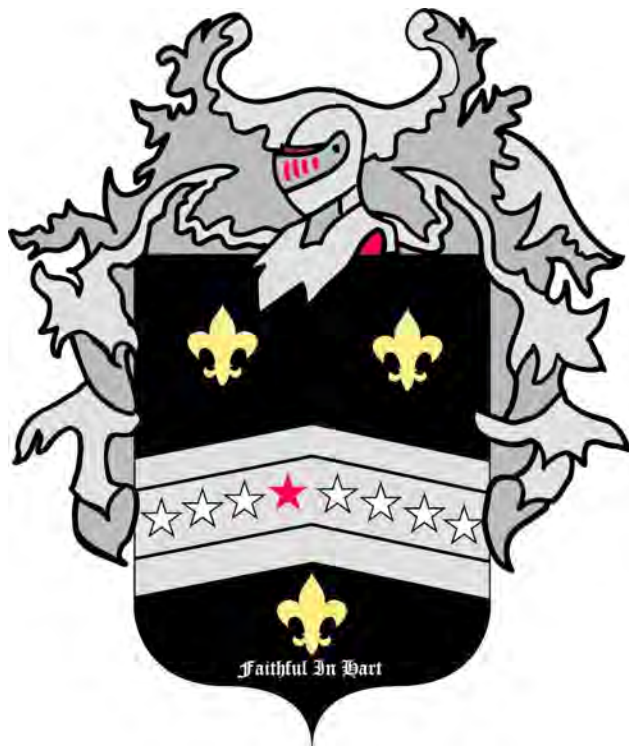


# George S. Hart Residential College Council



## Constitution

Last Edited:  
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Constitution of George S. Hart  
Residential College Council  
of Murray State University

PREAMBLE

We, the members of the George S. Hart Residential College Council of Murray State University, in order to establish a system of orderly and effective means for the expression of student initiative, through a well defined organization, that promotes an atmosphere that is conducive to a rich and healthy social and academic environment for the members of Hart College, and to function in accord with the established principles of the University, do ordain and establish this Constitution for the George S. Hart Residential College Council of Murray State University.

MISSION STATEMENT

The George S. Hart Residential College Council is the voice of Hart College. Through this governing body, a community has been formed.

Our mission is to provide meaningful experiences for Hart College members to develop emotional, intellectual, and social skills to enhance their college experience. Through this, Hart College members will make long lasting friendships and become well-rounded individuals. Hart College strives to create a community within our building that has a foundation of strong, creative, and energetic student leaders. As the governing body over Hart College, it is of the utmost importance that we connect residents through both community-based and philanthropic seminars, programs, and informational meetings.

NON-DISCRIMINATION STATEMENT

Section I

Murray State University offers equal education and employment opportunities to all persons without regard to sex, race, religion, color, sexual orientation, or current federal and state regulations subject to reasonable standards of admission and employment.

Section II

Under the provisions of Title IX of the Educational Amendments Act of 1972, RCC does not discriminate on the basis of sex, creed, color, or national origin in its education programs or activities with respect to admissions or employment.

Section III

RCC does not discriminate on the basis of sexual orientation, disability, race, gender, or age in its educational programs or activities with respect to admission or employment.

#### Section IV

All inquiries concerning discrimination by the RCC organization should be directed to the College Head.

### ARTICLE I - DEFINITION OF ORGANIZATION

#### Section I

The official name of the organization shall be the George S. Hart Residential College Council, hereunto referred to as RCC.

#### Section II

The Hart College crest has three fleur de lis which represent hope, effort, and achievement. It has a red star which represents Hart among the eight residential colleges. The Hart motto, "Faithful in Hart," encourages members to make a commitment to the Hart community and a general sense of integrity in our lives. The Hart College colors are red, black, yellow, and gray, and the mascot is the Raven. Hart's philanthropy organization is Lotus.

### ARTICLE II - MEMBERSHIP

#### Section I

The RCC shall consist of the Hart College Executive Team (as defined in Article III), the Hart College Residential Team, the Hart College Representative Team, the Hart College Athletic Directors, Hart College Honorary Members, and Hart College Committee members.

#### Section II

To be eligible for membership in the RCC, one must be:

1. A member of Hart College,
2. A full-time undergraduate or graduate student of Murray State University, and
3. Have a minimum of a 2.0 grade point average.

#### Section III

To maintain membership in the RCC, one must not accumulate more than three unexcused absences. To receive an excused absence, one must contact the president with the reason for the absence. In absence, one must provide a report for the meetings and contact the secretary for an update from the RCC meeting.

Attendance will be taken at each meeting and tardiness will be noted.

#### Section IV

Any member of the RCC may be recalled and dismissed from their duties by a 2/3 majority vote of the RCC or by a petition signed by 55% of the constituency of Hart College for any of the following reasons:

1. Failure to perform duties as stated by the Constitution of the George S. Hart Residential College Council,
2. Failure to perform duties that are assigned by the faculty head,
3. Failure to perform duties that are assigned during meetings of the RCC or executive team, or
4. Prior commitment to other organization(s) conflicts with adequately performing official duties of the RCC.

Immediate removal of RCC members from their position will occur if evidence is found that the member was involved in the possession or use of an illegal substance. RCC members may be dismissed from their position if alcohol is a continuous problem, which will be handled on a case-by-case basis by the College Head.

#### Section V

All Executive Team members and Athletic Directors shall begin their terms at the conclusion of the final RCC meeting of the Spring semester. Their terms shall then end at the conclusion of the final RCC meeting of the Spring semester of the following academic year.

All members of the Hart Representative Team shall begin and end their term dependent on their outside organization. RCC will adhere to the terms of each organization.

Honorary Members will be appointed by the president and their term will start immediately after appointment and will conclude at the end of the following Spring semester, unless another end date is mutually agreed upon.

#### Section VI

Members of the executive team may only serve under one role during their time on the team. An executive team member may not serve as another executive team member's assistant during their time on the executive team.

## Section VII

All members of the RCC, save the chair of the meeting, shall have one vote in all decisions made by the council. The chair will only vote in the case of a tie.

## ARTICLE III - EXECUTIVE TEAM

### Section I

The RCC Executive Team shall consist of the President, Vice President, Secretary, College Head Assistant/Treasurer, Social Media Officer, Fundraising Officer, Philanthropy Officer, and Member-at-Large.

### Section II

All executive offices of the RCC, save for the College Head Assistant/Treasurer, shall be filled by an election. The persons voting in this election shall be all the members of George S. Hart Residential College.

Elections shall adhere to the guidelines that are outlined in the bylaws.

### Section III

The President of the RCC shall be the Chief Executive Officer of the RCC. The President shall perform the following duties:

1. Register the organization with the Center for Student Involvement Office at the beginning of each academic year.
2. Make sure that amendment suggestions are addressed in a timely manner as well as adding passed amendments to the constitution and bylaws.
3. Attend all RCC and Executive Team meetings for the duration of the meeting.
4. Serve as a chairperson of general body and executive team meetings.
5. Convene the general body and executive team meetings into session.
6. Appoint all regular committee chairpersons of the RCC.
7. Oversee the formatting and progress of all committees.
8. Endorse all expenditures of the RCC in absence of the Treasurer.

9. Maintain files that shall remain in the RCC office or an online folder, containing the following information: attendance and minutes for all general body, executive team, and committee meetings.
10. Set the agenda for all general body and executive team meetings.
11. Have one-on-ones with each RCC member at the beginning of the academic year to ensure each member's understanding of their position and responsibilities.
12. Oversee that all functions of the RCC are executed as described in this constitution during their term.

#### Section IV

In the event that the president becomes temporarily unable to perform the duties of the office, the vice president shall assume the responsibilities and powers of the Office of President until they are able to resume the duties of office. During this time, the responsibilities of the Vice President may be temporarily distributed among the other members of the executive team.

If the office of president should be vacated for any reason, the vice president of the RCC shall immediately, without obstruction from any member of the RCC, become president of the RCC with all the powers and responsibilities of the office. The new president shall serve the full unexpired term of the immediate past president.

#### Section V

The vice president shall perform the following duties:

1. Attend all RCC and Executive Team meetings for the duration of the meeting.
2. Plan, organize and, and execute programs for the RCC throughout their term.
3. Serve as the liaison between the student and faculty members of Hart College.
4. Oversee that all functions of the RCC are executed as described in this constitution during their term.

#### Section VI

The secretary of the RCC shall perform the following duties:

1. Attend all RCC and Executive Team meetings for the duration of the meeting.
2. Take minutes at all RCC and Executive Team meetings.
3. File minutes in the RCC office or online folder.
4. Take attendance at RCC and Executive Team meetings.
5. Throughout each semester collect all of Hart's historical records and documents including but not limited to the HartBeat Newsletter, all minutes from meetings,

pictures, flyers, and graphics. At the end of the semester compile these documents into a scrapbook, binder, or online folder.

## Section VII

The college head assistant/treasurer of the RCC shall perform the following duties:

1. Attend all RCC and Executive Team meetings for the duration of the meeting.
2. Be responsible for the account and disbursement of all fundraising monies of the RCC.
3. File all financial information in the RCC office.

## Section VIII

The member-at-large of the RCC shall perform the following duties:

1. Attend all RCC and Executive Team meetings for the duration of the meeting.
2. Represent the interest of all members of Hart College.
3. Plan, organize, and carry out elections for Executive Team Member positions.
4. Oversee the Representative Team (as defined in Article VI).

## Section IX

The social media officer of the RCC shall perform the following duties:

1. Attend all RCC and Executive Team meetings for the duration of the meeting.
2. Run the Hart College Instagram and Twitter pages.
3. Promote programs, fundraisers, philanthropy, and involvement within the Hart community.
4. Take pictures at programs and other Hart events.

## Section X

The philanthropy officer of the RCC shall perform the following duties:

1. Attend all RCC and Executive Team meetings for the duration of the meeting.
2. Plan, organize, and execute philanthropy events.
  - a. This includes appreciation weeks/days, including but not limited to RA appreciation, RD appreciation, and College Head appreciation.
  - b. This also includes finding and promoting community service events and donation drives that are happening on Murray State's campus.
3. Keep ties with the nonprofit organization that Hart supports. Host at least one program per semester to raise funds or awareness for the organization.



## Section XI

The fundraising officer of the RCC shall perform the following duties:

1. Attend all RCC and Executive Team meetings for the duration of the meeting.
2. Plan, organize, and execute fundraising events.
3. Work with the treasurer to raise funds for various Hart activities or needs.
4. Have at least one event per semester (outside of rebate nights) to raise funds for Hart.

## Section XII

If the office of the vice president, secretary, social media officer, fundraising officer, philanthropy officer, or member-at-large is vacated for any reason, a special election shall be held in a timely manner to fill the vacancy.

## Section XIII

The Executive Order of the RCC, for purposes of presiding over meetings of the RCC or any of its constituent parts, shall be as follows: president, vice president, secretary, treasurer, member-at-large, social media officer, philanthropy officer, fundraising officer.

## Section XIV

Each Executive Team Member has the option to have an assistant during their term to assist them with their duties. The duties for each assistant depends on the Executive Team Member, but they should be the first person that the Executive Team Member turns to to complete their tasks/duties. If the Executive Team Member were to create a committee, the assistant (if there is one) would become the co-chair to the committee. Assistants are chosen by the specific Executive Team Member and approved by the president.

Assistants can begin their term whenever an Executive Team Member needs them and their term will end at the end of the Spring semester when the Executive Team Member's term ends, unless they are dismissed before that date or there is another agreed upon end date for their term. This agreement will be between the Executive Team Member and the assistant and approved by the president.

## ARTICLE IV - COLLEGE HEAD

### Section I

The College Head is responsible for the following duties:

1. Serves as advisor to the Residential College Council.
2. Serves as a resource for the Residence Director, Assistant Residence Director, and Resident Advisors.
3. Facilitates planning and development of college programming and activities.
4. Encourages involvement by students, faculty, staff, and alumni.
5. Acts as ombudsperson for students in the residential college.
6. Serves on the Council of College Heads and its subcommittees.
7. Manages residential college budgets.
8. Strives to serve as a role model to members of the residential college.
9. Works with the Office of Student Engagement and Success with retention initiatives.
10. Represents the residential college in commencement, investiture, and other universities ceremonies.
11. Develops a strategy for commuter student identification and involvement with the residential college.
12. Develops an international student strategy for identification and involvement with the residential college.

## ARTICLE V - INTRAMURAL TEAM

### Section I

The Intramural Team is made up of the Athletic Director (AD) for the boys, Athletic Director for the girls, and two optional Assistant Athletic Directors (one for boys and one for girls.)

### Section II

The AD's are chosen and appointed by the College Head. Their duties are as follows:

1. Attend all RCC general body meetings for the duration of the meeting.
2. Promote intramurals in Hart College.
3. Create teams for each intramural sport.
4. Report the status of the teams and games at RCC general body meetings every week.

### Section III

Assistant AD's are chosen by the Athletic Directors and then approved by the College Head. Their duties are given to them by their respective AD.

## ARTICLE VI - REPRESENTATIVE TEAM

### Section I

The Representative Team is made up of Hart College students to represent Hart College for other organizations. These representatives are to be involved in the outside organization the same amount they are involved in RCC. The Representative Team consists of Hart Student Government Association Senators (up to 2), Residential College Association Representatives (up to 2), National Residence Hall Honorary Representatives, Dining Committee Members, and Diversity Committee Members.

### Section II

The representatives of the RCC shall perform the following duties:

1. Attend all meetings of the outside organization where they are representing Hart College.
2. Represent the interests of Hart RCC.
3. Attend all RCC general body meetings for the duration of the meeting.
4. Report to the RCC any pertinent information concerning the outside organization.
5. Report to the outside organization any pertinent information concerning Hart RCC.
6. Advertise any activities the organization is doing within Hart College.
7. Perform any duties required by the outside organization.

### Section III

The representatives may not:

1. Involve Hart College or any of its members in any outside organization activity or program without consent of the RCC at a regularly scheduled general body meeting.
2. Agree to the allocation of funds to an outside organization without the consent of the RCC at a regularly scheduled general body meeting.

## ARTICLE VII - HONORARY MEMBERS

### Section I

Honorary Members are members of the RCC that are job specific positions to assist RCC in various ways. Current positions include Horticulturist. Honorary Members can be added, and taken away, as the needs of the organization change and develop over time.

## Section II

The Horticulturist's duties include:

1. Being responsible for the overall upkeep of the plants including but not limited to watering, repotting, and organizing the plants.
2. Contacting the College Head if there are any problems with the plants.

## ARTICLE VIII - COMMITTEES

### Section I

Committees will be created under three different branches which are Standing Committees, Special Committees, and Executive Committees. Committee chairs will be appointed by the president and will also report to the president. All committee chairs will meet with the president regularly for an update, the frequency of these meetings will be mutually determined by the president and committee chair.

The committee chair will be responsible for creating a Committee Document that outlines the duties, responsibilities, and expectations for the committee members.

### Section II

Standing committees are permanent committees that must be upheld throughout the academic year. They serve a constant purpose and role within the RCC. The current standing committees are the Decoration Committee and Newsletter Committee.

Every standing committee must hold regular meetings, the frequency to be determined by the necessity to meet which will be established by the committee chair.

### Section III

Special committees are temporary, specific event driven committees that are created throughout the academic year. They serve a specific purpose for the RCC. Special committees include but are not limited to Academic Team, Homecoming Committee, All Campus Sing Committee, and Party Harty Committee.

Special committees are created when there is a special, temporary project within the RCC. Once the committee chair is appointed, the committee may start meeting regularly for the committee's set timespan.

#### Section IV

Executive committees are an option for each Executive Team Member. They can be created by the Executive Team Member at any time of the year for a specific reason. These committees will have a specific purpose and duties that will be determined by the Executive Team Member that will serve as the Chairperson for their committee. These committees include:

1. Vice president: Program committee
2. Secretary: Historical committee
3. Treasurer: Research committee
4. Member-at-Large: Delegate committee
  - a. This will consist of delegates from Hart College that represent freshman, international, and commuter students.
5. Social media officer: Ad/Marketing committee
6. Philanthropy officer: Philanthropy committee
7. Fundraising officer: Fundraising committee

### ARTICLE IX - RESIDENTIAL TEAM

#### Section I

The Residential Team consists of Hart College's Resident Director (RD), Hart College's Assistant Resident Director (ARD), and 12 Hart College Resident Advisors (RAs). The Residential Team and RCC are to work together to create a positive community within Hart College.

### ARTICLE X - ELECTIONS

#### Section I

Elections will adhere to the rules and procedures outlined in the Bylaws.

### ARTICLE XI - MEETINGS

#### Section I

Meetings of the RCC will be held on a regular basis and as described in the Bylaws.

## Section II

Hart RCC shall adopt a modified version of procedure contained in Robert's Rules of Order, which will be called Hart's Rules of Order.

## ARTICLE XII - FUNDS

### Section I

The allocation and use of funds will adhere to the rules and procedures outlined in the Bylaws.

## ARTICLE XIII - AMENDMENTS

### Section I

This Constitution may be amended by a 3/4 vote of the RCC. The effects to this constitution by any amendments that pass a vote shall be realized immediately.

### Section II

The Bylaws may be amended by a simple majority vote of the RCC. The effects to the bylaws and any amendments that pass a vote shall be realized immediately.

### Section III

Any amendments to the Constitution or Bylaws will be added by the President. Amendments can be proposed by anyone either at a meeting or by directly contacting the President. It will be the President's responsibility to make sure the amendment suggestion is addressed in a timely manner. The amendment will then be reviewed by the Executive Team, and then once finalized will be voted on by the RCC for final approval. If the amendment fails to get enough votes, it may be modified and reviewed again, and then voted on again or it may be dismissed.

## ARTICLE XIV - RATIFICATION

### Section I

This Constitution must be reviewed by the RCC at a regularly scheduled meeting at

one of the first three meetings of each semester.

## Section II

The ratification of this Constitution at the beginning of each academic year by a majority of the participants of vote shall be sufficient for the establishment of this Constitution and the provisions herein.

### ARTICLE XV - STATEMENT OF RATIFICATION

I, as the College Head, am a witness of the ratification of this constitution and have verified and ensured that a fair process has taken place.

College Head: \_\_\_\_\_

Date: \_\_\_\_\_

I, as the President, am a witness of the ratification of this constitution and have verified and ensured that a fair process has taken place.

President: \_\_\_\_\_

Date: \_\_\_\_\_