

I CONSTITUTION

CLEO G. HESTER COLLEGE

Incorporating amendments I-VI; May 2001

Revised January 2007

Cleo G. Hester College is one of eight residential colleges established at Murray State University in 1996. Residential colleges join academic programs as the centers of the living and learning experience of all Murray State students. Activities and programs of Cleo G. Hester College are designed to help students grow and learn in keeping with principles outlined in the statement of Characteristics of the Murray State Graduate. This constitution describes the organizational structure and system of governance by which Cleo G. Hester College fulfills its purposes.

Article I. NAME

The name of this college is Cleo G. Hester College.

Article II. PURPOSE

To enhance the quality of the academic and extra-curricular experiences of members, the college will

- a. foster unity, cooperation, and understanding among members,
- b. develop programs and activities which meet the needs of members,
- c. maintain a forum in which members can express concerns, and
- d. create and maintain appropriate councils and committees to serve as liaisons among members and other student, faculty, and administrative organizations at Murray State University.

Article III. MEMBERSHIP

Membership in Cleo G. Hester College is assigned by the Vice President for Student Affairs. Categories of membership are defined as follows:

- a. Active Member: all faculty and staff members assigned to the college and currently enrolled students who have participated in at least one college activity during the academic year and who meet other criteria specified in the College By Laws.
- b. Inactive Member: any faculty, staff, or currently enrolled student assigned to the college who has yet to meet criteria for active membership.
- c. Alumni Member: any person who has been a member of Hester College but is no longer enrolled in the University, and any former resident of Hester College.
- d. Associate member: any person who does not meet other criteria but has participated actively in college life; membership will be conferred by the College Head with the approval of the Executive Board and the Vice President for Student Affairs.
- e. Honorary Member: any person who has contributed significantly to the welfare of the college and is therefore recommended by a member or the College Head and approved by a vote of active members.

Article IV. ORGANIZATION

Responsibility for fulfillment of college purposes, policies, and procedures shall be vested in a Cleo G. Hester College Council (hereafter identified as the Council) and its Executive Board. The University will employ professional staff to assist these students; these include Resident Advisors, a Residence Director, and a College Head. Committees of faculty, staff, alumni, and student members may be created to counsel and assist the Council and Executive Board in fulfilling their duties. Policies and procedures governing such committees may be specified in the College By Laws.

- a. The Executive Board consists of the following officers of the college, all of whom must be active members and maintain a GPA of 2.5: President, Vice President,

Secretary/Treasurer, Residential College Association representatives, two Student Government Association Senators, Historian, Athletic Directors, Of The Month (OTM), and Chairs of standing committees: Programming, Public Relations, Service, Social, and Special Events. Officers other than committee Chairs are elected (with exception of the Athletic Director, who is appointed by the College Head) in the Spring Semester to take office and serve during the following academic year. Standing committee Chairs are appointed by the President. Vacancies will be filled at the beginning of the Fall Semester or within two weeks after they occur, as provided in the By Laws. Additional eligibility requirements may be specified in the By Laws.

- b. The Council consists of the officers and the following additional representatives who must be active members and maintain a GPA of 2.00, or the high school equivalent: three representatives from each of the seven resident floors in Hester College, two representatives of non-resident Hester College members, an International Student Representative, and each of the Resident Advisors. Residents of each floor will determine whether to elect a representative or ask for volunteers to share the position. Representatives will be elected at the beginning of the Fall Semester and serve during the remainder of the academic year.
- c. Resident Advisors are students employed by the Office of Student Affairs to live in Hester College and assist the Residence Director and College Head in counseling residents, assuring that university and college policies and regulations are understood and followed, assessing residents' needs and developing programs to meet them, and completing routine administrative tasks.
- d. The Residence Director is employed by the Office of Student Affairs to supervise and advise student personnel, fulfill administrative tasks, maintain the quality of life in Hester College and develop programs for the college.
- e. The College Head is appointed by the MSU Vice President for Student Affairs for a term of two years to be available to advise members of the college, recruit faculty and

others to participate in college activities, develop college programming, and represent the college within the university.

Article V. DUTIES

The duties of the officers, representatives, and staff include those usually associated with their titles; regular attendance at meetings; and the following specific responsibilities:

- a. The President shall convene and preside over meetings of the Executive Board and the Council; appoint standing and special committees and their Chairs; endorse expenditures from college funds which require approval; and break ties in any college voting procedures.
- b. The Vice President shall act in the temporary absence of the President; succeed to the office of President should it become vacant for any reason; maintain records of members' eligibility to hold office, including records of attendance; and supervise the impeachment process.
- c. The Secretary/Treasurer shall keep minutes and records of Executive Board and Council meetings and decision; correspond with members and other parties as needed; notify members about meetings ; maintain accurate records of funds and expenditures for which the Executive Board and Council are responsible; arrange and endorse any authorized expenditures; and act in the absence of the Vice President until a replacement can be elected.
- d. The Residential College Association representatives shall fulfill association requirements for attending meetings, communicate the actions of the association to members of the college, and vote as they believes best reflects the opinions and interests of Hester College.
- e. The SGA Senators shall represent and act for the college as members of the Student Government Association and shall communicate to the college any actions which affect its members. Senators also must meet SGA membership requirements, including attendance at meetings.

- f. The Historian shall gather and preserve printed and photographic documents and records of Hester College activities, shall make these available to members in formats which trace the significant history of the college, and shall supervise college elections and other balloting.
- g. The Athletic Directors shall coordinate all aspects of Hester College's participation in Intra-Collegiate Sports and Recreation activities in the university.
- h. Standing Committee Chairs shall invite and select college members to assist in organizing and implementing activities which fulfill the functions of their committees.
- i. The Council representatives will advise the Executive Board; communicate to the Executive Board and the Residence College staff the concerns of college members; assist members in learning about college programs and policies; encourage members' participation in college activities; and vote on policy and procedural issues and other business brought before the Council.

Article VI. ELECTIONS

Elections of all officers and representatives shall be consistent with policies and procedures of the Residence College Association. College procedures for regular elections are listed below. Other procedures, including procedures for special elections, will be specified in the College By Laws.

- a. By the third week of March, the Council will inform members that nominations of officers to be elected must be submitted to the Vice President by the first Monday in April. The Vice President will verify the eligibility of those nominated and post names in the Hall. If only one eligible candidate is nominated for any position, that candidate shall be considered elected.
- b. Candidates for office may use reasonable means to campaign for the offices for which they are nominated
- c. Balloting will be supervised by the Historian and held in the Hall on the third Tuesday in April from 7 a.m. until 6 p.m.

- d. Ballots will be counted by a committee consisting of one officer who is not a candidate, one Resident Advisor appointed by the President, and the Residence Director. Candidates may be present when ballots are counted.
- e. Vacancies in offices will be filled by special elections within two weeks, with the exception that the Vice President automatically succeeds to the office of President.

Article VII. IMPEACHMENT AND REMOVAL FROM OFFICE

Facts questioning any officer or representative's eligibility or fitness to serve should be presented to the Vice President by any person who becomes aware of them. The Vice President will notify the Residence Director and College Head, who will determine whether the issue should be considered by the Council only or by other university offices. The Vice President or the Residence Director, depending on the nature of the facts, will offer the officer or representative whose performance is in question the opportunity to comment on the facts presented. If the facts warrant dismissal and are undisputed, the Vice President will notify the Executive Board, which will declare the position warrant and arrange a special election to fill it. If the facts are not clear or are disputed, both the officer or representative whose eligibility has been questioned and those who have raised the issue will be invited to present their positions before a meeting of the Council. The Council may remove the person from office if 2/3 of the members agree.

Article VIII. FINANCES

Acting within provisions of College By Laws and guidelines of university policy, the Council has the discretion to vote on expenditure of funds allocated to it from student fees, raise additional funds in appropriate ways, and petition for additional funds from the College budget administered by the College Head. The Secretary/Treasurer will present a budget by October 1 indicating how much is committed for various purposes and what discretionary funds are available.

Article IX. COMMITTEES

Many activities of the College will be carried out through the function of the following standing committees.

- a. Programming
- b. Social

c. Service

d. Public Relations

Article X. MEETINGS

Meetings of the Executive Board will occur weekly, and the Council biweekly, beginning with the first full week of classes each semester during the academic year. The President will determine the schedule of regular meetings in consultation with the Residence Director and College Head. The President may call special meetings with at least 24 hours notice, and a special meeting will be called if any five Executive Board members or ten Council members petition to have one. The College Head and Residence Director will be invited to all meetings of the Executive Board and Council. Resident Advisors must attend meetings of the Council unless excused by the Residence Director or College Head. All meetings are open to members of the college with the exception that Executive Board meetings will be closed to discuss personnel matters.

Article XI. ORDER OF BUSINESS

The President will distribute or post an agenda prior to each meeting of the Executive Board and the Council, and meetings will follow that agenda unless the members vote to add to or revise the order. Unless meetings are called for specific, limited purposes, or the members vote to suspend or revise the order, the general order of business should be as follows: Call to order; roll call; minutes of previous meeting read, corrected, and approved; reports from officers; reports from committees; old business; new business; and adjournment.

- a. Any action requiring a vote of members must be submitted two days prior to the meeting so that it can be included on the agenda.
- b. Discussion on any issue will be limited to 15 minutes (timed by the Secretary/Treasurer) unless by majority vote the members agree to continue discussion for a specific, limited time.
- c. Voting will be by show of hands unless two members request a written, secret ballot.

- d. The President will recognize any guests who wish to address the meeting for as long as two minutes during consideration of new business. Members may vote to extend additional time to such speakers, but the provision regarding notice of issues to be voted upon cannot be suspended.

Article XII. QUORUM

Members may discuss but not vote on any matter unless at least half of the eligible members are present. The Vice President shall assess whether a quorum is present before any vote is taken.

Article XIII. PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised will be the final reference authority on any question of parliamentary procedure. The President will seek a volunteer among officers who is willing to become will informed on parliamentary procedures which are not routine.

Article XIV. CONSTITUTIONAL INTERPRETATION

Differences of opinion about the meaning of provisions in the Cleo G. Hester College Constitution or By laws which cannot be resolved by the Executive Board or Council, or interpretations which are questioned by a minority of officers or by as many as ten members of the College, may be appealed, in the order indicated: to the College Head, the Council of College Heads, and the Vice President for Student Affairs.

Article XV. AMENDMENTS

Amendments to the Constitution must be presented to the Executive Board accompanied by a petition with 15 signatures of active members recommending the change. Amendments must specify a date upon which they would become effective if ratified. The Executive Board through the College Head will determine whether the proposed amendment is in accord with university policy, or may be altered to be so with minor changes, subject to the agreement of those recommending the amendment. If the proposed amendment is acceptable to these parties, the Executive Board will notify all active members of the proposed amendment and arrange for a ballot no more than 14 days nor less than ten days after the notice. If 2/3 of active members voting approve, the amendment will be added to the Constitution and become effective on the date proposed.

Article XVI. RATIFICATION

All preceding articles and six amendments which modify them have been duly considered and approved by members of Cleo G. Hester Residential College by majorities in excess of 2/3 of members voting. Copies of the original articles and amendments approved are preserved separately. As stipulated in Amendment IV, this working copy, which incorporates the language and content of amendments, will be published and distributed to reflect current policies and procedures of the college.