

**Bylaws of the RLPA
Residence Life Professional
Association**



Bylaw I: Name

The name of this organization shall be the RLPA, Residence Life Professional Association, hereafter to be known as the Association.

Bylaw II: Purpose

The purpose of this Association shall be:

- Article 1:** To bring together all post-secondary residence staff members to better serve students and institutions.
- Article 2:** To promote meaningful information exchanges that will help each participating institute accomplish its goals.
- Article 3:** To cooperate with other organizations in the field of housing, residence life, and related areas within post-secondary institutions in Alberta, Canada, and North America.
- Article 4:** To support and encourage the professional development of residence life personnel of member organizations.

Bylaw III: Membership

- Article 1:** Membership in the Association shall be available to either individuals or to postsecondary institutions, which have staff involved in the administration and coordination of residence life.
- Article 2:** Membership shall be open to qualified institutions in the Province of Alberta, Canada and to similarly qualified institutions in other provinces, territories, or states.
- Article 3:** Voting in the Association shall be by institution and shall be confined to member institutions via direct, proxy or email vote.
- Article 4:** All Staff, Faculty members, and Student Residence Leaders who have major involvement in the institution's residence life program may participate in the activities of, benefit from the services of, and hold office within the Association
- Article 5:** Membership in the Association and its' committees is open to all eligible persons regardless of race, color, sex, age, religion, national origin, sexual orientation, physical and / or mental disability.

Article 6: Honorary membership may be awarded by the Board subject to the approval of the membership at their annual general meeting to past representatives who have given outstanding service to the Association.

Article 7: Any member institution wishing to withdraw from membership may do so upon a notice in writing to the Board through its Secretary. If any member is in arrears for fees or assessments for any year, such member shall be automatically suspended at the expiration of six months from the end of such year and shall thereafter be entitled to no membership privileges or powers in the Association until reinstated. Any member upon a majority vote of all members of the Association in good standing may be expelled from membership for non-payment of fees and not upholding the purpose of the Association.

Bylaw IV: Annual Dues

Article 1: The Board may recommend the establishment of annual dues for members of the Association.

Article 2: To establish and set the amount of annual dues, a motion must be made and passed by two-thirds majority of member institutions attending the annual general meeting of the Association, or in the event of a mail ballot, a simple majority of the total institutional membership of the Association

Bylaw V: Activities

Article 1: The Association will hold an annual general meeting, which shall be open to all members. Upon recommendation of the Secretary of the Association, the Board shall approve the time and place for the annual conference and meeting.

Article 2: The Association will publish a newsletter designed to be communication and feedback channel that can distribute information and ideas through the Association, and provide recognition to Association members for contributions which improve the management of student housing services and programs. The Association Newsletter will be published in October and February of each term.

Article 3: Under the direction of the President of the Association, the Board will take steps to provide other activities and services necessary to fulfill the purposes stated in Bylaw II.

Bylaw VI: Annual General Meeting (AGM)

Article 1: The official annual general meeting will occur at the annual general meeting of the Association. The time and place of the annual general meeting shall be communicated at least 30 days in advance to the membership via the Association listserv by the Secretary of the Association. The annual general meeting is to be held annually in March and must be in the province of Alberta.

Article 2: The President of the Association will preside over the annual general meeting.

Article 3: The Secretary of the Association will be responsible for preparing and distributing the meeting agenda and recording the minutes of the annual general meeting and insuring their distribution to the membership.

Article 4: Voting at the annual general meeting will be by institution. One delegate, who will serve as its voting member, will represent each institution in attendance. Each institution in good standing, and not attending the annual general meeting, is encouraged to send a proxy vote or email vote.

Article 5: A quorum will be required to conduct the annual general meeting of the Association. A minimum of 1/3 voting member institutions in good standing present at the meeting will constitute a quorum. If quorum is not present at the annual general meeting, proxy or email votes from institutions in good standing will be accepted.

Article 6: The Treasurer of the Association will record and protect the finances of the Association.

Bylaw VII: Fall Business Meeting (FBM)

Article 1: The official fall business meeting will occur at the fall business meeting of the Association. The time and place of the Fall Business meeting shall be communicated at least 30 days in advance to the membership via the Association listserv by the Secretary of the Association. The fall business meeting is to be held annually in October or November.

Article 2: The President of the Association will preside over the fall business meeting.

Article 3: The Secretary of the Association will be responsible for preparing and distributing the meeting agenda and recording the minutes of the annual general meeting and insuring their distribution to the membership.

Article 4: Voting at the fall business meeting will be by institution. One delegate, who will serve as its voting member, will represent each institution in attendance. Each institution in good standing and not attending the fall business meeting is encouraged to send a proxy or email vote.

Article 5: A quorum will be required to conduct the fall business meeting of the Association A minimum of 1/3 voting member institutions in good standing present at the meeting will constitute a quorum. If quorum is not present at the fall business meeting, proxy or email votes from intuitions in good standing will be accepted

Article 6: The Treasurer of the Association will record and protect the finances of the Association.

Bylaw VIII: Board of Directors

Article 1: The Board of Directors shall consist of the President, Secretary, Treasurer, Communications Coordinator, President-Elect, Past-President, and Conference Chair.

Article 2: The Board of Directors of the Association shall assume office in accordance with the procedures outlined in Bylaw XI.

Article 3: The Board of Directors is not remunerated by the Association.

Article 4: Four of the seven Directors must be present to constitute a Board of Directors quorum, except that the President may conduct a mail ballot of the Board of Directors at his/her discretion.

Article 5: In the event of a vacancy in the office of the President, the President-Elect shall automatically become President and complete the term of office for which he/she elected.

Article 6: In the event of a vacancy on the Board of Directors, the President shall work closely with the Board of Directors to solicit nominations

from the membership, prepare a mail ballot, tabulate and inform the membership of the results. The new Director shall assume office immediately and complete the term of office for they are elected.

Article 7: To be eligible to assume and maintain office, an individual must meet the terms of membership stated in Bylaw. If, after assuming office, a Director no longer meets these terms, he/she must resign his/her position.

Article 8: The Directors shall have control over the affairs of the society and their powers are limited to the following:

To make purchases below \$1000

To make decisions that support the betterment of the Association

To support membership

Article 9: The Alberta Representative for the North-West Association of College and University Housing Officials sits on the Board of Directors as an ex-officio member.

Article 10: Any Director, upon majority vote of all Board members in good standing, may be removed from office for not upholding the purpose of the Association.

Article 11: Directors are expected to attend all meetings of the Association and its Board, except in circumstances beyond the control of the absent Director.

Bylaw IX: Amendments

Article 1: The Bylaws may be rescinded, altered, or added to by a "special resolution" as defined in the Societies Act:

Article 2: Special resolution will be conducted with representatives from member institutions in attendance at the annual general meeting, or in the event of a mail ballot, a majority of the votes cast by the membership of the Association. Only one vote shall be recorded from each member institution represented at the annual general meeting, or in the event of a mail ballot, one vote per member shall be recorded. Proxy votes from member institutions will be accepted at the annual general meeting.

Article 3: Any member institution of the Association may propose amendments to the bylaws. Such proposals by a member institution or Director shall be made in writing, endorsed by at least

three other member institutions of the Association, and submitted to the President of the Association at least 30 days prior to the annual general meeting for presentation to the membership.

Bylaw X: Effective Date

These Bylaws shall take effect upon its ratification by two-thirds majority vote of member institutions present at an annual general meeting.

Bylaw XI: Elections

Article 1: The President, President-Elect, Secretary, Communications Coordinator and Treasurer shall be elected at the annual general meeting of the Association.

Article 2: The Conference Chair-Elect shall be elected annually during the fall business meeting.

Article 3: The Awards and Nominations Committee, chaired by the Past-President, shall submit a slate of nominees for the offices of President-Elect (vis-à-vis President), Secretary, Communications Coordinator and Treasurer, at the annual general meeting of the Association. The voting representative from any member institute may make additional nominations from the floor at the annual general meeting.

Article 4: The same will be done for the Conference Chair-Elect position at the fall business meeting.

Article 5: Persons nominated by the Awards and Nominations Committee shall be contacted and informed of their nomination.

Article 6: To be elected, a candidate must receive a majority of the votes cast by (the) institutional representatives at the annual general meeting (or the Fall Business Meeting as described in Article 2).

Article 7: Directors shall be installed at the annual general meeting or fall business meeting of the Association, and shall serve until their successors are installed.

Article 8: Directors shall be elected for one and two year terms.

Section 1: The President shall be for a one-year term.

Section 2: The President-Elect shall be for a three-year term (one-year as President-Elect, one-year as President, one year as Past-President).

Section 3: Conference Chair-Elect shall be elected for two years (one as Conference Chair-Elect and one year as Conference Chair).

Section 4: Treasurer, Communications Coordinator and Secretary shall be elected for a two-year term with the Communications Coordinator being elected initially for a one year term and thereafter to two year terms. The Secretary shall be elected in odd years and the Treasurer and Communications Coordinator shall be elected in even years.

Article 9: No member may serve as an elected Director more than two full terms in any one office.

Bylaw XII: Duties of the Board of Directors of the Association

Article 1: The President shall:

Section 1: Preside over all meetings of the Association.

Section 2: Preside over all meetings of the Board.

Section 3: In consultation with the Board, state those goals for the Association which he/she intends to pursue during his/her term of office and insure their inclusion in the first issues of the Association Newsletter, published after the beginning of his/her term of office.

Section 4: Present a report outlining the state of the Association at the annual general meeting of the Association, and to insure its inclusion in the first issue of the Association Newsletter published after the conference.

Section 5: Represent the Association at meetings to which the Association is invited.

Section 6: Fulfill all duties necessary to insure that the Association meets the expectations presented in its bylaws.

Section 7: The president shall sign the certificates and letters for inductees to the Student Leadership Society.

Article 2: The Secretary shall:

Section 1: Carry on the record keeping of the Association.

Section 2: Record, transcribe and distribute the minutes of the annual general meeting of the Association in accordance with Bylaw VI, Article 3 and Bylaw VII, Article 3.

Section 3: Record and transcribe the minutes of Board meetings as well as all other official meetings of the Association as designated by the President.

Section 4: Recommend to the Board a date, time and place for the fall business meeting and annual general meeting of the Association. Act as the liaison between the Board of Directors and the host institution.

Section 5: Be responsible for changes and updates to the constitution, including a yearly review, to bring forth changes, if any, to the annual general meeting.

Section 6: Prepare and distribute the agendas for the fall business and annual general meetings.

Article 3: The Treasurer shall:

Section 1: Be the guardian of all funds accruing to the Association.

Section 2: Maintain a record of all income/expenses.

Section 3: Insure proper control of all funds, which may accrue to the Association.

Section 4: Furnish a report to the annual general meeting.

Section 5: Ensure that all Association members pay their dues on time.

Section 6: Pay all bills in a timely manner.

Section 7: Member Institutions may, with reasonable notice, inspect or review the Association books.

Article 4: The President-Elect shall:

Section 1: Assume the duties of the President in the latter's absence or in the event of his/her resignation.

Section 2: Ensure the completion of the Association survey and present it at the annual general meeting.

Article 5: The Conference Chair shall:

Section 1: Become the chair of the Association Student Leadership Committee.

Section 2: Recommend to the Board a date, time, and place for the annual Student Leadership Conference.

Section 3: Perform any other duties as directed by the President.

Article 6: The Communications Coordinator shall:

Section 1: Be the official correspondent of the Association and carry on its required correspondence.

Section 2: Prepare the letter and certificates for the President to sign for those inducted into the Student Leadership Society and for those being presented with Long Service Awards.

Section 3: Take those actions necessary to insure the publication of the Association newsletter a minimum of twice a year, once in the fall and once in the spring.

Section 4: Manage the content and methods of the Association's communication (e.g. website, list serve).

Section 5: Assess the effectiveness of the Association's communications tools.

Article 7: The Conference Chair-Elect shall:

Section 1: Assist the Conference Chair in the planning of the Student Leadership Conference.

Section 2: Organize the program portion of the conference.

Section 3: Serve on the PD Committee.

Article 8: The Past-President shall:

Section 1: Coordinate the annual election process for the Board of Directors.

Section 2: Assist the President and President-Elect in the overall leadership of the organization.

Section 3: Chair the Awards and Nominations Committee.

Section 4: Responsible for the annual RLPA Long Service Recognition program. Long service award certificates will be given to members at the Annual General Meeting for increments of five years of service to the association.

Bylaw XIII: Standing Committees

The following are standing committees of the Association. The President and Board may, by administrative action, appoint additional standing committees, which they feel necessary for the proper function of the Association.

Article 1: The Professional Development (PD) Committee

The PD Committee shall be chaired by a member-at-large and, working closely with the Conference Chair-Elect, will provide professional development for the membership at the annual general meeting.

Section 2: The chair will receive a budget from the Board in consultation with the Host Committee for the meeting.

Article 2: The Awards and Nominations Committee

The Awards and Nominations Committee will be chaired by the Past-President, or another member appointed by the Board, to elicit nominations for the Josie Lamothe Memorial Award for Outstanding Service, new Board members, and inductees for the Student Leadership Society. The committee is responsible for selecting the award winner and presenting a gift and plaque at the annual general meeting.

Section 1: The call for nominations for the Josie Lamothe Memorial Award for Outstanding Service will be out by February 1 of any given year with nominations due by February 15.

Section 2: The call for nominations for new Board members will take place before the annual general meeting of the Association, though nominations can also be put forth during the annual general meeting.

Section 3: The call for nominations for the Student Leadership Society will take place before February 1 of any given year and can be accepted at the annual general meeting.

Article 3: The Student Leadership Committee

The Student Leadership Committee, chaired by the Conference Chair, will oversee all aspects related to the Association's Student Leadership Conference, including sessions, insurance, marketing, and accommodations.

Section 1: The chair will elicit volunteers from the membership to serve on the committee by May 1 of any given year.

Section 2: The committee will propose a budget to the Board, including proposed fees, for approval before June 1 or the spring meeting of the Board, whichever comes first.

Section 3: The Conference Chair, in consultation with the Conference committee, will make a recommendation to the Membership on the location of the conference. Efforts will be made to alternate the conference location between lower, middle, and upper areas in Alberta.

Bylaw XIV: Borrowing Powers

For the purpose of carrying out its objects, the Association may borrow or raise or secure the payment of money in such a manner as it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the society, and in no case shall debentures be issued without the sanction of a special resolution of the society.

Bylaw XV: Auditing

Article 1: The books, accounts, and records of the Secretary and Treasurer shall be audited at least once each year by two members of the society assigned by the membership. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the Annual General Meeting of the

Association. The fiscal year of the Association shall be March 1 to February 27.

Article 2: The books and records of the society may be inspected by any member of the society at the Annual General Meeting or at anytime upon giving reasonable notice and arranging a time satisfactory to the Director or Director having charge of same. Each member of the Board shall at all times have access to such books and records.

Bylaw XVI: Effective Date

Article 1: The Bylaws are not effective until filed with Corporate Registry.

Article 2: The rules contained in Robert's Rule of Order Revised shall govern the proceeding of this organization, except in such cases as are covered by the bylaws adopted by the Association.