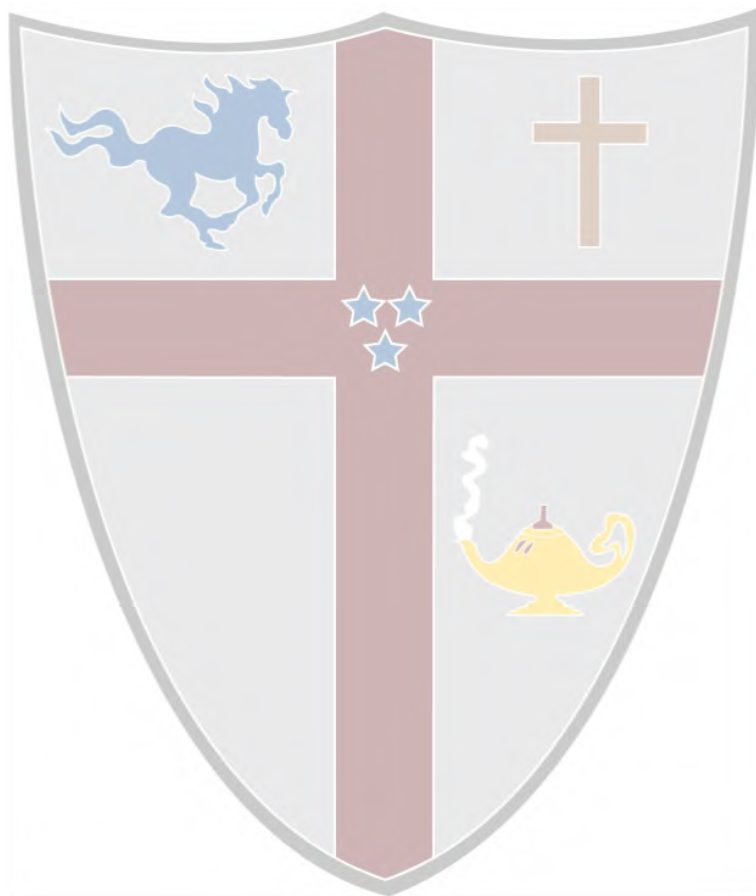


# **Constitution of Lee Clark College**



**Murray State University  
Revised Spring 2017**

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# **The Constitution of Lee Clark Residential College Council**

## **Article I – Name of the Organization**

### **Section A: Name**

1. Lee Clark Residential College Council of Murray State University

## **Article II – Mascot and College Colors**

### **Section A: Mascot**

1. The Crusaders

### **Section B: College Colors**

1. Grey and Wine Red

## **Article III – Purpose**

### **Section A: The purposes of the Residential College Council will be to:**

1. promote planned activities;
2. unite the College students with faculty;
3. participate in various University organizations and special activities;
4. improve the academic and athletic quality of college life;
5. promote the residential college model;
6. run as a self-governing body;
7. encourage all members, regardless of classification, to become involved and invested in the College and its activities.

## **Article IV – Membership**

### **Section A: Membership**

1. All Murray State students, faculty, and staff assigned to Lee Clark College from the onset of their affiliation with the University.
2. Membership is for life as long as all requirements for graduation are met.

## **Article V – Council Positions with Responsibilities and Qualifications**

## **Section A: Responsibilities**

### **I. President shall:**

1. preside over all regular meetings;
2. be the College parliamentarian;
3. present all new business to the College Council;
4. appoint and disband committees and their chairs;
5. be the College representative and the spokesperson to the College Head, Residence Director, Residential College Association (RCA), and the Residents;
6. convene special meetings as indicated;
7. chair Executive Board meetings;
8. only vote in cases of a tie in Council decisions.

### **II. Vice President shall:**

1. preside over all College meetings in the President's absence;
2. assume all the President's duties and responsibilities when absent or if the President is impeached or resigns from office;
3. assist President in Parliamentary procedures;
4. be responsible for revising the Constitution, if necessary, each Spring semester with the help of a committee;
5. be responsible for keeping order during all Council meetings;
6. possess the authority to remove unruly members from Council meetings;
7. attend Executive Board meetings;
8. vote in all Council decisions.

### **III. Secretary shall:**

1. report accurate college minutes and have them emailed to RCC members within 24 hours after meeting;
2. contact all members who are not attending meetings without sending a Proxy;
3. become acting President in the absence of or removal or resignation of the President and Vice President;
4. attend Executive Board meetings;
5. vote in all Council decisions.

### **IV. Treasurer shall:**

1. meet monthly with College Head and College Head Assistant to discuss Finances;
2. report all financial activities at each meeting;
3. keep a running log of monies allocated and monies earned;
4. attend Executive Board meetings and

5. vote in all Council decisions.

V. Social Chair shall:

1. attend and chair Communications Committee meetings;
2. be responsible for creating and maintaining a tentative programming schedule prior to the next semester;
3. be responsible for helping the President organize and maintain the committee folders;
4. attend Executive Board meetings;
5. vote in all Council decisions.

VI. Male and Female Athletic Directors shall:

1. report to the College Head;
2. report all athletic announcements including events and schedules to the RCC and college;
3. work with MSU Campus Recreation in forming the College athletic activities;
4. post athletic sign-up sheets for all athletic activities;
5. keep records and standings of all campus athletic pursuits;
6. be responsible for obtaining a coach or coaches for the athletic teams that will organize and attend all games and practices;
7. report all upcoming athletic events and schedules to the College;
8. both vote in all Council decisions.

VII. Student Government Association (SGA) Representatives shall:

1. attend all meetings of the Student Government Association;
2. vote for the College at the SGA meetings;
3. update SGA bulletin board as needed;
4. both shall vote in all Council decisions.

VIII. Residential College Association (RCA) Representatives shall:

1. attend all Residential College Association (RCA) meetings;
2. report all RCC activities to RCA;
3. report all RCA activities to RCC and
4. both shall vote in all Council decisions.

IX. Resident Advisors shall:

1. report any activities being sponsored by the RAs to the RCC;
2. RA's are expected to attend all RCC meetings and functions. Absences must be pre-approved by the Residence Director and RCC President. Unapproved absences will

- be handled by the Residence Director and RCC President on a case-to-case basis; send an RA in the role of an informant to attend and vote in Executive Board meetings and
3. vote in all Council decisions.

X. Male and Female Members at Large shall:

1. the Male Member at Large shall represent the males in the College;
2. the Female Member at Large shall represent the females in the College,
3. work with the RCC President and RCC to organize groups to participate in philanthropic and campus wide events presented to the council. Members at Large will be responsible for signup sheets, publicity, and contact with the participants and campus organizations hosting events;
4. administer two surveys, one at the beginning (preliminary) and one at the end of the semester on programming and hall improvements;
5. be responsible for planning one fundraiser a semester, if needed;
6. attend Executive Board meetings and
7. vote in all Council decisions on behalf of their constituents.

XI. Webmaster shall:

1. update monitor behind front desk with pictures, small biographies of RAs, Desk Workers, Executive Board members, and other RCC members, upcoming events, and other important information
2. maintain the Lee Clark College web site by updating newly obtained information as soon as possible within a seven day period;
3. attend all meetings of the Media Board;
4. vote in all Council decisions.

XII. Social Media Chair:

1. will assist Webmaster in fulfilling their duties;
2. be primarily responsible for photo documentation;
3. manage all Lee Clark College related social media profiles
4. attend all meetings of the Media board and
5. vote in all Council decisions.

XIII. International Representative shall:

1. represent all international students in Lee Clark;
2. hold a meeting for the international students at least once a month;
3. keep international students informed of all Lee Clark events;
4. attend Communications Committee meetings and

5. vote in all Council decisions on behalf of their constituents.

XIV. Commuter Representatives shall:

1. represent the commuters assigned to Lee Clark College;
2. report to the commuters on college and council decisions via email within 24 hours after the RCC meeting has ended;
3. hold a meeting for the commuters at least once a month;
4. attend Communications Committee meetings and
5. all vote in all Council decisions on behalf of their constituents.

XV. Academic Representative shall:

1. be a liaison between the Honors College and Lee Clark College;
2. oversee the Academic Team, and
3. assist in arranging tutoring sessions each semester and
4. vote in all Council decisions.

XVI. Provisions Director shall:

1. chair a longstanding committee dedicated to furnishing Clark with needed Provisions;
2. be responsible for maintaining an inventory of Clark owned kitchen supplies, sporting equipment, and electronic devices;
3. communicate with RAs and Desk Supervisor and send a supply request email monthly;
4. to College Head, Residence Director and College Head Assistant;
5. attend Executive Board meetings, if needed;
6. these duties will be assumed by College Head Assistant if position is vacant;
7. vote in all Council decisions.

XVII. Recognitions Director shall:

1. Chair a longstanding committee dedicated to administer the OTMs every month;
2. be responsible for organizing delegations for the OTYs and End-of-Year Bids;
3. hold monthly committees as needed;
4. inform the Executive Board of the progress for OTMs, OTYs, and End-of-Year Bid;
5. stay and active member in NRHH;
6. vote in all Council decisions.

## **Section B: Qualifications**

I. President shall:

1. reside in the Lee Clark Hall during his/her term of office and one semester prior to taking the position;



2. have been an active member of the College Council for at least one semester prior to becoming President;
3. have a minimum 2.5 GPA prior and during his/her term of office;
4. serve for one academic year except in cases of impeachment, resignation, or failure to meet the guidelines set down in this Constitution;
5. be either an undergraduate or graduate student who is enrolled full time at MSU.

II. Vice President shall:

1. have been a member of the College Council for at least one full semester prior to becoming the Vice President;
2. have a minimum 2.5 GPA prior and during the term of office;
3. serve for one academic year except in cases of impeachment, resignation, or failure to meet the guidelines set down in this Constitution;
4. be either an undergraduate or graduate student who is enrolled full time at MSU.

III. Secretary shall:

1. have a minimum 2.5 GPA prior to and during the term of office;
2. serve for one academic year except in cases of impeachment, resignation, or failure to meet the guidelines set down in this Constitution;
3. be either an undergraduate or graduate student who is enrolled full time at MSU.

IV. Treasurer shall:

1. have a minimum 2.5 GPA prior to and during the term of office;
2. serve for one academic year except in cases of impeachment, resignation, or failure to meet the guidelines set down in this Constitution;
3. be either an undergraduate or graduate student who is enrolled full time at MSU.

V. Social Chair shall:

1. have a minimum 2.5 GPA prior to and during the term of office;
2. serve for one academic year except in cases of impeachment, resignation, or failure to meet the guidelines set down in this Constitution;
3. be either an undergraduate or graduate student who is enrolled full time at MSU.

VI. Male and Female Athletic Directors shall:

1. have a minimum 2.5 GPA prior to and during the term of office;
2. serve for one academic year except in cases of impeachment, resignation, or failure to meet the guidelines set down in this Constitution;
3. be either an undergraduate or graduate student who is enrolled full time at MSU.

- VII. Student Government Association (SGA) Representatives shall:
1. have a minimum 2.5 GPA prior to and during the term of office;
  2. serve for one academic year except in cases of impeachment, resignation, or failure to meet the guidelines set down in this Constitution;
  3. be either an undergraduate or graduate student who is enrolled full time at MSU.
- VIII. Residential College Association (RCA) Representatives shall:
1. have a minimum 2.5 GPA prior to and during the term of office;
  2. serve for one academic year except in cases of impeachment, resignation, or failure to meet the guidelines set down in this Constitution;
  3. be either an undergraduate or graduate student who is enrolled full time at MSU.
- IX. Resident Advisors shall:
1. meet qualifications set by Murray State Housing.
- X. Male and Female Members at Large shall:
1. have a minimum 2.5 GPA prior to and during the term of office;
  2. serve for one academic year except in cases of impeachment, resignation, or failure to meet the guidelines set down in this Constitution;
  3. be either an undergraduate or graduate student who is enrolled full time at MSU.
- XI. Webmaster shall:
1. have a minimum 2.5 GPA prior to and during the term of office;
  2. serve for one academic year except in cases of impeachment, resignation, or failure to meet the guidelines set down in this Constitution;
  3. be either an undergraduate or graduate student who is enrolled full time at MSU.
- XII. Social Media Chair shall:
1. have a minimum 2.5 GPA prior to and during the term of office;
  2. serve for one academic year except in cases of impeachment, resignation, or failure to meet the guidelines set down in this Constitution;
  3. be either an undergraduate or graduate student who is enrolled full time at MSU.
- XIII. International Representative shall:
1. have a minimum 2.5 GPA prior to and during the term of office;
  2. serve for one academic year except in cases of impeachment, resignation, or failure to meet the guidelines set down in this Constitution;
  3. be either an undergraduate or graduate student who is enrolled full time at MSU.

- XIV. Commuter Representatives shall:
1. have a minimum 2.0 GPA prior to and during the term of office;
  2. serve for one academic year except in cases of impeachment, resignation, or failure to meet the guidelines set down in this Constitution;
  3. be either an undergraduate or graduate student who is enrolled full time at MSU.
- XV. Academic Representative shall:
1. Have a cumulative minimum 3.0 GPA prior to and during the term of office;
  2. serve for one academic year except in cases of impeachment, resignation, or failure to meet the guidelines set down in this Constitution;
  3. be either an undergraduate or graduate student who is enrolled full time at MSU.
- XVI. Provisions Director
1. Have a minimum 2.5 GPA prior to and during the term of office;
  2. Serve for one academic year except in cases of impeachment, resignation or failure to meet the guidelines set down in this Constitution;
  3. Be either an undergraduate or graduate student who is enrolled full time at MSU.
- XVII. Recognitions Director
1. Have a minimum 2.5 GPA prior to and during the term of office;
  2. Serve for one academic year except in cases of impeachment, resignation or failure to meet the guidelines set down in this Constitution;
  3. Be either an undergraduate or graduate student who is enrolled full time at MSU;
  4. Be a member of NRHH.

## **Article VI – The Advisors**

### **Section A: The College Head**

1. will advise on all matters that pertain to academic activities including recruitment, retention and general counseling of students as it pertains to their academic Pursuits;
2. is a source of assistance in funding projects that enhance the academic, philanthropic, and athletic activities of the College members;
3. will attend the RCC meetings on a regular basis and be available for conferences pertaining to the building utilization only in conjunction with the Residence Director on a need-to basis.

### **Section B: The Residence Director**

1. will rule on matters that pertain to building activities including room allocation, discipline, maintenance and upkeep, etc., as they pertain to the residents' domestic activities;
2. will attend the RCC meetings on a regular basis and act as an advisor;
3. will be available for conference pertaining to building utilization and Programming.

## **Article VII – Election Process**

### **Section A: Council Position Openings**

1. Executive Board, SGA Representatives, and RCA Representatives shall be filled in the Spring Semester on an election day agreed upon by the Executive Board. Other positions, including vacant Executive Board, SGA Representatives, and RCA Representatives shall be filled in the Fall semester on an election day agreed upon by the Executive Board.
2. All nominations must be made by a Lee Clark College member and must be accepted or declined by the nominee.
3. All nominees must attend the RCC Meeting following the week of nominations to accept or decline their nomination, unless prior arrangements with the President have been made.
4. An individual can only run for two council positions simultaneously, as long as they are not two executive positions.
5. Residential Advisors are allowed to hold a position on the council, not an Executive Board position, as long as they put their RA duties first and confirm it with the Residence Director.

### **Section B: Campaigning**

1. All nominees shall be given the opportunity to address the College and have their nomination posted in Lee Clark College for at least 48 hours prior to election.
2. Posters must be no larger than 8.5 by 11 inches. Only ten campaign posters may be hung in the College.

### **Section C: Ballots**

1. There will be a ballot for each member running for any RCC position via an online poll and, if needed, and an in person ballot
  - i. an absentee ballot can be made available

### **Section D: Elections**

1. Online voting facilitated through College Head and announced at the RCC meeting following the election.
2. The names of all elected members will be posted in the College and on the Web site within twenty-four hours after the results are known.

## **Article VIII – Resignation, Impeachment, and Removal**

### **Section A: Resignation**

1. Member shall meet with the College President to discuss the reasons for Resignation.
2. Member shall submit a letter of resignation to the president and college council.
3. College Secretary will announce resignation at meeting and will move a motion to open nominations to fill vacant position.

### **Section B: Impeachment**

1. Any member of the council can bring impeachment charges before the Executive Board.
2. The accused will be given the opportunity to refute charges before the Executive Board.
3. Impeachment will be decided by a 2/3 vote of the Executive Board one week after the charges are brought and defended.
4. The College President will notify the member of the results of the impeachment and their vote will be frozen until the entire council rules on removal.

### **Section C: Removal**

1. The entire council will hear arguments from both sides with the College President presiding as a judge.
2. Removal will be decided by a 2/3 vote of the entire council one week after the hearing is held.
3. Council members, excluding the College President, will vote via secret ballot and two members of the Executive Board will read the votes aloud to the entire Council.
4. The accused will be allowed to stay and hear the reading of the votes or will be allowed to leave while the votes are read.

## **Article IX – Funding**

### **Section A: Activity Fee**

1. Is collected by the University from every resident at the start of each semester to be used by the Council accordingly.

### **Section B: Fundraisers**

1. May be held throughout the year in order to raise money.

### **Section C: Allocations**

1. Must be approved by the Council.

## **Article X – Committee Structure**

### **Section A: Executive Board**

1. President is Chair.
2. Other members shall be the Vice President, Secretary, Treasurer, Social Chair, Male Member at Large, Female Member at Large, and Residence Director. RAs may attend in informative roles only. College Head has an open invitation from the RCC President and may attend at his/her discretion.
3. Ad Hoc chairs may be added as needed.
4. Committee is to meet as needed to discuss the agenda of the proceeding RCC meeting.
5. Committee is to select a Representative Chair to sit as Representative of the wing, commuters and international Representatives.

### **Section B: Communications Committee**

1. Social Chair is Chair.
2. Other members shall be the International Representative and Commuter Representatives.
3. Ad-Hoc chairs may be added as needed.
4. In the absence of the Social Chair, the International Representative becomes the pro tempore.
5. Committee is to meet once a month to develop programs relevant to non-resident, non-traditional, and international students.

### **Section C: Media Board**

1. Members shall be the Webmaster and Social Media Chair.
2. Ad-Hoc chairs may be added as needed.
3. Board will meet to work together to unify the monitor behind the front desk and website in design and content.
4. Committee is to meet once a month for these purposes or as needed.

### **Section D: Ad Hoc Committees**

1. Any RCC program shall be organized by an Ad-Hoc Committee chaired by a member of the RCC.
2. Any member of Lee Clark College may serve on a Lee Clark RCC committee.

## **Article XI – Meetings**

### **Section A: Times**

1. The Residential College Council meetings shall be held once a week, unless unnecessary, at a time agreed upon by the members of the Executive Board.
2. The Executive Board shall be held as needed at a time agreed upon by the members of the Executive Board.

### **Section B: Order of Business**

1. Call to Order
2. Roll Call
3. Officer Reports
4. Committee Reports
5. Special Reports
6. Old Business
7. New Business
8. Announcements
9. Adjournment

### **Section C: Quorum**

1. Will be equal to 2/3 of active Council enrollment.

## **Article XII – Attendance and Accountability**

### **Section A: Attendance**

1. All elected members of the RCC are required to attend or send a proxy to all meetings.
2. All elected members of the RCC are permitted to send a proxy to no more than two meetings.
3. After missing two meetings, an email will be sent to the member warning them of their absences; after three absences, an email will be sent to the member informing them to meet with RCC President and/or College Head to discuss commitment.

## **Section B: Accountability**

1. All elected members of the RCC are expected to abide by their responsibilities and qualifications as set forth in Article V.
2. All members are encouraged to serve on at least two committees each semester.
  - i. The committee chair is responsible for the delegation of tasks within the committee.
    - a. Fulfillment of committee duties is determined by the discretion of the committee chair.
    - b. Failure to comply with the committee chair's delegated tasks will result in the removal of the member from the committee,
3. Members who do not abide by these accountability rules will be required to meet with the President and may also be subject to impeachment and removal.

## **Article XIII – Parliamentary Procedure**

1. All RCC meetings and procedures will defer to Robert's Rules of Order.

## **Article XIV – Constitution Interpretation**

1. All questions concerning the interpretation of the Constitution shall be presented to the Executive Board and the College Head for clarification.

## **Article XV – Amendment Process**

1. Three copies of a proposed amendment shall be submitted to the Executive Board before any official action by the Council can be taken.
2. The Council will discuss the proposed amendment one week prior to official action.
3. The amendment will be voted on under Old Business and must pass with a  $\frac{2}{3}$  vote.
4. The Secretary will post the new amendment in the College and the Webmaster will post new amendment on the website within twelve hours of passing.

## **Article XVI – Ratification**

1. The ratification of the Lee Clark College Constitution shall take effect following a simple majority vote of the Lee Clark College Residential College Council voting members.
2. Notice of the vote to ratify and a copy of the proposed Constitution will be posted in the College and on the web site for one full week prior to voting.