

Bylaws of the Hendrix College Council on Residence Life

Article I. Name

The organization shall be called “The Hendrix College Council on Residence Life” hereafter transposable with “CRL” or “the Council.”

Article II. Purpose/Object

The purpose of the Hendrix College Council on Residence Life is to enhance the residence life experience for the students of Hendrix College. CRL serves to meet the following objectives:

- To ensure and foster positive community relations among the residents of Hendrix College and specifically address concerns of social life and diversity;
- To encourage effective residence life policies and to work with the Office of Residence Life to gauge student opinion and to research and develop solutions to problems that may arise;
- To consistently work to improve communication and cooperation among the various living units;
- To ensure fair and consistent hall council elections and an effective transition from year to year;
- To advise the Student Senate on all residence life matters; and,
- To address any other residence life concerns that are of importance to the students of Hendrix College.

Article III. Membership

A. *Members*

CRL shall consist of sixteen (16) regularly voting members from the Hendrix College Student Association as well as additional non-voting advisors. These members are:

- **Hall Presidents (7):** The President of each Hall Council elected by the respective residents of that living unit.
- **Hall Representatives (7):** One representative from each residence hall that is elected by the respective residents of that living unit.
- **Appointed Representatives (2):** The CRL Chair shall nominate and the Council shall approve a representative that resides in the Hendrix-owned Apartments and one representative that resides off campus.

- **Non-voting Representatives (2):** Non-voting representatives include one representative from Social Committee and Multicultural Development Committee selected by the respective organizations. The Council may add additional non-voting representatives it deems necessary.
- **Advisors:** Non-voting advisors include one representative from the Office of Residence Life and Physical Plant. The Council may add additional non-voting advisors it deems necessary.

B. Officers

CRL shall consist of four (4) officers, who shall compose an executive committee, to work to establish goals for the Council and ensure that its chartered objectives are continually being addressed. CRL officers are:

- **Chair:** The Chair shall be nominated by the President of the Hendrix College Student Senate and then approved by the Senate. The Chair shall serve as Chair of the CRL Executive Committee and as the presiding officer for all CRL meetings. The Chair shall also serve as the liaison to the Office of Residence Life and shall appoint CRL members to officer positions in the event no member runs or is elected. The Chair shall report to the Student Senate at each of its regularly scheduled meetings.
- **Vice-Chair:** The Vice-Chair shall be elected by the members of the Council at its first regularly scheduled meeting. The Vice-Chair shall serve as Chair of the Committee on Operations and act as presiding officer in the absence of the Chair.
- **Secretary:** The Secretary shall be elected by the members of the Council at its first regularly scheduled meeting. The Secretary shall record minutes, keep a record of attendance, prepare an agenda for each meeting, and publicize meetings and events as directed by the Council. The Secretary shall also serve as chair of the Committee on Activities and Relations.
- **Treasurer:** The Treasurer shall be elected by the members of the Council at its first regularly scheduled meeting. The Treasurer shall maintain and make available a budget for the Council, report its status at each regularly scheduled meeting, and oversee the appropriate distribution of funds as directed by the Council. The Treasurer shall serve as chair of the Finance Committee.

C. Attendance

1. **Hall Presidents:** CRL members and officers are encouraged to attend every regularly scheduled meeting and every committee meeting. Because hall presidents are elected by their residents to serve a primary purpose other than CRL membership, the Council cannot remove hall presidents from their membership. It can, however, notify hall councils of missed absences through letters of reprimand.
2. **Hall Representatives:** Because CRL hall representatives are elected for the primary purpose of CRL membership, the Council reserves the right to remove a hall representative from his/her position on the grounds of inadequate attendance or actions that are inconsistent with CRL's objectives. Attendance shall be recorded on a point system that shall operate in the following manner:

- **Excused Absences:** An excused absence from either a regularly scheduled meeting or a committee meeting shall require a notice to the Secretary within twenty-four (24) hours before a meeting, unless otherwise granted by a majority of the Executive Committee. For each excused absence over four (4), the member shall receive one (1) point.
- **Unexcused Absences:** A member shall receive one (1) point for each unexcused absence from either a regularly scheduled meeting or a committee meeting.

Any member who accumulates over three (3) points shall be on probation and notified by the Secretary in writing and announced at a regularly scheduled meeting. Any member or officer who accumulates five (5) points shall, upon announcement by the Secretary at a regularly scheduled meeting, be removed from the Council on Residence Life. The respective hall council shall be notified in writing of the probation and the removal of its representative so that the process of selecting another representative can commence.

D. Vacancies

Vacancies that occur for an elected position shall be filled by its respective electorate. Vacancies that occur in appointed positions shall be filled by the appointing power.

E. Removal

- **Chair:** In order to remove the Chair, a petition must be signed by two-thirds of the members of the Council and presented to the Student Senate. A two-thirds majority of the Student Senate in favor of removal is required to remove the Chair. The Vice-Chair shall act as the presiding officer of CRL until a new Chair is nominated by the President and approved by the Senate.
- **Officer/Hall Representative:** In order to remove the Vice-Chair, Secretary, Treasurer, or hall representative for reasons other than poor attendance, a regular voting member must move to do so at a regularly scheduled meeting and the member in question is not required to be present at the time the motion is made or considered; a two-thirds majority of the regularly voting membership of CRL must vote in favor of removal. Upon successful removal of an officer, the Council shall immediately commence with elections for a new officer. Upon successful removal of a representative, the respective hall council shall be immediately notified by the Secretary and encouraged to fill the vacancy as soon as possible.
- **Hall President:** For a hall president to be removed from membership on the Council, a petition must be signed by two-thirds of the voting members of CRL. It will then be passed on to the respective living units' governing council to be addressed by means it deems appropriate.
- **Appointed Representative:** In order to remove an appointed representative, for reasons other than poor attendance, a regular voting member must move to do so at a regularly scheduled meeting and the member in question is not required to be present at the time the motion is made or considered; a two-thirds majority of the regularly voting membership of CRL must vote in favor of removal.

Article IV. Meetings

- A. The Council shall convene on the first and third Wednesday of every month at a predetermined time and location, provided it is not the last week of any semester or during a holiday.

- B. Special meetings may be called by the Chair or upon petition of a majority of the members of the Council. Special meetings require a notice of at least forty-eight (48) hours.
- C. A quorum of the Council is defined as a majority of the regularly voting membership. A two-thirds majority is defined as a two-thirds majority of the regular voting membership of the Council.
- D. The Chair may vote only when his/her vote will affect the outcome of the decision. Officers have the same voting rights and privileges as the other members.
- E. Committee meetings require a notice of at least forty-eight (48) hours.

Article V. Committees

Membership of the committees shall be determined by the Executive Committee, unless otherwise specifically stated. The Council on Residence Life shall be composed of the following four committees:

- **Executive Committee** shall be chaired by the CRL Chair and consist of the Vice-Chair, Secretary, and Treasurer and shall ensure the daily operations of the Council, oversee short and long term planning, and work closely with the Office of Residence Life.
- **Committee on Operations** shall be chaired by the CRL Vice-Chair and consist of two (2) CRL members, the appointed representatives of the Apartments and off campus residents, and the Office of Residence Life and Physical Plant representatives. This committee shall review and recommend changes to the policies of the individual residence halls, hall councils, and those of the Office of Residence Life, including, but not limited to, Visitation, Escort, and Housing Reapplication. This committee shall also serve to recommend to the Council facility improvements and carry out any other duties as directed by the Council.
- **Committee on Activities and Relations** shall be chaired by the CRL Secretary and consist of five (5) CRL members and the Social Committee and Multicultural Development Committee representatives. This committee shall coordinate programming among the halls, organize programming, events, or campus-wide meetings to encourage the attainment of the Council's objectives, oversee all residence hall elections, ensure effective transitions in CRL and hall councils, coordinate publicity, and carry out any other duties as directed by the Council.
- **Finance Committee** shall be chaired by the CRL Treasurer and consist of four (4) CRL members and the CRL Chair, pending that no two committee members reside in the same living unit. This committee shall coordinate efforts with the hall presidents to draft and present a budget to the Council for approval and ultimately to the Student Senate Finance Committee. The Committee shall then serve to distribute funds (allocated from the Student Senate) to the various on-campus living units in accordance with its objectives through an application and interview process determined by the Council. It shall also carry out any other duties as directed by the Council.

Article VI. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order as the Council may adopt.

Article VII. Amendments

Amendments to these Bylaws shall be initiated by a petition submitted by a member of the Council. Each petition for an amendment shall contain the full text of the proposed amendment and shall be signed by at least half of the members of the Council on Residence Life. Petitions for amendments should be filed with the Student Senate Secretary. All amendments to these Bylaws must be approved by a two-thirds majority vote of the Student Senate.

Article VIII. Implementation and Suspension

The Bylaws must be implemented by a two-thirds vote of the Hendrix College Student Senate and the Residence Hall Committee (RHC) and are effective immediately upon implementation unless otherwise specified. The Bylaws may be suspended at any time by a three-fourths majority vote of the regularly voting membership of the Council.

Updated May 1, 2005