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Article I Duties of the Executive Board

Section 1. Criteria of hiring for the Executive Board

- A. Ability to demonstrate advanced leadership skills.
- B. Ability to exercise tact and discretion in relationships with others.
- C. Knowledge and understanding of the RHA Constitution, Bylaws, and structure; and a working knowledge of the University structure.
- D. Ability to communicate with others in a written and/or oral fashion.
- E. Ability to organize and motivate others.
- F. If hired candidates must be in good academic standing and a full-time student as determined by the Office of the Registrar at the time that they are hired/elected, and shall maintain good standing and be a full-time student throughout the session.
- G. Resident Assistants and Intercultural Aids are eligible to run for elected positions if an arrangement can occur between the candidate, Assistant Community Director, and or Community Director.
- H. If hired candidates that were previous RHA General Assembly members must resign from the General Assembly, chair positions, representatives to the body positions, respective organizations, and lose all voting rights and privileges within RHA effective immediately.

Section 2. Shared duties of the Executive Board:

- A. Shall take a proactive role in leading the organization.
- B. Shall ensure internal stability of the organization.
- C. Shall act as the liaison between RHA, constituents, and university officials as needed.
- D. Shall possess a strong working knowledge of the RHA governing documents and internal operations of the organization.
- E. Shall attend all Executive Board and General Assembly meetings for the full duration of the meeting, unless relieved by their supervisor.
- F. Shall attend and or volunteer at RHA events they sign up for, unless relieved by their supervisor or the point of contact of the event.
- G. Shall submit weekly updates at all Executive Board and General Assembly meetings.
- H. Shall work to ensure good relations between all personnel of RHA, General Assembly members, and University officials.
- I. Shall participate in staff activities, trainings, and meetings as requested.
- J. Shall demonstrate advanced leadership skills and collaboration between Executive Board members.
- K. Shall allocate and manage a positional budget every semester for events, initiatives, and RHA constituent groups.

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- L. Shall provide positional training and transitional materials to the incoming executive board member.
- M. Shall be responsible for other tasks as deemed necessary.

Shared duties of Program Directors:

- N. Shall maintain regular contact with the Chief of Staff and any employees hired for their respective programs.
- O. Shall authorize, with prior approval from the Chief of Staff, expenditures necessary to operate respective programs.
- P. Shall submit weekly updates and financial reports upon request to the Chief of Staff.
- Q. All Program Directors are directly responsible to the Chief of Staff.
- R. All Program Directors follow the shared duties of the Executive Board outlined in Article 1 Section 2.

- Section 3. Executives, Executive Assistants, and Program Directors must submit weekly reports on the occurrences within their position and/or program to the President and Chief of Staff of RHA.
- Section 4. RHA Executives, Executive Assistants, Program Directors, and Program Assistants who are hired by the process described in Article V of the RHA Bylaws are encouraged to live on campus but not required.
- Section 5. All other employees not specifically mentioned in Article I (RHA financial staff, Campus Center staff, and or intern positions) will have their duties, responsibilities, and expectations assigned by the director for which they work. Furthermore, employees are encouraged to live on campus but not required.
- Section 6. All employees are expected to adhere to the highest level of personal and professional responsibilities, and expectations assigned by the supervisor to whom they report.
- Section 7. All employees of RHA must adhere to the financial guidelines established by the Chief Financial Officer and Executive Board members must meet with the Chief Financial Officer regularly to discuss expenditures.
- Section 8. The RHA Executive Board will consist of President, Vice President, Chief of Staff, Chief Financial Officer, Director of Treasurers and Allocations, Director of Public Relations, Director of Advertising, Director of Racial, Ethnic, and Progressive Affairs, Communications Coordinator, Director of Campus Center Cinemas, Director of Special Events, Director of Health and Safety, Director of Technology, and the Executive Secretary.

President

CLASSIFICATION: EXECUTIVE

COMPENSATION LEVEL: E

The President shall represent the on-campus undergraduate student body and the association. Shall develop and provide, with the assistance of the Executive Board, a vision, direction, and goals for the organization as a whole, and provide guidance and direction in the pursuit of these aims.

Duties include but not limited to:

- Shall preside as chair of the General Assembly, Executive Board, and Executive CORE meetings. In conjunction with the Chief of Staff, shall lead Executive Board, and CORE meetings. In conjunction with the Vice President, shall set the agenda for General Assembly meetings.
- Shall represent RHA and act as a spokesman 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.
- Shall meet with the President of the university.
- 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 \$1000 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 core, which includes the President, Vice President, Chief Financial Officer, and Chief of Staff.
- Shall with the current Chief of Staff to hire the upcoming Chief of Staff and the Chief Financial Officer.
- Shall vote in the event of a tie.

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- Shall supervise the Vice President, Chief of Staff, Chief Financial Officer, Director of Racial, Ethnic, and Progressive Affairs, Director of Public Relations, Director of Advertising, and Communications Coordinator. 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 and staff members.
 - Hold monthly one-on-one meetings with RHA staff members, 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 and or Executive board members to serve on university committees and or university boards as needed.
- Shall be charged with the upkeep of the President's Handbook.
- 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.

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Vice President

CLASSIFICATION: EXECUTIVE

COMPENSATION LEVEL: ONE

The Vice President shall direct in conjunction with the Executive board, the development of the General Assembly and the relationship between constituents and RHA. Furthermore, shall aid constituents in the implementation of RHA procedures, guidelines, and hold responsibilities in other internal functions of the organization.

Duties include but not limited to:

- Shall preside as chair to the General Assembly in the absence of the President.
- Shall conduct one-on-ones with General Assembly representatives ~~and hall presidents~~ 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 CORE.
- Shall assist in the maintenance of a master contact list of RHA constituents and General Assembly members.
- Shall meet frequently with the Executive Core, which includes the President, Vice President, Chief of Staff, 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 DREPA.
- 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 once a year, including but not limited to organizing the logistical components ie. date, venue, food, invitations, speakers, and other tasks.

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- 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 at least three per semester. 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 CORE determine disciplinary actions for those who do not adhere to RHA policies and guidelines.
- Should the Vice President be unable to attend a hall government meeting due to inaccessible meeting location, 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 causes~~ and report occurrences to the President and General Assembly when deemed necessary.
- Shall attend each hall government meeting/event (i.e. general assembly meeting, executive board meeting, and or program) at least once per semester, and additional one-on-ones with executive board members as needed to foster sustainable and mutually beneficial relationships between RHA and constituents.
- 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 binders 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 directly responsible to the President.

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Chief of Staff

CLASSIFICATION: EXECUTIVE

COMPENSATION LEVEL: ONE

The Chief of Staff shall have authority in creating payroll, hiring, termination, staff development, and advising the President on how to conduct the entire Executive Board.

Duties include but not limited to:

- Shall oversee all Executive Board operations, including but not limited to:
 - 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.
 - Track the completion of Executive Board positional duties 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 and appointed Representatives to the body in conjunction with the RHA Release Procedure following consultation with the President.
 - Ensure good relationships between RHA Executive Board members and staff.
 - Assign disciplinary actions in conjunction with the President on Executive Board members who have not fulfilled positional duties or responsibilities.
 - Assign office tasks as needed.
- Shall supervise the Director of Health and Safety, Director of Special Events, Director of Campus Center, Director of Technology, and Executive Secretary. Including but not limited to:
 - Draft with the President and said supervising staff a year-specific RHA staff expectations and policies.
 - Coordinate and conduct regular evaluations of the organization and the Executive Board and staff members.
 - Hold monthly one-on-one meetings with RHA staff members, and discuss the progress with the Chief of Staff
- Shall work with the Chief Financial Officer in all contractual matters.
- Shall represent RHA On Demand to outside business agencies and corporations and intra-university departments and organizations, in conjunction with the Director of Public Relations.
- Shall make progress reports of staff available to General Assembly members upon request.
- Shall with the Chief Financial Officer, ensure that all non-elected Executive Board staff operates within their budget.
- Shall maintain a two-year record of applications and interviews for appointed positions and officials.
- Shall compile and maintain a list of all employees and form a contact list.
- Shall not be compensated for additional hours spent volunteer for Program Officers.

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- 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 consult with an Assistant Advisor at the Student Employment Office at MSU as needed.
- Shall process and calculate payroll for the Executive Board and staff members, pending approval by the RHA Business Manager.
- Shall assume temporarily the duties of all non-elected Executive Board members as necessary, and delegated as necessary.
- Shall meet frequently with the Executive Core, which includes the President, Vice President, Chief of Staff, and Chief Financial Officer.
- Shall serve as advisor to the Committee on Internal Affairs and act as a resource of financial understanding pertaining to the governing documents.
- Chief of Staff is directly responsible to the President.

Chief Financial Officer

CLASSIFICATION: EXECUTIVE

COMPENSATION LEVEL: ONE

The Chief Financial Officer shall be responsible for the organization's financial execution, operation, and training of Executive Board members on RHA financial policies.

Duties include but not limited to:

- Shall be responsible for the execution of financial policies.
- Shall oversee and regulate the use of all RHA funds.
- 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 Core, 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 CORE 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 Manuel.
- 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.
- 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.

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- 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 directly responsible to the President.

Director of Treasurers and Allocations

CLASSIFICATION: EXECUTIVE

COMPENSATION LEVEL: ONE

The Director of Treasurers and Allocations shall supervise the RHA financial staff and serve as the liaison between the association and all constituent allocations.

Duties include but not limited to:

- Shall inform the General Assembly and all hall government and caucus treasurers of allocations of funds.
- Shall calculate the first allocation no later than the fifth week of the term and the second allocation no later than the seventh week.
- Shall hold training session for hall and caucus treasurers and presidents during the fall semester, and as needed.
- Shall assist hall governments and caucuses in the financial planning of programs or budgets.
- Shall serve as 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 prepare finalized reports after audits have been completed.
- Shall meet periodically with Chief Financial Officer 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.
- Shall approve employee hours in compliance with Student Employment Policies and submit timesheets to the Chief of Staff for approval.
- Shall submit updates and financial reports to the Chief of Staff and the Committee on Internal Affairs.
- Shall assist in the hiring of the RHA Financial Staff with the help of the Chief of Staff and Chief Financial Officer.
- The Director of Treasurers and Allocations is directly responsible to the Chief Financial Officer.

Director of Public Relations

CLASSIFICATION: EXECUTIVE ASSISTANT

COMPENSATION LEVEL: ONE

The Director of Public Relations shall have responsibility and authority on all RHA social media accounts and serve as the liaison between the association and media outlets, with the approval of the President.

Duties include but not limited to:

- 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 advertising on RHA On Demand, including scheduling, fee structures, and signing of necessary contracts and agreements.
- Shall coordinates media trades with capable registered student organizations and off-campus activities.
- Shall represent RHA On Demand to outside business agencies and corporations and intra-university departments and organizations, in conjunction with the Chief of Staff.
- 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 President.

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Director of Advertising

CLASSIFICATION: EXECUTIVE ASSISTANT

COMPENSATION LEVEL: ONE

The Director of Advertising shall have responsibility and authority on all RHA advertising and other promotional materials, with approval of the President.

Duties include but not limited to:

- 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 President for approval.
- Shall maintain current media content on the RHA website and social media outlets, in conjunction with the Director of Public Relations.
- Shall meet with Director of Public Relations and Executive Board members to promote and advertise specific positional services, programs, and or events.
- Shall maintain 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.
- The Director of Advertising is directly responsible to the President.

Director of Racial, Ethnic, and Progressive Affairs

CLASSIFICATION: EXECUTIVE ASSISTANT

COMPENSATION LEVEL: ONE

The Director of Racial, Ethnic, and Progressive Affairs shall be a resource to the Executive Board on diversity and inclusion issues, provide diversity training, and serve as the liaison to the Council of Racial, Ethnic Students, Council of Progressive Students, and neighborhood caucuses.

Duties include but not limited to:

- 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 an 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 DREPA 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 and Executive CORE 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.
- Director of Racial Ethnic and Progressive Affairs is directly responsible to the President

Communications Coordinator

CLASSIFICATION: EXECUTIVE ASSISTANT

COMPENSATION LEVEL: TWO

The Communications Coordinator shall serve as the association's representative to other Michigan schools, GLACURH, Regional Board of Directors and NACURH Corporate Boardroom as defined by regional and NACURH policy, including holding the placard and all associated rights in all regional and NACURH boardrooms.

Duties include but not limited to:

- 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 oversee the selection and completion of bids, submitting no fewer than one award bid each for regional, national, and business conference each year.
- Shall provide resources such as issue resolution and programs to all RHA members. This shall be done through making available and explaining the NIC/RFI and talking with other CC's.
- 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 serve as an advisor to the Committee on Diversity and Community Advocacy.
- Shall be hired in the Spring Semester but not completely take over the responsibilities of this position till the NACURH conference of that year.
- The Communications Coordinator is directly responsible to the President.

Director of Campus Center Cinemas

CLASSIFICATION: PROGRAM DIRECTOR

COMPENSATION LEVEL: TWO

The Director of Campus Center Cinemas shall supervise the RHA Campus Center Staff and handle all necessary paper for staff payroll.

Duties include but not limited to:

- Shall in conjunction with the Chief of Staff, 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 Chief of Staff 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 President and Chief of Staff, 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 work in conjunction with the UAB Films Director for the operations of Campus Center Cinemas and adhere to a yearly revised contract between RHA and UAB.
- Shall not be compensated for any other movie-related activities.
- Shall serve as an advisor to the Committee on Programs.
- The Director of Campus Center Cinemas is directly responsible to the Chief of Staff.

Director of Special Events

CLASSIFICATION: PROGRAM DIRECTOR

COMPENSATION LEVEL: ONE

The Director of Special Events shall be responsible for creating campus-wide special events, programs, and or neighborhood activities as needed.

Duties include but not limited to:

- 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 maintain regular contact with the Chief of Staff and any employees hired for special events.
- Shall authorize, with prior approval from the Chief Financial Officer, 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 advisor to the Committee on Programs.
- The Director of Special Events is directly responsible to the Chief of Staff.

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Director of Health and Safety

CLASSIFICATION: EXECUTIVE ASSISTANT

COMPENSATION LEVEL: TWO

The Director of Health and Safety shall address all issues related to health and safety between RHA and university departments, and serve as a resource to the Executive Board and constituents on health and safety related issues.

Duties include but not limited to:

- 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.
- The Director of Health and Safety is responsible to the Chief of Staff.

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Director of Technology

CLASSIFICATION: EXECUTIVE ASSISTANT

COMPENSATION LEVEL: ONE

The Director of Technology shall be directly responsible for the security, inventory, and upkeep of all RHA owned or rented equipment, including but not limited to audio/visual equipment, computers, servers, RHA website, coordinating RHA email servers, and or RHA Karaoke.

Duties include but not limited to:

- 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 Committee on Budget and 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
- The Director of Technology is directly responsible to the Chief of Staff.

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Executive Secretary

CLASSIFICATION: EXECUTIVE ASSISTANT

COMPENSATION LEVEL: TWO

The Executive Secretary shall have the responsibility purchasing office supplies, prepare weekly materials for General Assembly and Executive Board meetings, and adhere to the RHA legislative and attendance policies in the RHA Standing Rules of Order.

Duties include but not limited to:

- 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
- 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.
- The Executive Secretary is directly responsible to the Chief of Staff.

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RHA Representative

CLASSIFICATION: HALL REPRESENTATIVE

COMPENSATION LEVEL: NONE

Duties include but not limited to:

- Shall attend all RHA meetings.
- Shall attend all assigned committee meetings.
- Shall act as liaison between the General Assembly and the respective hall government, caucus, CORE, and COPS organization.
- Shall obtain feedback from constituents and offer feedback in return.
- Shall discuss and debate bills, information, and issues related to diversity and or issues within the residence halls presented to RHA.
- Shall participate in various General Assembly activities, Leadership Roundtables, and activities designed to enhance my leadership skills and organization.
- Shall maintain a weekly conversation regarding important news and events with all other RHA Representatives in one's residence hall neighborhood (LGBTQ+ caucuses, black caucuses, hall governments, CORES, COPS, and any other RHA recognized organizations) as a means of collaboration and transparency.
- Shall submit "of the Month" nomination forms to the Communications Coordinator.
- Shall support RHA programs.
- Shall participate in Ad-hoc committees if assigned by the Vice President.
- Shall support RHA conference efforts.

IN THE EVENT OF A REPRESENTATIVE TAKING A CHAIR/CO-CHAIR POSITION OF A COMMITTEE:

- Shall run all meetings.
- Shall take attendance and report it to the Executive Secretary.
- Shall prepare and present bills to the General Assembly.
- Shall submit accurate committee information to the Vice President.
- Shall delegate committee responsibilities as needed.

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Representative to the Body

CLASSIFICATION: REPRESENTATIVE TO THE BODY COMPENSATION LEVEL: NONE

Duties include but not limited to:

- Shall serve as the liaison between their respected university department and or student organization and informing each body of the others' concerns.
- Shall be appointed by the Vice President with approval by the President.
- Shall attend all RHA General Assembly meetings
- Representative to the body include but not limited to food service representative, All University Traffic and Transportation Committee representative, university Activates Board representative, Associated Students of Michigan State University representative, and National Residence Hall Honorary representative.

Food Service Representative

CLASSIFICATION: REPRESENTATIVE TO THE BODY COMPENSATION LEVEL: NONE

DUTIES:

- Attend all RHA General Assembly meetings.
- Attend all menu evaluation meetings
- Act as a liaison between RHA and Food Services, informing each body of the other's concerns and activities.
- Book all RHA Special Dinners at least two weeks in advance.
- Track attendance at RHA special dinners.
- Facilitate needs for all students with disabilities' at all RHA special dinners.

All University Traffic and Transportation Committee and Dpps Representative

CLASSIFICATION: REPRESENTATIVE TO THE BODY COMPENSATION LEVEL: NONE

DUTIES:

- Attend the RHA General Assembly on a biweekly basis.
- Attend all AUTTC meetings.
- Attend all Community Advisory Committee meetings.
- Act as liaison between RHA and AUTTC and DPPS, informing each body of the other's concerns and activities.
- Maintain contact with and periodically update the RHA President.
- Maintain relations with DPPS and develop a personal rapport with the Director and the officers.

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University Activities Board Representative

CLASSIFICATION: REPRESENTATIVE TO THE BODY COMPENSATION LEVEL: NONE

DUTIES:

- Attend all RHA General Assembly meetings.
- Attend all University Activities Board meetings.
- Act as liaison between RHA and UAB, informing each body of the other's concerns and activities

Radio Board Representative

CLASSIFICATION: REPRESENTATIVE TO THE BODY COMPENSATION LEVEL: NONE

DUTIES:

- Attend RHA General Assembly meetings on a weekly basis.
- Attend all Radio Board meetings.
- Act as liaison between RHA and Radio Board, informing each body of the other's concerns and activities.

National Residence Hall Honorary Representative

CLASSIFICATION: REPRESENTATIVE TO THE BODY COMPENSATION LEVEL: NONE

DUTIES:

- Attend all RHA General Assembly meetings.
- Attend all National Residence Hall Honorary (NRHH) meetings.
- Act as liaison between RHA and NRHH, informing each body of the other's concerns and activities.

Asmsu Academic Assembly Representative

CLASSIFICATION: REPRESENTATIVE TO THE BODY COMPENSATION LEVEL: NONE

DUTIES:

- Shall attend all RHA General Assembly meetings.
- Shall be RHA's Representative on the Academic Assembly
- Shall inform each body of the others concerns and activities.
- Shall attend all ASMSU Academic Assembly meetings.

ADDITIONAL POSITION REQUIREMENTS:

- Must be a member of the RHA General Assembly.

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Article II Fee Assessment

- Section 1. Administrative ruling requires all fee assessing organizations to reassess their fees every three years, and to provide refunds of those fees in a fair and timely manner. RHA is subject to and bound by this ruling.
- Section 2. RHA's fee assessment shall be approved by a hall-wide referendum. The manner of execution for said referendum shall be designed, approved, and executed by the RHA General Assembly.
- Section 3. All fees shall be assessed at the time of payment of room and board.
- Section 4. Assessment as of Fall Semester 2006 shall be \$25.00 per semester for each person residing in the undergraduate residence halls.
- Section 5. Refunds may be obtained in the RHA office by the Business Manager and Chief Financial Officer during regular. Refund dates will be publicized at least during refund availability.
- A. The following procedure shall be employed when issuing refunds:
 1. RHA shall verify that the resident has paid registration fees.
 2. The resident shall be informed as to what privileges will be lost by obtaining a refund.
 3. The resident shall fill out the Refund Request Form and sign the Refund Book.
 - B. At the end of the refund period the RHA treasurer shall send a list of students receiving refunds to each Hall Government, and shall issue a refund check to each resident who has properly requested a refund.

Article III RHA Budget and Business Procedures Manuel

Section 1. The RHA Committee on Budget and General Assembly shall approve the RHA budget at the beginning of each semester.

Section 2. Each approved budget shall include the following:

- A. A stipulation that \$6.00 per resident shall be allocated to the hall organizations, specifically directed as follows: \$4.50 per resident to the hall government, \$0.75 per resident to the black caucus and \$0.75 per resident to the LGBTQA caucus.
 1. Every hall-governing unit and caucus is required to have a Treasurer and President trained by the RHA Director of Treasurers and Allocations in order to receive the required accounting paperwork.
 2. Every hall-governing unit and caucus must submit the appropriate paperwork to the RHA Director of Treasurers and Allocations.
 3. Every hall-governing unit and caucus shall be audited the last full class week of the fall semester. In the event that a unit fails the audit, the following semester allocations shall be withheld until the RHA Director of Treasurers and Allocations retrain the unit's Treasurer and President.
- B. Funding information for all of the following: RHASE, Special Projects, General Assembly and its Committees, Office Operation Expenses, Payroll Costs, and Misc. Expenses.
- C. 0.5% of the total tax collection amount each semester shall be allocated to the RHA emergency services account.
 1. The emergency services account shall receive no more than \$3,000 annually and it shall contain no more than \$30,000.
 2. Funds from the RHA emergency services account may be used to assist the organization in ways the members deemed fit. All fund transactions out of the account requires a three-fourths (3/4) vote of the General Assembly and the approval of the RHA President.
 3. Decisions regarding the RHA emergency services account are exempt from the committee and may only be discussed on the floor of the general assembly.
- D. A line item titled 'Committee on Budget Discretionary Fund' for the purposes of funding groups and programs that are of interest to RHA. The amount that may be allocated to this fund shall be no less than \$12,000.
- E. A line titled 'Hall Tangible Items Fund' for the purposes of funding tangible items to be utilized within the residence hall system, with a minimum allocation of \$4,000.
- F. A minimum of \$750 shall be allocated to the National Residence Hall Honorary, when active.
- G. 2.0% of the total tax collection amount for that semester shall be allocated from the General Account and budgeted for University Handled Tax Refunds.
- H. Revenues derived from special events shall be reserved to reinvest into future special events, towards either Artist Fees or Production Costs.

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- Section 3. The constituent accounts shall be reviewed at the beginning of each budget session.
- A. The DTA shall provide a report to the Chief Financial Officer that lists the following information for each of the allocation-receiving constituent groups:
 1. Beginning account balance;
 2. Current semester's allocation; and
 3. The amount in excess of 125% of the combination of the beginning account balance and the current semester's allocation.
 - B. If the report indicates that the constituent group's account balance is in excess or will be in excess of 125% of the current semester's allocation, then:
 1. The total amount in excess will be diverted in the RHA General Budget to the following line items:
 - a. Risk Management and Liability Account shall be restored to its maximum value of \$30,000;
 - b. Committee on Budget Discretionary Fund shall receive 75% of the remaining diverted funds; and
 - c. Hall Tangible Items Fund shall receive the remaining funds.
 2. The diverted funds shall be in addition to the minimum allocations outlined in Section 2.
 - C. The report shall provide the adjusted allocation amounts of all constituent group accounts, the Risk Management Fund, the Committee on Budget Discretionary Fund, and the Hall Tangible Items Fund.
 - D. The report shall be presented to the Committee on Internal Affairs and Committee on Budget for review.
- Section 4. In the event that the tax paying constituency of the Residence Halls Association falls below \$12,250 for a given semester the following shall occur:
- A. The compensation of all RHA executives, executive assistants, and standing program staff shall be reduced by 20%.
 1. Hourly paid employees' salary rates shall remain the same.
 2. Compensation levels shall be reinstated the first semester that the tax-paying constituency of RHA returns to \$12,250 or above.
 - B. General Account allocations not mandated by these By-laws shall be reconsidered prior to approval of the semester budget.
 - C. Compensation levels shall be reinstated the first semester that the tax-paying constituency of RHA returns to \$12,250 or above.
- Section 5. In order to receive an allocation from RHA of the amount set in Article III of the RHA Bylaws, residence hall organizations must meet the following criteria:
- A. During the Fall Semester of each year, RHA must be provided with a copy of / 0 must include an anti-discrimination clause. The RHA Vice President must approve this clause before funding is approved.
 - B. The Director of Treasurers and Allocations of RHA must be presented with the following information.
 1. A list of all officers' (including President, Vice President, Treasurer, Secretary, Advisor, etc.) addresses and phone numbers.

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2. A list of authorized signatures for all accounts.

- Section 6. Residence hall organizations must maintain the following information and adhere to the following procedure in order to remain in good financial standing and to receive future disbursements from RHA.
- A. Each individual residence hall organization must notify RHA of the names, addresses, and phone numbers of all officers within two weeks of their election or appointment.
 - B. Each individual residence hall organization must supply RHA with a revised constitution or list of amendments within two weeks of the revision.
 - C. Each individual residence hall organization must notify RHA immediately of changes involving authorized signatures
 - D. A residence hall organization may not hold an off campus account.
 - E. All residence hall organizations funded by the RHA tax must maintain complete documentation for all disbursements and receipts of funds.
 - F. All withdrawals of residence hall organization funds in excess of \$50.00 must be made payable to the person or firm rendering the service or selling the good.
 - G. No funding may be advanced to any individual.
 - H. The residence hall organization treasurer must reconcile the fund statement balances provided by RHA with the residence hall organization's recorded balances each month to uncover and correct any omissions, errors, service charges, etc.
 - I. Residence hall organization funds may not be spent on activities, items, or services that are against University policy.
 - J. Receipts must be submitted to the finance staff within 90 days of the date of the transaction to be eligible for reimbursements.
 - K. Any receipts submitted after 30 days of the date of the transaction will be subject to a \$25.00 late fee from the funds of the Constituency. This fee may be waived under special circumstance determined by the Director of the Treasurers and Allocations.
 - L. Any receipts submitted after 60 days of the date of the transaction will be subject to a \$50.00 late fee from the funds of the Constituency. This fee may be waived under special circumstances determined by the Director of Treasurers and Allocations.
 - M. Any receipts submitted after 90 days of the date of the transaction are no longer eligible for reimbursement. At this point, no receipts will be accepted for reimbursement. In the case of extenuating circumstances, exceptions can be made for constituencies at the discretion of the Director of Treasurers and Allocations, the Chief Finance Officer, and the President.
 - N. Any collected fees will be re-allocated into the tangible items fund of the Committee on Budget.
 - O. All RHA funds spent on gratuities shall be reimbursed up to 20% of the respective bill. Any amount over the 20% will come at the expense of the individual.

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- P. Only MSU students are eligible to receive prizes that have been provided by RHA funds.

- Section 7. In order for a constituent group to have access to their entire allocation, they must be in active status (as defined by Article VI in the RHA Constitution) by a certain meeting.
- A. If not active by the fourth week of the semester, the constituent group will have 25% of their original budget transferred into Committee on Budget's General Fund.
 - B. If not active by the seventh week of the semester, the constituent group will have another 25% of their original budget transferred into Committee on Budget's General Fund.
 - C. If not active by the tenth week of the semester, the constituent group will have another 25% of their original budget transferred into Committee on Budget's General Fund.
 - D. There will be a cap of a removal of 75% of their original budget due to the 25% carryover.
 - E. This fund recapture will be held for both the Fall and Spring semester.
 - F. This fund recapture may be waived under special circumstance determined by the Director of the Treasurers and Allocations

- Section 8. The RHA Constituent Account shall contain all funds possessed by a residence hall organization.
- A. A residence hall organization may not hold an individual on-campus account or an off-campus account.
 - B. If a residence hall organization officially requests use of the account the procedure shall be initiated by RHA within two business days.
 - 1. A request for normal disbursement of funds to an organization or individual will be considered official when the RHA Fund Requisition Form has been submitted to and received by the RHA Constituent Financial staff.
 - 2. A request for rushed disbursement of funds to an organization or individual will be considered official when the RHA Fund Requisition Form and the RHA Rushed Check Fee Agreement have been submitted to and received by the RHA Constituent Financial staff. The Constituent Financial staff will indicate to the requestor when funds should be available.
 - a. RHA shall not charge rushed check fees beyond those levied by University Accounting.
 - 3. A request for university facilities use (room rental, equipment rental, etc.) will be considered official when the Activities Planning Form (APF) is applicably completed, submitted to and received by the RHA Constituent Financial staff.
 - 4. A request for university services or large product purchases (university stores, computer store, MSU printing, etc.) will be handled by appointment with the Director of Treasurers and Allocations.

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5. A deposit to the RHA Constituent Account may be made during Constituent Financial Staff Office Hours.
6. All other requests involving the RHA Constituent Account shall be made by appointment with the Director of Treasurers and Allocations.
- C. Financial office hours shall be determined and announced at the beginning of each semester. These office hours shall be regular and posted at all pertinent locations (office door, website, etc.).
- D. Residence hall organization funds may not be spent on activities, items or services that are against University policy. RHA shall not limit the discretion of the Residence Hall Organization beyond enforcing University Policy.
- E. Upon RHA completing and submitting appropriate financial paperwork, notification shall be sent to the residence hall organization's president, treasurer, and advisor.
 1. Monthly transaction statements shall be distributed to the residence hall organizations.
 2. End of Semester transaction statements shall be distributed to the residence hall organizations.
- F. Oversight of the RHA Constituent Account and related operations shall be charged to the Chief of Staff and the Committee on Internal Affairs. An audit of the operations of the RHA Constituent Account shall occur each semester as determined and delegated by the Committee on Internal Affairs.
- G. Residence Hall Organization's may appeal a decision made by the Director of Treasurers and Allocations within two weeks to the Chief of Staff. A ruling must be made within one week. Appeals of the Chief of Staff ruling may be made to the Committee on Internal Affairs at the next regularly scheduled meeting.

- Section 9. The Residence Halls Association reserves the right to audit individual residence hall organizations beyond the required semester audit. Should an additional audit be performed, the following procedure shall be followed:
- A. Within the third week of classes after audit notification, residence hall organizations must be able to present the following information to the Director of Treasurers and Allocations:
 1. Photocopies of any documents used to keep track of the financial status of the organization.
 2. A list of past officers from the organization.

- Section 10. At the recommendation of the RHA Chief Financial Officer or Director of Treasurers and Allocations, the RHA President will investigate any and all violations of the above guidelines (section 2.-5.)
- A. The following procedures shall be followed when investigating:
 1. The RHA President, Chief Financial Officer, or Director of Treasurers and Allocations is responsible for informing the residence hall organization President, Treasurer, RHA Representative, and Advisor of the violation.
 2. The residence hall organization will be given 48 hours to respond to and/or correct the violation before action is taken.

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3. The RHA President will only take action after discussion of the violation takes place with the RHA Vice President, RHA Chief Financial Officer, the Director of Treasurers and Allocations, and the RHA Advisor.
- B. The actions available to the RHA President, Chief Financial Officer, or Director of Treasurers and Allocations include, but are not limited to:
 1. Withholding full or partial allocation from the residence hall organization
 2. Suspending access to the residence hall organizations funds for up to one calendar year or until the violation is resolved
 3. Financial penalty for violations charged to the individual residence hall organization's allocation, which may not exceed 10% of the following semester's allocation.
 4. RHA reserves the right to pursue legal action in addition to these penalties.
 5. RHA reserves the right to petition the University for use of financial hold cards against individuals found responsible for misuse of funds.
- C. The RHA President or Advisor shall give a detailed verbal report to the assembly of any violation and any actions taken at the first meeting of the RHA General Assembly following the discovery of the violation and discussion will incur as to the penalty the residence hall organization should receive. However, the final penalty decision is left up to the RHA President.

- Section 11. The Residence Halls Association operates off of the RHA Business Procedures Manual.
- A. The governing document outlines the business procedures to be followed by RHA.
 - B. This document must be reviewed and updated each session by the Executive Board members to reflect current practices.
 1. Core must approve all changes that are made in the RHA Business Procedures Manuel.

Article IV Elections of the President, Vice President, and Director of Racial Ethnic and Progressive Affairs

- Section 1. The elected Executive Board positions shall be President, Vice President, and the Director of Racial, Ethnic, and Progressive Affairs (DREPA).
- Section 2. Nominations for the position of President shall be opened under New Business of the first meeting of Spring Semester. Nominations for the position of Vice President shall be opened under New Business of the fourth meeting of Spring Semester. Nominations for the Position of Director of Racial Ethnic and Progressive Affairs (DREPA) shall be opened under New Business of the seventh meeting of the Spring Semester.
- A. Nominations can only be made for current sitting RHA General Assembly and Executive Board members. All nominees must have been a Representative or Executive for five meetings before the nomination. Nominations need to be seconded, and the nominees must be present to accept or decline. Nominees may not second themselves.
 - B. If a candidate cannot find a sponsor they can be nominated by getting 200 signatures from RHA members. They must obtain: Name, and On-Campus Address, and must submit this list in person to the Vice President to present to the General Assembly during the nomination period. They still must meet all other requirements.
- Section 3. Criteria and responsibilities for candidates:
- A. Candidates must adhere to the criteria for hiring and shared duties of the Executive Board in Article 1 Section 1 and Article 1 Section 2.
 - B. The Vice President will be charged with creating election packets for each position including but not limited to interview questions, resume, letter of intent, and a letter of recommendation. Candidates must submit their election packets electronically to the Vice President (three days prior to the election) stating their intention to run for the position for which they were nominated. Candidates may include any information in this essay that they feel is relevant. All election packets shall be posted online three days before the election. In the event that an election packet cannot be submitted electronically, the candidate must submit a time stamped hard copy.
 - C. If elected, candidates must reside in an undergraduate residence hall during the Fall and Spring Semester of their term of office.
 - D. If elected, candidates that were previous RHA General Assembly members must resign from the General Assembly, chair positions, representatives to the body positions, respective organizations, and lose all voting rights and privileges within RHA effective immediately.
- Section 2. The President shall be elected at the fourth regular meeting of Spring Semester, and the Vice President shall be elected at the seventh regular meeting of Spring Semester. The Director of Racial Ethnic and Progressive Affairs shall be elected

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at the tenth regular meeting of the Spring Semester. The following special agenda will be followed at these meetings unless changed by the President:

- I. CALL TO ORDER
 - A. Roll Call
 - B. Introduction of Guests
 - C. Approval of the Minutes
- II. ANNOUNCEMENTS
- III. ELECTIONS
- IV. NEW BUSSINESS
 - A. NOMINATIONS
- V. ROLL CALL
- VI. ADJOURNMENT

- Section 3. The presidential elections shall follow the procedure below:
- A. At the beginning of elections, the presiding officer will read the RHA anti-discrimination policy.
 - B. The minutes will be closed.
 - C. Each candidate will give a ten minute speech or presentation outlining their platform and qualifications. Other candidates will not be in the room during a candidate's statement. Order of speeches shall be determined by draw.
 - D. Following the speech, General Assembly members ~~may~~ **will** direct questions to the candidate. Questions must be relevant to the candidate or the position, as long as they are not discriminatory or derogatory. Questioning will be limited to ten minutes. General Assembly members may extend questioning twice by five minutes through a majority vote.
 - E. After hearing all speeches, a candidate may be recalled for further questioning by a majority vote by the General Assembly.
 - F. Upon satisfactory completion of all statements and questioning, the Assembly will enter into closed debate, unless changed by 2/3 vote. Representatives and Executives will have the right to debate. Debate must be relevant to the candidate or position, as long as it is not discriminatory or derogatory. If a Representative or Executive is deemed to have said a discriminatory or derogatory claim, they will be ruled out of order and loose voting privilege rights. The debate will follow the topics set by a pro and con list. Debate will be limited to fifteen minutes. General Assembly members may extend debate twice by five minutes through a majority vote.
 - G. When debate ends, first ballot will be called. There will be three options for voting; a candidate's name, an abstention, or a vote of "no confidence."
 - H. A candidate will be declared a winner when a simple majority of ballots (50% plus one of the votes) are cast for that candidate. If the ballot is called and neither candidate receives a majority vote, then the General Assembly will go into further deliberation until a successful ballot is casted. If a plurality of "no confidence" votes is cast, no candidate will be declared a winner. Nominations will reopen immediately, and then the new President Election will be during Old Business of the following General Assembly meeting.

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- I. In the event of no candidate gaining a majority of the first, there shall be a runoff ballot with the top two candidates of the first ballot.

Section 4. The Vice Presidential elections shall follow the procedure below:

- A. At the beginning of elections, the presiding officer will read the RHA anti-discrimination policy.
- B. The minutes will be closed.
- C. Each candidate will give a ten minute speech or presentation outlining their platform and qualifications. Other candidates will not be in the room during a candidate's statement. Order of speeches shall be determined by draw.
- D. Following the opening speech, General Assembly members may direct questions to the candidate for ten minutes. Questions must be relevant to the candidate or the position, as long as they are not discriminatory or derogatory. The Assembly may limit or extend the questioning period by a majority vote. General Assembly members may extend questioning twice by five minutes through a majority vote.
- E. After hearing all speeches, a candidate may be recalled for further questioning by a majority vote.
- F. Upon satisfactory completion of all statements and questioning, the Assembly will enter into closed debate, unless changed by 2/3 vote. Representatives and Executives will have the right to debate. Debate must be relevant to the candidate or position, as long as it is not discriminatory or derogatory. If a Representative or Executive is deemed to have said a discriminatory or derogatory claim, they will be ruled out of order and loose voting privilege rights. The debate will follow the topics set by a pro and con list. Debate will be limited to fifteen minutes. General Assembly members may extend debate twice by five minutes through a majority vote.
- G. When debate ends, second ballot will be called. There will be three options for voting; a candidate, an abstention, or a vote of "no confidence."
- H. A candidate will be declared a winner when a simple majority of ballots (50% plus one of the votes) are cast for that candidate. If the ballot is called and neither candidate receives a majority vote, then the General Assembly will go into further deliberation until a successful ballot is casted. If a plurality of "no confidence" votes is cast, no candidate will be declared a winner. Nominations will reopen immediately, and then the new Vice Presidential Election will be during Old Business of the following General Assembly meeting.
- I. In the event of no candidate gaining a majority of the second, there shall be a runoff ballot with the top two candidates of the second ballot.

Section 5. The Director of Racial, Ethnic, and Progressive Affairs elections shall follow the procedure below:

- A. At the beginning of elections, the presiding officer will read the RHA anti-discrimination policy.
- B. The minutes will be closed.

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- C. Each candidate will give a ten minute speech or presentation outlining their platform and qualifications. Other candidates will not be in the room during a candidate's statement. Order of speeches shall be determined by draw.
- D. Following the opening speech, General Assembly members may direct questions to the candidate for ten minutes. Questions must be relevant to the candidate or the position, as long as they are not discriminatory or derogatory. The Assembly may limit or extend the questioning period by a majority vote. General Assembly members may extend questioning twice by five minutes through a majority vote.
- E. After hearing all speeches, a candidate may be recalled for further questioning by a majority vote.
- F. Upon satisfactory completion of all statements and questioning, the Assembly will enter into closed debate, unless changed by 2/3 vote. Representatives and Executives will have the right to debate. Debate must be relevant to the candidate or position, as long as it is not discriminatory or derogatory. If a Representative or Executive is deemed to have said a discriminatory or derogatory claim, they will be ruled out of order and loose voting privilege rights. The debate will follow the topics set by a pro and con list. Debate will be limited to fifteen minutes. General Assembly members may extend debate twice by five minutes through a majority vote.
- G. When debate ends, second ballot will be called. There will be three options for voting; a candidate, an abstention, or a vote of "no confidence."
- H. A candidate will be declared a winner when a simple majority of ballots (50% plus one of the votes) are cast for that candidate. If the ballot is called and neither candidate receives a majority vote, then the General Assembly will go into further deliberation until a successful ballot is casted. If a plurality of "no confidence" votes is cast, no candidate will be declared a winner. Nominations will reopen immediately, and then the new DREPA elections will be during Old Business of the following General Assembly meeting.
- I. In the event of no candidate gaining a majority of the second, there shall be a runoff ballot with the top two candidates of the second ballot.

Section 6. Representatives that are candidates for office cannot vote. It will be assumed that their constituents will vote for them, and therefore no proxy is necessary.

Section 7. Election shall end with the declaration of a winner. The newly elected officers shall assume an "elect" status until the end of the thirteenth regular meeting of Spring Semester, during which time the President Elect will proceed with the hiring of the Chief of Staff and assist in the hiring of the incoming Executive Board. The incoming Executives will also assume an "elect" status and will train with their respective predecessors, and will assume office at the end of the thirteenth regular meeting of Spring Semester. Once the "elect" officers assume office, they will begin to receive compensation according to the RHA Business Procedures Manual.

Article V Hiring Procedure

Section 1. RHA shall fill all positions by the hiring procedures outlined within this article.

Section 2. All non-elected members of the RHA Executive Board shall be hired by the following procedures.

- A. The procedure for the regular hiring of Executive Board members shall begin following the Election of the President as outlined in Article IV.
 1. The President Elect and the outgoing Chief of Staff shall coordinate the hiring of the incoming Chief of Staff and Chief Financial Officer, which shall begin the hiring process.
 2. The President Elect and incoming Chief of Staff shall coordinate the hiring of all non-elected Executive Board members for the following session.
 3. All non-elected Executive Board positions shall be considered “Open and Vacant” for the upcoming session, except under the following conditions:
 - a. A current non-elected member of the Executive Board states in writing that they wish to remain in their current position for the upcoming session. All requests of this nature must be received by the President Elect by the beginning of the eighth General Assembly meeting of the Spring Semester.
 - b. The President Elect and incoming Chief of Staff must officially receive any Executive Board member who makes such a request. The President Elect and incoming Chief of Staff are under no obligation to officially grant such a request.
 - c. If granted by the President Elect and incoming Chief of Staff, the decision must be approved by the Committee on Internal Affairs
 - d. If a request is not granted, the position shall be considered “Open and Vacant.” The Executive Board member whose request was not granted may still apply under the normal hiring procedure, as outlined in Section 2, Part A, Number 3.
 4. All “Open and Vacant” positions shall be announced in the General Assembly and posted on the RHA website. The application period shall be open for a minimum of two weeks.
 5. Following the closure of the application period, a hiring committee shall be formed for each position. A minimum of two persons shall be present in all interviews. The hiring committee shall be appointed by the incoming Chief of Staff. Having at least one General Assembly member on each hiring committee is strongly encouraged. Individuals in the applicant pool of any Residence Halls Association position shall be considered ineligible to sit on hiring committees until they are no longer being considered for employment. Unless an Executive Board member or staff member is sitting on the committee for a replacement of their own position.
 6. The incoming Chief of Staff shall have the final discretion over the appointment of all applicants to any position.

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7. Following appointment to the position. Appointees shall be considered hired pending confirmation from the General Assembly as outlined in Section 6.
- B. In the event that a filled Executive Board position becomes vacant, the procedure for the hiring of the vacant position shall begin as soon as the vacancy is announced.
1. The Chief of Staff shall coordinate the hiring of all non-elected Executive Board members.
 2. Any vacant position shall be announced in the General Assembly.
 3. If the position is to be filled, applications shall be accepted for a minimum of two weeks unless extenuating circumstances arise. Extenuating circumstances shall be announced to the General Assembly.
 4. Following the closure of the application period, a hiring committee shall be formed for the position. A minimum of two persons shall be present in all interviews. The hiring committee shall be appointed by the Chief of Staff. Having at least one General Assembly member on each hiring committee is strongly encouraged. Individuals in the applicant pool of any Residence Halls Association position shall be considered ineligible to sit on hiring committees until they are no longer being considered for employment. Unless an Executive Board member or staff member is sitting on the committee for a replacement of their own position.
 5. The Chief of Staff shall have the final discretion over the appointment of an applicant to the position.
 6. Following appointment to the position, Appointees shall be considered hired pending confirmation from the General Assembly as outlined in Section 6.
- C. The procedure for the hiring of non-elected, non-appointed staff shall take place on an “as needed” basis as determined by the Chief of Staff.
1. The Chief of Staff shall coordinate with the vacant staff position’s supervisor on all hiring of staff.
 2. Staff positions may be filled by an open application process, a referral process, or by a review of past applicants.
 3. Staff positions shall be considered hired following appointment by the Chief of Staff. No General Assembly confirmation is necessary.
 4. The Chief of Staff or the vacant staff position’s supervisor must be present in all interviews.
- Section 3. The Chief of Staff must be present at all Executive Board interviews.
- Section 4. The RHA Chief of Staff shall have final discretion over the appointment of all applicants to any position.
- Section 5. Should an executive decision be made not to fill a position, a two-thirds (2/3) vote of General Assembly must approve the decision.

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- Section 6. The RHA confirmation procedure shall be initiated immediately following the appointment of an applicant to a position which requires confirmation.
- A. A bill for the approval of appointment of all executives, executive assistants, and program directors must be presented in front of the General Assembly. The bill shall follow the following format: a period of questions to the nominee, followed by a period of debate, followed by a vote. This shall be the case even if this is not the format that the RHA general assembly is using for other bills at the time of confirmation.
 - B. As soon as the period of questions to a nominee has concluded, the chair will request that the nominee leave the room. Upon conclusion of the confirmation vote, the nominee will be allowed to return to the meeting.
 - C. Simple majority of the General Assembly approves the appointment, by which they will vote either yes, no, or abstain. The numerical results of the vote will be reported. No compensation shall be due to the appointee if the General Assembly does not approve them.
 - D. Following failure to appoint, the applicant is considered summarily dismissed.
 1. A new applicant shall be selected by the procedure outlined in Section 2, part B of this article unless that GA decides by a 2/3 vote that time does not allow for that procedure.
 2. The General Assembly must approve any decision to not appoint a new candidate by a 2/3 vote.
- Section 7. As soon as the period of questions to a nominee has concluded, the chair will request that the nominee leave the room. Upon conclusion of the confirmation vote, the nominee will be allowed to return to the meeting.
- Section 8. In the event that the individual previously holding the appointee's position is unavailable to train that appointee, the responsibility of training any new employee/officer falls to an individual or individuals chosen by the Chief of Staff.
- Section 9. All Executive Board positions terminate at the end of the session in which they were hired unless stated otherwise within these bylaws. All staff positions are considered on a semester by semester basis. A session of RHA ends upon adjournment of the last regularly scheduled General Assembly meeting of the spring semester.
- Section 10. Outgoing employees shall assist in the training of their replacements when requested by the Chief of Staff.

Article VI Release Procedure

- Section 1. The RHA Release Procedure must be followed by the Chief of Staff in the event of significant negligence of duty as a necessary component of any release, which is to be considered proper and valid. This procedure applies only to non-elected members of the body.
- A. The person whose job performance is in question shall be notified at least twice. The first notification will be a meeting with the employee, their supervisor and the Chief of Staff. The RHA advisor can be present if invited. The second of which will be in written form and signed by the Chief of Staff.
 - B. Upon second notification, the person is to be informed that their release will become necessary if their job performance does not improve, significantly within two school weeks.
 - C. Following the second notice, if improvement has not been demonstrated, the person shall be asked to resign.
 - D. If the person refuses resignation, their release shall be confirmed in written form and signed by the President, the Chief of Staff, and their direct supervisor.
 - E. If, following the release, the person wishes to appeal the decision, they may appear before a special committee comprised of three (3) executives, executive assistants, or program directors, and three (3) voting members of General Assembly who will be chosen in an unbiased lottery during a General Assembly meeting. This committee may overturn the decision of the acting officer with a majority vote of five (5).
 - F. In the event that there is significant negligence of duty, a non-elected member of the body may be immediately released through consent of all the elected officials. The member in question may appeal the decision to the special committee as described in Article VI, section 1, subsection E.
- Section 2. In the event that a simple majority of the General Assembly feels that a non-elected individual has violated their job duties, the individual's case shall be sent to the Ethics Committee for review.
- A. The Ethics Committee shall be comprised of six individuals who will be chosen in an unbiased lottery, consisting of three Executive Board members and three General Assembly members, two of whom shall be hall representatives and the third shall be a CORES/COPS/Caucus representative. Efforts should be made to maintain the confidentiality of this committee. The Chief of Staff shall serve as advisor to the ethics committee.
 - B. The Ethics Committee shall be charged with but not limited to:
 1. Hearing both sides of the case.
 2. Formulate clarifying questions to be presented via committee advisor in their behalf
 3. Formulate a suggestion of resolution to be presented to the General Assembly in the form of a bill, presentation with written report, or motion. Any action by the General Assembly shall require a 2/3 vote.

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- C. The task charged to the Ethics shall be completed within three weeks of its creation. At the two-week mark, the advisor of the committee may request more time to be granted by the General Assembly by simple majority.
- D. All efforts or actions to the public shall be executed via advisor to the Ethics Committee.

Article VII RHA Equipment Policy

- Section 1. The following procedure shall be followed in the purchasing of new equipment.
- A. All bills to buy new equipment shall be directed to the RHA Committee on Budget.
 - B. The Committee on Budget and the Chief Financial Officer shall work together to decide what specific components, brands, etc. shall be purchased.
 - C. The General Assembly shall be able to amend any aspect of the purchasing order.
 - D. The purchasing order shall be done through the Chief Financial Officer.
- Section 2. All equipment shall be stored in the RHA Office or other RHA facilities.
- Section 3. Equipment shall be insured through RHA. The insurance shall be purchased by RHA using a section of the budget entitled “insurance.” The Chief Financial Officer and advisor can negotiate and renegotiate the contract at any time provided the insurance company allows for negotiation.
- Section 4. The following procedure shall be followed in the check out and return of equipment.
- A. Any individual associated with an in-hall organization, the Department of Residence Life, University Housing, or an RHA affiliated group may reserve equipment.
 - B. Equipment must be reserved at least 72 hours in advance.
 - C. Equipment will be checked out to whomever reserved the equipment the furthest in advance.
 - D. All those checking out equipment shall have their identities verified to make sure they are affiliated with in-hall organization, the Department of Residence Life, University Housing, or an RHA affiliated group. Undergraduate students who check out equipment must be members of RHA.
 - E. Equipment must be picked up during posted office hours or at a prearranged time.
 - F. There will be a contract drawn up at the discretion of the current Executive Board that will contain at least the following:
 1. Personal identification information
 2. Components which are being checked out
 3. Current conditions of the equipment
 4. What time the equipment shall be returned
 5. The time, place, and title of the program
 - G. The Executive Board member in the office at the time of checkout and return of the equipment shall be responsible for the recording of contractual information.
 - H. Equipment (excluding books) must be returned within 24 hours of check out and during posted office hours or at a prearranged time. The exception to this

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rule is for Friday checkouts in which case the equipment must be returned on Monday during posted office hours.

- Section 5. A deposit of \$5 for equipment valued under \$50 and \$50 for equipment valued over \$50 shall be furnished by the hall organization or individual that is checking out the equipment.
- A. Cash or checks will be accepted
 1. Checks shall be addressed to “RHA”
 - B. Cash and checks shall be stored by the Executive Board member in an appropriate place designated by the Executive Board.
 - C. The deposit shall be returned upon the returning of the equipment except in the following cases:
 1. Late return
 2. Damaged return (which shall be judged by the RHA Director of Technology)
- Section 6. There shall be an additional \$10 nonrefundable charge for the renting of the RHA Karaoke Equipment. All monies collected through this charge will be spent on maintenance, upkeep, replacement, or additions to the Karaoke System and Music Library.
- Section 7. If loaned equipment is not returned within 24 hours during the week or on Monday for a weekend loan, the individual to whom the loan was granted is subject to the following penalties:
- A. There shall be a 24-hour grace period in which no additional fines are levied to the individual.
 - B. There shall be a \$25 fine assessed to the individual for every 24-hour period after the grace period is over. All monies collected through this charge will be spent on maintenance, upkeep, replacement, or additions to the Karaoke System and Music Library.
 - C. The total of the fines shall not exceed the actual replacement value of the past due equipment.
 - D. The RHA Director of Technology has the right to waive the fees if they deem there to be an emergency situation that caused the equipment to be returned past due.
- Section 8. Renters shall be responsible for the transportation and storage of the equipment that they check out.

Article VIII Representative At Large

- Section 1. Any residence hall organization, as deemed by the RHA Committee on Internal Affairs with the assistance of Residence Education and Housing Services, may seek a Representative At Large voting seat on the RHA General Assembly.
- A. The residence hall organization must satisfy the structural requirements outline in Article VI, sections 1.1 and 1.2., of the constitution.
 - B. A residence halls organization shall be defined as a registered student organization whose main mission is to directly benefit students in specific hall or neighborhood.
 - C. No group may hold two or more seats on RHA.
- Section 2. Before a residence hall organization may obtain a Representative At Large seat, they must go through a trial period as a Provisional Seat.
- A. Provisional Seats must first be approved of by a two-thirds (2/3) vote of the Committee on Internal Affairs.
 - B. The Provisional Seat must attend at least six General Assembly meetings before applying to become a Representative At Large.
 - C. In addition, all required committee meetings must be attended without exception.
 - D. If found in violation of the attendance policy, the status of Provisional Seat is revoked.
- Section 3. The following procedures shall be followed to obtain a Representative At Large voting seat after meeting the criteria outlined in Section 2.
- A. The status of Representative at Large is conferred by a two thirds (2/3) vote of the RHA General Assembly.
 - B. A Representative At Large is allotted only two excused absences per semester. Any more than two excused absences and the status of Representative At Large will be revoked.
 - C. The status of Representative At Large must be renewed at the end of every semester. Renewal requires a two-thirds (2/3) vote of the General Assembly.
 - D. Failure of the renewal results in revocation of the Representative At Large status.
 - E. A residence hall organization may hold an at large seat for no more than six consecutive semesters.
- Section 4 There shall be no more than five (5) voting seats. There shall be a cap of two (2) groups per neighborhood and a cap of one (1) group per hall.
- Section 5. Representatives at Large shall have access to the Committee on Budget.

Article IX Amendments

- Section 1. Amendments to these Bylaws shall require a two-thirds majority if originating in the General Assembly and a simple majority if originating in committee.
- Section 2. Amendments to these Bylaw and other governing documents including all orders and changes shall be carried into effect as deemed necessary by the organization.

Article X Standing Committees

- Section 1. The General Assembly shall have four standing committees: Committee on Budget, Committee on Internal Affairs, Committee on Diversity, Resident Advocacy, and the Committee on Programing.
- A. At the beginning of Fall Semester, the Vice President will ask all Representatives to express their preference as to which of the standing committees they wish to sit on for their term of office. The Vice President, keeping in mind the representatives' preferences, will assign an evenly distributed amount of members to each of the standing committees.
 - B. All committees must establish consistent meeting times and locations.
 - C. Each committee will have assigned at least one representative from each neighborhood (Brody, East, North, South, and River Trail) to ensure proper representation.
- Section 2. Committee Chairpersons
- A. Each committee will elect one single chairperson with a majority vote of members present. The committee chair must be an RHA General Assembly Representative. All chairpersons will be confirmed by the General Assembly through a majority vote.
 - B. The chairperson may be removed by a two-thirds (2/3) vote of all members of the committee.
 - C. If no interest is present in the General Assembly Representatives to pursue a committee chair position, then a non-RHA General Assembly Representative may pursue the position. The RHA Executive Board must review the situation and render a decision as to whether a non-General Assembly member will be permitted to fill the position. If permission is granted, the non-General Assembly member can assume the chairperson position, but will have no voting rights.
 - D. Committee chairpersons will submit minutes of each committee's meeting to the Vice President, maintain a notebook of all bills, minutes, and issue descriptions relating to the committee, schedule meetings at a time and place convenient to the maximum number of members possible, and submit a written report to the Executive Board and General Assembly about committee functions. They will also provide the RHA Secretary with attendance information for each meeting.
 - E. Committee chairpersons will be allocated a discretionary fund of \$50.00 for the purposes of executing the duties of their respective committees

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- F. The committee chairperson may count themselves as a member of their constituency for attendance purposes, but if no other co-representative from their constituency is present, the constituency must abstain from voting. If a co-representative from the chairperson's constituency is present, the co-representative must vote for the constituency and the committee chairperson may not carry any influence over voting.
- G. Committee chairpersons shall create & maintain transitional documents to be passed onto their successor.

Section 3. Committee Attendance Policy

- A. Attendance at committee meetings is required and shall follow the outlined attendance policy in Rule 4 in the Standing Rules of Order.

Section 4. Committee Operation Procedures

- A. Additional RHA members may be appointed to the committee by the Vice President provided they do not miss more than two meetings per Semester
- B. Quorum for these committees shall be two-thirds (2/3) of the voting membership.
- C. This committee will meet on a weekly basis unless deemed otherwise by the chairperson and Vice President due to workload.
- D. All meetings of the Standing Committees shall be open to the public unless closed by a two-thirds (2/3) vote of the members present.
- E. Bills may be submitted to the Vice President to be referred to a standing or non-standing committee. The introducer of the bill shall be the one to submit the bill, and the seconder must be a member of the committee it has been referred to. When submitted, the Vice President must present the bill to the committee meeting directly after the bill was submitted.

Section 5. RHA Committee on Budget

The Committee on Budget (COB) will make and approve recommendations on allocations and budgets for projects, groups, activities, and programs that will benefit constituents of the Residence Halls Association of MSU. This committee will support programming for philanthropies undertaken by RHA. Lastly this committee will assist RHA Office of Programs as requested in the planning and execution of RHA sponsored events.

- A. The Committee on Budget shall have power to grant money from the COB General Fund and COB Tangible Items Fund.
- B. The Committee on Budget will consist of Representatives appointed by the Vice President, with the President, Director of Treasurers and Allocations and Director of Treasurers and Allocations of RHA serving as ex-officio, non-voting members. The Chief Financial Officer and Director of Treasurers and Allocation shall serve as co-advisors to the committee.
- C. Minimum membership for this committee shall be seven voting members who are in good standing

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- D. All main motions dealing with financial allocations will automatically be referred to COB without debate on the motion unless two-thirds (2/3) of the General Assembly members present wish to take action on the motion.
- E. This committee may move a request to general assembly, vote a request down, or amend any monetary request before it is sent to General Assembly.
- F. If this committee votes down a funding request they must:
 - 1. Inform the group requesting the funds in writing (before the next Committee on Budget meeting) as to the reasons why the request for funding was not moved to the General Assembly. A copy of this is to be kept by the Committee on Budget Chair.
 - 2. Inform the General Assembly of RHA that a monetary request was presented to them. The chairperson must report if it was denied and a list of reasons for the denial. If a request for funding was granted they must state how much was granted and the reasons why it was granted. The Chairperson will also be required to submit a written report stating as such.
 - 3. The group which was turned down may have any hall representative sponsor their bill to General Assembly provided the monetary request receives the 2/3 vote necessary for introduction of a non-committee bill to the General Assembly.
- G. The Committee on Budget and the Executive Board of RHA shall be responsible for determining a semester budget at the beginning of each semester.
- H. The Committee on Budget Chairperson must inform the General Assembly of all grants from the General Assembly Discretionary Fund or Hall Tangible Items Fund. During the report of the Committee on Budget, the General Assembly may move by a one-third (1/3) plurality vote to have the grant reviewed and possibly revised at the next scheduled General Assembly meeting. If a review is ordered than funds shall be withheld until a final decision is reached by the General Assembly.
- I. The Committee on Budget Chairperson must inform the General Assembly of all grants from the General Assembly Discretionary Fund or Hall Tangible Items fund.
- J. An ex-officio member of this committee with current financial records must be present to grant money.
- K. The entire General Assembly Discretionary Fund must be held in reserve for groups that hold a voting seat on the General Assembly and their official affiliates.
- L. The Committee on Budget will include a copy of the budget and the RHA Committee on Budget form with each bill brought to the General Assembly.
- M. No hall with a current withholding will be eligible for funds from the General Assembly Discretionary Fund or Hall Tangible Items fund.
- N. After the sixth General Assembly meeting of a given semester, no organization from any hall which has not submitted the necessary paperwork to the Chief Financial Officer as defined in Article III, Section 1, Subsections A and B, may petition the Committee on Budget for funding of programs.

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- O. If a group's request is moved to the General Assembly, the group may not significantly change any part of their budget from what was presented to the Committee on Budget. If a change in the group's budget is necessary, the group must report the change to the General Assembly in their Presentation. Changes must still be amended by the General Assembly.
- P. The Committee on Budget will operate in one of two operation levels:
 - a. If the total amount of money in the COB General Fund and COB Tangible Items Fund is less than \$32,000 the committee will operate for that semester at a status of Phase 1.
 - i. Phase 1 will constitute the following conditions:
 - 1. Up to \$2,000 may be allocated to any constituency for a single program or multiple programs in a given semester from COB General Fund. Groups can apply for funding only once for the same program.
 - 2. Up to \$500 may be allocated in funds from the COB Tangible Fund for any tangible item purchase. All funds must be matching funds from the approaching group's funds.
 - b. If the total amount of money in the COB General Fund and COB Tangible Items Fund is greater than \$32,000 the committee will operate for that semester at a status of Phase 2.
 - i. Phase 2 will constitute the following conditions:
 - 1. Up to \$3,000 may be allocated to any constituency for a single program or multiple programs in a given semester from the COB General Fund.
 - 2. Up to \$1,000 may be allocated in funds from the COB Tangible Fund for any tangible item purchase. The fund will be matching amounts up to a request of \$500. Requests that are between \$500 and \$1000 would only require expenditure by the petitioning organization of \$500.

Section 6. Requirements of Organizations to apply for funding:

- A. Groups of individuals wishing to request RHA funds must submit a completed RHA Committee on Budget form to the RHA Committee on Budget.
- B. Prior to the consideration of any funding request the RHA anti-discrimination clause will be read aloud in the Committee on Budget and in the General Assembly.
- C. All organizations that receive an allocation from RHA for a given event must hold said event. If the event is not held, the RHA Chief Financial Officer will recapture the allocated funds.
- D. RHA funds must not be used for fundraisers.
- E. Any constituency may apply for funding unlimited times, but may not present at two meetings in a row to the same fund during the same semester.

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- F. If there are sufficient requests, the Committee on Budget Chairperson may give preference for presentation to organizations that have not yet presented during the current semester.
- G. The group applying for funding must be seated on the RHA General Assembly or an official affiliate of a seated group.
- H. In order for funds to be transferred, the group must submit the necessary purchase orders, invoices, or original receipts.
- I. If the group requesting funds is required to hold a seat on RHA's General Assembly and has not attended their past two GA and/or committee meetings, they are not eligible to receive funding until they do so.
- J. Groups receiving funding from RHA are requested to report on the event within 3 RHA General Assembly meetings either by email or in person at an RHA meeting.
- K. Groups will not receive funding for: maintenance of an office, purchase of alcoholic beverages, paying off financial loans or existing debts, scholarships, and donations.
- L. An office shall be defined as a location occupied by a constituency used primarily, if not exclusively, by the Executive Board or leadership members for purposes other than on-site programming for MSU students.
- M. Constituencies who are found to be using the hall tangible items fund in violation of the RHA bylaws will be penalized. The penalty will disable the constituency's use of the tangible items fund for the semester following the violation in which RHA is in session.

Section 7. RHA Committee on Internal Affairs

The Committee on Internal Affairs (CIA) shall review the RHA Constitution and By-laws, suggesting any changes deemed necessary and appropriate in order to better facilitate efficiency within RHA. This committee shall also review and advise on the business and programming of RHA.

- A. The CIA shall consist of Representatives appointed by the Vice President, with the President serving as an ex-officio, non-voting member. The Vice President and the Chief of Staff shall serve as advisors to the committee.
- B. With the assistance of the financial officers and program directors, the RHA Chief of Staff shall present a monthly report detailing the current business practices of RHA.
- C. All main motions dealing with internal policy and/or business practices of RHA shall automatically be referred to the Committee on Internal Affairs without debate on the motion unless two-thirds (2/3) of the General Assembly members present wish to take action.
- D. The committee may approve, disapprove, or amend any motions referred to it.
- E. The CIA may call upon any Executive Board member to aid and assist them.

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Section 8. RHA Committee on Diversity and Resident Advocacy

The Committee on Diversity and Resident Advocacy (CDRA) shall review and make recommendations on any issue pertaining to the residence halls. This committee shall be directly involved in philanthropy and shall address diversity issues within the residence halls. This committee shall also be charged with making recommendations to Culinary Services, and the Residence Education and Housing Services regarding policies and procedures.

- A. CDRA will consist of Representatives appointed by the Vice President, with the Vice President and Director of Public Relations acting as ex-officio, non-voting members. The Director of Racial, Ethnic and Progressive Affairs and the Communications Coordinator shall serve as advisors to the committee.
- B. The chairperson of the CDRA will report all progress or lack of progress and reasons why at every GA meeting. This report must be submitted in written format.
- C. Members of this committee will assist in providing representation for university committees and special committees regarding resident housing issues at the discretion of the President.
- D. All main motions dealing with issues pertaining to RHA's stance on campus living services and residence life and/or exclusive hall issues, shall automatically be referred to the Committee on Diversity and Resident Advocacy without debate on the motion unless two-thirds (2/3) of the General Assembly members present wish to take action.

Section 9. RHA Committee on Programing

The Committee on Programing shall work cooperatively with the Director of Campus Center Cinemas and Director of Special Events in all internal operations of RHA programing such as selecting films and advertising for Campus Center Cinemas, and assisting in planning and coordinating of special events and volunteering.

- E. COP will consist of Representatives appointed by the Vice President, with the Vice President acting as ex-officio, non-voting members. The Director of Campus Center Cinemas and Director of Special Events shall serve as advisor to the committee.
- F. The chairperson of the COP will report all progress or lack of progress and reasons why at every GA meeting. This report must be submitted in written format.
- G. Members of this committee shall aid the Director of Campus Center Cinemas in selecting films, recruit volunteers to help with weekly films related projects, aid in creating marketing events and/or campaigns promoting Campus Center Cinemas, and aid in film partnership applications/opportunities.

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- H. Members of this committee shall aid the Director of Special Events in planning and executing RHA sponsored events at the hall and/or neighborhood level
- I. All main motions dealing with issues pertaining to RHA's stance on campus center cinemas and events/issues pertaining to the film selection process, shall automatically be referred to the COF without debate on the motion unless two-thirds (2/3) of the General Assembly members present wish to take action.

Article XI Sponsored Groups and Sponsored Initiatives

- Section 1.** A group is eligible to become a Sponsored Group of RHA if it's a Registered Student Organization working to improve the on-campus living experience for students, provide charity for those in need, or have 50 percent or more of their members living on.
- Section 2.** An issue is eligible to become a sponsored initiative if it is a program or cause championed by Registered Student Organization meant to improve the on-campus living experience for students or provide charity for those in need.
- Section 3.** Sponsored groups or initiatives of RHA need to follow the policies below, failure to do so will result in frozen funds and or the termination of their status:
- A. Shall adhere to the RHA non-discrimination clause, mission statement, and financial procedures, when student groups are engaged in University or RHA sponsored activities off or on-campus.
 - B. Shall adhere to the General Student Regulations established within the University community (students, trustees, administrators, faculty, and staff), when engaged in University or RHA sponsored activities off or on-campus.
 - C. Shall send an updated Executive Board contact list and meeting locations to the Vice President
 - D. Shall send weekly updates to the Chair of the Committee on Internal Affairs.
 - E. Shall adhere to all financial regulations as outlined in the RHA Business Procedures Manual.
- Section 4.** The following procedure shall be followed to become a Sponsored Group or Initiative of RHA.
- A. The Vice President shall open applications for Registered Student Organizations to apply for sponsorship in the beginning of the fall semester. Applications can include questions on but are not limited to: the organization's mission statement, percentage of organization members that live-on, how the organization can benefit RHA or MSU, how the organization uses creative thinking or pro-active mindsets, and/or causes the organization advocates for.
 - B. The Vice President in conjunction with the Chair of the Committee on Internal Affairs will schedule for the Sponsored Initiative candidates to come before the Committee on Internal Affairs for a two-thirds (2/3) majority vote. Each presentation shall be five minutes in length not including questioning, outlining their goals and vision for sponsorship, and will provide a budget request.
 - C. After approval by the Committee on Internal Affairs, the potential Sponsored Group or Sponsored Initiative
 - D. The status of the Sponsored Group or Sponsored Initiative is valid for the entirety of the current session.
 - E. The sixth regular meeting of the Fall semester shall be the last meeting at which it is possible to be approved as a Sponsored Group or Initiative by the

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Committee on Internal Affairs. The fifth regular meeting of the Spring semester shall be the last meeting at which it is possible to be approved as a Sponsored Group of Initiative by the Committee on Internal Affairs.

- Section 6. The following procedure shall be followed if a Sponsored Group or Initiative of RHA is reapplying for the following sessions.
- A. The Vice President shall create an application for returning sponsored groups or initiatives. Applications can include questions on but are not limited to how the organization benefited RHA or MSU, how the organization has used RHA effectively, and other information as deemed necessary.
 - B. The Sponsored Group of Initiative shall contact the current Vice President with their completed application.
 - C. The Vice President shall present the application to the Chair of the Committee of Internal Affairs to decide whether the letter of intent would go to the Committee of Internal Affairs.
 - D. Once approved, the Sponsored Group of Initiative presents their letter of intent to the Committee of Internal Affairs.
 - E. Once passed by a two-thirds (2/3) majority vote, the Committee of Internal Affairs votes to renew their sponsorship for the following session.