Molloy College
Residence Life Council
Constitution
and
By-Laws

Updated
November 2014
Preamble
We, the residents of Molloy College, foster a firm spirit of leadership and citizenship; provide the cultural, educational and social atmosphere most beneficial to those who reside in the residence hall. In order to encourage participation in co-curricular activities, aid the housing administrators in improving living conditions and represent the interests of the residents, do hereby establish this Constitution of the Residence Life Council of Molloy College.

Article I: Name of the Organization
The name of this organization shall be "The Residence Life Council", a student organization of Molloy College (RLC).

Article II: Purpose
Section 1: The Duties of the Residence Life Council are:
   i. To represent the residents of Molloy College in matters of student interest.
   ii. To serve as the communication link between the residents and the administration of Molloy College.
   iii. To organize social, educational and cultural activities for the benefit of the residents in accordance with the programming model established by the Office of Residence Life.
   iv. To establish, organize and oversee the council in accordance with the by-laws of this Constitution.
   v. To initiate and aid the process of making physical improvements in and around the hall and obtain equipment for the benefit of the residents.

Section 2: The RLC shall not establish any policy, social or cultural activity, or rule in conflict with this Constitution or with the Statutes of Molloy College.

Article III: Membership
All residents of the residence halls, who are students of Molloy College, and only those residents, shall be considered members at large of this organization, and are eligible to participate in all functions of this organization, subject to the provisions of this Constitution.

Article IV: Organization of the Residence Life Council
The Residence Life Council shall be governed by one board: the executive. The Executive Board shall consist of the President, Vice President of Finance and Correspondence, Vice President of Public Relations, National Communications Coordinator (NCC) and the Molloy Student Government (MSG) Residence Life Representatives. The Supreme Executive Officer of the RLC shall be the President. The RLC shall also have an Advisor(s).
Article V: Executive Board

Section 1:

i. The Executive Board shall be comprised of the President, Vice President of Finance and Correspondence, Vice President of Public Relations, National Communications Coordinator (NCC), and the MSG Residence Life Representatives.

ii. The RLC President, Vice President of Finance and Correspondence, Vice President of Public Relations, NCC, and the MSG Residence Life Representatives shall serve a term of one year.

iii. The newly-elected President, Vice President of Finance and Correspondence, Vice President of Public Relations, NCC, and the MSG Residence Life Representatives shall take office at the end of the Spring Semester.

iv. The newly-elected officers shall attend all Executive Board meetings immediately following the announcement of the Election results. If a newly-elected officer cannot attend meetings, he/she must arrange transition meetings with the President and outgoing officer of the position.

v. Qualifications for Executive offices shall be included in the by-laws.

vi. In order to maintain his/her office, an officer must live in the residence hall during his/her term of service. He/she must also continuously meet the minimum requirements stated in the by-laws. If an officer should no longer be eligible to hold his/her office, he/she shall resign.

vii. In the event of an officer’s resignation, written notice must be presented to the President and Advisor(s).

viii. Rules regarding elections shall be included in the by-laws.

ix. Should a vacancy occur in the office of President, the Vice President of Finance and Correspondence shall assume the Presidency. Should a vacancy occur in the office of Vice President of Finance and Correspondence, Vice President of Public Relations, or NCC, the vacancy shall be filled by a two-thirds vote of the resident student population.

1. The Executive Officers may be removed from office by a three-quarters vote of the RLC Executive Board upon accusation of one or more of the following:
   a. Failure to act in accordance with the RLC Constitution or by-laws.
   b. Action(s) extremely detrimental to the interests of the RLC or hall residents as determined by the Coordinator of Residence Life and/or the RLC Advisor(s).
   c. Conviction of a grave violation of published conduct codes as determined by the Student Handbook and/or the Office of Residence Life Handbook.

2. Before such a vote may be taken, the accused officer must be given the opportunity to defend him/herself and to cross-examine his accusers in a hearing before the Executive Board. The procedures of such a hearing shall be outlined in the by-laws.
x. A vacancy created through the removal of an Executive Officer shall be filled in the manner prescribed in sub-section viii.

**Section 2:** The Executive Board responsibilities include but are not limited to:

i. Attending monthly General Meetings.

ii. Attending monthly Executive Board Meetings.

iii. Being a crucial part in all aspects of event planning.

iv. Attending all RLC events; help with set-up and clean-up.

v. Meeting with Advisor(s) regularly.

vi. Working closely with the Office of Residence Life.

vii. Being an enthusiastic member and a positive contributor to the Residence Life community.

**Section 3:** The President of the Residence Life Council shall be the acknowledged head of the RLC in all campus activities and student affairs. The President shall:

i. Serve as primary representative for all resident students.

ii. Serve as the primary spokesperson for RLC.

iii. Preside over all General meetings, Executive Board meetings, and any special meetings of the RLC, with the exception of removal hearings of Executive Officers.

iv. Prepare agenda for all Executive Board meetings.

v. Supervise and assist all members of the Executive Board.

vi. Meet with RLC staff Advisor(s) at least once a month.

vii. Oversee and monitor RLC operating budget and preside over allocations.

viii. Serve as the liaison between Residence Life Council and College Administration.

ix. Have veto power as described in the by-laws, Article X: Section 1.

x. Ensure that elections are announced and held as prescribed.

xi. Be familiar with this Constitution and ensure that its policies are upheld.

**Section 4:** The Vice President of Finance and Correspondence of the Residence Life Council shall:

i. Assist the RLC President in providing leadership to the entire RLC.

ii. Preside over all meetings in the absence of the RLC President.

iii. Create agendas each month and e-mail to Executive Board prior to General meetings.

iv. Maintain accurate attendance rosters for all meetings.

v. Record detailed minutes at both Executive Board and General meetings and distribute them to Executive Board and General members.

vi. Distribute sign-up sheets during Executive Board and General meetings when necessary for events.

vii. Maintain copies of all minutes, agendas and attendance rosters.

viii. Send reminder e-mails for programs and events to both Executive Board and General members.
ix. Maintain accurate records of all financial transactions from the RLC account, and approve funding requests by the Executive Board.

x. Review the budget prior to each Executive Board meeting and report on its status.

xi. Have expert knowledge of financial paperwork and serve as a resource in all matters related to advances, reimbursement, purchase orders, funding requests, and provide funding recommendations to the Executive Board.

xii. All other duties assigned by the RLC President and Executive Board.

Section 5: The Vice President of Public Relations of the Residence Life Council shall:

i. Distribute advertisements that are approved by the Executive Board to the residence halls and campus wide.

ii. Ensure that all residents are aware of events occurring through the RLC and the Office of Residence Life.

iii. Receive approval from the appropriate departments for advertising.

iv. Maintain a record of all advertisements used.

v. Create new and innovative ways to advertise.

vi. Maintain the Residence Life Facebook, Instagram, and Twitter accounts.

vii. All other duties assigned by the RLC President and Executive Board.

Section 6: The National Communications Coordinator (NCC) of the Residence Life Council shall:

i. Be responsible for representing the RLC to NEACURH and NACURH.

ii. Report to NEACURH/NACURH activities and discussions to the Executive Board and a hard copy to the Vice President of Finance and Correspondence of RLC.

iii. Communicate with regional and national schools and organizations that support residence hall activities.

iv. Report any programming done on other campuses to the executive board.

v. Organize conference delegation.

vi. Discuss, with the Executive Board, any correspondence with other institutions before distribution.

vii. Represent Molloy College’s RLC at conferences.

viii. Perform other tasks as determined by the RLC President, Executive Board, and NEACURH/NACURH.

Section 7: The Molloy Student Government Residence Life Representatives of the Residence Life Council shall:

i. Attend all Molloy Student Government meetings.

ii. Be the liaison between the RLC and the MSG.

iii. Plan one program for the RLC with the MSG.

iv. Update the RLC with all campus events and student issues presented at Molloy Student Government meetings.

v. Work to advocate for resident student issues.

vi. All other duties assigned by the RLC President and Executive Board.
Article VI: RLC Advisor(s)

Section 1: The Advisor(s) to the Residence Life Council shall be the Coordinator of Residence Life and/or his/her designee(s).

Section 2: The Duties of the Advisor(s) are:

i. To act as an information resource to RLC.
ii. To ensure that funds are being allocated and spent appropriately.
iii. To be present and available for all meetings, events, and conferences.
iv. Help with all tasks to ensure the success of the organization.

Article VII: Referendums and Amendments to the By-laws and the Constitution

Section 1: The Legislative Laws of the Residence Life Council shall be defined in the By-laws of this Constitution.

Section 2: A referendum may be called by a voting member of the RLC with the approval of a majority of a quorum of the Executive Board or by a petition containing the signatures of ten percent of the residents from fifty percent or more of the buildings.

Section 3: Amendments to the By-laws may be proposed by any member of the RLC and shall become effective upon a majority vote, or over, of the Executive Board of the RLC, for the proposal. The proposal must be tabled for one week after its presentation before a vote can be taken on it.

Section 4: Amendments to this Constitution may be proposed by a voting member of the Executive Board. To become effective it must be approved by a majority vote of the entire voting membership of the Residence Life Council. Proposed amendments must be tabled for one week before action may be taken on them.

Section 5: This Constitution and its By-laws shall become effective upon a three-quarters majority vote of the Board.
BY-LAWS

Article I: Budgeting and Allocation of Funds

Section 1: Budgeting

i. The initial budget will be prepared by the outgoing and incoming Executive Board and the Advisor(s) prior to the close of the spring semester. This will be the official budget for the next academic year.

ii. Amendments to the initial budget may be proposed to the RLC Vice President of Finance and Correspondence. Any changes to the budget must be approved by the RLC Executive Board.

Section 2: Allocations

i. All Funding Request Forms must be received by the RLC Vice President of Finance and Correspondence at least 24 hours prior to the Executive Board meeting.

ii. All transactions involving the transfer or use of funds must be carried out through the standard Residence Life procedures.

iii. All funds obtained from the RLC under deliberate false pretenses, when charges are pressed by any voting member of the Executive Board, shall be repaid in full. If payment is not received by the end of the academic semester in which the sentence was passed, allocations shall be withheld until full restitution is received by the RLC.

iv. All funds spent from the budget by the RLC Executive Board must notify the RLC Vice President of Finance and Correspondence before the actual spending occurs. In case of emergencies, due to last minute unforeseen problems, the RLC Vice President of Finance and Correspondence must then be notified at the following RLC Executive Board meeting.

Article II: Organization of Committees

Section 1: Any member of the RLC Executive Board may request a committee be formed.

Section 2: Requests to form committees shall include a general outline of the goals and structure of the proposed committee.

Section 3: The decision to form a committee lies with the President or designee.

Section 4: To form a committee, the President shall:

i. Announce the specific goal or purpose of the proposed committee

ii. Announce the structure of the proposed committee.

iii. Form a list of volunteers for the proposed committee before the next general meeting.

Section 5: A committee shall not be dissolved until it has achieved its goal, is shown to be unnecessary, or fails to meet its structure. The decision to dissolve a committee rests with the President or designee.
Article III: Election of Officers

Section 1: Administration of Elections
i. Interpretation of the Election By-laws is the responsibility of the Advisor(s).
ii. The President or designee shall preside over elections. The President or designee will organize and administer all elections.
iii. The President or designee is directed to hold fair elections and to conduct themselves fairly.
iv. The President or designee are responsible for the distribution, collection, and counting of ballots.
v. The President or designee shall, as defined later in the Election By-laws, declare candidates eligible or disqualified, declare the election winner, and declare an election concluded or void.

Section 2: Eligibility for Office - Any student shall be eligible to run for the office of President, Vice President of Finance and Correspondence, Vice President of Public Relations, NCC, and the Molloy Student Government Residence Life Representative if he or she meets the following qualifications:
i. The candidate running for President must have served one full academic year on the Residence Life Council Executive Board, including semester of election. If no Executive Board members qualify, RLC members may run for President.
ii. The candidate must live in the residence hall during fall and spring semesters during his/her term of service and enrolled as a full-time Molloy College student.
iii. The candidate must be in good academic standing and have a minimum GPA of 2.50 as defined by the Registrar's Office of Molloy College.
iv. The candidate must be in good disciplinary standing as defined by the Student Handbook and the Residence Life Handbook.
v. No one may hold the same office for more than 2 terms.
vi. The candidate must continuously meet the above requirements. If an officer is no longer eligible to hold the office, then the officer shall resign. If he or she does not resign, then he or she is subject to removal proceedings.

Section 3: Campaigns for Regular Elections
i. No candidate may begin campaigning until his/her application has been approved. The President or designee must notify each candidate to inform him/her whether his/her application has been approved or disapproved by the close of the sixth week of spring semester.
ii. Campaigning is allowed from the time of approval notification until 12 hours prior to the election. Any active campaigning, such as distribution of campaign material and personal campaigning, at any other time than between these hours will disqualify the candidate.
iii. Political parties are forbidden.
iv. The total amount of money spent, including gifts, must not exceed seventy-five dollars. Candidates must submit an exact written account of their
expenditures with receipts, before the election begins, to a place designated by-President or designee.

v. Campaign material may be placed in the following places and only these places:
   1. On Residence Life Staff or RLC posting locations with the approval of the Office of Residence Life or the Resident Hall Director.
   2. To individual residents.

vi. Campaign material may not be distributed through post office boxes, e-mail, under room doors, or newsgroups without prior approval from the President or designee.

vii. Violation of any of the above stated campaigning rules by a candidate disqualifies that candidate.

viii. The President or designee shall notify the candidate if he/she is disqualified.

**Section 4: Regular Elections**

i. Annual elections for President, Vice President of Finance and Correspondence, Vice President of Public Relations, and NCC will be held in the spring semester.

ii. Annual elections for the Molloy Student Government Residence Life Representatives will be conducted via the Molloy Student Government.

iii. Candidates may give speeches at the RLC General meetings during campaigning period or as decided by the President or designee.

iv. The officers shall be elected by a majority vote of the Resident Student population. If none of the candidates for an officer receive a majority vote, then a run-off election shall be held the following week between the candidates receiving the most votes, voted on by present Executive Board. Robert's Rules of Order, Newly Revised will be followed in case of ties.

v. The newly-elected President, Vice President of Finance and Correspondence, Vice President of Public Relations, and NCC shall take office at the end of the spring semester.

**Section 5: Special Elections**

i. If a vacancy occurs in the office of President, then the Vice President of Finance and Correspondence shall immediately become the President.

ii. If a vacancy occurs in the office of Vice President of Finance and Correspondence, Vice President of Public Relations, or the NCC, then the President shall organize the Special Election, voted on by the Executive Board.

iii. Only voting members of the Executive Board may vote in the election of President, Vice President of Finance and Correspondence, Vice President of Public Relations, and NCC.

iv. The officers shall be elected by a majority vote of the Executive Board. If none of the candidates for an office receive a majority vote, then a run-off election shall be held immediately between the candidates receiving the most votes. If some candidates receive equal votes, resulting in more than
two candidates receiving the most votes, then a run-off election will be repeated until all positions are filled.

v. Candidates are not permitted to observe the election discussion and balloting.

vi. Candidates are not permitted to vote in elections.

vii. If a candidate is ruled ineligible for a run-off election and he/she is a voting member of the Executive Council, then he/she must be allowed to vote in the run-off election.

viii. The newly-elected officers shall take office immediately.

Section 6: Voting
i. All election voting will be conducted by electronic ballot constructed by Office of Residence Life.

ii. The President or designee shall collect and count the votes with supervision from the Advisor(s).

Article IV: Removal of Executive Officers

Section 1: Any resident may initiate removal proceedings against an executive officer by filing written charges against the officer with the Advisor(s) of the Residence Life Council. The Advisor(s) must notify the accused in writing of the charges against him/her no later than the second business day after the charges are filed with him/her.

Section 2: Immediately upon approval of a hearing by the Advisor(s), the Advisor(s) shall call a special meeting of the Executive Board for purposes of this hearing. This special meeting shall come no earlier than the next RLC General meeting, or no later than five days after the next RLC General Meeting. The Advisor(s) shall notify the accused, his/her accuser, and all Executive Board members in writing of the date, time, and location of this special meeting no later than five business days before the meeting.

Section 3: The Advisor(s) shall preside over the special meeting. The Coordinator of Residence Life or designee shall be present at the meeting to ensure the right of the accused to a fair hearing. Except by consent of the accused, his/her accusers, and the Executive Board, the meeting shall be closed to the public.

Section 4: The meeting shall be tape-recorded for the purpose of making a transcript of the hearing. This transcript shall be completed no later than three business days after the hearing. Three copies shall be made of this transcript: one for the Advisors, one for the accused, and one for the Residence Life Council files.

Section 5: Voting on the removal of the officer shall take place at the end of the hearing by secret ballot. The Advisor(s) shall tabulate and announce the results of the vote immediately after the voting.
Section 6: The accused shall be notified in writing of the outcome of the hearing no later than the second business day after the hearing.

Article V: Vetoes and Overrides

Section 1: Presidential Veto
i. The President has the power to veto any legislation he/she finds contrary to the best interest of the hall residents or the organization.
ii. The President must notify the bill’s sponsor and the Advisor(s) (or his/her designee), in writing, of the veto.

Article VI: Meetings

Section 1: Suggested Procedure for regular meetings
i. Call to order by the President or designee
ii. Roll call by Vice President of Finance and Correspondence
iii. Introduction of guests
iv. Officer's Reports
v. Discussion of old business
vi. New business
vii. Announcements
viii. Motion for adjournment
ix. Vice President of Finance and Correspondence announces date for next meeting
x. Adjournment