

McNair Hall Association By-Laws
December 2007

Article I. Roles of Officers

Section 1.01 The President

- (a) The President shall preside over all meetings.
- (b) He/She shall cast a vote only in case of a tie.
- (c) He/She shall appoint ad-hoc committees and committee heads as deemed necessary subject to approval of the council.
- (d) He/She shall hire all hall council employees upon agreement of the majority of the executive officers and with the advisor's approval.
- (e) He/She shall lead the Firewood Committee.

Section 1.02 The Vice-President

- (a) The Vice-President shall assume the responsibilities and duties of the President when necessary.
- (b) He/She shall be responsible for maintenance of all equipment owned by MHA.
- (c) He/She shall be responsible for purchasing supplies for the reception desk.
- (d) He/She shall lead the Lounge Equipment Committee.

Section 1.03 The Social Chair

- (a) The Social Chair shall lead any necessary committees required to aid the planning and/or execution of MHA events/socials. This means the Social Chair is responsible for facilitating the organization and execution of all MHA sponsored events.
- (b) He/She shall maintain regular communication with Residence Life and Student Life in order to keep informed of residents' issues and events.
- (c) He/She shall keep a historical file of all social events participated in by MHA explaining all of the details of the preparation, event, and suggestions for future events. This file shall be kept in the MHA office.
- (d) He/She shall lead the Social Committee.

Section 1.04 The Treasurer

- (a) The Treasurer shall be in charge of keeping the financial records of the Council.
- (b) The Treasurer shall maintain a file of all financial records current and dating back for a period of seven years. The file is to be located in the MHA office.
- (c) The Treasurer shall have the books up to date so that upon the request of a council member with the approval of the President or majority of the Executive Board the books may be presented for examination.
- (d) The Treasurer shall keep a record of all executive board appropriations allowed in Article IV Section 4.05 of the Constitution available for inspection upon request of a council member with the President's or majority of the Executive Board's approval.

- (e) The Treasurer shall be responsible for reconciling bank statements and the checking account.
- (f) The Treasurer shall arrange for 1/5 of each resident's social fee to be transferred to IRHC through Accounting Services.
- (g) The Treasurer shall lead the Website Committee.

Section 1.05 The Secretary

- (a) The Secretary shall keep a record of the minutes of all council meetings.
- (b) The Secretary shall keep a record of the minutes of all Executive Board meetings if the Executive Board so deems necessary.
- (c) The Secretary shall distribute a copy of the previous minutes to every council member and to the MHA advisor(s) in the form of email within the week following a council meeting and in the form of paper at the next council meeting.
- (d) The Secretary shall distribute an electronic copy of the minutes to the website committee within four days following the approval of the minutes at a council meeting.
- (e) If the Secretary is following letter (b) above, the Secretary shall distribute an electronic copy of all Executive Board meetings within four days following the meeting to the Executive Board.
- (f) The Secretary shall be responsible for correspondence.
- (g) The Secretary shall maintain a file of all minutes and agendas current and dating back for a period of five years. The file is to be located in the MHA office.
- (h) The Secretary shall distribute a reminder of the time and date of the meetings to all council members.
- (i) The Secretary is responsible for the arrangement of meeting times and places.
- (j) The Secretary shall chair the Publicity Committee.
- (k) The Secretary is responsible for ensuring that Residential Life is up to date on the activity of MHA. This is to be done through the emailing of all approved council minutes to the current Director of Housing and Residential Life.
- (l) The Secretary of MHA shall notify the RA of the house upon the first absence of the semester warning that upon a second absence the hall funds shall be removed. The Secretary should keep all RA's and house presidents aware of their standing pertaining to attendance.

Section 1.06 Office Hours

- (a) All officers shall be required to serve at least two office hours per week.
 - (i) One of these hours is to be served as a closed doors Executive Board meeting to discuss business and prepare for future council meetings.
 - (ii) The other hour shall be served in the MHA office doing MHA business. The officers shall split their hours so that the office is open each business day of the week.
- (b) A list shall be posted on the MHA office door each term telling the office hours of each officer. This information will also be posted on the MHA Website and bulletin board.

Section 1.07 Officer Pay

- (a) All officers shall be paid for their service fall and spring semesters as approved by the council in the budget and re-approved at the time of payment.

Article II. Functions of the Standing Committees

Section 2.01 Standing Committees

- (a) Social Committee
- (b) Website Committee
- (c) Publicity Committee
- (d) Lounge Equipment Committee
- (e) Firewood Committee

Section 2.02 Social Committee

- (a) A social is any event deemed appropriate by the council, held at least once each academic year; the Social Committee is responsible for planning and execution of the event.
- (b) The Social Committee must work with any/all collaborating groups to plan the event.
- (c) The Social Committee shall be responsible for taking pictures at every MHA event.

Section 2.03 Website Committee

- (a) The Website Committee shall be responsible for maintaining the MHA website with a minimum of:
 - (i) Information about MHA
 - (ii) The members and officers
 - (iii) Office hours
 - (iv) Meeting times and locations
 - (v) Business of meetings through minutes
 - (vi) Social events
 - (vii) Pictures of past events
- (b) The Website Committee shall have the website fully updated with all changes that come with a semester change by the second council meeting of each semester.
- (c) The Website Committee shall maintain regular communication with the publicity committee to ensure that all publicity is posted on the website.
- (d) The Website Committee shall meet after each MHA meeting for maintenance of the website.

Section 2.05 Publicity Committee

- (a) The committee shall be responsible for communicating with the residents of McNair Hall in order to distribute information.
- (b) The committee shall communicate with the Website committee to ensure all information is posted on the website.

- (c) The committee shall create publicity for all events that MHA sponsors and participates in.
- (d) The Publicity Committee shall keep the MHA bulletin board in the main lobby of McNair Hall updated.

Article III. The McNair Hall Representatives to IRHC

Section 3.01 Payment of The McNair Hall Representatives to IRHC

- (a) The McNair Hall Representatives to IRHC shall be paid a suggested value of fifty percent of officer pay for fall and spring semesters as approved by the council in the budget and re-approved at the time of payment.

Article IV. Responsibilities of the Council

Section 4.01 Election of Individual House Officers

- (a) Before the first MHA meeting of each semester each house shall elect a president, vice president, social chair, treasurer, secretary, food representative and intramural sports representative.
- (b) The order of succession for individual house officers for attending MHA meetings is president, vice-president, social chair, treasurer, secretary, food representative, intramural sports representative, hall member.
- (c) The responsibilities of each house's president include attending MHA meetings, joining a standing committee, helping with a smaller social throughout the year, running individual house meetings.
- (d) The responsibilities of each house's vice-president includes helping with the smaller social that the president volunteered for, helping the president run individual house meetings, attending MHA meetings when the president cannot.
- (e) The responsibilities of each house's social chair includes helping with the small social that the president volunteered for, helping the Resident Assistant (RA) plan individual socials within the hall, and to attend MHA meetings when the president and vice-president cannot.
- (f) The responsibilities of each house's treasurer includes helping MHA's treasurer to plan MHA's budget, train to and collect funds from MHA, fundraise within the individual house, and to attend MHA meetings when the president, vice-president and social chair cannot.
- (g) The responsibilities of the secretary, food representative, and intramural sports representative are assigned by the individual house.

Section 4.02 Attendance

- (a) Each house shall send a representative from their hall following the line of succession mentioned in Section 4.01 (b) of the By-Laws to every MHA council meeting.
- (b) Hall funds will be frozen if any hall has two absences from MHA weekly hall council meetings. Hall representatives shall also not be tardy. Two tardies will equal one absence. A tardy is considered being late, five minutes or less, to a meeting.

- (c) If house funds are lost due to lack of attendance the individual house may appeal to the entire council to reinstate their funds.

Section 4.03 Participation in MHA Activities

- (a) Each house is expected to serve on a standing committee.
- (b) Each house is expected to represent their residents by attending all weekly MHA council meetings.

Article V. Amendments

Section 5.01 Amendments

- (a) Amendments to the By-Laws shall be made by a two-thirds majority of all eligible voters on the council when quorum is present.
- (b) Proposed amendments shall be tabled for one regularly scheduled meeting.

Article VI. Ratification

Section 601 Ratification

- (a) Ratification of the By-Laws shall be achieved when a two-thirds majority of a roll call vote of the members of the council is obtained when quorum is present.
- (b) Significant changes or multiple changes to the By-Laws require ratification.