



Purdue University Calumet
University Village Hall Council

Revised: Friday, January 22, 2010

The UVHC Executive Board shall be (in order of succession) the President, Vice President / National Communications Coordinator, Director of Finance, Director of Administration, Director of Programming & Diversity, and Director of Marketing.

SECTION 1 PRESIDENT

The President of the UVHC Executive Board shall fulfill the following responsibilities:

- A. The President shall be responsible for the representation of all residential students, and for the representation of UVHC at all times, concerning all matters pertinent and relevant to on-campus residency at Purdue University Calumet.
- B. Hold and exercise duty and power to ensure that all provisions of this Constitution, its bylaws, and policies enacted in pursuance thereof shall be faithfully executed.
- C. Preside over all Executive Board and General Assembly Meetings.
- D. Draft all meeting agendas with the assistance of the Executive Board and the Advisor.
- E. Inform UVHC members of all meetings, giving at least one day in advance notice.
- F. Attend at least one of the national, regional, sub-regional conferences and business meetings or appoint a designee.
- G. Appoint UVHC members to outside committees as needed.
- H. Represent UVHC at all functions where UVHC attendance is required.
- I. Keep UVHC in good standing with Campus Life by completing the required documents each semester or as needed.
- J. Keep the Constitution, its bylaws and governing documents updated in conjunction with the Director of Administration and the Advisor.
- K. Serve as budget authority for all UVHC matters in conjunction with the Director of Finance.
- L. Meet with the Advisor on a weekly basis.
- M. Meet with the Advisor and the Vice President at bi-weekly PVP Meetings.
- N. Meet with every Executive Board member, individually, on a monthly basis.
- O. Plan and organize retreats in conjunction with the Advisor designed to train incoming Executive Board members and promote continued leadership development and team building opportunities.
- P. Serve as the liaison to the Department of Housing and Residential Education.
- Q. Address any duties deemed relevant by UVHC or the Advisor.

SECTION 2 VICE PRESIDENT / NATIONAL COMMUNICATIONS COORDINATOR

The Vice President / National Communications Coordinator of the UVHC Executive Board shall fulfill the following responsibilities:

- A. Assist the president in the execution of the powers, responsibilities, and duties of the Office of President.
- B. Act as president in the absence of the President.
- C. Coordinate the activities of all standing committees with Committee Chairs.
- D. Keep an accurate file and record of all committee reports.
- E. Assist the Advisor in the coordination of the UVHC Representative Elections.
- F. Assist the Advisor in the coordination and distribution of the UVHC Representative Information Packets at the UVHC Rep Training Day. Packets should include:
 - i. UVHC Constitution;
 - ii. UVHC Directory (contact information for General Assembly, Executive Board, and Ex-Officio members);
 - iii. UVHC Event Calendar;
 - iv. Conference and Business Meeting Information;

- v. Position Overviews.
- G. Represent UVHC and PUC on the national, regional, and sub-regional levels.
- H. Adhere to the guidelines set forth by the IRHO, GLACURH, and NACURH governing documents.
- I. Report the activities of IRHO, GLACURH, and NACURH to the UVHC General Assembly.
- J. Attend all national/regional/sub-regional conferences and business meetings or appoint a designee.
- K. Be responsible for organizing and coordinating a delegation to represent PUC at the regional and national conferences.
- L. Be responsible for all correspondence with other institutions in the GLACURH affiliation.
- M. Oversee bid-writing process for conferences.
- N. Meet with the Advisor on a monthly basis.
- O. Meet with the Advisor and the President at bi-weekly PVP Meetings.
- P. Address any duties deemed relevant by UVHC or the President.

SECTION 3 DIRECTOR OF FINANCE

The Director of Finance of the UVHC Executive Board shall fulfill the following responsibilities:

- A. Act as the chief financial officer of UVHC.
- B. Create and propose the annual operating budget to the Executive Board at the Pre-Fall Executive Board Retreat.
- C. Prepare operating budget presentation to be presented and discussed at the very first General Assembly meeting.
- D. Establish standards and procedures for all business transactions.
- E. Maintain all financial records and report UVHC operating budget at all regular UVHC Executive Board and General Assembly meetings.
- F. Be knowledgeable about and navigate through the necessary student organization financial processes and procedures and ensure that funds are administered in accordance with the state laws and University policies and procedures.
- G. Coordinate two (2) fundraising events per semester specifically for UVHC.
- H. Work collaboratively with the Programming Committee to coordinate finances for UVHC events.
- I. Serve as budget authority for all UVHC matters in conjunction with the President.
- J. Serve as Chair of the Finance, Budgeting, and Allocations Committee.
- K. Meet with the Advisor on a monthly basis.
- L. Address any duties deemed relevant by UVHC or the President.

SECTION 4 DIRECTOR OF ADMINISTRATION

The Director of Administration of the UVHC Executive Board shall fulfill the following responsibilities:

- A. Manage and supervise all administrative activities of UVHC, including, but not limited to:
 - i. Coordination of UVHC office hours and schedule;
 - ii. UVHC office supplies;
 - iii. Enforcement of the upkeep of the UVHC office;
 - iv. Maintain all files and permanent records through an ongoing filing system.
- B. Establish standard forms and procedures for office and meeting operations.
- C. Take and produce minutes for all Executive Board meetings, General Assembly meetings, Retreats, and special and/or emergency meetings.
 - i. General Assembly meetings minutes should be posted online within two (2) weeks of the meeting date.
 - ii. General Assembly meeting minutes should be emailed to all UVHC member within three (3) days of the meeting.
 - iii. Maintain an accurate chronology of meeting minutes to be added to the UVHC record.

- D. Keep accurate attendance records for all UVHC Executive Board, General Assembly, and special meetings (including training sessions and retreats) and follow-up on member attendance issues.
- E. Keep the Constitution, its bylaws, and governing documents update-to-date in conjunction with the President and the Advisor (including an accurate file of all submitted legislation).
- F. Create, maintain, and update the UVHC listserv.
- G. Update the UVHC Event Calendar as needed and work with the Director of Programming & Diversity to ensure inclusion of UVHC and Resident Assistant programming efforts.
- H. Provide guidance to the Historian, if Ex-Officio position is appointed.
- I. Be responsible for picking up the UVHC mail from the HRE central office and Campus Life office.
- J. Be the primary operator of the GoUVHC@gmail.com email account.
- K. Meet with the Advisor on a monthly basis.
- L. Address any duties deemed relevant by UVHC or the President.

SECTION 5 DIRECTOR OF PROGRAMMING & DIVERSITY

The Director of Programming & Diversity of the UVHC Executive Board shall fulfill the following responsibilities:

- A. Coordinate diversity / multicultural issues awareness and educational efforts for UV residents.
- B. Work with the Assistant Director for Residential Education to ensure proper use and implementation of the Residential Education Programming Model and processes.
- C. Create and Maintain a UVHC Programming Calendar and work with the Assistant Director for Residential Education to ensure knowledge of Resident Assistant programming efforts.
- D. Support the Resident Assistant staff in their programming efforts by encouraging resident participation, relaying information at UVHC General Assembly meetings, and attending programs when scheduling permits.
- E. Maintain an accurate record of UVHC's programming and community service efforts through YPS.
- F. Collect UVHC program evaluations and reports within one week of the program's completion.
- G. Present a budget to the Finance, Budgeting, and Allocations Chair for each program.
- H. Coordinate program shopping schedule with the Advisor or his/her designee.
- I. Encourage UVHC collaborative programming with other PUC organizations.
- J. Work with the Director of Marketing to publicize all UVHC programming activities using any form of media in compliance with HRE and University policies and procedures.
- K. Research programming ideas from other institutions and present a report of findings at the General Assembly meetings once a month.
- L. Serve as Chair of the Programming, Diversity, and Special Events Committee.
- M. Meet with the Advisor on a monthly basis.
- N. Address any duties deemed relevant by UVHC or the President.

SECTION 6 DIRECTOR OF MARKETING

The Director of Marketing of the UVHC Executive Board shall fulfill the following responsibilities:

- A. Design or coordinate the creation of advertising for UVHC programs and events.
- B. Recruit new members to UVHC through marketing efforts, including, but not limited to:
 - i. UVHC Brochure(s);
 - ii. Fliers and Advertisements;
 - iii. Mailers and Postcards;
 - iv. Various recruitment campaigns;
 - v. Use of the UVHC website and Newsletters.
- C. Encourage UVHC collaborative programming with other PUC organizations.
- D. Work with the Director of Programming & Diversity to publicize all UVHC programming activities using any form of media in compliance with HRE and University policies and procedures.

- E. Research promotion and advertising ideas from other institutions and present a report for one of your findings at one regular General Assembly meeting per month.
- F. Create and Design a quarterly UVHC Newsletter for UV residents in conjunction with the Advisor.
- G. Maintain and update the UVHC website in conjunction with the Advisor.
- H. Work with the Advisor to ensure that the GoUVHC.com domain name is registered through GoDaddy.com every year.
- I. Create and maintain a UVHC design portfolio of all fliers, advertisements, brochures, newsletters, and other design documents to be presented to the General Assembly and included in the UVHC End of the Year Report.
- J. Provide guidance to the Webmaster and Newsletter Editor, if Ex-Officio positions are appointed.
- K. Meet with the Advisor on a monthly basis.
- L. Address any duties deemed relevant by UVHC or the President.

ARTICLE II

EX-OFFICIO MEMBERS

Each Ex-Officio member shall be members who hold non-voting memberships and shall be appointed by the Executive Board with a vote of confidence from the General Assembly. Standing Ex-Officio members are the Webmaster, Newsletter Editor, and Historian.

SECTION 1 WEBMASTER

The Webmaster shall fulfill the following responsibilities:

- A. Report to and seek guidance from the Director of Marketing.
- B. Work in conjunction with the Director of Marketing and the Advisor to update and maintain the UVHC website, including, but not limited to:
 - i. Uploading General Assembly meeting minutes;
 - ii. Uploading UVHC event photos;
 - iii. Updating online event calendar;
 - iv. Updating news and important information;
 - v. All other web related tasks as identified by the Executive Board and/or Advisor.
- C. In the absence of this Ex-Officio position, the Director of Marketing shall retain these responsibilities.

SECTION 2 NEWSLETTER EDITOR

The Newsletter Editor shall fulfill the following responsibilities:

- A. Report to and seek guidance from the Director of Marketing.
- B. Work in conjunction with the Director of Marketing and the Advisor to produce a quarterly newsletter for The University Village residents.
 - i. Newsletters must be approved by the Executive Board prior to print and circulation.
- C. Research topics/articles that are relevant to UVHC and The University Village community.
- D. Work in conjunction with the Vice President / NCC to include any pertinent information from national, regional, and sub-regional conferences and business meetings.
- E. Form a committee to create and distribute newsletters, if necessary.
 - i. If the committee is created, the committee has to be approved by the General Assembly
- F. In the absence of this Ex-Officio position, the Director of Marketing shall retain these responsibilities.

SECTION 3 HISTORIAN

The Historian shall fulfill the following responsibilities:

- A. Report to and seek guidance from the Director of Administration.

- B. Work in conjunction with the Director of Administration to maintain an accurate chronology of meeting minutes to be added to the UVHC record.
- C. Work in conjunction with the Director of Administration to compile an accurate chronology of UVHC milestones and events.
- D. In the absence of this Ex-Officio membership, the Director of Administration shall retain these responsibilities.

ARTICLE III

HALL REPRESENTATIVES

The Hall Representatives shall be the members of UVHC whom represent the residents at the General Assembly meetings by voicing the concerns and issues of the residents.

SECTION 1 HALL REPRESENTATIVE RESPONSIBILITIES

- A. To voice the concerns of residents during General Assembly meetings.
- B. To assist in preparation for all UVHC programs and events. Included but not limited to:
 - a. Advertising for programs and events through posting flyers around UV Phase I and UV Phase II and knocking on doors to inform residents of programs and events,
 - b. Decorating for programs,
 - c. Collection of items for community service efforts,
 - d. Any other assigned responsibilities deemed by the Executive Board.
- C. To abide by the attendance/tardiness policy outlines in the UVHC Bylaws.
- D. To serve on at least one standing committee.
- E. Regularly checking e-mail for important notifications and updates on a daily basis and responding accordingly.
- F. Remain in good compliance with the guidelines and procedures within the UVHC Constitution.

SECTION 2 HALL REPRESENTATIVE SELECTION PROCESS

- A. If there is a vacant Hall Representative position during anytime of the academic year after Hall Representative elections, Hall Representative Application Packets will be distributed among residents.
- B. After applications are due, the Executive Board will meet to review all applications and discuss.
- C. After the discussion of all applicants, the Executive Board will then choose an applicant to fulfill the duties and responsibilities of the vacant Hall Representative position.
- D. The Executive Board will bring the name of the chosen Hall Representative applicant to the following General Assembly meeting.
- E. The Executive Board will then ask the General Assembly for a vote of confidence to officially allow the new Hall Representative applicant to serve as a Hall Representative.
- F. After the vote of confidence, the applicant will officially begin to serve on the General Assembly as a Hall Representative.

ARTICLE IV

ADVISOR

The Advisor shall be appointed by the Department of Housing and Residential Education to advise and assist UVHC in fulfilling its mission and organizational goals. The Advisor shall fulfill the following responsibilities:

- A. Oversee all UVHC activities and operations.
- B. Provide final interpretation of the UVHC Constitution.
- C. Act as a resource and ensure the adherence of all HRE and PUC policies and procedures.
- D. Make the final execution of any paperwork of funds, contracts, etc.
- E. Execute the power, along with the Executive Board, to ensure that the Constitution, bylaws, and policies shall be faithfully enacted.

- F. Attend all Executive Board meetings, General Assembly meetings (special meetings will be attended as schedule permits).
- G. Plan and organize retreats in conjunction with the President designed to train incoming Executive Board members and promote continued leadership development and team building opportunities.
- H. Attend all national, regional, and sub-regional business meetings and conferences in which UVHC chooses to send delegates or appoint a designee.
- I. Serve as an informational link between UVHC and HRE and Student Affairs.
- J. Meet with each Executive Board member, individually, on a monthly basis.
- K. Meet with the President and Vice President at bi-weekly PVP Meetings.

ARTICLE V

LIAISONS

Liaisons shall be the National Residence Hall Honorary (hereafter referred to as NRHH) Liaison and the Resident Assistant Liaison. Both liaisons shall be appointed by the Executive Board and approved by the UVHC General Assembly by a vote of confidence.

SECTION 1 SGA LIAISON POSITION RESPONSIBILITIES

The SGA Liaison shall fulfill the following responsibilities:

- A. The SGA position shall be the President of SGA, if the Presidents is a resident of the University Village, or the President must designate a member of SGA who is a resident of the University Village, as a non-voting member,
- B. The President of SGA or the designee will be presented to the UVHC Executive Board,
- C. The SGA Liaison candidate will then be evaluated by the Executive Board of UVHC,
- D. Once the UVHC Executive Board chooses the SGA Liaison candidate, the Executive Board must present the SGA candidate to the General Assembly to receive a vote of confidence,
- E. In the case that the designated SGA liaison is unable to attend a General Assembly meeting, that liaison is permitted to appoint a temporary replacement liaison from the Student Government Association until the designated liaison is able to return,
- F. The SGA liaison has to abide by the rules of the attendance policy outlined in the UVHC Bylaws.

SECTION 2 RA LIAISON SELECTION PROCESS & RESPONSIBILITIES

- A. Once all applications are completed and returned to the President and/or Advisor the Executive Board of UVHC will review applications at the following Executive Board meeting.
- B. The Executive Board will then present the selected the RA Liaison candidate to the following General Assembly meeting.
- C. The General Assembly will be asked to give a vote of confidence to allow the candidate to officially serve as the RA Liaison of UVHC.
- D. The RA Liaison is required to attend all General Assembly meeting and must abide by the meeting attendance guidelines as outlined in the UVHC Constitution.
- E. The RA Liaison is responsible for providing the General Assembly with updates about RA and HRE Programming, events, and projects during the RA Liaison report.
- F. The RA Liaison shall be responsible for keeping the communication perpetual between the RA staff and UVHC General Assembly members.
- G. The RA Liaison shall be a non-voting member of the General Assembly.

ARTICLE VI

ATTENDANCE/TARDINESS POLICY

All UVHC members shall abide by the following policy:

- A. An absence shall be defined as any member who misses, both, the opening and closing roll calls of any meeting.

- B. Tardiness shall be defined as any member who joins the meeting after the opening roll call or leave prior to the closing roll call
- C. All absences shall be resolved as outlines in Article XII of the UVHC Constitution.
- D. All tardiness concerns shall be handled as follows:
 - a. UVHC Executive Board, Hall Representative, or Resident Active members who are considered tardy for a total of three (3) General Assembly meetings within one (1) semester shall receive a written warning from the Director of Administration.
 - b. UVHC Executive Board members and Hall Representatives who are considered tardy for a total of four (4) General Assembly meetings within one (1) semester shall be referred to the Internal Affairs Committee for impeachment proceedings and will face being removed from office.
 - c. UVHC Resident Active members who are considered tardy for a total of four (4) General Assembly meetings within one (1) semester shall lose voting rights for the remainder of the academic year.

ARTICLE VII

RATIFICATION

SECTION 1 ADOPTION

All provisions of the previous UVHC Constitution shall be considered repealed with the adoption of this document. The previous document shall therefore be null and void, and no longer the basis for any residence hall association at this university, except necessary to fulfill the following section.

SECTION 2 SIGNATURE

This document, being an amendment to the existing Constitution of The University Village Hall Council of Purdue University Calumet, shall take effect upon the signature of the President and the Advisor of The University Village Hall Council of Purdue University Calumet.

President, University Village Hall Council

Date

Advisor, University Village Hall Council

Date