**INTER-RESIDENCE HALL ASSOCIATION**

**MISSION STATEMENT**

The Inter-Residence Hall Association, herein referred to as IRHA, has been established at the University of

Florida for the purpose of coordinating area council activities and representing and serving the collective

interests of all the residents as decided by the representatives to IRHA. IRHA will promote the University’s

academic and social missions and encourage leadership development among its members. IRHA will further serve as a channel of communication between the residence hall community, the Department of Housing and

Residence Education, the University community and outside interests.

The members of the community of the University of Florida and IRHA come from diverse backgrounds and social groups, thus IRHA shall not discriminate on the basis of race, ethnicity, creed, color, sex, sexual

orientation, gender identity and expression, national origin, age, religion, disability, or any other classification as provided by law. We believe that each person has worth and should be treated with dignity and respect.

REVISED SUMMER 2013

**THE INTER-RESIDENCE HALL ASSOCIATION**

**CONSTITUTION**

**ARTICLE I**

**NAME OF ORGANIZATION**

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

**ARTICLE II**

**PURPOSE STATEMENT**

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

**Section B** IRHA will promote the University’s academic and social missions and encourage leadership

development among its members. (X08)

**Section C** IRHA will further serve as a channel of communication between the residence hall community, the

Department of Housing and Residence Education, the University community, and outside interests. (X08)

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

respect. (F09)

**ARTICLE III**

**COMPLIANCE STATEMENT**

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

**ARTICLE IV**

**UNIVERSITY REGULATIONS**

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

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

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

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

**ARTICLE V**

 **MEMBERSHIP**

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

**ARTICLE VI**

**POWERS AND DUTIES OF THE OFFICERS**

**Section A** The officers of IRHA shall be President, Vice President, Auditor, Business Manager, Secretary, and

National Communications Coordinator**.** The officers of IRHA shall make up the Executive Board.

1. The Executive Board shall set directional policy for IRHA and the IRHA Adviser.

2. No officer has the right to vote except during elections and impeachment.

3. The Executive Board shall be elected each spring in accordance with the IRHA Policy and Procedures

Handbook.

4. The term of an Executive Board officer shall begin in April once they are sworn in and end when the succeeding board is sworn in the following April.

**Section B** The duties of the President shall be:

1. to act as the representative of the interests of the students in the residence halls to General Housing and

Residence Life & Education meetings, the Housing Staff Advisory Board, the Center for Student

Activities and Involvement and other University of Florida entities directly affecting residents; (X11)

2. to organize and preside over the IRHA General Body meetings; (X11)

3. to appoint committee chairs with consultation of the IRHA officers; (X11)

4. to appoint directorships with consultations of the IRHA officers; (X11)

5. to appoint ad-hoc committees and task forces as necessary; (X11)

6. to coordinate the activities of IRHA committees and directorships; (X11)

7. to serve as an ex-officio member of all committees; (X11)

8. to coordinate Fall Leadership, Spring retreat, Executive Board retreats, IRHA Spring Banquet, and the

IRHA Executive Board transition; (X11)

9. to serve as the Co-National Communications Coordinator as eligible; (X11)

10. to coordinate co-programming with other organizations; (X11)

11. to submit an end-of-semester transition report of his/her activities to the IRHA Vice President; (X11)

12. to write, or appoint a designee to write, letters of support for officers, award, and conference bids; (X11)

13. to be responsible for the Outside Revenue Account; (X11)

14. to serve as the counterpart on the IRHA Executive Board for the Area Government Presidents; (X11)

15. to meet weekly with the IRHA Adviser. (X11)

**Section C** The duties of the Vice President shall be:

1. to assume the duties of the President in his/her absence; (X11)

2. to serve as the Director of IRHA’s special event, the Technology Director, the Chair of the Judiciary

Committee and the Vice Chair of the Gator Dining Services Committee; (X11)

3. to appoint the administrative and event directors of IRHA’s special event, with the consultation of the

IRHA officers; (X11)

4. to direct and oversee the updating of IRHA’s official documents and serve as IRHA’s Parliamentarian;

(X11)

5. to validate all of the Area Governments’ and IRHA’s constitutions with the Center for Student Activities

and Involvement; (X11)

6. to collect and organize the end of semester transition reports and present them to the IRHA Executive

Board, IRHA members and IRHA Adviser at or before the 2nd meeting of the next semester; (X11)

7. to serve as the counterpart on the IRHA Executive Board for the Area Government Vice Presidents;

8. to meet regularly with the IRHA Adviser. (X11)

**Section D** The duties of the Auditor shall be:

1. to be responsible for the Housing Account; (X11)

2. to be responsible for the Student Government Account; (X11)

3. to keep accurate records of all financial transitions or IRHA and its committees, regarding the Housing

Account and Student Government Account; (X11)

4. to be responsible for receiving and expending funds as authorized by IRHA, regarding the Housing

Account and Student Government Account; (X11)

5. to prepare the annual and semester Housing Account budgets with the assistance of the President and

Finance Committee; (X11)

6. to prepare the annual and semester Student Government Account budgets with the assistance of the

President and Finance Committee; (X11)

7. to coordinate the annual IRHA Budgets’ Presentation to the Department of Housing and Residence

Education with the assistance of the President, Business Manager and Secretary; (X11)

8. to serve as the Chair of the Finance Committee; (X11)

9. to serve as the Co-Chair of the Allocations Committee; (X11)

10. to serve as the Vice Chair of the Outreach and Area Improvements Committee; (X11)

11. to serve as the Finance Director for IRHA’s special event; (X11)

12. to coordinate the production and distribution of Activity Cards; (X11)

13. to enforce the IRHA Finance Manual; (X11)

14. to audit each Area Government’s accounts regularly and prepare evaluations of the audits in a timely

manner, as per the Finance Manual; (X11)

15. to be placed on Area Government checking accounts; (X11)

16. to maintain contact with outside vendors; (X11)

17. to submit an end-of-semester transition report of his/her activities to the IRHA Vice President; (X11)

16. to serve as the counterpart on the IRHA Executive Board for the Area Government Treasurers; (X11)

17. to meet regularlywith the IRHA Adviser. (X11)

**Section E** The duties of the Business Manager shall be:

1. to act with the Area Governments and the Auditor in authorizing the purchase and receipt of equipment;

(X11)

2. to serve as the Vice Chair of the Finance Committee; (X11)

3. to serve as the Chair of the Outreach and Area Improvements Committee; (X11)

4. to serve as the Co-Chair of the Allocations Committee; (X11)

5. to enforce the IRHA Finance Manual; (X11)

6. to coordinate the use of IRHA equipment and be responsible for its upkeep; (X11)

7. to coordinate the Housing Permanent Improvement process; (X11)

8. to coordinate the ordering, purchasing and distribution of Fall Welcome Back Items; (X11)

9. to maintain contact with outside vendors; (X11)

10. to submit an end-of-semester transition report of his/her activities to the IRHA Vice President; (X11)

11. to serve as the counterpart on the IRHA Executive Board for the Area Government Business Managers; (X11)

12. to meet regularly with the IRHA Adviser. (X11)

**Section F** The duties of the Secretary shall be:

1. to take minutes at general body meetings and prepare them for distribution and approval at the next

general body meeting; (X11)

2. to keep an accurate record of general body meeting and attendance and to enforce the attendance and service requirement policies; (X11)

3. to inform any IRHA member when his/her membership is revoked; (X11)

4. to prepare a written agenda for general body meetings in accordance with the President; (X11)

5. to send out a newsletter to all of IRHA with officer reports and general updates from the general body meetings; (X11)

6. to coordinate, collect and compile Area Government Program Reports; (X11)

7. to distribute information of interest to its members; (X11)

8. to coordinate IRHA social events; (X11)

9. to be responsible for the Gator Dining Services Account; (X11)

10. to serve as the chair of the Gator Dining Services Committee and coordinate transactions with Gator

Dining Services and manage IRHA’s business relationship with them; (X11)

11. to serve as the Vice Chair of the Judiciary Committee; (X11)

12. to serve as the Gator Dining Services Account Finance Director for IRHA’s special event; (X11)

13. to submit an end-of-semester transition report of his/her activities to the IRHA Vice President; (X11)

14. to serve as the counterpart on the IRHA Executive Board for the Area Government Secretaries; (X11)

15. to meet regularly with the IRHA Adviser. (X11)

**Section G** The duties of the National Communications Coordinator shall be:

1. to coordinate all conference preparation, including conference delegation selection with the assistance of

the President or acting Co-National Communications Coordinator; (X11)

2. to attend conferences, including but not limited to Mini-FARH, FARH, SAACURH, No-Frills, and

NACURH Conferences, and serve as the delegation leader at those conferences; (X11)

3. to represent UF at all conference business meetings; (X11)

4. to manage all IRHA recognition and work with the James C. Grimm Chapter of the National Residence

Hall Honorary (NRHH) to coordinate the Of the Month awards as necessary; (X11)

5. to coordinate the bid process with the assistance of the IRHA Executive Board and the IRHA body for all state, regional, and national Residence Hall Association awards; (X11)

6. to present all personal, positional and school award bids to the IRHA body; (X11)

7. to inform IRHA of state, regional and national residence hall news; (X11)

8. to serve as the chair of the Public Relations Committee and maintain all IRHA publications; (X11)

9. to submit an end-of-semester transition report of his/her activities to the IRHA Vice President;

10. to serve as the counterpart on the IRHA Executive Board for the Area Government Publicity Directors; (X11)

11. to meet regularly with the IRHA Adviser. (X11)

**Section H** Impeachment resolutions shall be considered by IRHA once submitted by five voting members. Officers of IRHA may be impeached by a majority vote. Impeachment trials shall be conducted in accordance

with the Policy and Procedures Handbook and the parliamentary authority. Officers of IRHA may be removed

by a two-thirds vote in an impeachment trial.

**ARTICLE VII**

**ELECTIONS**

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

1. have served or will have served one semester as a voting member of IRHA during that year at the time of election.

2. be in full compliance with University of Florida rule: 6C1-4.003 Student Affairs: Student Leader

Eligibility. (S08)

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

1. All officers shall be in full compliance with Florida Administrative Code: 6C1-4.003 Student Affairs: Student Organizations.

2. The President, Auditor and Business Manager must reside in the residence halls during the summer semesters and meet the requirements to live on-campus, as set by the Department of Housing and

Residence Education. (X11)

3. All officers must reside in the residence halls during the fall and spring semesters and meet the

requirements to live on-campus, as set by the Department of Housing and Residence Education.

4. All officers shall meet the provisions of the IRHA Attendance Policy and Service Requirement as

outlined in Policy III of the IRHA Policy and Procedures Handbook.

5. Any officer that cannot maintain the attendance or service requirements will immediately lose their

office. (S08)

6. The President may not be employed by the Department of Housing and Residence Education during

his/her term of office.

7. All officers must vacate any other position(s) he/she holds in IRHA except Residence Hall Week

positions. (F09)

8. No officer may hold any office in an Area Government or Council.

9. Any officer in violation of the above requirements will be removed from office unless an appeal is filed with the Judiciary Committee and it passes in a two-thirds (2/3) vote.

**Section C** Elections will be held in March. Any member may nominate any other voting member, including himself or herself. Nominations for a position will take place one general body meeting prior to the election. Nominations may also be made during the election meeting prior to closing of nomination.

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

top two vote recipients immediately following.

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

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

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

**Section H** If any IRHA Executive Office, with the exception of the IRHA President, is vacated for any reason, the remaining IRHA Executive Board shall select a replacement that will assume the vacated office upon

confirmation by IRHA. Confirmation is a majority vote of IRHA. Selection must be made within two weeks of

the vacancy. This clause may be suspended provided there is an approved timeline and procedure to fill the vacancy. (S06)

**ARTICLE VIII FACULTY ADVISER**

**Section A** The duties of the Adviser shall be:

1. To meet weekly with the IRHA President; (X11)

2. To meet regularly with the IRHA Vice President, Auditor, Business Manager, Secretary and National

Communications Coordinator; (X11)

3. To attend general body meetings or appoint a professional designee from the Department of Housing and Residence Education to serve in their absence if unable to attend the meeting; (X11)

4. To attend IRHA Executive Board meetings as schedule permits; (X11)

5. To coordinate the selection of IRHA Event and Committee advisers with the assistance of the President;

6. To assist Area Government advisers as necessary. (X11)

**Section B** At the first meeting of the fall semester, as stated in their contract and job description, the Assistant Director of Housing for Residence Life and Education shall be appointed as a non-voting member and adviser of IRHA. (S06, X10)

**ARTICLE IX**

**FINANCE**

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

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

**ARTICLE X**

**DISSOLUTION OF ORGANIZATION**

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

Scholarship Fund.” (F09)

**ARTICLE XI**

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

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

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

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

**ARTICLE XII**

**MEETING**

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

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

the meeting.

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

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

**ARTICLE XIII**

**VOTING MEMBERSHIP, COMMITTEES, AND DIRECTORSHIPS**

**Section A** The voting membership shall be defined as the IRHA Executive Board, Area Representatives, Members-at-Large, Associate and Alumni Members.

**Section B** Presidents’ Council, Judiciary, Finance, Outreach and Area Improvements, Allocations, Gator Dining

Services, and Public Relations committees shall be standing committees of IRHA. (S08)

**Section C** The composition, powers, and responsibilities of the standing committees of IRHA may be found in

Policy XIII of the IRHA Policy and Procedures Handbook.

**Section D** The ResTV Director, RA Relations Director, Sports/Health Promotions Director, Environmental

Concerns Director, Community Service Director and Historian shall be standing directorships of IRHA.

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

**ARTICLE XIV**

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

**Section A** IRHA shall be a dues-paying member of the National Association of College and University

Residence Halls (NACURH), the South Atlantic Affiliate of College and University Residence Halls

(SAACURH), and the Florida Association of Residence Halls (FARH).

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

**ARTICLE XV PRESIDENTIAL VETOES**

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

1. If it is deemed that there is fiscal irresponsibility in the legislation that is not in the best interest of the

residents. (F09)

2. The legislation is deemed not in the best interests of IRHA. (S08)

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

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

**ARTICLE XVI**

**RATIFICATION**

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

Constitution.

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

**Section C** This Constitution must be passed by a two-thirds (2/3) vote by IRHA’s Judiciary Committee before

being voted on by the IRHA body.

**Section D** This Constitution supersedes all previous constitutions of IRHA and the Inter-hall Council, rendering them null and void.

**Section E** Any provisions in this Constitution inconsistent with the policies and regulations of the University of

Florida Student Body shall be null and void.

**Section F** The author of any constitutional ratification must distribute the Constitution to the IRHA body at least one week prior to the first reading. The Constitution must also be distributed to the IRHA Body at least

one week prior to the second reading if any changes are made.

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

**ARTICLE XVII**

**SUSPENSION**

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

**ARTICLE XVIII AMENDMETS**

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

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

**Section C** The author of any constitutional amendment must distribute that amendment to the IRHA body at least one week prior to the first reading. The amendment must also be distributed to the IRHA Body at least

one week prior to the second reading if any changes are made. (F09)

**Section D** Grammatical and spelling amendments and revisions may be made without approval of the IRHA

body at the IRHA Vice President’s

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

**Section F** This Constitution must undergo review and revision at least once every two years by the IRHA Vice

President and the IRHA Judiciary Committee.