

Constitution for the Mississippi Association of Residence Hall Students (MARHS)

Article I. Name

The name of this organization shall be the Mississippi Association of Residence Hall Students, hereafter referred to as MARHS.

Article II. Purpose

The purpose of MARHS shall be:

To provide and encourage programs and networking resources for residence life organizations in the state of Mississippi and to address common issues and concerns,

To develop good student leaders in residence halls,

To represent the institutions in Mississippi at regional and national conferences and serve as a voice for the students at those institutions, and

To coordinate actions designed to improve the overall quality of living on campus in Mississippi's colleges and universities.

Article III. Vision

The Mississippi Association of Residence Hall Students recognizes living on campus as an integral part of the college experience, and therefore strives to be the organization of choice for residence hall leaders in the state of Mississippi by providing comprehensive resources for college and university students seeking to create the ultimate residence hall environment and experience.

Article IV. Non-Discrimination

The Mississippi Association of Residence Hall Students offers equal opportunities to all persons regardless of sex, race, nationality, religion, color, socioeconomic status, sexual orientation, or disability. MARHS strives to create an atmosphere that educates and promotes understanding and value of all its members while promoting the ideals of involved student leadership for all residence hall students in the state of Mississippi.

Article V. Membership

Membership shall consist of all Residence Hall Associations in Mississippi, or the equivalent student body governing campus residence halls.

- A. Student Staff Representatives of the residence halls (normally called the Resident Assistant),
- B. Student Representatives of the student elected organization (e.g. hall councils, RHA, or other similarly functioning body.), and
- C. Any student living within the residence hall system by contract, at a Mississippi institution of higher learning.

Article VI. Qualification for Good Standing with MARHS/Affiliation Dues

- A. The institution must be in good financial standing with MARHS.
- B. Each institution possessing an on campus population of less than 1000 shall pay their affiliation fee of \$15; Institutions with an on campus population of 1000+ shall pay a fee of \$25.
- C. All dues shall be paid by one week prior to the state conference.
- D. Dues for member schools of MARHS shall be used to pay for publication of MARHS material, recognition, and travel for MARHS Officers to the Mississippi Conference, if their home school does not provide transportation.

Article VII. Voting

- A. Each member institution must be in good standing with MARHS (Article V) to exercise its vote,
- B. Each member institution of MARHS shall be allowed one (1) voting delegate, which shall be the NCC from represented institutions, and
- C. In the absence of the NCC, each represented institution may substitute a voting delegate that must be a member of the Residence Hall Association or equivalent body.

Article VIII. Officers of MARHS

All officers of MARHS, except the Conference Chair, will be elected by the NCCs, or the member school's appointed representative, at the annual MARHS conference and shall serve for one fiscal year (from NACURH Conference to NACURH Conference).

The officers shall consist of the Director, Associate Director of Administration, Associate Director of Finance, Associate Director of Communications, Associate Director of Recognition, Conference Chair, and Advisor.

Article IX. Qualifications of Officers

All Officers must meet the following criteria:

1. They must be in good academic standing and in good disciplinary standing as determined by their home institution,
2. All officers of MARHS can hold an elected position within their home campus' Residence Hall Association Executive Board or equivalent governing body; at the time of MARHS election any person holding a position within their campus' Residence Hall Association Executive Board or equivalent governing body , they shall serve until the end of the NACURH conference,
3. They must live in the residence hall system for the full duration of their term of office (exempting summer).

Article X. Vacancies of Officers

Section 1. All vacancies, other than the State Director position, shall be filled by the acting State Director through appointment within thirty (30) business days of the vacancy,

Section 2. Notification:

- A. The SBD shall notify the voting membership of MARHS within ten (10) business days of the date a vacancy occurs,
- B. The SBD shall notify the voting membership of MARHS who was selected to fill the vacancy in writing with ten (10) business days of the appointment.

Section 3. State Director Vacancies:

- A. If the State Director position shall become vacant, the AD of Administration shall assume the State Director position, appoint a new AD of Administration, and any other vacancies,
- B. If the State Director and the AD of Administration positions are vacant at the same time, the AD of Finance shall assume the State Director position; appoint a new AD of Administration, AD of Finance, and any other vacancies,
- C. The trend shall continue through the positions of AD of Communications and AD of Recognition in the event that the State Director, AD of Administration, and AD of Finance positions are vacant at the same time to fulfill the position of State Director,
- D. Only elected officers may fully or temporarily assume the State Director position,
 1. If there are no elected officers to fill or temporarily fill the State Director position, the State Advisor shall appoint a temporary State Director until an emergency election can be held in accordance with the emergency election procedures in the Constitution at the next state business meeting.

Article XI. Descriptions of Officers

Section 1. Duties of the Director:

- A. Chair all meetings of MARHS,
- B. Shall uphold the MARHS Constitution, By-Laws and acts of the MARHS organization,
- C. Shall serve as the liaison between MARHS and other organizations,
- D. Shall appoint ex-officio officers, committee members, or special project coordinators.
- E. To carry out all other executive functions properly as the Chief Executive Officer of MARHS,
- F. To represent MARHS at meetings of SAACURH,
- G. To attend the MARHS and all SAACURH Conferences during their term of office,
- H. To provide all information on bidding and awards to all member schools at least two week prior to the date for the bids,
- I. To serve as a resource for questions about bidding,
- J. Interpret the Constitution, Bylaws, and Policy Book, when necessary and to notify the NCCs over proper media and at the next MARHS business meeting of all interpretive rulings,
- K. To coordinate SBD attendance at the annual MAHO conference,

Section 2. Duties of the Associate Director of Administration:

- A. Serve in place of the Director in the event that they are unable to serve for any reason,
- B. Provide training and tools to educate the Voting Delegates about the proper use of Parliamentary Procedure through a Robert's Rules of Order packet,
- C. To ensure MARHS runs in accordance with Roberts Rules of Order, new edition, to guide the MARHS organization's activities,
- D. Shall maintain all records and historical information of MARHS, and
- E. Assist the Director as needed in the performance of his/her duties.
- F. To make available revised constitution, and other information pertinent to the previous conference within four (4) weeks of any conference,
- G. To keep copies of all winning bids from the prior year,
- H. To type the minutes at MARHS meetings,
- I. Shall maintain conference files and other documents as deemed necessary,

Section 3. Duties of the Associate Director of Finance:

- A. Shall maintain all financial records of MARHS,
- B. Shall submit a financial report of MARHS to the Advisor and the Director each month,
- C. Shall make sure all schools are financially affiliated,
- D. Shall prepare a budget for each fiscal year, and
- E. Shall coordinate all MARHS fundraising activities of MARHS, with the advisor and the conference staff,

- F. To have signature authorization on the MARHS account, along with the State Director,
- G. To work with the conference staff to oversee the overall conference budget and offer suggestions of price lowering,

Section 4. Duties of the Associate Director of Communication:

- A. Shall coordinate the MARHS website, and member resources,
- B. Shall maintain the MARHS ListSERV, including the addition and removal of people,
- C. Shall coordinate all recruitment activities of MARHS,
- D. Shall produce at least two (2) MARHS newsletters per semester, and
- E. Shall maintain member institutions contact information,
- F. To work to achieve a status of complete affiliation (collection of dues, registration form, etc.) of each MARHS member school by the state conference,
- G. To assist the State Director with recruitment of member school(s),
- H. To develop or update a MARHS recruitment tool to be sent out to all schools in the region by the MARHS Conference,
- I. Assist member school with instruction of bid writing,

Section 5. Duties of the Associate Director of Recognition:

- A. Shall coordinate the selection of all MARHS awards that are awarded during the year and at the conference that are not a part of the conference awards,[see by-laws]
- B. Shall act as a liaison between MARHS and chapters, or its equivalent to, of the National Residence Hall Honorary (NRHH) at member institutions in Mississippi, and affiliate if needed,
- C. Shall produce a recognition guide for member schools to be distributed with the affiliation packet,
- D. To represent state NRHH interests,
- E. To promote MARHS through the development of promotional materials, as well as MARHS apparel as deemed appropriate by MARHS,
- F. To be in charge of coordinating motivation and recognition at state meetings and conferences,
- G. To evaluate and determine all Mac's Men of the Month on the state level in conjunction with the MMOM selection committee,
- H. To notify all state Mac's Men of the Month winners within ten (10) days of selection,

Section 6. Duties of the Conference Chair:

- A. Shall organize all MARHS conference activities hosted by their institution,
- B. Shall give a written and oral report on the conference at MARHS meetings,
- C. Shall communicate with all MARHS member institutions about the annual conference,

Section 7. Duties of the State Advisor:

- A. Shall be a full-time professional staff member within the student affairs department or the equivalent at a Mississippi institution of higher learning,
- B. Shall advise and support the officers and members of MARHS,
- C. Shall serve for a period of 2 years,
- D. To see that MARHS policies are carried out,
- E. To ensure, along with the State Officers, the smooth functioning of MARHS,
- F. To ensure that all State Officers are in good standing with their institution, as defined above. If an officer is not in good standing, the State Advisor is to contact the affected officer and inform them of such. If at the end of the next semester/quarter, the affected officer has not made the necessary corrections and/or improvements, the State Advisor is to contact the State Director, and at such time the affected officer will be removed from office immediately. These events may be cause for a removal hearing, a vote of the NCCs, or any other impeachment process. In the event of extenuating circumstances the officer in question may ask for a hearing before being removed from office,

Section 8. Duties of the State Advisor-Elect:

- A. Shall be a full-time professional staff member within the student affairs department or the equivalent at a Mississippi institution of higher learning,
- B. Shall be elected during the state advisor's second year of their respected term, even numbered years, at the annual MARHS conference,
- C. Shall shadow the State Advisor and assist with the transitioning of officers during the advisor's second year of their term.

Section 9. Past Director

- A. To act as a resource to the current Director.
- B. To remain on the SBD listserv in order to remain accessible throughout the course of the year.

Section 10. State Board of Directors:

- A. Shall receive no salary or compensation inconsistent with the nonprofit corporation status of NACURH.
- B. In the event that the SEC of SAACURH approves legislation that is in direct conflict to the policies listed in the MARHS Policy Book, the SBD shall have the authority to revise the MARHS Policy Book as necessary to adhere to the Regional Policy Book. The SBD shall then notify MARHS of all relevant changes

Article XII. State Conference

The state conference shall be held each year between the first of January and the SAACURH No-Frills Conference.

- A. The annual conference shall be hosted by a member institution of the MARHS,
- B. Member schools interested in hosting the state conference, shall present their request (bid) to host at the annual MARHS conference,
- C. The host institution must notify all members of MARHS with information on the conference (dates, costs, etc.) no later than the state meeting at the SAACURH conference,
- D. The conference staff is responsible for all conference activities with the exception of the business meetings of MARHS State Board of Directors. The host institution must submit a conference budget to the MARHS State Board of Directors along with any proposed changes to be voted on in state meeting at the SAACURH conference, and
- E. The chair of the State Conference is selected by the host institution and shall serve as a member of the MARHS State Board of Directors.

Article XIII. MARHS Summer Summit

The state Summer Summit Conference shall be held each year between the NACURH Conference and July 31st.

- A. This conference shall be hosted by the same school hosting the MARHS conference of the following calendar year,
- B. Information pertaining to plans for Summer Summit shall be included in the bid to host the annual MARHS conference
- C. The host institution shall coordinate the distribution of information concerning the conference (including dates, costs, etc.) with the MARHS Director and Advisor,
- D. The conference staff is responsible for all conference activities with the exception of the business meetings of MARHS State Board of Directors. The host institution must submit a conference budget to the MARHS State Board of Directors along with any proposed changes to be voted on by the State Board of Directors no later than a month before the conference,
- E. The chair of the Summer Summit shall be the same chair for the annual conference.

Article XIV. Removal of Officers

Section 1. MARHS officers may be removed for the following reasons:

- A. Failure to maintain qualifications and duties listed in Article VII and VIII,
- B. Violating the constitutions of MARHS, or
- C. Major violation of the policies set forth at the officers home institution,
- D. Usage, abuse, or possession of illegal or controlled substances at any activity or conference related to MARHS, SAACURH, NACURH, or any RHA related function,

Section 2. Procedures for Removal.

A. A formal proposal of impeachment (FPI) must be presented to all members of the Elected Board,

Section 3. Formal Proposal of Impeachment

- A. A formal proposal of impeachment must contain a statement of the grounds for the action to remove the officer,
B. Any representative of a member institution has the right to bring charges on any member they deem are failing to uphold the qualifications and duties of their office,

Section 4. Any NCC may initiate removal proceedings against any MARHS Officer by obtaining the support of at least one-third (1/3) of the MARHS member schools on a written petition for removal. The charges against the officer will be stated on the petition. The removal hearing will be held no less than three (3) weeks after receipt of the petition. The procedure will be predetermined by the Elected board and will be sent out to the NCCs before the hearing. A three-fourths (3/4) majority of all member schools present will be required to remove the officer. The removal will be effective when the official notice is sent.

Article XV. Amendments

1. Any amendments to this constitution must be submitted to all member schools attending the meeting of MARHS at least 4 hours prior to voting.
2. A two-thirds (2/3) vote is required to amend the MARHS constitution.
3. Proposed amendments may be modified at the MARHS conference without violating Article V.
4. Any member of the MARHS may propose an amendment to this constitution.

Article XVI. Ratification

This MARHS constitution shall become binding upon approval of 2/3 of the MARHS membership present.

Last Date of Revision: March 17, 2010