

Illinois Residence Hall Association
Legislation Proposal Form

Main Motion D: Executive Board Positions

Whereas, Executive board positions and their duties are unbalanced

Whereas, This would ensure balanced positional responsibilities and encourage participation

Therefore, let it be resolved that,

Article IV Duties of All Officers

Section I General Duties

A. All Executive Board Members shall:

- a. Act in the best interests of IRHA as a whole.
- b. Serve as a representative of IRHA at all meetings and other functions.
- c. Attend all IRHA Executive Board Meetings, IRHA Business Meetings and the Annual Conference.
- d. Be responsible for miscellaneous duties as directed by the President.
- e. Respond to e-mails and phone calls within 48 hours during the school year and within 72 hours during weekends and vacations except under extreme circumstances or timely notification/explanation.
- f. Update the ~~Coordinator of IT Services~~ **Public Relations Officer** with new additions/changes to the web page and e-mail addresses.
- g. Submit an article to every issue of the IRHA newsletter.
- h. Be responsible for fully transitioning the incoming executive officers for the individual's respective position.
- i. Serve as an educational resource to all member institutions and NRHH Chapters.
- j. Be a voting member of the Executive Board, excluding the President that only holds a vote in the matter of a tie.
- k. If the President were to be absent from a meeting, or the position to become vacant, the line of succession shall be as follows: President, **Vice President, Secretary, Public Relations Officer.** ~~VPFA, VPRN, CITS, and Resource Consultant.~~
- l. Create and research any resources deemed necessary by the organization**
- m. Establish or extend task forces to maintain IRHA Services**
- n. Perform specific duties as directed by IRHA.**

Section II Positional Duties

A. The President shall:

- a. Be the chief executive officer of the organization and direct its activities throughout the year.
- ~~b. Be the official interpreter of the IRHA Constitution.~~

- c. Preside over all IRHA meetings
 - d. Be responsible for all conference registration of the IRHA Executive Board
 - e. Vote in executive board decisions, only in the case of a tie.
 - f. Perform specific duties as directed by IRHA.
 - g. Appoint non-elected officers and taskforce chairpersons as necessary, including the Parliamentarian and no more than three Resource Consultants.
 - ~~h. Establish or extend taskforces to maintain IRHA services.~~
 - i. Call emergency meetings of the ICCs, NRHH CCs or Executive Board if deemed necessary.
 - j. Delegate tasks and oversee positional duties
 - ~~k. Post the agenda for all business meetings to the ICCs, NRHH CCs and Executive Board at least one week before the scheduled meeting.~~
 - ~~l. Inform the ICCs, NRHH CCs and Executive Board of legislation and letter of intent deadlines.~~
 - ~~m. Compile and update the ICC Handbook.~~
 - n. Recognize up to 4 individuals at the annual conference with a President's Pin.
- ~~B. The Vice President of Finance and Administration shall:~~
- ~~a. Keep and maintain financial records of IRHA, including issuing income and debit statements to member institutions at each IRHA meeting, and submitting monthly income and debit statements to the IRHA Executive Board and Advisor(s).~~
 - ~~b. Direct the expenditures of IRHA, excluding those of the conferences.~~
 - ~~c. Be in charge of writing all changes into the Constitution and Bylaws.~~
 - ~~d. Act as recording secretary at all business meetings.~~
 - ~~e. Supply the updated Constitution and Bylaws to the ICCs, NRHH CCs or Executive Board prior to every business meeting.~~
 - ~~f. Submit a proposed budget for the upcoming year to be approved at the IRHA Annual Conference.~~
 - ~~g. Be responsible for all conference registration of the IRHA Executive Board.~~
 - ~~h. Send out affiliation e-mails on the 1st of September prior to the Semi Annual Business Meeting.~~
 - ~~i. Communicate with institutions that did not re-affiliate by the IRHA Annual Conference to determine why they chose not to affiliate.~~
 - ~~j. Let it be known what institutions are affiliated at the IRHA Annual Conference.~~
 - ~~k. Maintain the following list of documentation in whatever medium deemed appropriate for no less than 4 years:~~
 - ~~i. Monthly Bank Statements~~
 - ~~ii. Annual Income and Expense Reports~~
 - ~~iii. Annual Budgets that are approved by the General Assembly~~
 - ~~iv. Pieces of passed legislation~~
 - ~~v. Lists of affiliated institutions and their forms~~
- C. ~~The Vice President of Recognition and NRHH shall:~~
- ~~a. Communicate with institutions that did not re-affiliate by the IRHA Annual Conference to determine why they chose not to affiliate.~~

- b. Research and contact institutions not affiliated with IRHA to express the benefits of affiliation in order to recruit new member institutions
 - c. Receive all Of the Month nominations from the ICCs and NRHH Chapters by the 10th of each month for the previous month.
 - i. Direct the OTM selection process with the Executive Board.
 - d. Research new ways for recognition and acknowledgment
- D. The Secretary shall:
- a. Be the official interpreter of the IRHA constitution
 - b. Maintain the constitution and bylaws
 - i. Be in charge of writing all changes into the constitution and bylaws
 - ii. Supply the updated constitution and bylaws to the ICCs, NRHH CCs, and Executive Board prior to every business meeting.
 - c. Act as a recording secretary at all business meetings
 - d. Be responsible for all bidding duties such as collecting preliminary and final bids, responding to any bid inquiries, or any other bidding duties deemed necessary by IRHA
 - e. Coordinate and delegate the review of all bids submitted to check for constitutional compliance
- E. The Public Relations Officer shall:
- a. Maintain the IRHA webpage, and post any information deemed important by the organization on the webpage.
 - b. Maintain any other social media networking platforms.
 - c. Post the agenda for all business meetings to the ICCs, NRHH CCs, and Executive Board at least one week before the scheduled meeting.
 - d. Inform the ICCs, NRHH CCs, and Executive Board of legislation and letter of intent deadlines
 - e. Keep the ICCs, NRHH CCs, and Executive Board, and Alumni updated on any changes made to the IRHA webpage.
 - f. Create and maintain all IRHA publicity and advertisements deemed necessary by the IRHA President
 - g. Edit, publish, and distribute the bi-monthly IRHA newsletter, which shall consist of the following:
 - i. Executive board reports
 - ii. Articles on the topics selected prior to Semis
 - iii. Any educational materials for ICCs, NRHH CCs, and affiliated institutions
- F. The IRHA Advisor(s) shall:
- a. Provide continuity for and further the goals of the association.
 - b. Serve as an advisory resource for the members of the Executive Board.
 - c. Be responsible for communicating with member institutions' advisors.
 - d. Provide resources to the ICCs, NRHH CCs, and Executive Board.
 - e. Act as liaisons with the University of Illinois Archives on matters pertaining to the IRHA archival files
 - f. Keep and maintain financial records of IRHA, including issuing income and debit statements to member institutions at each IRHA meeting, and

submitting monthly income and debit statements to the IRHA Executive Board and Advisor(s).

- g. Direct the expenditures of IRHA, excluding those of the conferences.
 - h. Submit a proposed budget for the upcoming year to be approved at the IRHA Annual Conference.
 - i. Send out affiliation e-mails on the 1st of September prior to the Semi Annual Business Meeting.
 - j. Let it be known what institutions are affiliated at the IRHA Annual Conference.
 - k. Maintain the following list of documentation in whatever medium deemed appropriate for no less than 4 years:
 - i. Monthly Bank Statements
 - ii. Annual Income and Expense Reports
 - iii. Annual Budgets that are approved by the General Assembly
 - iv. Pieces of passed legislation
 - v. Lists of affiliated institutions and their forms
 - ~~l. Provide an educational programming session at all business meetings.~~
- ~~G. The Conference Chairperson(s) shall:~~
- ~~a. Serve as an ex-officio member of the Executive Board, acting as the official liaison(s) between the individual(s) host institution and IRHA.~~
 - ~~b. Submit a monthly report to the ICCs, NRHH CCs and Executive Board.~~
 - ~~c. Be responsible for ensuring the conference operates within all objectives set by IRHA.~~
 - ~~d. Establish committees necessary to host an effective conference.~~
 - ~~e. Submit the IRHA Annual Conference Wrap-Up Report and excess conference funds to IRHA.~~
 - ~~f. Not concurrently serve as their member institution's ICC or NRHH CC.~~
- ~~H. The Resource Consultant(s) shall:~~
- ~~a. Serve as an ex-officio member(s) of the Executive Board.~~
 - ~~b. Be appointed and approved by the current President, with the approval of the Executive Board, to help maintain IRHA services.~~
 - ~~c. Coordinate special projects as deemed by the organization.~~
 - ~~d. Serve a term that will be established by the President with the approval of the Executive Board.~~

Respectfully submitted by:

2019-2020 IRHA Executive Board

