

**Inter-Residence Council Constitution**  
***-Last Approved October 22, 2019-***



**Mission Statement**

The Inter-Residence Council serves to empower residential leaders to build inspiring communities.

**Motto**

Live Close. Go Far.

**Statement of Non-Discrimination**

Discrimination based upon race, color, religion, creed, sex, gender, national origin, age, disability, veteran status, or sexual orientation is in violation of federal and state law and NC State University policy, and will not be tolerated.

**Part I: Name and Membership**

**Chapter 1: Name**

The name of the organization shall be the Inter-Residence Council of North Carolina State University, hereafter referred to as IRC.

**Chapter 2: Membership**

All students living in the residence Hall/Areas, including Wolf Village and Wolf Ridge, of North Carolina State University shall be members of IRC.

**Part II: Government**

**Chapter 1: The Inter-Residence Council**

IRC is a community development organization that serves to enrich the on campus living experience and represent the residential body at NC State. As the governing body of the residence Hall/Areas and association of the seventeen Residence Hall/Area Councils, IRC works to design residential resources, advise community leaders, coordinate campus traditions, and appropriate resident fees. IRC performs its duties through two separate branches: executive and legislative.

**Article I: The Executive Board**

The IRC Executive Board shall be composed of, in gavel order, the President, Vice President of

Business and Finance, Vice President of National Communications Coordination, Vice President of Community Affairs, Vice President of Programming, and the Vice President of Media and Marketing.

**Section 1: Qualifications of the Executive Board** The Executive Board shall:

- A. maintain no less than a 2.80 cumulative and 2.80 semester Grade Point Average (GPA) based on a 4.0 scale at the time of elections and through their term;
  - a. Grade exclusions will not be considered as part of the GPA calculations.
- B. be a resident of a North Carolina State University residence Hall/Area;
- C. be in at least their third consecutive semester of living on campus at the start of their term, this may include up to one semester of study abroad or co-op, excluding first year students;
- D. not hold additional paid positions through the University or be an NRHH executive board member.
  - a. Examples of qualified persons: A second-year student who studied abroad fall or spring (election) semester. A current second-year student who studied abroad in their 2<sup>nd</sup> semester as a first-year student. All rankings are based on school years, not hours completed.

**Section 2: Powers of the Executive Board**

Each of the IRC Executive Board members shall have a voice. In the event of a tie vote, it will be the responsibility of the President to break the tie. Additionally, the IRC Executive Board shall serve as an investigative body if a letter of accusation is written to them requesting the impeachment of an IRC member. IRC Executive Board shall also have the ability to create and dissolve Ad Hoc committees and Directorships relevant to their role.

**Section 3: Duties of the Executive Board** The Executive Board shall:

- A. attend weekly Executive Board meetings;
- B. to hold standing office hours;
- C. meet at least bi-weekly with the IRC Advisor and IRC President;
- D. attend fall and spring Executive Board Training and Retreats;
- E. coordinate IRC and Hall/Area Council Training each semester;
- F. transition of any new appointments or elections;
- G. prepare a final written report at the end of their respective term;
- H. assist in the transitioning of the newly elected officers;
- I. clean and upkeep the office, as specified by the President and IRC Adviser, and in partnership with National Residence Hall Honorary (NRHH);
- J. act in the best interest of IRC.

**Part One: Duties of the President** The President shall:

- A. preside over all IRC General Assembly and Executive Board Meetings;
- B. see that all IRC elections and appointments are conducted properly in accordance with the Constitution and the By-Laws thereto;
- C. represent IRC before any organization;

- D. appoint any vacant IRC elected position and/or IRC Liaison when applicable or delegate all duties of the vacant position
- E. coordinate the IRC Executive Board Training and the IRC General Assembly fall and spring retreats in collaboration with the IRC Advisor;
- F. interpret the Constitution and By-laws thereto;
- G. facilitate the President's Roundtable, outlined in Part II, Chapter II, Article I of the By-Laws to the Constitution.

**Part Two: Duties of the Vice President of Programming** The Vice President of Programming shall:

- A. be responsible for all programming efforts made by IRC;
- B. act as the liaison to other student organizations for planning committees of major campus events;
- C. collaborate with the VP of Media and Marketing to ensure adequate publicity for all programs;
- D. train and provide any extra resources for Hall/Area Councils in regard to programming;
- E. coordinate all IRC rentals and shall keep an inventory list of all supplies.

**Part Three: Duties of the Vice President of Community Affairs** The Vice President of Community Affairs shall:

- A. serve as the primary source of communication between Hall/Area Councils and IRC;
- B. assist Hall/Area Councils;
- C. provide necessary resource information as needed for Hall/Area Councils;
- D. be responsible for planning the Fall and Spring Hall/Area Council; Trainings, leadership development training for members at least twice a semester;
- E. coordinating semesterly outreach activities with Hall/Area Councils;
- F. be responsible for finding and executing a process that ensures all councils have representation from an Executive Board member at least twice a semester;
- G. ensure that no Hall/Area Council Constitution conflicts with the IRC Constitution;
- H. conduct mid and end-of-year semester assessment for the organization and additional assessments of its activities throughout the semester;
- I. manage the Community Cup, update councils on their progress;
- J. ensure all public information is up to date and shall work with the VP of Media and Marketing to ensure proper publicity and record keeping of Community Cup;
- K. create and refine membership development strategies and work on Leadership Development/Diversity & Inclusion Projects.

**Part Four: Duties of the Vice President of Business and Finance** The Vice President of Business and Finance Shall:

- A. be responsible for all records of funds, revenue, and expenditures from the

- IRC accounts in accordance with the IRC Advisor.
- B. report on the state of the treasury as necessary
  - C. prepare and propose the budget for the following fiscal year
  - D. serve as a liaison between IRC and all companies contracted by IRC
  - E. plan, execute, and record the results of IRC fundraisers, reserving all revenue for future use of IRC
  - F. deliver a report to the IRC General Assembly once per semester detailing the revenue collected since the last report
  - G. conduct financial assessment for the organization and its activities, through coordination with the other Executive Board members
  - H. advise the Programming Allocations Committee outlined in Part II, Chapter 1, Article II, Section 3 of the ByLaws.

**Part Five: Duties of the Vice President of Media and Marketing** The Vice President of Media and Marketing shall:

- A. be responsible for the media and marketing for IRC as a whole, including creating and distributing all publicity for IRC events and posting events to pertinent University calendars;
- B. maintain the IRC website;
- C. maintain and grow IRC's social media presence;
- D. serve as the IRC Historian;
- E. be responsible for the annual IRC yearbook and chairing the Paw Print Committee.

**Part Six: Duties of the Vice President of National Communications Coordination**

The Vice President of National Communications Coordination shall:

- A. serve as IRC's official liaison and National Communications Coordinator to the following organizations:
  - a. North Carolina Association of Residence Halls (NCARH),
  - b. the South Atlantic Affiliate of College and University Residence Halls (SAACURH), and
  - c. the National Association of College and University Residence Halls (NACURH)
- B. attend any of the respective conference meetings;
- C. select, prepare, and train IRC delegations;
- D. coordinate, order, and submit materials from the NACURH Corporate Office (NCO);
- E. shall be responsible for the preparation of written bids for each organization;
- F. serve as Parliamentarian in the weekly IRC General Assembly meetings in accordance with Part I Chapter I Article IV of the By-Laws to the Constitution;
- G. maintains the Constitution and Bylaws of IRC;
- H. take minutes and attendance at all IRC meetings.

#### **Section 4: Adjustment of Executive Board Compensation**

Executive Board compensation shall be reviewed annually in order that it may be adjusted for inflation and other measures by a percentage not more than the annual change in IRC's allocation. All changes in the Executive Board's compensation shall not take effect until the following school year.

#### **Section 5: Summer Executive Board**

It shall be the duty of the summer executive board (SEB) to assume all duties as assigned by the Advisor of IRC. Their terms begin immediately after the spring semester ends and their terms end immediately before the fall semester begins.

##### **Part 1: Positions**

The final number of SEB positions shall be determined by the IRC Advisor in accordance with the workload available.

##### **Part 2: Compensation**

The SEB is to be compensated with a monetary stipend that will be determined by the Advisor of IRC and University Housing.

##### **Part 3: Selection and Eligibility**

The IRC Advisor will be responsible for the selection of the SEB. The Advisor will devise an application procedure after all Executive Board elections are completed for the next year in the spring semester.

#### **Article II: Hall/Area Representatives**

The Residence Hall/Area Representatives are elected in accordance with Part III Chapter 2.

##### **Section 1: Powers of the Hall/Area Representatives**

The powers of the Hall/Area representatives are defined in Article III Section 1.

##### **Section 2: Duties of the Hall/Area Representatives**

It shall be the duty of Representatives to attend IRC Hall/Area Council Training, to represent their Hall/Area Council at all IRC meetings, to inform the members of their Hall/Area Council about the activities of IRC, to attend their Hall/Area Council Meetings, and to present challenges on behalf of their residents, and to facilitate any collaboration between Hall/Area Councils.

#### **Article III: General Assembly**

The IRC Executive Board, a Representative from residence Hall/Area Councils for each Hall/Area Council, and all IRC Liaisons shall comprise the IRC General Assembly. Only the representatives from the residence Halls/Area Councils shall have a vote in IRC, and not more than one vote. In the event of a successful tie vote, the President will be responsible for breaking the tie.

##### **Section 1: Powers of the General Assembly**

The General Assembly is the official voice of IRC. The General Assembly shall have the

power to advise University Housing and the University Community on policies affecting the residents.

## **Section 2: Duties of the IRC General Assembly**

It shall be the duty of the IRC General Assembly Members to deal with all residential concerns, to attend IRC Events, which include IRC Meetings, IRC Retreats, IRC Programs, and to approve the budget of IRC. The IRC General Assembly Members shall act in the best interest of IRC. The IRC General Assembly Members shall be knowledgeable of the Constitution and By-Laws thereto. Each member of the General Assembly may be required to prepare a final written report for their respective position at the end of their term to be referred to by the future General Assembly.

### **Part One: Duties of the Standing Committee Chairs**

It shall be the duty of IRC Committee Chairs to establish a standing committee meeting time and location, preside over committee meetings, to report to their ex officio executive board Advisor, to attend Committee Meetings, and to serve as the representative to University officials on matters regarding their respective committee issues. Committee Chairs shall keep IRC updated on the progress of their respective IRC Committee by presenting a weekly report during the IRC General Assembly Meetings.

### **Part Two: Duties of the IRC Liaisons**

It shall be the duty of IRC Liaisons to represent their respective organization at all IRC Meetings and to inform their respective organization of the activities of IRC. A detailed list of all IRC Liaisons can be found in Part III, Chapter 1 of the IRC By-Laws.

## **Section 3: Residential Issues**

Any North Carolina State University resident may bring forth any residential issue or concern to the IRC General Assembly.

## **Article IV: IRC Advisor**

### **Section 1: Duties of the IRC Advisor** The IRC Advisor shall:

- A. meet with the IRC Executive Board and serve as a resource to IRC;
- B. be knowledgeable of University Housing policies;
- C. meet with the President weekly and each individual IRC Executive Board Member at least bi-weekly;
- D. coordinate the IRC Executive Board Training and General Assembly Retreats in collaboration with the President;
- E. coordinate Hall/Area Council Training in collaboration with the Vice President of Community Affairs;
- F. maintain records of funds and expenditures from the IRC accounts in accordance with the IRC Vice President of Business and Finance;
- G. be aware of and advise all changes to the Constitution and By-Laws before being presented to the General Assembly.

## **Chapter 2: Residential Councils**

### **Article I: The Residence Hall/Area Councils**

Each residence hall/area shall have a Hall/Area Council, which will constitute its respective government. Any group of residence halls may combine and form a single Area Council, which shall have jurisdiction over their respective area, provided that a majority of the residents of each hall involved agree. The Hall/Area Council shall consist of the Hall/Area Council Officers, committee liaisons and representatives of that hall/area.

### **Article II: Powers of the Hall/Area Councils**

The Hall/Area Council is the voice of the hall/area and shall have one voting representative at IRC. Each Hall/Area Council shall have the power to advise University Housing and university committees on matters specific to their respective hall/area. The Hall/Area Council for each hall/area shall have jurisdiction for that hall/area on any matter, which is not specifically assigned to IRC in the Constitution. Hall/Area Councils shall not formulate policies, which are not in accordance with the Constitution.

### **Article III: Duties of the Hall/Area Councils**

It shall be the duty of each Hall/Area Council to promote any activity, whether social, cultural, educational, or recreational, which will contribute to the improvement of the living conditions of the hall/area, and to provide residents with opportunities, which encourage personal and social development. Hall/Area Councils shall maintain one Representative, or Vice President in their Hall/Area Council, per Council. Each Hall/Area Council shall develop and maintain its own constitution that shall not conflict with any part of the Constitution and they shall provide a copy of their constitution to the IRC Vice President of Community Affairs.

### **Article IV: Hall/Area Council Advisors**

#### **Section 1: Qualifications**

Hall/Area Council Advisors must be a professional staff member of University Housing.

#### **Section 2: Powers of the Hall/Area Council Advisors**

The Hall/Area Council Advisor shall have the power of advisement.

#### **Section 3: Duties of the Hall/Area Council Advisors**

It shall be the duty of the Hall/Area Council Advisor to attend Hall/Area Council events, to attend Hall/Area Council Training and to attend Advisor Roundtable meetings. The Hall/Area Council Advisor shall meet with the IRC Advisor and serve as a resource to the Hall/Area Council. The Hall/Area Council Advisor shall be knowledgeable of University Housing policies.

## **Part III: Elections and Appointments**

### **Chapter 1: IRC Election Procedures**

### **Article I: Qualifications**

Any person elected to the IRC Executive Board must be a resident of a North Carolina State University Residence Hall/Area. All the IRC Executive Board members shall have a 2.80 cumulative and semester Grade Point Average (GPA) based on a 4.0 scale. Nominees for the IRC Executive Board shall be in at least their second consecutive semester on campus. Additionally, no voting members, in any position, shall have a prior history of conviction by the University judicial board.

### **Article II: Applications**

Applications for all of the IRC Executive Board are open to the on-campus residence population. The application and application process will be written and managed by the Advisor of IRC. Applications for the IRC Executive Board will be accepted as early as two weeks, but not later than one week prior to elections.

### **Article III: Elections**

#### **Section 1: Timing of Elections**

Elections for the IRC Executive Board will be completed no later than three weeks prior to the last IRC General Assembly Meeting of the Spring Semester. Any position that is vacant following its election shall be appointed by the President-elect and approved by the General Assembly at any time thereafter. Should there be no President, it shall be the responsibility of the next Executive Board Member-elect in the gavel order to lead the appointment process for the President.

#### **Section 2: Voting**

Quorum must be met at the beginning of every election meeting(s). All Executive Board members shall be elected by a simple majority vote of the General Assembly members present at the election meeting(s). Elections will be conducted via secret ballot in accordance with Robert's Rules concerning Preferential Voting during the aforementioned IRC General Assembly meeting. In the event that no candidate receives a simple majority, a run-off vote shall be held by eliminating the candidate with the fewest amount of votes, and re-distributing their votes to the remaining candidates. Voting in which less than three fourths of the present IRC voting membership casts a vote in the affirmative shall result in the application procedure for the respective position being re-opened.

### **Chapter 2: Hall/Area Council Election Procedures**

Each Hall/Area Council shall determine election procedures for officers of its respective Hall/Area Council. Representatives shall be elected during their respective Hall/Area Council elections. Each Representative shall be a member of their Hall/Area Council's Executive Branch. Election procedures must be incorporated into their respective Hall/Area Council Constitution. These procedures shall not conflict with the guidelines outlined in the IRC Constitution.

### **Chapter 3: IRC Appointment Procedures**



## **Article I: Appointments**

### **Section 1: Timing of Appointments**

Appointments of IRC Committee Chairs and of IRC Liaisons shall occur as needed throughout the year.

### **Section 2: Approving Appointments**

All appointments shall be approved by a simple majority vote of the General Assembly members present at the appointment meeting(s). Voting will be conducted via secret ballot during the aforementioned IRC General Assembly meeting. Voting in which less than three fourths of the present IRC voting membership casts a vote in the affirmative shall result in the application procedure for the respective position being re-opened.

## **Chapter 4: Transition of New Board Members**

### **Article I: Training**

All outgoing Executive Board members of IRC shall meet with the board member-elect of their position prior to the end of their term to provide training for the newly elected board members.

### **Article II: Limitations of Term**

Terms for IRC Executive board begin on the first day of fall Executive board training, or at the time of their appointment, and ends on the Sunday after graduation for the spring semester. The term for the VP-NCC will begin on the first day of fall Executive board training, or at the time of their appointment, and ends at the end of the next NACURH conference. The terms for all other IRC General Assembly members begin at the time of their election or appointment and end at the end of the adjournment of the final General Assembly meeting of the spring semester.

## **Part IV: Dissolution**

In the event of the dissolution of the IRC, all assets will become the property of University Housing.

## **Part V: The IRC Constitution**

### **Chapter 1: Ratification**

This Constitution shall go into effect immediately following approval by a two-thirds majority of the IRC General Assembly members present at the meeting at which the ratification vote is held.

### **Chapter 2: Amendments**

Any amendments to the Constitution must be approved by a two-thirds majority of the IRC General Assembly members present at the meeting at which the vote on the amendment is held.