : Shall distribute the On Campus Marketing spring semester mailing.

SS G : Shall oversee the President Emeritus Award.

SS H : Serve on or chair any committees as outlined by the KIC Constitution.

### Section 3 : Director of Community Development (DCD)

SS A : Shall oversee the building buddy initiative for the KIC Executive Board.

SS B : Shall oversee KIC's philanthropy participation.

SS C : Shall oversee Residential Engagement Councils participation in larger KIC events.

SS D : Shall coordinate any volunteer opportunities for KIC members.

SS E : Shall coordinate at least one (1) program a month to promote interhall bonding.

SS F : Shall create and maintain a resource binder for new Residential Engagement Councils.

SS G : Shall oversee the Hall Of The Year Award.

SS H : Serve on or chair any committees as outlined by the KIC Constitution.

SS I : Shall oversee EcoReps and EcoReps Initiative.

SS J : Shall work with the Director of Programming to plan Recyclemania, Recyclepalooza, Do it in the Dark, and KIC Glow Party.

Section 4 : Director of Marketing (DM)

SS A : Shall maintain and oversee all KIC social media accounts.

SS B : Shall maintain and oversee the KIC website.

SS C : Shall oversee and distribute KIC Talks.

SS D : Shall oversee the advertising and marketing of all KIC events.

SS E : Shall coordinate any Campus wide Residential Engagement Council recruitment efforts for KIC.

SS F : Serve on or chair any committees as outlined by the KIC Constitution.

SS G : Shall be responsible for recording the history of KIC for the year.

Section 5 : Director of Programming (DP)

SS A : Shall oversee and implement all KIC programs including Sibs & Kids Weekend, Sex Week, and the KSU Kickoff.

SS B : Shall oversee the Programming Board.

SS C : Shall oversee and implement at least one (1) Community based program a semester.

SS D : Shall oversee and implement at least one (1) Diversity based program a term.

SS E : Shall oversee the Program Of The Year Awards.

SS F : Shall oversee KIC's Homecoming involvement.

SS G : Shall oversee KIC's Parent and Family Weekend initiatives.

SS H : Serve on or chair any committees as outlined by the KIC Constitution.

Section 6 : Director of Student Relations (DSR)

SS A : Shall coordinate KIC's Open Student Forum, and the Fall & Spring Open Houses.

SS B : Shall coordinate any recommended efforts for change deemed necessary by the KIC Executive Board.

SS C : Serve on or chair any committees as outlined by the KIC Constitution.

SS D : Shall work with the Director of Programming to plan Festival of Nations or any other large scale diversity events.

SS E : Shall oversee Social Justice Advocates and maintain weekly meetings with them and help them plan one (1) diversity program a semester.

SS F : Shall maintain KIC Intramural Sports Teams.

SS G : Shall maintain suggestion box for general body member feedback.

#### Section 7 : National Communications Coordinator (NCC)

SS A : Shall coordinate Kent State University's delegations and the delegation selection process for all National Association of College and University Residence Halls, Incorporated (NACURH Inc.) affiliated conferences.

SS B : Oversee the writing of bids for regional or national awards and honors, where applicable.

L i : A minimum of two (2) bids per NCC term must be submitted.

SS C : Shall meet regularly with the ED and NRHH President.

SS D : Shall attend KIC and NRHH General Body meetings.

SS E : Serve on or chair any committees as outlined by the KIC Constitution.

SS F : Oversee the KIC Care Packages program.

#### Section 8 : Advisor(s)

SS A : Shall hold regular one-on-one meetings with all Executive Board members.

SS B : Shall audit the KIC accounts once a month.

SS C : Shall coordinate training(s) of Residential Engagement Council Advisors.

SS D : Serve on or chair any committees as outlined by the KIC Constitution.

#### Section 9 : Office Hours

SS A : The ED, DBO, DCD, DM, DP, NCC, and DSR shall spend ten (10) hours a week in the KIC Office.

L i : All office hours must be within the Monday through Friday, 8:00 am - 10:00 pm time frame.

L ii : Any executive board officer may substitute up to one (1) office hour a week with Residential Engagement Council Meetings.

L iii : Executive Board Officers may substitute office hours for other KIC initiatives upon Advisor approval (such as tabling etc.)

## Article II: Removal of Executive Board Officers

Section 1 : KIC Executive Board officers may be removed from office as outlined in the KIC Bylaws Article VII.

## Article III : Residential Engagement Council Executive Board Officers' Responsibilities

### Section 1 : All Officers

SS A : Shall be students living in a hall represented by the Residential Engagement Council, except for the Residential Engagement Council Advisor.

SS B : Shall maintain a cumulative grade point average of 2.25 or higher and not be on academic probation or semester warning.

SS C : Shall uphold the values of KIC and act in an ethical and moral manner.

SS D : Shall be in good judicial standing.

SS E : Shall attend all Executive Board and Residential Engagement Council General Body meetings and events as well as KIC General Body meetings whenever possible.

### Section 2 : President

SS A : Shall chair Residential Engagement Council General Body meetings and Residential Engagement Council Executive Board Meetings.

SS B : Shall have the authority to call meetings of the Residential Engagement Council and the Residential Engagement Council Executive Board.

SS C : Shall preside at the meetings of the Residential Engagement Council and the Residential Engagement Council Executive Board.

SS D : Shall have the power to appoint committees and members to those committees unless otherwise stipulated by the constitution.



SS E : Shall attend KIC's President's Roundtable.

SS F : Shall be responsible for the implementation of any policies and measures of the Residential Engagement Council.

SS G : Shall have such duties as described in Robert's Rules of Order, fourth (4<sup>th</sup>) edition, such as preparing agendas.

SS H : Shall perform any other duties outlined in the Constitution or assigned by the Residential Engagement Council.

SS I : Shall meet with the Advisor on a weekly or bi-weekly basis.

#### Section 2 : Program Coordinator

SS A : Shall assume the responsibilities of the President in their absence or vacancy.

SS B : Shall represent the needs of their hall on the Residential Engagement Council Executive Board.

SS C : Shall oversee all programming initiatives within the hall community, with assistance from Residential Engagement Council executive board.

SS D : Shall meet with the Advisor and President on a bi-weekly basis, respectively.

SS E : Shall be responsible for representing the Residential Engagement Council at weekly KIC Programming Board Meetings.

SS F : Shall perform any other duties outlined in the Constitution or assigned by the Residential Engagement Council or President.

SS G : Shall vote according to the needs of the hall on KIC matters.

#### Section 3 : Business Manager

SS A : Shall record and distribute minutes from Residential Engagement Council General Body and Executive Board Meetings to both KIC and the RHD/GA Advisors on a weekly basis.

SS B : Shall maintain any and all Residential Engagement Council records including the constitution.

SS C : Shall perform any other administrative tasks of the Residential Engagement Council.

SS D : Shall be responsible for the implementation of any policies and measures of the Residential Engagement Council.

SS E : Shall be responsible for taking attendance at each official meeting.

SS F : Shall perform any other duties outlined in the Constitution or assigned by the Residential Engagement Council or President.

SS G : Shall vote according to the needs of the hall on KIC matters.

#### Section 4 : Marketing Coordinator

SS A : Shall oversee all Residential Engagement Council marketing and advertising, and release marketing and advertising in a timely manner, with deadlines coordinated by the Residential Engagement Council President.

SS B : Shall create and or maintain all Residential Engagement Council social media accounts.

SS C : Shall be responsible for the implementation of any policies and measures of the Residential Engagement Council.

SS D : Shall perform any other duties outlined in the Constitution or assigned by the Residential Engagement Council or President.

SS E : Shall organize and conduct Residential Engagement Council bonding activities and recognition initiatives.

SS F : Shall vote according to the needs of the hall on KIC matters.

#### Section 5 : Social Justice Advocate

SS A : Shall represent the needs and interests of underrepresented populations to their respective Residential Engagement Council and residents.

SS B : Shall coordinate and facilitate at least one (1) program per semester touching upon the social justice issues or celebrating diversity in their respective halls.

SS C : Shall keep their Residential Engagement Council informed of all campus-wide programming dealing with the topic of multiculturalism.

SS D : Shall attend KIC's Advocacy Committee.

SS E : Shall be responsible for the implementation of any policies and measures of the Residential Engagement Council.

SS F : Shall perform any other duties outlined in the Constitution or assigned by the Residential Engagement Council or President

SS G : Shall vote according to the needs of Residential Engagement Council on KIC matters.

#### Section 6 : ECO-Rep

SS A : Shall present choices for sustainable living and campus sustainability to their respective Residential Engagement Council and residents.

SS B : Shall coordinate and facilitate at least one (1) program per semester touching upon issues of sustainability in their respective halls.

SS C : Shall keep their Residential Engagement Council informed of all campus-wide programming dealing with sustainability (e.g. Campus Sustainability Month, Do It in the Dark, RecycleMania, Earth Month).

SS D : Shall attend KIC's Sustainability Committee, chaired by the Director of Community Development.

SS E : Shall be responsible for the implementation and enforcement of any policies and measures of the Residential Engagement Council.

SS F : Shall perform any other duties outlined in the Constitution or assigned by the Residential Engagement Council or President.

SS G : Shall volunteer and help recruit volunteers for campus sustainability events such as Game Day Challenge, tabling, or presenting about campus sustainability to campus organizations.

SS H : Shall maintain a strong relationship and communication with the Office of Sustainability.

SS I : Shall vote according to the needs of the hall on KIC matters.

#### Section 7 : Additional Members

SS A : Additional executive officers may be elected or appointed at the discretion of the Residential Engagement Council Advisor once all other listed positions are filled.

SS B : Shall have responsibilities defined by the Residential Engagement Council Advisor.

#### Section 8 : Residential Engagement Council Advisor

SS A : Shall advise the Residential Engagement Council Executive board.

SS B : Shall have at a minimum one-on-one meetings with the Residential Engagement Council President and Program Coordinator, bi-weekly.

SS C : Shall ensure the Residential Engagement Council Executive board is serving the residents of their hall(s).

SS D : Shall ensure the Residential Engagement Council is operating in accordance with KIC policy.

#### Section 9 : Additional Members

SS A : Shall have responsibilities defined by the Residential Engagement Council Advisor.

#### Section 10 : Residential Engagement Council Advisor

SS A : Shall advise the Residential Engagement Council Executive Board.

SS B : Shall have, at a minimum, one-on-one meetings with the Residential Engagement Council president every other week.

SS C : Shall ensure the Residential Engagement Council Executive board is serving the residents of their hall(s).

SS D : Shall ensure the Residential Engagement Council is operating in accordance with KIC policy.

## Article IV : Removal of Residential Engagement Council Executive Board Officers

Section 1 : Residential Engagement Council Executive Board Officers shall be removed from office immediately upon failure to meet any requirements listed in Title 2, Article III.

Section 2 : Residential Engagement Council Executive Board Officers may also be removed by the following procedure:

SS A : A valid petition for removal shall be presented to the Residential Engagement Council Advisor.

L i : To be valid a petition for removal it must either be signed by at least ten percent (10%) of the residents represented by the Residential Engagement Council OR be signed by at least thirty-three percent (33%) of the Residential Engagement Council Executive Board.

L ii : Within twenty-four (24) hours of the receipt of a valid petition, it shall be made available to the residents represented

by the Residential Engagement Council in a manner deemed appropriate by the Residential Engagement Council Advisor.

SS B : A valid petition shall then be heard at the next Residential Engagement Council meeting after twenty-four (24) of its availability to the residents.

L i : Upon a reading of the petition, the officer in question may choose to speak to those present 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 voting members present at the meeting of two-thirds ( $\frac{2}{3}$ ) majority shall remove the officer.

SS D : A valid petition may be postponed indefinitely at any time after it is heard by either a unanimous vote of voting members present OR a unanimous vote of the Residential Engagement Council 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 any time after the hearing of a valid petition by anyone present at the meeting.

## Article V : Programming Board

Section 1 : KIC programming will be implemented by the Programming Board, overseen and chaired by the DP.

SS A : The DP shall coordinate meeting times and responsibilities of members.

Section 2 : The Programming Board shall be composed of members interested in KIC programming and shall be appointed by the DP.

SS A : Programming Board appointment process shall be made public no later than the second KIC General Body meeting of the Fall Semester.

## Article VI : Combinations of Residential Engagement Councils

Section 1 : Individual Residential Engagement Councils may join together to form a singular Residential Engagement Council by the following procedure.

SS A : A valid petition for combination must be submitted to the ED.

L i : To be valid, a petition must be signed by a simple majority of the residents living in each residence hall that would be governed by the joint Residential Engagement Council.

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 meeting twenty-four (24) hours after its receipt.

SS C : After a valid petition is heard a simple majority vote shall combine the Residential Engagement Council.

SS D : A valid petition may be postponed indefinitely at any time after it is heard by a unanimous vote of the KIC Advisor(s).

## Article VII : Residence Halls without Residential Engagement Councils

Section 1 : Residence halls without a Residential Engagement Council, as defined in the KIC Bylaws Article II, shall have their voting rights revoked.

Section 2 : Residence halls without a Residential Engagement Council shall have four (4) weeks, excluding times of academic break on Kent Campus, to meet the KIC requirements to be classified as a Residential Engagement Council.

SS A : During this period, all funding requests shall be approved by the Residence Hall Director.

SS B : The KIC Advisor(s) shall oversee hall efforts to meet KIC requirements.

Section 3 : If a Residential Engagement Council is not formed within four (4) weeks, the Residence Hall Director for that building will assume permanent responsibility for distributing Residential Engagement Council funds to Residence Assistants.

Section 4 : A new Residential Engagement Council may be established at the beginning of the next academic semester following the Residential Engagement Council Election procedure as outlined in the KIC Constitution Title 4, Article II.

# **Title 3 : Governance**

Article I : Governing Documents

Article II : Voting Procedures

## Article I : Governing Documents

Section 1 : The KIC Bylaws and Constitution shall be published on the KIC website within twenty-four (24) hours of their ratification.

Section 2 : Within five (5) business days of any amendment to the KIC Bylaws or Constitution they shall be reflected in the published documents on the KIC website.

Section 3 : Residential Engagement Council Constitutions

SS A : Residential Engagement Councils shall have individual constitutions to govern their actions.

L i : The KIC Bylaws & Constitution shall supersede any Residential Engagement Council Constitution when applicable.

SS B : Residential Engagement Council Constitutions will be ratified yearly by a simple majority vote of residents present at the Residential Engagement Council's General Body meeting.

Line i : Residential Engagement Council Constitutions shall be reviewed by the KIC Executive Board before being ratified by the hall.

SS C : Residential Engagement Council Constitutions shall be formatted as specified by the KIC Advisor(s).

## Article II: Voting Procedures

Section 1 : Voting Procedure

SS A : All voting within KIC, including the KIC General Body and Residential Engagement Council General Bodies, shall follow parliamentary procedure.

SS B : No vote may take place within the KIC General Body if a quorum has not been reached.

L i : Quorum for the KIC General Body shall be defined as a majority of voting members presence.

SS C : Any votes marked "Abstain," shall be disregarded in the counting of the vote and calculating majorities.

SS D : A vote for "No Confidence," shall be defined as believing no candidate is able to perform the duties of a position.

Section 2 : Financial Voting



SS A : Any vote regarding financial matters, including budgetary changes, must be passed by a two-thirds (⅔) majority vote.

SS B : Any financial business may be tabled for one (1) week by the ED at the recommendation of the DBO.

SS C : All KIC budgets shall be tabled a minimum of one (1) week before being voted upon.

### Section 3 : Transferable Vote

SS A : Transferable voting shall be the voting procedure for all KIC elections.

SS B : Transferable voting shall have voting ballots printed and distributed to the General Body at the time of the vote.

L i : Voting ballots will have all valid candidate names listed alphabetically by last name followed by “No Confidence,” and then “Abstain.”

SS C : When filling out the Transferable Vote Ballot all candidates and “No Confidence,” shall be ranked numerically where one (1) is your highest ranked choice for the position, two (2) is your second highest ranked choice and so on.

SS D : If you wish to forfeit your vote, “Abstain,” shall be marked with a single “X” and no other options may be marked.

SS E : Voting Ballots shall be counted as outlined.

L i : All ballots will be counted with their highest ranked option.

SL 1 : Ballots marked “Abstain,” will be removed from the vote and disregarded.

L ii : If a clear majority is not reached the option with the least amount of votes shall be removed.

SL 1 : If there is a tie between the lowest options, they will both be removed unless that would leave less than two (2) options left.

a : If removing the tied lowest options would leave less than two (2) options left, they shall not be removed and the General Body shall vote again with the remaining options.

L iii : Ballots will then be recounted with their highest ranked vote that has not been removed.

L iv : If a clear majority is still not reached the option with the least amount of votes shall be removed.

L v : Ballots will continue to be recounted and options will continue to be removed in this manner until a clear majority is reached or there is a tie between the two (2) remaining options.

#### Section 4 : Email Voting Procedure

SS A : In times deemed appropriate by the ED and Advisor, the KIC General Body may conduct a vote on old business via email by the following procedure.

L i : All KIC General Body members shall be notified by the ED of the planned email voting.

SL 1 : The notification shall include the business to be voted on, when the email voting period shall begin, and reasoning for the email vote.

L ii : Within seven (7) days of notification, at least one (1) Residential Engagement Council KIC Representative from each hall shall notify the ED of who will be casting a vote for their entity.

SL 1 : If a Residential Engagement Council KIC Representative does not respond within seven (7) days of notification the ED will then notify all known members of that Residential Engagement Council.

a : Once all known members of a Residential Engagement Council have been notified the Residential Engagement Council shall have three (3) days to notify the ED of who will be casting a vote for their Residential Engagement Council.

SL 2 : If no known members of a Residential Engagement Council notifies the ED of who will be casting a vote for their Residential Engagement Council within ten (10) days their email vote shall be forfeit.

L iii : After the ED has been notified of who will be casting a vote for each Residential Engagement Council the ED shall open a voting period of no less than three (3) days.

L iv : Once a voting period has opened, designated Residential Engagement Council members shall submit their vote via

email to the ED and Advisor within the designated voting period.

SL 1 : If a Residential Engagement Council does not submit a vote within the designated voting period it is forfeit.

L v : Within twelve (12) hours of the close of the designated voting period, the ED shall inform the KIC General Body of the vote outcome via email.

SS B : No email vote may occur before the first KIC General Body meeting of the fall semester or after the end of spring final examinations

#### Section 5 : Residential Engagement Council Voting Rights

SS A : Residential Engagement Councils without voting rights shall not be able to vote on any KIC matters.

SS B : Residential Engagement Councils not meeting the requirements listed in the KIC Bylaws, Article II shall have their voting rights removed.

SS C : A Residential Engagement Council's voting rights may be removed by a unanimous vote of the KIC Executive Board.

L i : If a Residential Engagement Council's voting rights are removed this way, a formal letter of removal must be sent to all known Residential Engagement Council members outlining reasons for removal and actions deemed necessary by the KIC Executive Board to reinstate voting rights.

SL 1 : Once a Residential Engagement Council has taken the outlined necessary actions they may submit a formal letter of appeal to the ED to reinstate their voting rights.

SL 2 : The ED shall determine if the Residential Engagement Council has adequately taken the outlined necessary actions.

SL 3 : If the actions taken are deemed inadequate by the ED a formal letter of appeal denial shall be sent to all known members of the Residential Engagement Council outlining the inadequate actions and steps needed to be taken to be deemed adequate.

L ii : A Residential Engagement Council may appeal this decision to the KIC General Body where a two-thirds ( $\frac{2}{3}$ ) majority vote shall reinstate their voting rights.

# **Title 4 : Elections and Appointment**

Article I : Executive Board Elections

Article II : Residential Engagement Council Elections

# Article I : Executive Board Elections

## Section 1 : Candidate Eligibility

SS A : To be a candidate for Kent Interhall Council elections, one must be a registered degree-seeking undergraduate student at Kent State University and may not be on any form of probation or warning issued by the university from the time nominating petitions are approved and through the first day of the elected term.

SS B : No candidate can have a pending application for graduation prior to the first day of the elected term.

SS C : Candidates for office who wish to be placed on the official election ballot must collect the necessary number of signatures by the deadline set by the Kent Interhall Council Election Chair--The Executive Director of KIC.

L i : The Election chair shall make available a blank copy of the petition by the second Tuesday of Spring Semester.

L ii : To appear on the official ballot, the candidate must submit a completed petition with the necessary number of signatures for certification by the Election Chair by the fourth Tuesday of Spring Semester.

SS D : Candidates must attend KIC Information session at the end of fall semester in order to be placed on the ballot.

L i : In the case that a candidate is unable to attend the information session, they should contact the Election Chair before the session.

## Section 2 : Petitions and Nominations

SS A : A blank petition shall be included as an appendix to the Elections Bylaws.

## Section 3 : Submission Protocols

SS A : All petitions to be submitted shall be subject to the rules and regulations stated in the Elections bylaws.

SS B : Signatures contained within the petition must come from registered and active Kent State University undergraduate students and residents of your hall community.

L i : The Election Chair shall verify and validate all petitions submitted.

L ii : Any unqualified signatures shall be rejected as invalid, but shall not invalidate other valid signatures on the same petition.

L iii : No petitioner shall allow any undergraduate student to sign any name other than his/her own to all petitions.

SS C : Every page of the petition shall bear the name of the circulator, verifying that he or she identified the purpose of said petition and witnessed that all signatures placed upon it were made by eligible students to the best of his/her knowledge, for that page to be valid.

L i : Petitions must include the position sought. Once petitions are submitted, this cannot be changed.

L ii : Before filing a petition with the Election Chair, the circulator of a petition may strike out any signature he or she does not wish to present as part of that petition.

L iii : Any person may remove their own signature before it is filed with the Election Chair by striking out his or her name on said petition.

L iv : Candidates must turn in their own petitions in order to get on the ballot.

SS D : A list of official candidates shall be posted by the Election Chair on the Kent Interhall Council website, within forty-eight (48) hours of validation of all signatures.

SS E : All official candidates shall be notified by email of their status by the Election Chair by the fifth Tuesday Spring Semester.

#### Section 4 : Nominating Petitions

SS A : The name(s) of the candidate must appear on each nominating petition.

SS B : To appear on the official ballot for Kent Interhall Council office, a candidate must obtain the necessary number of valid signatures on the petition to be submitted for certification by the Election Chair by the fourth (4th) Friday of Spring Semester, when the petition shall be posted starting the third (3rd) Monday of Spring Semester:

L i : Executive Director: seventy-five (75)

L ii : All other Candidates: fifty (50)

SS C : By filing a petition with the Election Chair, candidates agree to abide by the Kent Interhall Council bylaws.

## Section 5 : Campaign Procedures

### SS A : Candidate Conduct

#### L i : Campaign Materials

SL 1 : Candidates may not disseminate libelous or slanderous information against another candidate.

SL 2 : No candidate or campaign member shall post a flyer over, conceal, or otherwise deface any material created by the Election Chair, KIC, or any other candidate.

#### L ii : Campaigning

SL 1 : Campaigning may not interfere with classroom activities.

SL 2 : No person may campaign within a student-computing site during voting days.

SL 3 : Candidates may not overtly act to gain votes, or solicit for votes before the approved campaigning season begins.

a. Candidates may produce campaign materials and create a website at any time, but may not be visible at any time before campaigning begins.

SL 4 : All campaigning must follow the guidelines set by University Housing (facilities).

b. The Election Chair will take necessary steps to disseminate this information though it is upon the candidates to be fully aware of the rules. Ignorance of the rules is not a defense to breaking them

SL 5 : The Election Chair reserves the right to name areas off-limits for campaigning. No campaigning may be done in these areas.



SL 6 : Campaigning should be limited to Residence Hall Communities (with proper permission and following of the guidelines listed in the Hallways Handbook).

SL 7 : No candidate may use resources or materials purchased or maintained with Residential Engagement Council money.

SL 8 : Campaigning shall begin on the sixth (6th) Tuesday of Spring semester at 7:00 pm, pending the approval of all candidates and will be kicked off with a candidate platform presentation (with Q and A) at that evening's KIC Meeting. Campaigning shall end immediately upon the end of voting at 11:59pm.

## Section 6 : Voting Procedures

### SS A : Ballots

L i : Only the candidates that have been certified by the Election Chair will appear on the ballot.

L ii : Candidate names for each position shall be randomized with respect to order on each voter's ballot.

L iii : Voting will take place electronically.

### SS B : Election Validation

L i : The official certified results of the election will be announced no later than 5:00 pm the following day after the end of voting, or after all Election Chair proceedings have been exhausted, whichever occurs later.

L ii : All ballots of valid voters will be counted.

### SS C : Voter Qualification

L i : All registered undergraduate student members of Kent Interhall Council at Kent State University are valid voters.

L ii : Each eligible voter shall have the opportunity to vote for the following:

SL 1 : One (1) Executive Director

SL 2 : One (1) Director of Business Operations

SL 3 : One (1) Director of Programming

SL 4 : One (1) Director of Marketing

SL 5 : One (1) Director of Student Relations

SL 6 : One (1) Director of Community Development

SS D : Tied Elections

L i : All ties will be broken in accordance with the Constitution of Kent Interhall Council and its Bylaws.

SS E : Contesting the Election

L i : The validity of any election or any item on the ballot may be contested by any person by filing a petition to the Kent Interhall Council Election Chair.

SL 1 : Petitions must be filed with the Election Chair no later than seven days following the election certification announcement.

L ii : For a recount, the petition must contain signatures amounting to 10% of the total number of students who voted for the contested election or ballot item.

L iii : The Election Chair will act immediately on any valid petition.

L iv : Candidates who are announced as the winners of the election whose elections are contested will be seated unless otherwise determined by the Election Chair.

SS F : Voting Days

L i : Voting will begin at 12:00am on the ninth (9th) Tuesday of Spring Semester and end 11:59 pm on the ninth (9th) Tuesday.

Section 5 : Special Elections

SS A : Special election procedure shall go into effect after an unsuccessful election, resignation, or removal of any KIC Executive Board Officer, excluding the KIC Advisor.

L i : An unsuccessful election shall be defined as a simple majority vote for no confidence or if a tie is cast three (3) times in a row.

SS B : Any KIC member may bid for a position in a special election, including current KIC Executive Board Officers, as long as they meet

all requirements of the position listed in the KIC Bylaws and Constitution.

SS C : Special election shall follow the regular election outline except for the following exceptions.

L i : Special Elections will be at the next KIC General Body meeting after an unsuccessful election or two (2) meetings after a resignation or removal of any position.

L ii : Special Election bids shall be submitted at least twenty-four (24) hours prior to the election, unless otherwise stated.

L iii : Special Election bids shall be distributed prior to the KIC General Body meeting of the election.

#### Section 6 : NCC Appointment

SS A : NCC shall be appointed by the NCC Selection Committee. (Outlined in Title 7, Article III)

SS B : NCC applications shall be made available at the first KIC General Body meeting of the Spring Semester.

SS C : NCC Interviews shall be conducted by the NCC Selection Committee no later than the week of the fourth KIC General Body meeting of the Spring Semester.

SS D : The NCC Selection Committee shall announce the next NCC at the fifth KIC General Body meeting of the Spring Semester.

SS E : If an NCC is not selected by the fifth KIC General Body meeting of the Spring Semester the NCC Selection Committee may continue the search until Spring Break.

L i : If an NCC isn't selected by Spring Break the NCC Selection committee shall submit a recommendation to the KIC General Body on how to proceed at the first KIC General Body meeting after Spring Break.

SS F : In the case of resignation, removal, or any other inability to fulfil the duties of NCC, the NCC selection committee shall meet within a week of the vacancy and appoint another NCC within three (3) weeks of the vacancy.

L i : The NCC selection committee shall determine the most appropriate procedure to appoint the next NCC.

#### Section 7 : Advisor(s) Appointment

SS A : The KIC Advisor(s) shall be appointed by the Executive Director of University Housing in consultation with the KIC Executive Board and/or the current KIC Advisor.

SS B : In the case of resignation, removal, or any other inability to fulfil the duties of KIC Advisor, a new KIC Advisor shall be appointed within four (4) weeks of vacancy by the regular KIC Advisor appointment procedure.

## Article II: Residential Engagement Council Elections

### Section 1 : Elections

SS A : Elections for Residential Engagement Council Executive Board Officers shall be conducted by the third week of the fall semester.

L i : The KIC Executive Board shall coordinate elections. If a position is unopposed, the Residential Engagement Council Advisor or designee may appoint that candidate to his or her office.

SS B : Candidates for Executive Board Officer positions shall complete an online application.

L i : An online application shall be created by KIC ED.

L ii : The Residential Engagement Council Advisor shall distribute information about the application process during the first two (2) weeks of the fall semester.

SS C : Candidates may campaign throughout the halls.

L i : No candidate shall deface, destroy, or slander another candidate's campaign.

L ii : The Residential Engagement Council Advisor shall set all other guidelines for campaigning.

L iii : Candidates found violating any campaign guidelines shall be removed from the election.

# **Title 5 : Transition and Vacancy**

Article I : Executive Board Transition

Article II : Transition Documents

Article III : Vacancy of Executive Officer

## Article I : Executive Board Transition

Section 1 : All current KIC Executive Board officers shall meet with the newly elected or appointed officer to transition them into their position.

SS A : Transition meetings shall be scheduled within three (3) weeks of election or appointment of the new officer and take place no later than the last week of regular classes in the Spring Semester.

SS B : The ED shall meet with any newly elected Executive Board officer if the previous Executive Board Officer is not able to do so.

Section 2 : The current KIC Executive Board shall meet with the newly elected and appointed KIC Executive Board to transition them into their position within four (4) weeks of the final officer's election or appointment.

## Article II : Transition Documents

Section 1 : Every KIC Executive Officer shall create and maintain a Transitional binder outlining their position and experiences.

SS A : Transition documents must be presented to newly elected officers at their transitional meeting with the current officer or designee.

L i : Transition documents may be continually worked on past the transitional meeting but must be finalized and given to the newly elected officer by the end of the last week of classes of the Spring Semester.

SS B : Transition documents shall be a written document including the following materials.

L i : Descriptions, budgets, and Pros & Cons of all programs coordinated or implemented.

L ii : Copies of all contracts, receipts, or other documents relating to the position.

L iii : Areas of improvement within the position including programs and any other duties performed.

L iv : Anything else deemed necessary by the ED.

## Article III : Vacancy of Executive Board Officer

Section 1 : Immediately after a KIC Executive Board position becomes vacant special election procedure shall be followed as outlined in Title 4, Article I, Section 6.

Section 2 : Should a KIC Executive Board position, other than the ED, be vacant the ED shall assume the responsibilities of the vacant position until a new officer has been elected.

SS A : An Executive Board Officer other than the ED may temporarily assume the responsibilities of the vacant position upon a unanimous vote of the KIC Executive Board.

# **Title 6 : Finances**

Article I : KIC Accounts

Article II : KIC Budget

Article III : Unbudgeted Funds

Article IV : KIC Executive Board Compensation

Article V : KIC Student Contribution

Article VI : NRHH Allocations

Article VII : Co-Sponsorship

Article VIII : Transaction Reporting

Article IX : Financial Contracts

Article X : Residential Engagement Council Finances



# Article I : KIC Accounts

## Section 1 : KIC General Account

SS A : All revenue other than funds raised by the NCC, Fundraising Committee, or the Rental Program shall be deposited into this account.

SS B : All expenses other than the NCC line item and Conference Delegations shall be taken from this account.

## Section 2 : Leadership Accounts

SS A : There shall be two (2) Leadership accounts for funds raised internally and externally, respectively.

SS B : All funds raised by the NCC, Fundraising Committee, and the Rental Program shall be deposited into these accounts.

SS C : All expenses from the NCC Line Item, Conference Delegations, or the Rental Program shall be taken from these accounts.

SS D : Conference Delegations may use any funds from this account with the approval of the NCC, DBO, and KIC Advisor(s).

# Article II: KIC Budget

Section 1 : There shall be a KIC Budget for the Fall Semester, Spring Semester, and Summer Break.

SS A : All budgets shall go into effect upon approval of the KIC General Body and stay in effect until the next budget is approved.

SS B : The Fall budget shall be presented to the KIC General Body at the first KIC General Body meeting of the Fall Semester.

SS C : The Spring budget shall be presented to the KIC General Body at the first KIC General Body meeting of the Spring Semester.

SS D : The Summer Budget shall be presented no later than the second to last meeting of the Spring Semester but may be presented anytime after the election of the ED and DBO.

Section 2 : The Fall and Spring Budgets shall include the following line items and sublines.

### Revenue

Line Item : Student Contribution (To be used for KIC allocations from the Department of University Housing)

Line Item : Rollover (To be used for any unused funds from the previous budget term)

## Expense

### Standing Deductions

Line Item : Executive Board Compensation (To be used for all KIC Executive Board Officers compensation for the Semester)

Individual Sublines for each KIC Executive Board position.

Line Item : Hall Allocations (To be used for all Residential Engagement Council Fund allocations for the semester)

Individual Sublines for each Residential Engagement Council.

Line Item : NRHH Allocations (To be used for NRHH's allocation of funds for the semester)

Line Item : Office Operations (To be used for all KIC office maintenance, repairs, etc.)

Individual Sublines for office recurring management charges and any other general office costs.

Line Item : Other Standing Deductions (To be used for any other Standing Deductions approved by the KIC General Body)

### Executive Board

Line Item : Executive Director

Line Item : Director of Business Operations

Sub Line : Co-Sponsorship

Line Item : Director of Community Development

Line Item : Director of Marketing

Line Item : Director of Programming

Line Item : Director of Student Relations

Line Item : National Communications Coordinator

Line Item : Unbudgeted Funds (To be used as outlined in Title 6, Article II)

SS A : Positional line items may have a “Discretionary Fund” Subline for miscellaneous expenditures within that position not to exceed \$500.

SS B : All positional line items shall have separate sublines for all standing programs.

L i : Other Programming may have their own sublines or may be put into one (1) general subline labeled “Other Programming”.

SS C : All positional line items and sublines shall be created by the officer of that position.

L i : All other line items and sublines shall be created by the DBO.

SS D : The Fall budget may also contain a “Winter Break” expense line item which shall only contain recurring office management charges.

SS E : The Spring budget shall also contain a “Summer Rollover” expense line item for \$8,500 to ensure the Summer Budget has Revenue.

Section 3 : The Summer Budget shall include the following line item and sublines.

Revenue

Line Item : Rollover (To be used for any unused funds from the Spring budget)

Expenses

Standing Deductions

Line Item : Executive Board Compensation (to be used for the ED and DP compensation for the Summer)

Individual sublines for the ED’s and DP’s compensation for the Summer.

Line Item : Office Operations (To be used for all KIC office maintenance, repairs, etc.)

Individual sublines for office recurring management charges and any other general office costs.

Line Item : Rentals (To be used for upkeep and maintenance of the Rental Program over the Summer)

Line Item : “Other Standing Deductions” (To be used for any other Standing Deductions approved by the KIC General Body)

Executive Board Expenses

Line Item : ED

Sub Line : Co-Sponsorship

Line Item : DP

Line Item : Unbudgeted Funds (To be used as outlined in Title 6, Article II)

SS A : All positional line items shall have separate sublines for all standing programs.

Li : Other Programming may have their own sublines or may be put into one (1) general sublines labeled “Other Programming”.

SS B : Budget can have a consolidated “Discretionary Fund” subline for miscellaneous expenditures (not to exceed \$3,500 [ \$500 per position]).

SS C : All line items and sublines shall be created by the newly elected ED, DP, and DBO.

Section 4 : All positional line items shall have separate sublines for all standing programs coordinated and Committees chaired.

SS A : If no funds are being budgeted for a standing program the subline may be left out.

SS B : Other Programming and Committees may have their own sublines or may be put into two (2) general sublines labeled “Other Programming” and “Other Committees” respectively.

Section 5 : All other formatting and content shall be dictated by the DBO.

Section 6 : The current KIC budget shall be published on the KIC website within twenty-four (24) hours of its approval.

Section 7 : Within five (5) business days of any amendment or changes to the KIC budget they shall be reflected in the published documents on the KIC website.

Section 8 : Within one (1) week of any expenditure it shall be reflected in the published documents on the KIC website.

## Article III : Unbudgeted Funds

Section 1 : Any revenue not accounted for in Standing Deductions or Executive Board Expenses shall be placed in the Unbudgeted Funds expense line item.

Section 2 : After the completion of any program or committee budgeted for in the Executive Board Expenses any unused funds will be transferred to the Unbudgeted Funds expense line item.

Section 3 : Unbudgeted funds may be requested by any Residential Engagement Council or KIC Executive Board Member.

SS A : Any Residential Engagement Council Request for unbudgeted funds must be approved by a simple majority vote of the hall's General Body before being brought to the KIC General Body.

SS B : Any Executive Board Officer request for unbudgeted funds must be approved by a simple majority vote of the KIC Executive Board before being brought to the KIC General Body.

SS C : All unbudgeted funds request shall be submitted to the ED and DBO at least twenty-four (24) prior to the KIC General Body meeting they will be requesting at.

Section 4 : Unbudgeted funds request shall be formatted as specified by the DBO.

## Article IV : KIC Executive Board Compensation

Section 1 : The KIC Executive Board, excluding the KIC Advisor(s) shall be compensated for their work within the organization.

Section 2 : All KIC Executive Board compensation shall be accounted for in the Standing Deductions of each KIC Budget.

Section 3 : The KIC Executive Board shall be compensated as follows.

SS A : The ED, DBO, DCD, DM, DP, and DSR shall receive a \$3,400 scholarship in the Fall and Spring Semesters.

SS B : The ED and DP shall receive \$1,700 during summer break, and summer break housing.

L i : Summer housing for the ED and DP shall be provided by the Department of University Housing

SS C : The NCC shall receive a \$3,400 scholarship in the Fall and Spring Semesters.

SS D : Executive Board Officers who do not serve a full term shall be partially compensated.

L i : Partial amounts of compensation shall be determined by dividing the compensation into a weekly rate based on office hours (compensation divided by ten (10) times total academic weeks in the compensation period) and awarding the officer for the weeks served in the position.

SL 1 : Summer partial compensation shall be determined by dividing the compensation into an hourly rate based on office hours (compensation divided by two hundred (200) hours) and awarding the officer for the office hours served in the position.

L ii : If a current Executive Board officer is elected to a position with a different compensation during a special election the officer shall receive a partial amount of the previous compensation up to the week of the election and a partial amount of the new compensation starting on the week of the election.

SS E : This compensation breakdown shall be reviewed at least every 3 years, starting with the 2017-2018 academic year.

## Article V : KIC Student Contribution

Section 1 : KIC shall be primarily funded by the Department of University Housing through a semester allocation of \$16.00 per student living in the residence halls on the fifteenth (15) day of the semester.

## Article VI : NRHH Allocations

Section 1 : KIC will allocate one percent (1%) of the total budgeted revenue as a standing deduction to the National Residence Hall Honorary to assist with their operations.

## Article VII : Co-Sponsorship

Section 1 : Co-Sponsorship shall be subline under the DBO line item.

Section 2 : The amount in the Co-Sponsorship fund shall be determined by the DBO but shall not exceed \$10,000.

Section 3 : Any registered student organization or department of Kent State University may request funds from the Co-Sponsorship funds.

SS A : Co-Sponsorship request shall be formatted as specified by the DBO.

Section 4 : Co-Sponsorship request shall only be considered if they meet the following requirements.

SS A : The program benefits residence hall students.

SS B : The organization or department makes reasonable accommodations for persons with disabilities.

SS C : Any payment can be completed via interdepartmental charge.

Li : Groups that cannot accept interdepartmental charges may have approved purchases made by the KIC Executive Board.

Section 5 : Co-Sponsorship Request must be presented to the KIC Executive Board and approved as an appropriate co-sponsorship before being presented to the KIC General Body for approval.

SS A : Monetary request shall be approved by a two-thirds ( $\frac{2}{3}$ ) majority vote of the KIC General Body.

SS B : Non-monetary requests can be approved by a simple majority vote of the Executive Board.

Section 6 : All approved Co-Sponsorship shall display the KIC logo on all advertisements.

Section 7 : All approved Co-Sponsorship must turn in all receipts and paperwork deemed necessary by the DBO before any funds will be transferred excluding purchases made by the KIC Executive Board.

## Article VIII : Transaction Reporting

Section 1 : All KIC transactions shall be recorded by the DBO.

SS A : Each KIC Executive Board Officer shall be responsible for completing and turning in a transaction form to the DBO within four (4) weeks of the transaction or the end of the semester, whichever comes first.

Li : The DBO shall create the transaction form with approval of the KIC Advisor(s).

Section 2 : Summer Reporting

SS A : All summer expenses must be approved by the ED and Advisor(s).

SS B : The ED shall record and maintain all KIC transaction information over the Summer Break.

## Article IX : Financial Contracts

Section 1 : No KIC Executive Board Officer may sign any financial contract without direct approval of the KIC Advisor(s).

Section 2 : KIC will follow all Kent State University and the Department of University Housing guidelines pertaining to financial contracts.

## Article X : Residential Engagement Council Finances

Section 1 : Residential Engagement Councils shall be funded by KIC through a semester allocation of \$6.50 per student living in the residence hall(s) represented on the fifteenth (15) day of the semester.

Section 2 : If a Residential Engagement Council account contains a balance exceeding \$1000 at the end of the spring semester, the amount in excess of \$1000 will be collected by KIC and included in the Rollover line item in the Fall Semester Budget.

Section 3 : All Residential Engagement Councils shall maintain a minimum balance of \$200 in their account at the end of the Spring Semester.

Section 4 : Residential Engagement Council funds may be frozen if they fail to meet the expectations of KIC or the Department of University Housing.

SS A : Residential Engagement Council funds shall be frozen immediately upon failure to meet any of the Residential Engagement Council requirements listed in the KIC Bylaws and Constitution.

L i : Residential Engagement Council Funds will be unfrozen after the Residential Engagement Council meets all requirements listed in the KIC Bylaws and Constitution.

SS B : Residential Engagement Council funds shall be frozen after the third KIC General Body meeting without representation.

L i : After the second KIC General Body meeting without representation a formal letter of warning will be distributed to all known Residential Engagement Council members and the Residence Hall Director(s) of the buildings represented.



L ii : Residential Engagement Council Funds will be unfrozen after the second consecutive meeting with representation.

SS C : Immediately upon the freezing of a Residential Engagement Council's funds a formal letter of notice will be distributed to all known Residential Engagement Council members and the Residence Hall Director(s) of the buildings represented outlining the reasons for the freezing of funds and steps needed to be taken to unfreeze funds.

# **Title 7 : Standing Committees**

Article I : Advocacy Committee

Article II : Conference Delegations

Article III : Fundraising Committee

Article IV : NCC Selection Committee

Article V : Presidents Roundtable

Article VI : Rep Summit

## Article I : Advocacy Committee

Section 1 : KIC shall have an Advocacy Committee in hopes to bridge the gap between cultures and lifestyles on the Kent Campus to promote unity and well-being.

Section 2 : Advocacy Committee shall be chaired by the DSR.

Section 3 : Advocacy Committee shall comprise the DSR, each Residential Engagement Council's Social Justice Advocate, and any other KIC member wishing to join.

Section 4 : Advocacy Committee shall help coordinate diversity programming within KIC.

Section 5 : Advocacy Committee shall meet at the discretion of the chair.

## Article II : Conference Delegations

Section 1 : KIC shall send delegations to NACURH, Inc. related conferences to represent KIC within NACURH, Inc. and to expand delegates' knowledge on leadership and other practices of NACURH, Inc. member schools.

Section 2 : All NACURH, Inc. related Conference Delegations shall be chaired by the NCC.

Section 3 : Delegates for the Central Atlantic Affiliation of College and University Residence Halls (CAACURH) Regional Business Conference (RBC) shall be the NCC, a KIC Executive Board Officer, a KIC Advisor, and the National Residence Hall Honorary (NRHH) Director of External Relations (DER).

Section 4 : Mandatory delegates for the CAACURH Regional Leadership Conference shall be the NCC, NRHH-DER, a KIC Executive Board Member and an Advisor.

Section 5 : Mandatory delegates for NACURH, Inc. Conference shall consist of the NCC, the newly appointed NCC, the NRHH-DER, and the newly elected NRHH-DER, and an Advisor.

Section 6 : All other members of the delegation will be chosen in a way deemed appropriate by the NCC, NRHH-DER, and an Advisor from both KIC and NRHH.

SS A : Members of the Fundraising Committee shall have priority over other possible delegates.

SS B : The KIC Advisor(s) shall have priority over other possible Advisors.

Section 7 : All members of the Conference Delegation must also join the Fundraising Committee.

Section 8 : All Conference Delegation funding including, but not limited to, conference registration and travel shall be taken from the Leadership Accounts.

Section 9 : A delegate fee may be charged to each person attending the conference of an amount deemed appropriate by the ED, NCC, DBO, and KIC Advisor(s).

Section 10 : Conference Delegations shall meet at the discretion of the chair.

## Article III : Fundraising Committee

Section 1 : KIC shall have a Fundraising Committee as needed to support the financial costs of sending delegates to NACURH, Inc. related conferences or raise money for charitable donations.

Section 2 : Fundraising Committee shall be chaired by the DBO and NCC.

Section 3 : Fundraising Committee shall comprise the DBO, NCC, all selected Conference Delegation members, and any other KIC member wishing to join.

Section 4 : All Fundraising Committee funds shall be put into the Leadership Accounts or charitably donated.

Section 5 : Fundraising Committee shall meet at the discretion of the chair.

## Article IV : NCC Selection Committee

Section 1 : KIC shall have an NCC Selection Committee to ethically appoint the NCC to represent Kent State University as a whole within NACURH, Inc.

Section 2 : The NCC Selection Committee shall be chaired by the current NCC.

SS A : If the current NCC cannot serve on the committee, the chair will be passed down to the next committee member as listed.

Section 3 : The NCC Selection Committee shall be composed of the current NCC, the ED, the NRHH President, the NRHH-DER, one (1) appointed KIC General Body member, and at least one (1) KIC Advisor.

SS A : The chair will appoint the KIC General Body member.

SS B : Any person that would be on the committee that is applying for the NCC position shall not serve on the committee.

Section 4 : The NCC Selection Committee shall oversee the NCC appointment process as outlined in Title 4, Article I, Section 7 and appoint the next NCC.

Section 5 : The NCC Selection Committee shall meet at the discretion of the chair but at the latest by the second to last week of classes of the Fall Semester to begin creating the NCC application.

SS A : The NCC application shall be finished in time so that the NCC appointment procedure may be followed as outlined in Title 4, Article VI, Section 7.

## Article V : Presidents' Roundtable

Section 1 : KIC shall have Presidents' Roundtables to encourage collaboration and communication across the Residential Engagement Councils.

Section 2 : Presidents' Roundtables shall be chaired by the ED.

Section 3 : Presidents' Roundtables shall comprise the ED and each Residential Engagement Councils President or delegate.

Section 4 : Presidents' Roundtables shall be held at the discretion of the chair but at least once (1) a month

## Article VI : Rep Summit

Section 1 : KIC shall have a Rep Summit to promote communication between each Residential Engagement Council as well as the KIC Executive board.

Section 2 : The Rep Summit shall be chaired by the DCD.

Section 3 : The Rep Summit shall comprise each Residential Engagement Council's KIC Representatives and any other Residential Engagement Council member wishing to join.

Section 4 : The Rep Summit shall meet at least twice (2) a semester.

# **Title 8 : Standing Programs**

Article I : OCM Care Package Program

Article II : Golden Flash Awards

Article III : KIC Talks

Article IV : Leadership Development Initiative

Article V : Leadership Training

Article VI : Open Student Forum

Article VII : Sex Week

Article VIII : Sibs & Kids Weekend

Article IX : Rental Program

Article X : KSU Kickoff

## Article I : OCM Care Package Program

Section 1 : The NCC shall partner with On Campus Marketing (OCM) to coordinate OCM Care Package sales and distribution to Kent State University residence hall students to raise funds for Conference Delegations.

## Article II : Golden Flash Awards

Section 1 : The ED shall coordinate the Golden Flash Awards to recognize KIC's General Body's accomplishments within the residence halls.

Section 2 : The Golden Flash Awards shall be held as the last KIC General Body meeting of the Spring Semester.

## Article III : KIC Talks

Section 1 : The DM shall coordinate and distribute the publication "KIC Talks" to convey activities, goals, objectives, successes of the organization, and other resources for KIC members.

Section 2 : KIC Talks shall be published at least once per month.

## Article IV : Leadership Development Initiative

Section 1 : The ED shall coordinate the Leadership Development Initiative to create and promote a positive sense of community, build relationships, and inspire personal leadership development within all residence halls.

Section 2 : Leadership Development Initiative guidelines shall be created by the ED and presented to the KIC General Body by the third KIC General Body meeting of each semester.

## Article V : Leadership Training

Section 1 : The ED shall coordinate Leadership Training to educate Residential Engagement Council members on the roles and duties in the Residential Engagement Council and the general concepts of leadership.

Section 2 : Leadership Training shall be held in both the Fall and Spring Semesters by the sixth meeting of each semester.

## Article VI : Open Student Forum

Section 1 : The DSR shall coordinate Open Student Forums to provide an opportunity for residence hall student concerns to be heard and/or addressed by university administrators.

Section 2 : An Open Student Forum shall be held in both the Fall and Spring Semesters.

## Article VII : Sex Week

Section 1 : The DP shall coordinate Sex Week to encourage students to expand their understanding of a variety of topics related to sex, sexual health, and sexual awareness through a wide range of programs presented in a safe environment.

Section 2 : Sex Week shall be in the Fall Semester.

Section 3 : KIC shall sponsor or coordinate a minimum of five (5) programs during Sex Week.

Section 4 : Sex Week programming shall include information and activities representing a range of student sexual behavior from abstinence to sexually active and offer students a variety of resources located both on campus and within the surrounding community.

## Article VIII : Sibs & Kids Weekend

Section 1 : The DP shall coordinate Sibs & Kids Weekend to give students the opportunity to share the experience of Kent State University with their siblings, children, family members, and/or friends.

Section 2 : Sibs & Kids Weekend shall be in the Spring Semester.

Section 3 : KIC shall have a minimum of three (3) programs for participants and shall assemble a list of other programs occurring during the duration of the weekend.

Section 4 : All participants shall be registered in a way determined by the DP.

## Article IX : Rental Program

Section 1 : The DBO shall coordinate the Rental Program to offer resources to Residential Engagement Councils and Kent State University Departments to improve their programming.

Section 2 : Rental Program fees shall only be charged through interdepartmental charges.

Section 3 : Rental Program revenue shall be deposited into the Leadership Account.

## Article X : KSU Kickoff Event



Section 1 : The DP shall coordinate a KSU Kickoff event to welcome residence hall students to campus, provide a social opportunity for new freshmen, and promote KIC to new residence hall students.

Section 2 : The event shall be held in conjunction with Kent State University's KSU Kickoff.

# **Title 9 : Award Policy**

Article I : Banana Camper Award

Article II : Bronze Pin

Article III : Golden Acorn

Article IV : Hall Of The Semester (HOTS)

Article V : Hall Of The Year (HOTY)

Article VI : President Emeritus

Article VII : President's Leadership Scholarship

Article VIII : Program Of The Year (POTY)

Article IX : Samantha Lehman "Little Ball of Fury"  
Award

## Article I : Banana Camper Award

Section 1 : The Banana Camper Award shall be awarded to a member of the KIC General Council to recognize outstanding achievement and enthusiasm.

Section 2 : One (1) recipient shall be chosen each year by the ED in conjunction with the DCD and be presented at the Golden Flash Awards.

SS A : The recipient shall be chosen based on:

L i : Enthusiasm at KIC events.

L ii : Attendance at KIC events.

L iii : Individual growth during the academic year.

SS B : The recipient may not be a KIC Executive Board Officer.

## Article II: Bronze Pin

Section 1 : The Bronze Pin is the highest honor that can be given to an individual of KIC and is given by the ED

Section 2 : KIC may only award up to two (2) Bronze Pins a semester

## Article III : Golden Acorn

Section 1 : The Golden Acorn shall be awarded to individual(s) or group(s) to recognize their exceptional contributions to the residence halls, campus, or the greater Kent community.

Section 2 : The Golden Acorn will be presented weekly at KIC General Body meetings to an individual(s) or group(s) selected by the DCD in collaboration with executive board members.

## Article IV : Hall Of The Semester (HOTS)

Section 1 : The Hall Of The Semester title shall be awarded to the Residential Engagement Council that has the most HOTS points by the last week of Classes each semester.

SS A : A consistent HOTS point system shall be established and presented to the KIC General Body at the first KIC General Body meeting of each semester by the ED.

Section 2 : Sub prizes may be awarded by the ED during the semester to encourage participation.

## Article V : Hall Of The Year (HOTY)

Section 1 : The Hall Of The Year award shall be awarded to a Residential Engagement Council demonstrating outstanding achievement in creating a positive atmosphere within their residence hall community.

Section 2 : One (1) Residential Engagement Council shall be chosen each year by the KIC General Body and be presented at the Golden Flash Awards.

Section 3 : The DCD shall coordinate the award bidding process and details to be held in the Spring Semester.

SS A : Any Residential Engagement Council may bid for the award.

L i : Bid format shall be dictated by the DCD and must include:

SL 1 : The structure of the Residential Engagement Council.

SL 2 : Programs coordinated by the Residential Engagement Council.

SL 3 : Improvements of the Residential Engagement Council.

SL 4 : Attendance of both KIC and Residential Engagement Council General Body meetings.

SL 5 : Accomplishments of the Residential Engagement Council.

SS B : The top three (3) bids shall be chosen by the KIC Executive Board to present to the KIC General Body.

SS C : The KIC General Body shall select the recipient based on Presentations and Bids of the top three (3) halls selected by the KIC Executive Board.

L i : Selection will be conducted via a secret ballot vote.

L ii : The recipient will not be disclosed until the Golden Flash Awards.

## Article VI : Executive Director Emeritus Award

Section 1 : The Executive Director Emeritus Award shall be awarded to an ED in recognition of their dedication and achievements.

SS A : The recipient must have served at least one (1) semester as ED.

Section 2 : The ED may be nominated at the KIC Executive Board meeting three (3) weeks before the Golden Flash Awards

SS A : Any Executive Board Officer may nominate the ED.

SS B : A simple majority vote shall induct the ED into the President Emeriti.

Section 3 : The ED Emeriti shall receive a plaque recognizing their accomplishments.

## Article VII : Executive Director's Leadership Scholarship

Section 1 : The Executive Director's Leadership Scholarship shall be awarded to KIC General Body members in recognition of their hard work and dedication.

Section 2 : The ED may award up to five (5) individuals a \$100 scholarship in the Fall Semester with approval of the KIC Advisor(s).

SS A : Recipients shall be chosen based on an application created by the ED.

Li : Applications shall include contributions to their Residential Engagement Council and/or KIC and a letter of support.

SL 1 : Letters of support may be written by anyone besides members of the KIC Executive Board.

SS B : Recipients must not be KIC Executive Board Officers, Resident Assistants, or on Academic Probation.

SS C : Recipients must have lived on campus for at least one (1) semester, including the semester of application.

## Article VIII : Program of the Year (POTY)

Section 1 : The Program of the Year award shall be awarded to a Residential Engagement Council in recognition of an outstanding program.

Section 2 : One (1) Residential Engagement Council's program shall be chosen each year by the KIC executive board and be presented at the Golden Flash Awards.

SS A : The DP shall coordinate the bidding process.

SS B : Selection will be based on bids submitted by Residential Engagement Councils and voted upon by the KIC Executive Board.

L i : Bids may only be for one (1) program but multiple bids may be submitted per Residential Engagement Council.

L ii: Bid format shall be dictated by the DP and must include:

SL 1 : Advertisements for the program.

SL 2 : Attendance at the program.

SL 3 : Details of the planning process.

SL 4 : Responsibilities of Residential Engagement Council members during and before the program.

SL 5 : Resident benefits from the program.

SL 6 : A picture or video of the program.

SS C : Recipient programs may not be in collaboration with Resident Assistants, other Residential Engagement Councils, or organizations.

## Article IX : Samantha Lehman “Little Ball of Fury” Award

Section 1 : The Samantha Lehman “Little Ball of Fury” Award shall be given to a KIC General Body member in recognition of their outstanding performance in their respective Residential Engagement Council, Kent Interhall Council, and on the regional and/or national level.

Section 2 : One (1) recipient shall be chosen each year by the ED in conjunction with the DCD and NCC and be presented at the Golden Flash Awards with the approval of the KIC Advisor(s).

SS A : Recipient shall be chosen based on the following criteria:

L i : Observed excellence in respective Residential Engagement Council.

L ii : Participation in KIC Committees and attendance at KIC events.

L iii : Attendance of at least one (1) regional/national conference and/or assistance in writing a bid for a regional/national award or conference and/or involvement with a regional/national committee.

# **Title 10 : Amendments & Ratification**

Article I : Amendments

Article II: Ratification

## Article I : Amendments

Section 1 : Amendments to the Constitution can be proposed by any member of the KIC General Body.

SS A : The formatting of proposals shall be specified by the ED.

Section 2 : Amendments to the Constitution shall be passed by a simple majority vote of the KIC General Body.

SS A : Any amendments to Title 6 of the KIC Constitution shall be passed by a two-thirds ( $\frac{2}{3}$ ) majority vote of the KIC General Body.

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

## Article II: Ratification

Section 1 : The KIC Constitution shall be ratified each year at the first General Body meeting of the fall semester.

Section 2 : The KIC Constitution shall be ratified by a simple majority vote of the KIC General Body.