



RESIDENCE HALLS ASSOCIATION  
MICHIGAN STATE UNIVERSITY

# Procedures Manual

## 51<sup>th</sup> Session

Disclaimer: The procedures manual is a working document. RHA is continuously finding ways to improve and increase efficiency. Updates will be made as RHA sees fit. **Last Updated: 10/19/20**

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## **Article I. General RHA Information**

### **Section 1.01 What is RHA?**

Residence Halls Association is Michigan State University's student government for on campus students. Residence Halls Association provides services such as RHA On Demand, Campus Center Cinemas, special events, health promotion, and funding for residence hall governments, neighborhood black caucuses and neighborhood LGBTQ caucuses.

### **Section 1.02 Our Mission**

The mission of the Residence Halls Association is to represent the residents of Michigan State University objectively, protect the rights of residents, and to provide a voice for the concerns of our residents. We strive to achieve this by assisting hall organizations with publicity, legislation, and funding, and by providing valuable services and opportunities through our programs. Through these initiatives, RHA is committed to continuously improving the on-campus experience at Michigan State University.

### **Section 1.03 Financial Ethics**

Within the Residence Halls Association, we pride ourselves on being ethical. A large amount of money is entrusted to leaders within the all governments and caucuses and with that comes a large responsibility to make sure that student taxpayer's money is being used with the utmost integrity and effectiveness.

#### **What are Ethics?**

"An area of study that deals with ideas about what is good and bad behavior: a branch of philosophy dealing with what is morally right or wrong"

Merriam-Webster

Here are some basic ethical standards RHA adheres to:

- 1) Use taxpayer dollars on spending directly benefits the students who paid the tax.
- 2) Be aware of the issues affecting taxpayers and advocate their interests.
- 3) Educate constituent groups about university policies and changes.
- 4) Respect the dignity and protect the privacy of students, and ensure the confidentiality of student records and personal circumstances.
- 5) Promote the free expression of ideas, opinions, and foster respect for diverse viewpoints within the university.
- 6) Commit to the highest level of ethical behavior and refrain from conflict of interest or the perception thereof.

### **Section 1.04 RHA Finances**

Residence Halls Association receives a \$25.00/semester tax from each student living on campus. This tax is split into \$6.00 for the constituent groups, \$4.50 for Hall Governments and \$0.75 for each of the caucuses, and then \$19.00 stays with the RHA general account to provide campus-wide services, events and programming. Residence Hall Governments receive 100% of their allocation for the semester. If a hall government did not use all the funds allotted during the previous semester, they may receive up to 25% of that remaining amount in carryover.

### **Section 1.05 Tax collection process**

- For fall semester, in late July, early August, the full tax collection is deposited into the RHA account for anyone who has confirmed attendance for the semester.
- In the months following, if students have not paid their balances, the RHA account is then deducted the

amount of those student's taxes.

- Sometimes, unpaid bills are sent to collections. If they are successful in collecting, RHA will be given 75% back and collections will keep 25% for their efforts. If they are unable to collect, then RHA's account is deducted the amount for that student.
- A student forfeits the right to receive a refund for the RHA tax if they stay one night in a residence hall or has one meal in the cafeteria.
- Budget currently accounts 3% of the entire tax collection for withholding purposes, and will be updated as necessary.

### **Section 1.06 Tax Refunds**

**Residents may receive their refunds in the RHA Holden business office during regular business office hours for ten class days at the beginning of each semester.**

The following procedure shall be employed when issuing refunds:

- RHA shall verify that the resident has paid the RHA tax.
- The resident shall be informed as to what privileges will be lost by obtaining a refund.
- The resident shall fill out the Refund Request Form.
- At the end of the refund period the DTA shall send a list of students receiving refunds to the RHA Business Manager to put in a request to the Student Services Fiscal Officer to approve and initiate a credit on the students MSU account.
- After approval of the refunds, the DTA shall notify each hall government the names of the students receiving a refund.

### **Section 1.07 Large Expenditures**

Any RHA purchase/payment over the amount of \$15,000 must be approved by the President, Vice President, Chief of Staff, Chief Financial Officer and Chief Diversity and Inclusion Officer before further processing can take place. Minutes of discussion and approval must be taken and properly recorded.

### **Section 1.08 RHA Records Retention Policy**

RHA follows MSU University Archives & Historical Collections General Retention Schedules for Fiscal and Human Resources Records. All records are held in the RHA storage room in Holden Hall. If physical space becomes limited, records will then be sent to University Archives to be held until retention period is over.

### **Section 1.09 Constituent Financial Responsibilities**

- Constituents must adhere to the RHA bylaws found in Article III, RHA Budget and Financial Procedures.
- RHA provides finance training as a D2L course. It is required that all Presidents, Treasurers and Advisors complete and pass the course prior to receiving their RHA allocated funds.
- In addition to the training, the Presidents, Treasurers and Advisors must submit a completed Finance Signature form to the Director of Treasurers and Allocations.
- The constituents are responsible for turning in their forms into the RHA Office Staff in a timely manner, per RHA Bylaws Article III, Section 6, J-M. It is important all forms and supporting documents are complete. Incomplete requests will not be accepted until complete.
- It is responsibility of each constituency to update the RHA DTA with any changes of the executive board.
- It is the responsibility of each government to keep track of their own inventory. Upon beginning of each semester, RHA requires each constituent group to submit an inventory of all the goods in the office. Including but not limited to any printers, routers, equipment, etc. that have been purchased in previous years.
- Constituent groups are required to attend General Assembly and Committee meetings in order to keep funds in good order.

## Article II. Types of Fund Requests

Section 2.01 Quick Guides				
Purchase	Transaction Type	Allowed For	Payment Type on RHA fund requisition form	Process
<b>Goods</b>	Out of pocket expenses	Purchase of goods only. May not be used for services, memberships or donations.	Reimbursement	Include itemized receipt(s), paid invoice(s), or other proofs of payment. For MSU student and faculty/staff employees, reimbursement comes through the same direct deposit as payroll. Non-employees will receive a check via mail.
	Direct Pay - Off Campus Vendor	Purchase of goods only. May not be used for services, memberships or donations.	Check Request or P-Card	Attach invoice/order. W-9 may be required if the vendor has not done business with MSU before. Contact the RHA Business Manager to verify. Payment is mailed directly to the vendor or for a \$15 special handling fee, you may pick up at the Accounting Office to hand deliver.
	Direct Pay - Online Vendor	Purchase of goods only. May not be used for services, memberships or donations.	Check Request or P-Card	Attach printout of "wish list". Online prices tend to fluctuate, be sure to approve a maximum amount above the total of wish list.
	Internal Billing - MSU Departments	MSU Stores, Culinary, Sparty's, Student Services Copy Center or other MSU departments.	Internal Billing	Submit to RHA Business Office at least 10 business days (14 business days for Culinary) prior to expense with the total cost listed. DTA will work with the department to finalize payment.
<b>Services</b>	Direct Pay - Off Campus Vendor	Services only. Does not apply to reimbursement for goods.	Check Request or P-Card	Attach invoice/order. W-9 may be required if the vendor has not done business with MSU before. Contact the RHA Business Manager to verify. Payment is mailed directly to the vendor or for a \$15 special handling fee, you may pick up at the Accounting Office to hand deliver.
	Internal Billing - MSU Departments	IPF, MSU PD, Motor Pool	Internal Billing	Attach order form or invoice. RHA office will have to contact department to give proper account number.
<b>Transfers</b>	Sponsoring Student Organizations or MSU departments	Limited to RSO (with on campus accounts). Used for sponsorship of event for RSO or MSU Dept.	RSO sponsorships	Make sure receiving organization's University account number is complete. Include any other supporting documents for the event. Payment sent via MSU's finance system to transfer funds.

## Section 2.02 Form Deadlines

Check Requests	7 business days
P-Card Requests	10 business days
Internal Billing Requests (unless MSU Culinary)	7 business days
MSU Culinary	14 business days

\*\*Due to the varying final exam and RHA staff schedules, the **end of the semester deadlines** to turn in forms are as follows:

P-card requests→The Monday of the last week of classes. If items have a delivery date beyond the Wednesday of finals when ordered, the items will not be purchased at that time.

Check requests, Internal Billing, Reimbursements and RSO Sponsorships→The Wednesday of the last week of classes

## Section 2.03 Direct payment to vendor via check

This is a step-by-step procedure on how to correctly perform a request to submit a check to be paid directly to a vendor.

- Obtain permission from the government in which you are requesting use of their funds.
- Go to the vendor and place order, receiving a detailed invoice or order in return. Invoice/order should include due date of payment, total amount due, and preferred method of delivery (mailed directly to vendor or ready for pickup). Invoices older than 90 days old will not be accepted.
- Invoice/order should not include sales tax. See Article 2.10 RHA Tax Exempt for more details.
- Fill out RHA Requisition (payment type, Check Request) form completely, with the “Payment Recipient” being the information of the vendor receiving payment. Also, the description should explain why the service or items is being funded, along with how it will benefit the on-campus living experience.
- Once all information for vendor is completed, obtain the signatures of the President, Treasurer, and Advisor.
- Turn into Office Staff, hours are listed on RHA Website. Allow 2-3 weeks for check to be sent to vendor. If wanted for pick up, acknowledge an additional \$15 fee for that service. (See Special Handling section 2.04 for more details.)

### Checklist

- ✓ Completed Fund Requisition form with ALL needed original signatures
- ✓ If rushed, preferred method of delivery of payment (mailed to vendor or ready for pickup)
- ✓ Complete Invoice/order without sales tax
- ✓ Itemized with values and descriptions
- ✓ Due date
- ✓ Any other supporting documents for event

## Section 2.04 Special Handling

A rushed check, also known as “special handling”, is a request submitted to Central Accounting to have a check physically pulled from the batch to either be rushed mailed or set aside for pick up at the Accounting Office in the Hannah Administration Building.

- If a check needs to be picked up to hand deliver to a vendor, it will also need to be rushed. It is the **requester’s responsibility** to pick up the check.
- For RHA finance staff, when *requesting special handling fee* on a voucher, send to business manager in a separate email with subject **RUSH NEEDED**. Once submitted, expect the check in 4-5 business days.
- Note on the RHA form whether the check will need to be picked up or mailed.
- Once approved by MSU accounting, the business manager will email information to pick up the check.
- The Special Handling fee of \$15 per check is imposed by MSU Accounting and will be charged to the constituent account.

## Section 2.05 Direct payment via MSU P-Card (Online purchases)

This is a step-by-step procedure on how to correctly perform a request for an online purchase using MSU P-Card. All online orders will be delivered to the RHA office in Holden Hall. It is the constituent's responsibility to pick up items within 10 business days of receiving notification to pick up ordered items. Be sure to keep shipping costs and delivery times in mind when planning.

\*MSU P-card policy prohibits the use of P-card for purchases of gift cards, memberships, and subscriptions.

Obtain permission from the constituent in which you are requesting use of their funds.

- Go to the website in which you wish the items ordered, add items to the cart, print out the cart (including the total amount of order).
- Complete RHA Requisition, payment type P-Card, form. Be sure to include the website. Online prices can change, especially on Amazon.com, please allow for unexpected price increases by entering a "max amount" to be approved by government.
- Turn into Office Staff, hours are listed on RHA Website.

### Checklist

- ✓ Completed Requisition form with ALL needed original signatures
- ✓ Indicate a maximum amount on the request to allow for online price fluctuations.
- ✓ Put date items are needed.
- ✓ Allow enough time to process in RHA office and shipping
- ✓ "Shop" for items needed and place in cart
- ✓ Make sure printout/screenshot is clear enough to see all items and the prices in order. If possible, share the cart, wish list or log in information to Office Staff at (RHA.office@msu.edu)
- ✓ Any other supporting documents for event

## Section 2.06 Reimbursement

This is the step-by-step procedure on how to correctly perform a reimbursement request within the RHA procedures.

- Obtain permission from the government in which you are requesting use of their funds.
- Purchase materials needed, keeping all original receipts and proof of payment. Receipts MUST be itemized to be accepted.
- Complete RHA Requisition, payment type Reimbursement. Payment recipient is person being reimbursed.
- Fill out ALL personal information that is asked.
- Fill out description. This must include reason as to why materials were purchased, when the event was, how many people showed up, and any other information needed to provide accurate justification.
- Once the requisition form is filled out, obtain signatures from President, Treasurer, and Advisor, along with your signature. If reimbursement is to the president or treasurer, sign in payee spot and leave the positional line blank.
- Turn into Office Staff, hours are listed on RHA Website.
- Allow 2-4 weeks for check to be received. If person to be reimbursed is an MSU employee, the reimbursement will be made via direct deposit/payroll check.

### Checklist

- ✓ Completed Requisition form with ALL needed original signatures
- ✓ Original Itemized Receipts



- ✓ Receipts must include:
  - List of each individual item purchased
  - Deposits, if applicable
  - Date of purchase
  - Location of purchase/name of store
  - Proof of Payment (must include one of the following):
    - If paid by credit card:
      - Last four digits of credit card number
      - “Paid by card -paid in full \$0.00 due”
      - Bank statement showing withdrawal of funds, if necessary
    - If paid by cash:
      - “Paid in cash” or “Paid in full-\$0.00 due”.
      - If printed receipt does not show \$0.00, vendor manager signature will suffice.
- ✓ Any other supporting documents for event

### **Section 2.07 Non-Reimbursable Transactions**

RHA does not allow for the following to be reimbursed:

- Refundable Deposits, bottle etc.
- Donations of any kind including to any agency or student organization (IRS Tax Rules)
- Excessive Shipping Costs and Gratuity above 20%.
- Payment for Services
- Payment for a membership
- Any purchases made with a Food Stamp or Bridge Card
- Forfeit fees
- Any receipts that have personal items combined with desirable items to be reimbursed through RHA
- Purchase of gift cards to vendors who sell alcohol or drugs (includes out-of-state vendors)
  - For example: Amazon, Studio C, Buffalo Wild Wings, Meijer, Chipotle, Etc.

### **Section 2.08 Internal Billing**

This is a step-by-step procedure on how to correctly perform a request to purchase goods or services with an MSU department. (MSU Dairy, MSU Bookstore, Culinary, MSU Bakers, etc.)

- Obtain permission from the government in which you are requesting use of their funds.
- Go to the department and place order, receiving an invoice/order in return. Invoice should include due date of order, MSU department, detailed items and amount.
- Complete RHA Requisition, payment type, Internal Billing, form completely, with the “Payment Recipient” being the information of the MSU department providing goods or services. Also, the description should explain why the service or items is being funded, along with how it will benefit the on-campus living experience.
- Once all information for payee is completed, obtain the signatures of the President, Treasurer, and Advisor.
- Turn into Office Staff, hours are listed on RHA Website.

#### **Checklist**

- ✓ Completed Requisition form with ALL needed original signatures
- ✓ Itemized order or invoice
- ✓ Contact information of department
- ✓ Name of manager/person of contact
- ✓ Phone number and/or email address
- ✓ Any other supporting documents for event

## Section 2.09 Registered Student Organization (RSO) Sponsorships

In order for a RSO sponsorship to occur, the RSO must have an on-campus account that starts with “AR-#####”. This means the organization has applied and been approved as an RSO through the Department Student Life Office.

This is a step-by-step procedure on how to correctly perform an on-campus account transfer to a Registered Student Organization (RSO).

### Sponsorships given by constituent groups

- Obtain permission from the government you want to use the funds from.
- Obtain RSO On-Campus Account Number, this number will look like this format: “AR-#####)
- Fill out the RHA Fund Requisition, RSO Sponsorship payment type, form with the payee information being
  - 1) The name of the RSO in “name”
  - 2) The RSO Account number in “Account number”
- Fill out description as to why the RSO is requesting the funds and how it will benefit on-campus student living experience.
- Obtain signatures from President, Treasurer and Advisor.
- On-campus account transfers also include constituent to constituent transfers in which would only require name of constituents involved in the transfer.
- Allow 2-3 weeks for transfer to be completed.

### Sponsorships given by RHA Leadership

- Fill out RHA Leadership Sponsorship Google Form found on the RHA website.
- Once approved, fill out the RHA Requisition for RHA Leadership Team with the payee information being:
  - 1) The name of the RSO in “name”
  - 2) The RSO Account number in “Account number”
- Fill out description as to why the RSO is requesting the funds and how it will benefit on-campus student living experience.
- Turn completed form into the RHA Leader in which the request is being made.
- Allow 2-3 weeks for transfer to be completed.

### Checklist

- ✓ Completed Requisition form with ALL needed original signatures
- ✓ Contact information of RSO
- ✓ Name of manager/person of contact for RSO
- ✓ Contact Phone number and/or email address
- ✓ Any other supporting documents for event

## Section 2.10 Late Fee

According to the RHA Bylaws, Bill FS.18.14 Article III Section 7, RHA reserves the right to charge constituents late fees or refuse to accept requisition requests based on the untimely submission of documents.

- Receipts must be submitted to the finance staff within 30 days for reimbursements.
- Any receipts submitted between 30-60 days will be subject to a \$25.00 late fee from the funds of the constituency.
- Any Receipts submitted between 60-90 days will be subject to a \$50.00 late fee from the funds of the constituency.

- Any receipts after 90 days will NOT be accepted under any circumstances.

### **Section 2.11 RHA Tax Exemption**

The Residence Halls Association is tax exempt. The main goal of this is to save on large purchases. At this time, RHA does not grant the authority to all constituent groups to claim tax exemption when making out of pocket purchases that become reimbursements. If a student pays tax, RHA will still reimburse the tax paid. When paying a vendor directly, tax will not be paid. It is the responsibility of the constituent group to notify the vendor of RHA's tax exempt status when placing the order. The RHA finance staff, DTA, CFO or Business Manager can provide the tax exempt letter directly to the vendor, if requested.

### **Section 2.12 REHS Purchases**

RHA does not allow REHS staff to use REHS funds to purchase goods and then be reimbursed through RHA. REHS staff are also not allowed to purchase through Spartan Marketplace via EBS. Goods purchased by either of these methods will be denied for reimbursement.

### **Section 2.13 Shipping Cap Rule**

If materials being used for an event or meeting are ordered online and submitted for p-card fund request or reimbursement, shipping will only be paid or reimbursed for a reasonable amount as determined by the DTA and or CFO.

### **Section 2.14 Travel**

Any travel reimbursements that deal with travel must follow specific MSU Policies.

- Prior to travel, each person travelling be pre-approved through Concur, indicating a legitimate business purpose.
- Travel Expense Reports should be submitted within 30 days of the return date of the trip.
- Each traveler must submit a separate Travel Expense Report for his/her own expenses.  
\*Refer to MSU Manual of Business Procedures, Section 70, for travel policies\*

If for any reason a student is unable to travel and RHA is not able to receive a refund for expenses already paid, the student will be responsible for at least 50% of all of non-refundable the costs.

## **Article III. Vendors and Licensing**

### **Section 3.01 Vendors**

Michigan State University deals with thousands of vendors. A vendor is any company or individual paid or to be paid by MSU, including reimbursements.

- If a vendor does not exist in the MSU accounting system, they must be put into the system. For a vendor providing goods or services a W-9 must be provided. A W-9 is not necessary for reimbursement. If you wish to verify whether a vendor needs a W-9, please contact the RHA business Manager.
- Students are also considered vendors when receiving a reimbursement. A W-9 is not needed for a student reimbursement. If the student is an MSU employee, payment will be made via direct deposit. If the student is not an MSU employee, they will need to be approved as a vendor if not already in the accounting system.

Risk Management Vendor Requirements (see Risk Management for complete list):

- The vendor must deliver, set up and supervise all inflatables. MSU staff and/or students are not to assist with any of these functions.

- The contract must include the risk management insurance requirements as well as the fact that the vendor is responsible for delivery, set up and complete supervision.
- The following inflatables are NOT options on MSU's campus (this is subject to change so please verify with risk management if the proposed inflatable is allowed):
  - Sumo wrestling
  - Bonzi bikes
  - Ziplines
  - Climbing and/or rock walls
  - Mechanical bulls

Carnival Type Vendors (approved through Risk Management as of 6/18/19):

Vertical Edge Entertainment	<a href="http://www.verticaledgeentertainment.com/">http://www.verticaledgeentertainment.com/</a>
Kramer Entertainment Inc.	<a href="http://www.kramerintl.com/">http://www.kramerintl.com/</a>
Ultimate Bounce DBA Planet X	<a href="http://www.planetxinc.com/index.htm">http://www.planetxinc.com/index.htm</a>
Fun Services	<a href="http://www.myfunservices.com/">http://www.myfunservices.com/</a>
Chris Nordman Associates, Inc.	<a href="http://www.eventfun.biz">www.eventfun.biz</a>
Excel Entertainment	<a href="http://www.excelgroupgr.com">http://www.excelgroupgr.com</a>
Family Friendly Entertainment	<a href="http://www.familyfriendlyenter.com">www.familyfriendlyenter.com</a>
Record a Hit Entertainment	<a href="https://www.recordahit.com/">https://www.recordahit.com/</a>

Also refer to the IPF website (<https://ipf.msu.edu/services/events/index.html>) regarding location and space for these types of events.

### Section 3.02 RHA Vendor Guide

There are 1,000's of "approved" vendors to choose from. This portion of the business manual will help navigate through the process of working with vendors often used by RHA. This is NOT a comprehensive list of all vendors that can be used. These are the vendors for which specific procedures have already been set up that may vary from the "typical" process.

#### Online Vendors

RHA is a tax-exempt organization under Michigan State University.

RHA has tax exempt accounts with several online vendors. This does not mean others cannot be added to the list, but keep in mind, application for tax exempt status can take 3-10 business days.

RHA has existing tax-exempt accounts with the following vendors:

- Amazon
- Best Buy
- Dollar Tree
- Home Depot
- Party City
- Walmart
- JoAnn Fabrics

Due to various reasons, RHA does **NOT** have tax exempt accounts with Meijer.com, Michaels.com and Target.com

## Off Campus Food Vendors

The following off campus food vendors have set up direct invoicing with RHA. They will not expect payment at time of delivery/ pick up.

When ordering from the vendors listed below, be sure to let them know you are with **RHA**. They will be able to provide constituents with itemized orders/invoices WITHOUT sales tax that are needed to accompany the *RHA check request form*.

**Constituents are responsible for placing ANY order with off campus vendors** except for Insomnia Cookies.

- ❖ Marco's Pizza
- ❖ Buffalo Wild Wings
- ❖ Eastside Fish Fry (requires orders to be made 2 weeks in advance)
- ❖ Jersey Mikes
- ❖ Cottage Inn (use RHA Business Manager's phone number as "account number" (517)884-0258)
- ❖ Chick-fil-A
- ❖ Panera Bread (contact the RHA Business Manager to be give authorization to place orders under RHA, PRIOR to turning in any forms)

### ***Insomnia Cookies***

To place a payment request for Insomnia Cookies, go to their website and select items as though you were placing an online order. Do a screen shot or print screen of the final order. Please include the screen shot with an RHA Check Request form. Be sure the screen shot is clear and indicates date, time and location of delivery on the check request form.

### ***Olive Garden***

1. Call or go into Olive Garden to place the order. Ask to place the order with a manager because it will have to be put "on invoice". Remember to let them know the order should be tax exempt. RHA's tax exemption is under MSU's tax exempt number.
2. Get print out of order from Olive Garden, write in any tip, take out taxes if still listed on print out from Olive Garden. This will serve as the backup for the RHA check request.
3. Do RHA check request form
4. Turn in form to RHA office (in person or through D2L drop box)

Many restaurants require payment at time of pick up or delivery. This requires a "special handling" check request, which means it will cost the constituent group an additional \$15 fee incurred by MSU accounting and the check to be picked up at the **Hannah Admin building**.

For off campus food vendors not listed here that you wish to pay directly, please be sure to inform them of RHA's tax exempt status AND ask if they will accept checks to be mailed to them directly. Feel free to give the Business Manager's information ([rha.bom@msu.edu](mailto:rha.bom@msu.edu) or 517-884-0258) if they have any questions or concerns.

### **On Campus Food Vendors**

The majority of vendors on campus require an account number in order to place an order. Due to RHA's policies and procedures, account numbers are not given out to constituents. Please remember, *it is the responsibility of the constituent to make sure all order details, including the delivery/pick up information, is correct*. The DTA's responsibility is to give account numbers only and they will not place orders for you. All forms are to be turned into the RHA Business Office seven (7) business days prior to the event, except for MSU Culinary.

RHA has been able to work out specific procedures with the following on campus vendors:

MSU Dairy Store: Orders can be emailed directly to MSU Dairy Store, at msudairystore@msu.edu. An itemized order/invoice should be able to be provided. That invoice/order will be turned into the RHA business office with an Internal Billing form. Once reviewed by the DTA, the account number will then be given to the Dairy Store.

MSU Bakers: Order form and price list can be requested from the RHA finance staff, DTA or business manager. Fill out order form and turn in with an internal billing request. The DTA will then email the order to MSU Bakers. This is the ONLY vendor in which RHA places the order, but all information on the order is the responsibility of the constituent.

Starbucks Delivery: To order coffee & pastries from Starbucks on campus go to: <https://eatatstate.msu.edu/form/starbucks-delivery> and place an online order. For department account number use: RHA (Name of Constituent Group). Do a screen shot of the order, manually add up the cost as the supporting document to be turned in the RHA Internal Billing form. Be sure to include **\$10 for the delivery fee**. The DTA will then contact Starbucks Delivery (part of MSU Bakers) with the appropriate account number.

MSU Culinary: Create an order using the “Special Food Request Order Form.” Contact Culinary to confirm they are able to fulfill the order. Turn in the culinary order form with RHA Internal Billing to the RHA Business Office **14 business days prior** to the event. The DTA will then complete the “Special Food Request Order Form” and send to the Culinary Services Neighborhood Contact.

### **Neighborhood Culinary Contacts**

Brody	Amanda Smart	517-355-7470	gregsona@rhs.msu.edu
North	JP Rafferty	517-355-5246	raffert3@rhs.msu.edu
Rivertrail	Susie Burke Adrian James	517-355-0244	fikkema@rhs.msu.edu jamesad@msu.edu
East	Anise Patterson	517-353-7776	patte350@rhs.msu.edu
South	Richard Bortel Gabrielle Whittaker	517-355-6492	bortel@rhs.msu.edu whitta40@rhs.msu.edu

Spartan Bookstore (International Center): Go to <https://www.bkstr.com/spartanbookstore/home>.

Like Amazon requests, “shop” and include a printout of the cart as the supporting documentation to go with the Internal Billing form. The DTA will then send the order to the Spartan Bookstore. Notification will go out once items are received by RHA and ready to be picked up from the RHA office. Also, Spartan Bookstore offers a discount for MSU department. 😊

MSU University Stores: Go to: <https://mm.ebsp.msu.edu/kmm-prd/mm/home.do> OR <https://shop.msu.edu/default.asp>

Like Amazon requests, “shop” and include a printout of the cart as the supporting documentation to go with the Internal Billing form. Once the forms are processed by the DTA, the Business manager will place the order. Notification will go out once items are received by RHA and ready to be picked up from the RHA office.

### Section 3.03 Licensing

All items bearing an MSU, trademark, log or symbol must be approved by University Licensing before any vendor payment can be made. The Licensing Authorization Form can be found online at <https://licensing.msu.edu/campus-use/licensing-authorization-form.html>.

Once approval is granted, via email, it must be included in the request for payment or reimbursement. These items must also be purchased from an MSU Licensing approved vendor.

Please refer to MSU licensing department to ensure all orders are approved before proceeding with payment. <https://licensing.msu.edu/campus-use/find-a-licensee.html>

Custom Order Online Options (Licensing approved as of 6/11/19):

- 4 Imprint
- BSN Sports (formally, Johnny Mac's Sporting Goods)
- Create My Tee
- Custom Ink
- Explosion Sportswear
- Kotis Design
- Promo Product Solutions
- Promoversity
- Underground Printing
- University Tees
- Wincraft
- Zazzle

Local Screen Printing Vendors (Licensing approved as of 6/11/19):

- Custom Embroidery Plus
- Delta Embroidery
- BSN Sports (formally, Johnny Mac's Sporting Goods)
- Meridian Screen Printing & Embroidery
- Michigan Shirt Works
- Nudge Printing
- Premo Monogramming
- Retro Duck
- Slick Shirts Screen Printing
- Sports Stop Sportswear
- Underground Printing

\* RHA encourages students that utilize funds to purchase locally. \*

### Section 3.04 On Campus Vendors

There are a number of vendors on campus, including:

- MSU Culinary
- MSU Dairy
- Union Pizzeria
- Panda Express (International Center Only)
- Subway (International Center Only)
- MSU Bakers
- MSU Infrastructure Planning Facilities

- MSU Spartan Bookstore (International Center)
- MSU Copy Center
- Biggby (Union)
- Starbucks Delivery (Wells Hall)
- University Stores
- Kellogg Catering
- Spartan Signature Catering

When using an on campus vendor, payment is made through Internal Billing.

Each on campus vendor has their own processes for ordering goods and services. See Vendor Guide Article II, Section 3.02 for details.

### **Section 3.05 Contracts**

MSU students do NOT have the ability to sign contracts on behalf of MSU. No Student is allowed to sign a contract on behalf of their constituent group. If a vendor requires a contract for an event, your advisor must be involved. If a contract needs to be signed, send it to the RHA Business Manager who will forward to MSU purchasing or possibly general counsel for authorized signature.

## **Article IV. Donations, Fundraising, Sponsorships, Gifts & Prizes and Cash Handling**

### **Section 4.01 Donation Policy**

Donations are not allowed except for within On-Campus transfers to Registered Student Organizations or departments with an on campus account. Any donations made by PayPal, personal check, or any other form to an off-campus account will not be accepted for reimbursement. Students will not be reimbursed for the donations made to outside MSU agencies. If an organization wants to make a donation, they have to do it directly to the organization, and must request approval before any funds are committed.

### **Section 4.02 Fundraising /Solicitation Policy**

Residence Halls Association does not allow constituents to use the “RHA” name or funding when trying to fundraise.

### **Section 4.03 Gifts and Prizes**

Prizes may be given to constituents for specific events. Any prize equaling or totaling the amount of \$25 or more requires an RHA Gift & Prize Form to be completed by the recipient. This form is also needed if requesting for a reimbursement for prizes purchased out of pocket. If the prize is purchased directly by RHA, the recipient will need to pick it up in the RHA Business office.

Gift cards are allowed as prizes awarded during events ONLY, and must be store specific (e.g. Cold Stone Creamery, iTunes, etc.). Gift cards to vendors that sell drugs/alcohol are not allowed.

Gift cards are NOT allowed to be given as gifts.

Proper documentation of the recipient is required for gifts and prizes that amount to \$25.00 or more. The address on the documentation must be the student’s **permanent** address.

\*After 30 days of date of event, prizes not picked up from the RHA office by the prize recipients, will become the property of RHA, no longer the constituent. \*



## **Section 4.04 Cash Handling**

Cash deposit:

- Create numbered receipts for all cash taken in from students – receipt books can be obtained through MSU Stores
- Count and lock cash in box safe
- Must be reconciled by someone other than the one who collected the cash.
- Contact business manager with total amount to obtain deposit slip
- Print off two copies. One to turn in with deposit, keep one in records
- Save record within subaccount file in which money was collected

Check deposit:

- Contact business manager with total amount to obtain deposit slip
- Print off two copies. One to turn in with deposit, keep one in records
- Save record within subaccount file in which money was collected

## **Section 4.05 Cash Advances**

Cash advances may be possible under extreme circumstances. Please consult with the CFO if necessary.

## **Article V. Payroll & hiring of Executive Board, Finance Staff & Campus Center Cinema Staff**

### **Section 5.01 RHA Hiring Procedures**

- All hiring will be coordinated by the RHA Director of Human Resources under supervision of the Chief of Staff. The Director of Human Resources will serve as the contact person for all positions posted and work with Chief of Staff to ensure proper procedures are followed.
- RHA will not discriminate in hiring on the basis of sex, age, race, ethnicity, country of origin, religion, color, disability status, socioeconomic status, marital status, sexual orientation, gender identity/characteristics/expression, size, or veteran status.
- RHA will post all positions on Handshake. Advertising may also be done in residence halls, at RHA meetings, and on social media.
- All positions will be posted for a minimum of seven calendar days, unless extenuating circumstances exist.
- Applicant screening will be based on job-related knowledge, skills and abilities.
- All interview questions and related work sample activities will be reviewed by the RHA Advisor to be compliant with MSU policies prior to use in interviews.
- No E-Board member shall be hired without the consent of the General Assembly. Once a candidate has been selected to fill a vacancy, they may be told they are the top candidate and will be submitted to the General Assembly.
- Selected candidates will be required to fill out an I-9 Employment Verification Form, if not already on file, prior to first day of employment. No employee will be allowed to work without this documentation on file.
- Employees seeking to return to RHA for the following academic year must submit a letter of intent by the due date set by the President and Chief of Staff
- Letters of Intent are reviewed and voted on by E Board under supervision of the RHA Advisor
- President, Vice President, Chief Diversity and Inclusion Officer, Chief of Staff, and Chief Financial Officer are ineligible for letters of intent and must reapply and go through the standard hiring process
- Campus Center Cinema and Finance Staff intending to return the following academic year are eligible for immediate rehire as long as performance expectations have been met

## Section 5.02 RHA Payroll Procedures

### ➤ General Payroll Procedures

- The Chief of Staff shall report to the General Assembly the estimated payroll budget for the following semester at the penultimate General Assembly meeting. The Chief Financial Officer shall assist the Chief of Staff when necessary.
- This wage is a gross wage, and will be subject to applicable city, state, and federal taxes through the University Payroll System.
- This scale shall be checked on a semester basis to check compliance with University Minimum Wage.
- All returning employees shall be guaranteed a 2% increase in pay after one calendar year of employment, unless a wage freeze is ordered by a 2/3 majority of the General Assembly, or by Executive Decision. The increase shall be effective at the beginning of the next semester.
- The following shall be considered supervisors for the purpose of pay: President, Chief of Staff, Chief Financial Officer, Director of Treasurers and Allocations, and Director of Campus Center.
- RHA does not provide any insurance benefits to executives, executive assistants, or employees. Therefore, persons who choose to use their own vehicle to conduct RHA business do so at their own risk and are strongly encouraged to arrange for personal insurance coverage.
- In the case of an officer vacating an office before the end of the term of office, compensation will be prorated by the number of General Assembly meetings attended during that academic term.

### ➤ Payroll of RHA Executive Board Members

- The following shall be the hours expected of each level executive and executive assistant:
  - Level E= 23 Hours; Level 1 = 20 Hours
  - Wages are to begin at set amount approved by the E-Board, depending on supervisor status or not, at time of hire, while also taking in account a returning RHA employee and/or supervisor status and any campus wide increases per MSU Human Resources.
  - All executive positions shall be paid at University Level E.
  - All other executive board members shall be paid at University Level 1.
- RHA Executive Board Payroll shall be handled by RHA Business Office Manager through Student Affairs and Services under the classification “Hourly Pay”.
- All Executives Board members shall receive compensation for summer semester.
  - ⊖ Executive Staff can work up to 100 hours during the summer semester, under hourly wage
  - Full summer semester compensation is approved by the President and Advisor. It shall be dependent on the following:
    - All tasks assigned at the beginning of the summer semester have been completed
    - Staff member attended every day of RHA training held at the beginning of the Fall Semester
    - Work completed equates to 100 hours of work
  - If the Executive Board member is one who lives off campus, they will forgo receiving the \$50 summer pay in exchange for paying the RHA tax both semesters.

### ➤ Payroll of RHA Director Staff, Office Staff and Campus Center Cinema Staff

- All Office Staff and Campus Center Cinema Staff shall be paid hourly.
- Wages are to begin at MSU minimum wage, taking in account a returning RHA employee and/or supervisor status and any campus wide increases per MSU Human Resources
- Time is kept by the employee with a bi-weekly time sheet. Time sheets are to be reviewed and approved by the appropriate director.
- All Director Staff members shall receive compensation for summer semester.
  - ⊖ Director Staff can work up to 100 hours during the summer semester, under hourly wage
  - Full summer semester compensation is approved by the President, Chief of Staff, and Advisor. It shall be dependent on the following:
    - All tasks assigned at the beginning of the summer semester have been completed

- Staff member attended every day of RHA training held at the beginning of the Fall Semester
- Work completed equates to 100 hours of work
- If the Director Staff member is one who lives off campus, they will forgo receiving the \$50 summer pay in exchange for paying the RHA tax both semesters.

## Article VI. APPENDIX

### Section 6.01 Expectations of RHA Employees

#### (a) Expectations of the RHA Executive Board

- The Executive Board consists of the President, Vice President, Chief of Staff, Chief Financial Officer and the Chief Diversity and Inclusion Officer
- Shall attend General Assembly meetings and are not permitted to leave before the conclusion of new business unless with prior permission from the president.
- If the advisor of a committee, shall attend committee meetings
- Shall attend Executive Board meetings.
- Shall maintain regularly scheduled and posted office hours.
  - All Level E executives shall hold at least 6 posted office hours.
  - All Level 1 executives shall hold at least 5 posted office hours.

#### (b) Expectations of RHA Director Staff

- RHA Director Staff includes the Director of Treasurers and Allocations, Director of Human Resources, Director of Public Relations, Director of Advertising, Communications Coordinator, Director of Campus Center Cinemas, the Director of Special Events, Director of Health and Safety, Director of Technology, and Executive Secretary
- Shall meet with supervisor on a regular basis
- Shall attend RHA Leadership Staff meetings
- Shall maintain regularly scheduled and posted office hours.
  - All Director Staff shall hold at least 4 posted office hours.
- Shall obtain approval from the Director of Human Resources prior to working over maximum hours and provide reasonable explanation for working under minimum hours.

#### (c) Expectations of RHA Finance and Campus Center Cinema Staff

- Shall meet with supervisor on a regular basis
- Shall obtain approval from the Director of Human Resources prior to working over maximum hours and provide reasonable explanation for working under minimum hours.

### Section 6.02 Duties of RHA Employees

#### (a) Duties of the President

- Shall preside as chair of the General Assembly, Executive Board, and RHA Staff meetings. In conjunction with the Chief of Staff, shall lead executive board meetings. In conjunction with the Vice President, shall set the agenda for General Assembly meetings.
- Shall represent RHA and act as a spokesperson to all groups and university entities to which RHA belongs, and or defer this authority to others on the Executive Board to handle these responsibilities.
- Shall have the ordinary duties and responsibilities for such a position as prescribed by Robert's Rules, except where otherwise noted by the RHA Constitution and Bylaws.
- Shall act on behalf of RHA in cases of serious emergency, provided the President first consults with the Vice President and Chief of Staff and then reports such action to the General Assembly at the earliest possible time.
- Shall meet with RHA constituent organizations and university officials as needed.
- Maintain contact with the President of the university and the Board of Trustees as needed
- Shall meet regularly with the Director of Residence Education and Housing Services, Associate Director of Residence Education and the Student Leadership Development Administrator, taking into account the schedule restraints of the three staff members.
- Shall inform the General Assembly of all non-budgeted presidential expenditures exceeding \$1,000 on a single project/program two weeks before the expenditure is made in non-emergency circumstances.
- Shall recommend release from duty, in a professional and fair manner, those persons who have not fulfilled their job descriptions, to the Chief of Staff.

- Shall meet frequently with the executive board, which includes the President, Vice President, Chief Financial Officer, Chief Diversity and Inclusion Officer, and Chief of Staff.
- Shall work with the outgoing Chief of Staff to hire the incoming Chief of Staff and the Chief Financial Officer.
- Shall vote in the event of a tie.
- Shall supervise the Vice President, Chief of Staff, Chief Financial Officer, and Chief Diversity and Inclusion Officer. Including but not limited to:
  - Draft with the Chief of Staff and said supervising staff a year-specific RHA staff expectations and policies.
  - Coordinate and conduct regular evaluations of the organization and the Executive Board.
  - Hold monthly one-on-one meetings with RHA executive board, and discuss the progress with the Chief of Staff
- In the absence of the Chief of Staff, the President shall assume all responsibilities of the Chief of Staff and have the ability to delegate duties to other members of the RHA Executive Board until the President has facilitated the hiring of a new Chief of Staff.
- Shall appoint General Assembly, Executive board, or director staff members to serve on university committees and or university boards as needed.
- Shall maintain communication with GLACURH and NACURH, Inc. as expected of RHA Presidents, including the attendance at conferences, submission of requested reports, participation in processes, and consistent interaction with member schools and regional/NACURH officers/committees.
- Shall in conjunction with the Executive Board produce semester reports on the association, including but not limited to positional, financial, and or constituent updates, and progress on initiatives.
- The President is project pay position with a 23 hour a week expectation.

**(b) Duties of the Vice President**

- Shall preside as chair to the General Assembly in the absence of the President.
- Shall conduct one-on-ones with General Assembly representatives as necessary.
- Shall take on the permanent role, title, and responsibilities of the President should the RHA President leave office, until the next regularly scheduled elections.
- Shall appoint representatives to the body with the President's approval.
- Shall approve all bills on elected standing committee chairs with the President's approval.
- Shall appoint ad-hoc committee chairs and temporary chairs for standing committees.
- Shall act as an ex-officio member of all RHA committees.
- Shall act as official parliamentarian at General Assembly meetings and shall possess a strong working knowledge of Robert's Rules of Order.
- Shall make edits, along with the Advisor, to the Bylaws provided the changes do not alter the meaning of the document (i.e. spelling, grammar, or confusing terms).
- Shall update the master copy of the bylaws within one week of the passage of bills and have available a copy either print or online for any General Assembly or Executive Board member upon request.
- Shall hold the power to interpret and make judicial decisions on constitutional and Bylaw issues with the approval of the Executive Board.
- Shall assist in the collection of Constituent Contact Information and Signature authorization forms and maintenance of a master contact list of RHA constituents and General Assembly members.
- Shall meet frequently with the Executive Board, which includes the President, Vice President, Chief of Staff, Chief Diversity and Inclusion Officer and Chief Financial Officer.
- Shall review and correct all bills so that they are in compliance with proper parliamentary form and substance.
- Shall serve as an ex-officio member of all hall and caucus executive boards.
- Shall facilitate discussion between hall governments and caucuses that are having conflict in conjunction with the CDIO.
- Shall ensure that all hall governments and caucuses operate and maintain guidelines within the parameters set by RHA.

- Shall assist hall governments and caucuses, when requested, in matters of operations, parliamentary procedure, general policy and legislation.
- Shall develop and facilitate the Leadership Roundtable at least once per session, including but not limited to organizing the logistical components i.e. date, venue, food, invitations, speakers, and other tasks.
- Shall coordinate General Assembly training at the beginning of each semester and as needed.
- Shall facilitate General Assembly and Executive Board bonding activities and events. Including but not limited to: leadership seminars, dinners, outings, retreats, etc.
- Shall oversee and coordinate materials, packets, and communicate with the candidates during the RHA election process.
- Shall oversee yearly revisions and upkeep of all RHA constituent constitutions and bylaws and in conjunction with the Executive Board determine disciplinary actions for those who do not adhere to RHA policies and guidelines.
- Shall attend each hall government meeting/event (i.e. general assembly meeting, executive board meeting, and or program) at least once per semester to foster sustainable and mutually beneficial relationships between RHA and constituents.
- Should the Vice President be unable to attend a hall government meeting due to extenuating circumstances, the requirement to attend shall be waived.
- Shall keep in weekly communication with all hall government Presidents concerning important events occurring within RHA.
- Shall act as a liaison between hall governments and RHA.
- Shall monitor the operations of all hall governments and caucuses and report occurrences to the President and General Assembly when deemed necessary.
- Shall report their attendance at hall government meetings and events to the General Assembly in their weekly RHA Today report.
- Shall attend ASMSU Student Assembly meetings and committee meetings; acting as the interim liaison till a representative to the body is appointed.
- Shall, in collaboration with the Executive Secretary, compile the RHA General Assembly resources, including constituent contact information, and upkeep of the General Assembly D2L site at the beginning of the academic year.
- Shall possess a strong working knowledge of both the RHA Constitution and Bylaws.
- Shall serve as advisor to the Committee on Internal Affairs and as a resource for complete understanding of the governing documents.
- The Vice President is project pay position with a 20 hour a week expectation.
- The Vice President is directly responsible to the President

**(c) Duties of the Chief of Staff**

- Shall supervise the Director of Health and Safety, Director of Special Events, Director of Campus Center, Director of Technology, Director of Human Resources, Director of Advertising, Director of Public Relations and Executive Secretary.
- Ensure that initiatives set out by Executive Board, Staff, and GA are enacted.
- Aid the President with coordinating and implementing regular Executive Board meetings.
- Coordinate Executive Board training and or retreats at the beginning of each semester and as needed, in coordination with the Advisors
- Ensure good working relationships between RHA Executive Board members and staff.
- Approve disciplinary action recommendations in conjunction with HR Director for Executive Board members who have not fulfilled positional duties or responsibilities.
- Draft with the President and said supervising staff a year-specific RHA staff expectations and policies.
- Coordinate and conduct regular evaluations of the organization.
- Hold monthly one-on-one meetings with RHA staff members, and discuss the progress with the Executive board
- Shall with the Chief Financial Officer, ensure that all Executive Board staff operates within their budget.
- Shall assume temporarily the duties of all staff members as necessary, and delegated as necessary
- Shall serve as advisor to the Committee on Programming act as a resource

- The Chief of Staff is project pay position with a 20 hour a week expectation.
- Chief of Staff is directly responsible to the President.

**(d) Duties of Chief Financial Officer**

- Shall be responsible for the execution of financial policies.
- Shall oversee and regulate the use of all RHA funds.
- Shall process all RHA fund requests to be submitted to the RHA Business Manager.
- Shall prepare a budget for the organization for the fall, spring, and summer periods. This preparation includes:
  - Develop in conjunction with the Executive Board, the line item budget allocations for each position, payroll, and other costs. Reviewing and taking into consideration for all funds proposals prior to passage of the bill.
  - Present of the proposed budget for approval by the Executive Board, and then two-thirds vote from the General Assembly.
- Track all expenditures and maintaining an accurate budget throughout each semester.
- Communicate effectively with the Executive Board and Committee on Budget regarding any changes made to the budget.
- Shall perform monthly reconciliation of the RHA general, constituent, payroll accounts in conjunction with the RHA Business Manager and Director of Treasurers and Allocations.
- Shall develop and implement financial policies for the organization as needed for procedural purposes, and update accordingly in the RHA Business Procedures Manual.
- Shall conduct financial training for all Executive Board members as needed.
- Shall serve as advisor to the Committee on Budget and oversee committee budgets and process all related forms.
- Shall inform the General Assembly of tax refunds.
- Shall meet monthly with the Director of Treasurers and Allocations to ensure that all accounts are in good working order.
- Shall be responsible for all of RHA's incoming revenue, such as concert ticket revenue.
- Shall be responsible for keeping records of all RHA On Demand, expenses, and contracts.
- Shall be responsible for signing all financial documents, with the exception of contracts.
- Shall oversee the preparation of the financial statements during the year and at the end of the financial year and prepare the financial report for the previous session to be submitted to the President during the Fall Semester.
- Shall present a balanced budget to the Committee on Budget with budget proposals by other Executive Board members including to be submitted to the assembly for final approval.
- Shall work with Executive Board members to balance the RHA budget and meet with members on specific budget expenditures as needed.
- Shall oversee financial operations for all RHA programs.
- Shall have ultimate discretion over all expenditures from all RHA budgets.
- Shall submit copies of a report explaining the expenditures of the previous month of the RHA General Assembly at the request of the General Assembly.
- Shall supervise the Director of Treasurers and Allocations.
- Shall serve as the liaison to the RHA Business Manager.
- Shall serve as the liaison to the MSU internal audit department during the event of an audit and or internal review.
- The Chief Financial Officer is project pay position with a 20 hour a week expectation.
- The Chief Financial Officer is directly responsible to the President.

**(e) Duties of the Chief Diversity and Inclusion Officer**

- Shall attend all CORES, COPS, and neighborhood caucus meetings/event (i.e. general assembly meeting, executive board meeting, and or program) once a semester and additional one-on-ones with executive board members as needed to foster sustainable and mutually beneficial relationships between RHA and constituents.
- Shall serve as advisor to the Committee on Diversity and Community Advocacy and shall act as a resource in assisting them with issues that are pertinent to diversity on campus.
- Shall be responsible for meeting with the Director of OCAT, the LBGT Resource Center, and other departments as needed to discuss student concerns and the campus climate.
- Shall in conjunction with the Vice President be responsible for mediating conflicts between Hall Governments and Caucuses.
- Shall have a working knowledge of student support groups on campus.
- Shall meet with the ASMSU LUMA as needed.
- Should the CDIO be unable to attend a CORES, COPS, or caucus meeting due to inaccessible meeting location, the requirement to attend shall be waived.
- Shall administer or coordinate diversity/sensitivity training during the fall semester of the session, which shall be attended by all Executive Board members, General Assembly Representatives and Constituent Group Aides. Topics of this workshop may relate to, but not be limited by, current events in oppressed communities, international students, students with disabilities, campus resources, ally training, and/or methods student leaders can take to create a safe & inclusive campus.
- Shall coordinate and implement a campus wide advocacy initiatives as needed, including but not limited to: programs, social media campaigns, events, and or forums.
- Shall serve as a resource to the Executive Board on issues on diversity and inclusion.
- Shall coordinate efforts on behalf of RHA on university advocacy initiatives.
- Shall report their attendance at CORES/COPS & caucus meetings and events to the General Assembly in their weekly RHA Today report.
- The Chief Diversity and Inclusion Officer is project pay position with a 20 hour a week expectation.
- Chief Diversity and Inclusion Officer is directly responsible to the President.

**(f) Duties of Director of Treasurers and Allocations**

- Shall inform the General Assembly and all hall government and caucus treasurers of allocations of funds.
- Shall calculate the budget in conjunction with the Chief Financial Officer pending official house counts.
- Shall update finance training on D2L for hall and caucus treasurers, presidents, and advisors, as needed.
- Shall assist hall governments and caucuses in the financial planning of programs or budgets.
- Shall serve as assistant advisor to the Committee on Budget.
- Shall inform the Chief Financial Officer of the constituent allocations.
- Shall have signatory power on all RHA accounts in absence of the Chief Financial Officer.
- Shall have signatory power on all constituent accounts.
- Shall process and review all constituent fund requests to be submitted to the RHA Business Manager.
- Shall prepare finalized reports after audits have been completed.
- Shall meet periodically with Chief Financial Officer and Business Manager to insure all accounts are in good working order.
- Shall recommend changes in the accounting procedure to the Chief Financial Officer, including, but not limited to, processes for programming allocations, format of budget sheets, and advising the Committee on Budget.
- Shall withhold an allocation until a full financial review of an organization in question has been conducted.
- Shall serve as supervisor to the RHA Financial Staff, including but not limited to overseeing day-to-day operations, conduct trainings and meetings as necessary, and reporting any relevant actions and decisions to the Chief of Staff and Director of Human Resources.
- Shall approve employee hours in compliance with Student Employment Policies and submit timesheets to



the Director of Human Resources for approval.

- Shall assist in the hiring of the RHA Financial Staff with the help of the Chief of Staff, Director of Human Resources, and Chief Financial Officer.
- The Director of Treasurers and Allocations is an hourly position with a minimum of 7.5, maximum 15 hours per week including attendance to applicable meetings.
- The Director of Treasurers and Allocations is directly responsible to the Chief Financial Officer.

**(g) Director of Human Resources**

- Handle hiring processes (I-9 forms, direct deposit assistance & instruction, etc.)
- Submit payroll for RHA Executive Board and RHA staff.
- Shall maintain a two-year record of applications and interviews for appointed positions and RHA staff.
- Shall compile and maintain a list of all employees and form a contact list.
- Shall distribute and collect applications for all positions available within the association and schedule interviews.
- Shall interview qualified applicants in a timely and consistent manner.
- Shall reconcile the payroll account on a monthly basis.
- Shall consult with the Business Office Manager as needed.
- Shall process and calculate payroll for the Executive Board and staff members, pending approval by the RHA Business Manager.
- Shall make progress reports of staff available to General Assembly members upon request.
- Recommend disciplinary actions in conjunction with Chief of Staff on Executive Board members who have not fulfilled positional duties or responsibilities.
- Assign office tasks as needed.
- Track the completion of Executive Board positional duties, hours, and responsibilities each semester as needed.
- Oversee and plan for the development of all transition materials for the organization.
- Responsible for the hiring and termination of all hired Executive Board members in conjunction with the RHA Release Procedure following consultation with the President following consultation with the Chief of Staff and president
- Handle disciplinary action/procedures/meetings.
- Coordinate regular evaluations of staff members.
- Shall coordinate with REHS Facilities in regards to RHA office keys
- The Director of Human Resources is an hourly position with a minimum of 7.5, maximum 15 hours per week including attendance to applicable meetings.
- The Director of Human Resources is directly responsible to the Chief of Staff

**(h) Duties of the Director of Public Relations**

- Shall publicize all RHA meetings, all hall government events, and all caucus events at their request to the appropriate media.
- Shall ensure the accuracy of all announcements of events in the media and prepare, with the approval of the President, a press release and or other media document regarding current RHA issues and events when they are newsworthy to target media.
- Shall utilize social media to promote RHA and connect with students and other registered student organizations.
- Shall ensure all relevant news is relayed to The State News student government reporter.
- Shall serve as contact person for all media sources, and work with RHA staff to manage RHA's public image.
- Shall arrange interviews with media outlets for acts participating in RHA special events.
- Shall write press releases by gathering pertinent information from sources

- Shall write, copy for, and schedule advertisements for RHA or any of its programs on the Public Relations Calendar.
- Shall assist in the designing of advertisements at the request of the Director of Advertising.
- Shall be responsible for promoting RHA On Demand campus-wide with the assistance of the Director of Advertising.
- Shall be responsible for any and all promotions of RHA On Demand.
- Shall coordinates media trades with capable registered student organizations and off-campus activities.
- Shall organize public relations campaigns for hall governments, committees and other constituents at their request.
- Shall implement changes in RHA publicity including banners, brochures, and information sheets as needed.
- Shall work with outside corporations on promotions and events for RHA, which benefit all on-campus students.
- Shall post on RHA social media accounts at least three times a week, not including RHA sponsored events.
- Shall develop and spearhead a promotions strategy at the beginning of the Fall Semester, in conjunction with the Director of Advertising.
- Shall represent RHA at programs that RHA sponsors, or helps to sponsor.
- The Director of Public Relations is directly responsible to the Chief of Staff
- Shall work in conjunction with the Director of Advertising create campaign in the year of a tax referendum
- The Director of Public Relations is an hourly position with a minimum of 7.5, maximum 15 hours per week including attendance to applicable meetings.
- The Director of Public Relations is directly responsible to the Chief of Staff.

**(i) Duties of the Director of Advertising**

- Shall design changes in RHA publicity including banners, brochures, table tents, AdRax, and information sheets as needed.
- Shall consult with RHA constituents and committees to assist in advertising and other promotional materials at their request, with two-week notice.
- Shall be responsible for producing original content for showing on RHA On Demand and seek out additional assistance if necessary.
- Shall be responsible for promoting RHA On Demand campus-wide, with the assistance of the Director of Public Relations.
- Shall submit all produced materials to the Chief of Staff for approval.
- Shall maintain current media content on the RHA website and social media outlets, in conjunction with the Director of Public Relations.
- Shall, in conjunction with the Director of Public Relations, meet with Executive Board and RHA staff to promote and advertise specific positional services, programs, and or events.
- Shall be responsible for coordinating and maintaining contacts with MSU Printing Services.
- Shall develop and spearhead a promotions strategy at the beginning of the Fall Semester, in conjunction with the Director of Advertising.
- Shall assist with creation of campaign in the year of a tax referendum
- The Director of Advertising is an hourly position with a minimum of 5, maximum 10 hours per week including attendance to applicable meetings.
- The Director of Advertising is directly responsible to the Chief of Staff

**(j) Duties of the Communications Coordinator**

- Shall oversee the selection, development, and operation of all conference delegations. Including but not limited to:
  - Appoint conference delegates through an application and interview process. Delegates must be

- selected no later than four (4) weeks prior to each conference.
- Including at least one NRHH Representative for each conference delegation.
- Coordinating and implementing regular delegation meetings.
- Serving as a resource for delegates in conference-related experiences and responsibilities.
- Holding one-on-one meetings with conference delegates.
- Shall maintain communication with Michigan schools, GLACURH, and NACURH, Inc. as expected of National Communications Coordinators, including the attendance at conferences, submission of requested reports, participation in processes, and consistent interaction with member schools and regional/NACURH officers/committees.
- Shall provide resources, from the national and regional databases, on programming for all RHA members as needed
- Shall be responsible for collecting and submitting all state and regional OTM's (Of The Month) awards.
- Select, train and lead a delegation to the annual MORHA, GLACURH, and NACURH conferences. This includes setting all requirements of delegates, such as bringing information back, collecting delegation summaries, attending meetings, etc.
- Shall coordinate and create regular volunteer opportunities for the General Assembly and Executive Board on charitable/philanthropic events, in coordination with the Center for Service Learning and Civic Engagement and or the organizations decided upon by the General Assembly.
- Maintain contacts and represent RHA to charitable organizations at the local, state, and regional levels.
- Shall be hired in the Spring Semester and completely take over the responsibilities of this position at the NACURH conference of that year.
- The Communications Coordinator is an hourly position with a minimum of 5, maximum 10 hours per week including attendance to applicable meetings.
- The Communications Coordinator is directly responsible to the Chief of Staff.

**(k) Duties of the Director of Campus Center Cinemas**

- Shall in conjunction with the Chief of Staff and Director of Human Resources, be responsible for hiring, training, supervising, and terminating and employees of the Campus Center Cinemas employees.
- Shall represent the Campus Center Cinemas to outside business agencies and corporations and university departments and organizations in conjunction with the Chief of Staff.
- Shall serve as supervisor to the RHA Campus Center Staff, including but not limited to overseeing day-to-day operations, conduct trainings and meetings as necessary, and reporting any relevant actions and decisions to the Chief of Staff.
- Shall keep records of all movies and systems for Campus Center Cinemas.
- Shall maintain regular contact with the Campus Center Cinemas Staff, and Chief of Staff.
- Shall be responsible for the creation of the work schedule and ensure employees adhere to it.
- Shall approve employee hours in compliance with Student Employment Policies and submit timesheets to the Director of Human Resources for approval.
- Shall advertise Campus Center Cinemas campus-wide with the assistance of the Director of Public Relations and Advertising.
- Shall create and give a report each semester to the Executive Board including but not limited to positional and or financial updates, progress on the service, and numbers of attendees.
- Attend Campus Center on weekends, coordinate with staff to ensure attendance at Campus Center Cinemas on weekends to supervise and oversee operations.
- Shall serve as an assistant advisor to the Committee on Programs.
- The Director of Campus Center Cinemas is an hourly position with a minimum of 7.5, maximum 15 hours per week including attendance to applicable meetings.
- The Director of Campus Center Cinemas is directly responsible to the Chief of Staff.

**(l) Duties of the Campus Center Cinema Staff**

Center Cinema Campus Support Staff

- Assist in the operation of campus center cinemas including:
- Scanning student IDs
- Making & serving popcorn
- Distributing & checking tickets
- Tracking attendance
- Other administrative and customer service related tasks may come up
- Work with projectionist staff as needed

Campus Center Cinema Projectionist

- Operate 35mm. digital projectors, Blu-Ray players and related equipment
- Oversee picture and sound quality throughout each show
- Set up and take down of movies each weekend
- Assist with crowd control before and after each movie
- Minimum Requirements/Qualifications:
- Previous projectionist experience preferred but not necessary
- Computer and software skills – Ability to log into computers in each Auditorium and set up slide projectors
- Troubleshooting ability – Ability to tell when something is wrong or likely to go wrong and to initiate troubleshooting skills to work toward resolution

**(m) Duties of the Director of Special Events**

- Shall represent in conjunction with the Chief of Staff, the RHA special events to outside business agencies and corporations and intra-university departments and organizations.
- Shall create and give a report each semester to the President and Chief of Staff, including but not limited to positional and or financial updates, progress of special events, and numbers of attendees.
- Shall recruit and oversee all volunteers for events either from the General Assembly and or an events planning committee, if deemed necessary.
- Shall serve as a resource to RHA constituents regarding programing and or event matters.
- Shall authorize, with prior approval from the Executive Board, event expenses and contract updates.
- Shall involve RHA constituents and Executive CORE to the extent possible in choosing special events.
- Shall work both with RHA Advisor and Department of Student Life in all contract negotiations.
- Shall meet with the Director of Public Relations and the Director of Advertising to allocate tasks in promoting and advertising for special programs and events.
- Shall serve as an assistant advisor to the Committee on Programs.
- The Director of Special Events is an hourly position with a minimum of 7.5, maximum 15 hours per week including attendance to applicable meetings.
- The Director of Special Events is directly responsible to the Chief of Staff.

**(n) Duties of the Director of Health and Safety**

- Shall consult, collaborate, and act as a liaison between other campus offices with responsibilities for the residential environment, i.e. the Department of Residence Life, University Housing, Physical Plant, Olin Health Center, and the MSU Police Department.
- Shall maintain open communication with all members of MSUPD Oversight Committee as needed.
- Shall attend the MSUPD Oversight Committee meeting as needed.
- Shall coordinate campus-wide initiatives or campaigns dealing with, but not limited to: mental health, sexual assault, rape awareness, hate crimes, domestic and other forms of violence, self-defense, substance abuse, safe spring break, nutritional health, sexual health, and or hall safety issues.
- Shall create health and wellness events, including but not limited to a 5k, mental health awareness week,

take back the night, and or hall safety issues.

- Shall represent RHA to university committees that pertain to campus health or safety issues when requested or possible.
- Shall attend Committee on Diversity and Resident Advocacy meetings when necessary.
- Shall meet with the Director of Residence Life and Director of University Housing about hall-related issues as needed.
- Shall serve as the AUTTC Representative until a representative to the body is appointed.
- Shall serve as assistant advisor to Committee on Diversity and Resident Advocacy.
- The Director of Health and Safety is an hourly position with a minimum of 5, maximum 10 hours per week including attendance to applicable meetings.
- The Director of Health and Safety is responsible to the Chief of Staff.

**(o) Duties of the Director of Technology**

- Shall train Executive Board members, staff, and constituents on the use of RHA's owned or rented equipment.
- Shall oversee the use of RHA rented equipment as stated in the equipment policy in Article VII
- Shall consult with the Chief Financial Officer on the purchase of technological equipment used by RHA.
- Shall oversee day-to-day operations of RHA On Demand, including but not limited to keeping record of all movies, systems, creation of the program schedule, and report all actions and decisions of any kind to the Chief of Staff immediately.
- Shall be responsible for the creation and upkeep of the RHA website and listservs with all current and relevant information including but not limited to the RHA Constitution, Bylaws, and General Assembly and Executive Board members.
- Shall collaborate with the Director of Public Relations and the Director of Advertising on all website related changes and updates.
- Shall perform networking and system administration for RHA
- Shall be responsible for the technological setup required for general assembly meetings
- The Director of Technology is an hourly position with a minimum of 5, maximum 10 hours per week including attendance to applicable meetings.
- The Director of Technology is directly responsible to the Chief of Staff.

**(p) Duties of the Executive Secretary**

- Shall administer and manage the RHA main office including but not limited to upkeep and maintenance of supplies and oversee the archives.
- Shall make an accurate record of minutes, attendance, and roll call votes at all General Assembly meetings in accordance to the RHA Standing Rules of Order.
- Shall oversee the maintenance of the bill book and insure that they are properly numbered, signed, and dated.
- Shall release an index of bills on semester-by-semester basis.
- Shall take attendance at all Executive Board and General Assembly meetings and contact any groups in bad standing
- Shall award "mascot," which shall be a cow, to person/s at each week's meeting.
- Shall prepare the weekly "RHA Today" and General Assembly Reports.
- Shall in conjunction with the Vice President keep and maintain accurate contact information for the General Assembly and Executive Board.
- Shall release e-minutes and hard copy minutes on a weekly basis.
- Shall release bills to the General Assembly in accordance with the Standing Rules of Order
- Shall e-mail the General Assembly the tentative agenda of that week's General Assembly meeting—in particular the bills and discussion items

- Shall provide a report of groups in bad standing and groups who have used one or both of their excused absences to the Vice President, Director of Treasurers and Allocations, and committee chairpersons within 24 hours following a General Assembly meeting.
- Shall oversee and coordinate materials, packets, and communicate with the candidates during the RHA election process.
- The Executive Secretary is an hourly position with a minimum of 5, maximum 10 hours per week including attendance to applicable meetings.
- The Executive Secretary is directly responsible to the Chief of Staff.

**(q) Duties of RHA Office Staff**

- Accept and process various requisition forms from RHA constituent groups in accordance with RHA financial procedures.
- Compile all necessary documentation, complete vouchers, and submit for DTA approval.
- Serve as a liaison between the constituents and RHA
- Organize, sort, and update financial files in accordance with RHA retention policies & MSU Internal Audit.
- Assist the DTA and CFO with financial projects as needed.
- Maintain and update the workbook (RHA's financial record keeping spreadsheet).
- Pick up and process packages that have been delivered for RHA and/or RHA constituents from the Holden front desk.
- Respond to emails in finance staff email account in a timely manner.
- Answer RHA office phone, respond to any voicemails and/or take messages
- Maintain and clean the RHA offices
- Keep open communication with Executive Secretary and Director of Treasurers and Allocations.
- Maintain inventory of office snacks and supplies, inform Executive Secretary of any shortages.
- Organize and maintain RHA storage area.
- Keep inventory of RHA promotional materials and swag in storage area.
- Maintain clean workspaces in the RHA Offices.
- Replace and collect RHA sign-in sheet.
- Provided superior customer service to all.
- Other duties as assigned

**(r) Duties of the Business Office Manager**

- Provides administrative support to RHA
- Oversees and manages the operational activities of the unit
- Assist in the planning and delivery of programs and communications with a broad range of University and public contacts
- Handles all organizational and financial data/record keeping
- Primary responsibilities include but is not limited to:
  - Reviews and process all expenditures and receivables for all RHA accounts through MSU business processes;
  - Reconciles monthly ledgers, balance sheets, profits and loss reports and financial statements
  - Process payroll for all RHA employees
  - Answers questions about RHA sponsored-events and others questions pertaining to the operation of the association
  - Assists with the hiring of RHA employees
  - Assist with University and RHA procedures
- Other duties as assigned.

**Section 6.03 RHA Constituent Forms**



**Residence Halls Association Gift/Prize Recipient Information**

**\*\*This form is required for all gift/prizes valuing \$25 or more\*\***

**To be completed by group awarding gift/prize**

Event Description	<input type="text"/>	Event Date	<input type="text"/>
Gift/Prize detailed description	<input type="text"/>	\$ Value	<input type="text"/>
President or Treasurer's Signature	<input type="text"/>		
Constituent's Signature (if different than President or Treasurer)	<input type="text"/>		

**To be completed by the gift/prize recipient**

Name of Recipient (please print clearly)	<input type="text"/>	MSU NetID	<input type="text"/>
Permanent Address (please include City, State & Zip Code)	<input type="text"/>		
Recipient's Social Security # (for value \$600 or greater ONLY)	<input type="text"/>		
Recipient Signature	<input type="text"/>	Date	<input type="text"/>

**To be completed by RHA**

RHA req #

This form must be attached to the reimbursement form in order to be reimbursed. Failure to complete this form will void the reimbursement and Residence Halls Association will not be liable for the cost of gift/prize items.



# Fund Requisition

## RHA Business Office Use Only

Date Received:	Received By:
Date Processed:	Processed By:
Req Number:	

Group Contact Information		RHA Leadership	Constituent Group:
Name:		Position	Hall Governemnt or Caucus
NET ID (MSU email):			
Phone Number:			

Payment Recipient		Payment Type Please check one	
NAME		<input type="checkbox"/> Check Request	<input type="checkbox"/> Online Order
ADDRESS		<input type="checkbox"/> Internal Billing	<input type="checkbox"/> Reimbursement
CITY, STATE, ZIP		<input type="checkbox"/> RSO Sponsorship	
NET ID (MSU EMAIL)			
Account Number (sponsorship only):			

<p>** If the request is for food, placing orders is the responsibility of the constituent group or RHA Leadership member, PRIOR to turning in this form and supporting documents. The only exception is Insomnia Cookies. See Vendor Guide in the RHA Procedures Manual Article III, Section 3.02.</p>	For Check Request Only	
	<input type="checkbox"/>	Mail check directly to vendor
	<input type="checkbox"/>	Pick up check (from MSU Accounting Office) \$15 Special Handling Fee applies

Event Information		
Event Name:		Please provide event detail:
Date of Event:		
Event Time:		
Location:		
Target Audience:		

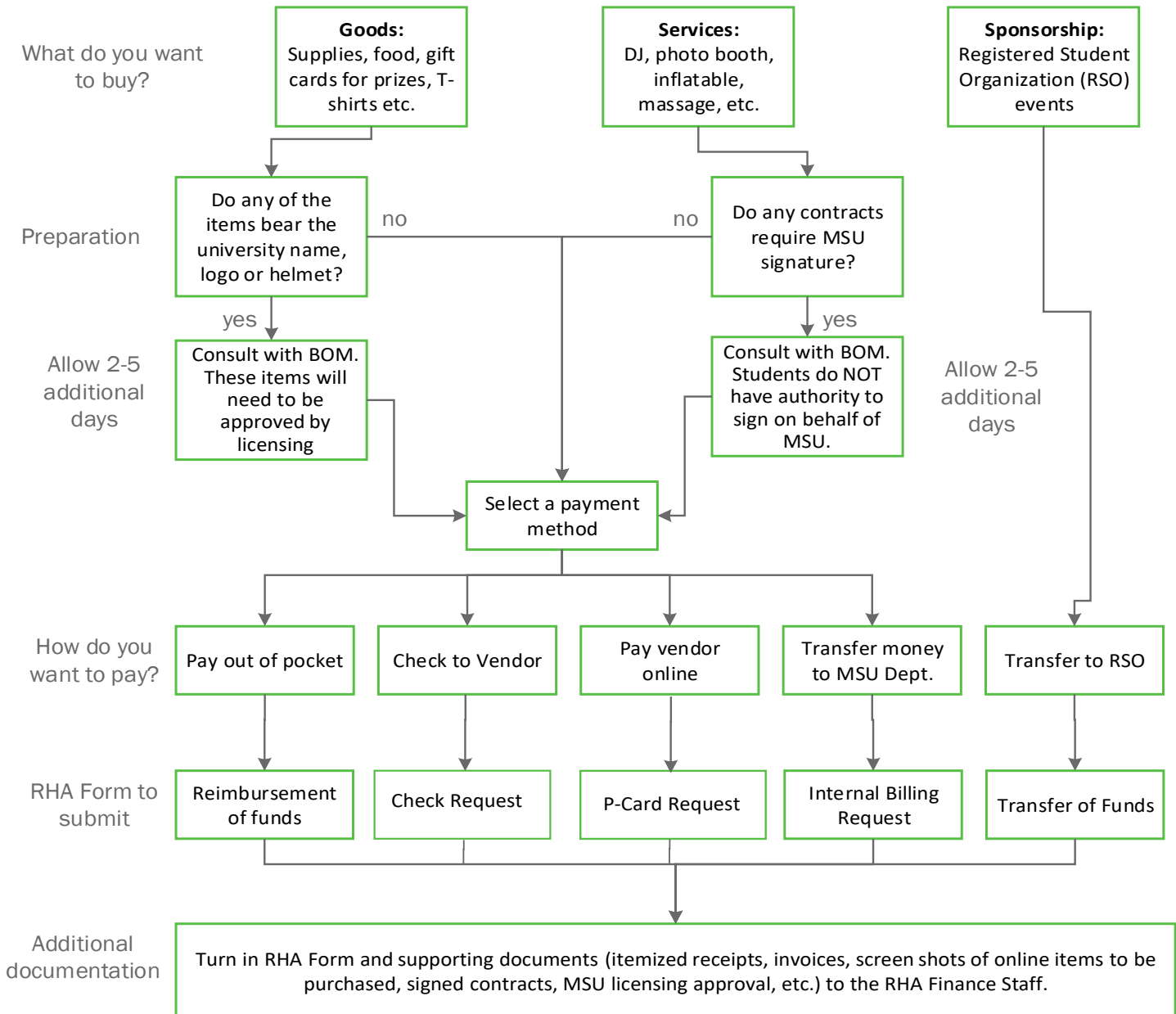
Justification of the use of Funds			
<p>The funds you are requesting are provided by the RHA taxpayers. How will the use of funds benefit the taxpayers?</p>	Would you like RHA to Advertise this event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Check or online orders needed by:
	If so, has your group created a flyer that you would like to be shared?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Total Cost</b>
			<b>Approved Max Cost</b>

Signatures <small>(by signing below, you certify the request above has a business purpose, is not or personal gain and complies with RHA and MSU Polices)</small>		
FOR RHA Constituent(Hall Government or Caucuses):		Date
President Signature:	Presidents Printed Name:	
Treasurer's Signature:	Treasurer's Printed Name:	
Advisor Signature:	Advisor Printed Name:	
FOR RHA Leadership:		Date
RHA Leadership Member's Signature:	RHA Leadership Member's Printed Name:	
CFO Signature:	CFO Printed Name:	





# RHA Payment Flow Chart



The processing time can be 2-4 weeks. There are many channels a request must go through before completed.  
Plan accordingly.

