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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 throughout the session.
- G. 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 on the day that they assume office.

### Section 2.

- A. Shared duties of the Executive Team:
  - 1) Shall take a proactive role in leading the organization.
  - 2) Shall ensure internal stability of the organization.
  - 3) Shall act as the liaison between RHA, constituents, and university officials as needed.
  - 4) Shall possess a strong working knowledge of the RHA governing documents and internal operations of the organization.
  - 5) Shall attend all Executive Board and General Assembly meetings for the full duration of the meeting, unless excused by their supervisor.
  - 6) 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.
  - 7) Shall submit weekly updates at all Executive Board and General Assembly meetings.
  - 8) Shall work to ensure good relations between all personnel of RHA, General Assembly members, and University officials.
  - 9) Shall participate in staff activities, trainings, and meetings as requested.
  - 10) Shall demonstrate advanced leadership skills and collaboration between Executive Board members.
  - 11) Shall allocate and manage a positional budget every semester for events, initiatives, and RHA constituent groups.

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

### B. Shared duties of Director Staff:

- 14) Shall maintain regular contact with their supervisor and any employees hired for their respective programs.
- 15) Shall authorize, with prior approval from their supervisor, expenditures necessary to operate respective programs.
- 16) Shall submit weekly updates and financial reports upon request to the Chief of Staff.
- 17) All Directors follow the shared duties of the Executive Board outlined in Article 1 Section 2A.

Section 3. 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 Executive Team and Director Staff 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 Team will consist of the President, Vice President, Chief of Staff, Chief Financial Officer, Chief Diversity and Inclusion Officer, Chief Publicity Officer, and National Communications Coordinator.

Section 9. The RHA Director Staff will consist of the Director of Treasurers and Allocations, Director of Human Resources, Director of Creative Services, Director of Media Entertainment, Director of Special Events, Director of Health and Safety, Director of Technology, and the Executive Secretary.

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## 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, and Executive Board meetings. Shall lead executive board meetings and shall set the agenda for General Assembly meetings.
- Shall represent RHA and act as a spokesperson to all groups and university entities to which RHA belongs, and or defer this authority to others on the RHA Leadership Team 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 maintain contact with the President of the University and the Board of Trustees as needed.
- Shall meet regularly with the Director of Residence Education and Housing Services, Associate Director of Residence Education , and other administrators as needed the Student Leadership Development Administrator, taking into account the schedule restraints of the three staff members.
- Shall meet frequently with the Executive Board, which includes the President, Vice President, Chief Financial Officer, Chief Diversity and Inclusion Officer, Chief of Staff, Chief Publicity Officer and National Communications Coordinator.
- Shall supervise the Vice President, Chief of Staff, Chief Financial Officer, Chief Diversity and Inclusion Officer, Chief Publicity Officer and National 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.
  - Hold at least monthly one-on-one meetings with RHA Executive Board, and discuss the progress with the Chief of Staff.
  - In the absence of the Executive Board Members, the President shall assume all responsibilities of the vacant position and have the ability to delegate duties to

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other members of the RHA Executive Board until the President has facilitated the hiring, appointing, or electing the vacant position.

- 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 inform the General Assembly of all non-budgeted presidential expenditures exceeding \$1,000 on a single project/program two weeks before the expenditure is made in non-emergency circumstances.
- Shall recommend release from duty, in a professional and fair manner, those persons who have not fulfilled their job descriptions, to the Chief of Staff.
- Shall work with the outgoing Chief of Staff to hire the incoming Chief of Staff and the Chief Financial Officer.
- Shall vote in the event of a tie.
- Shall appoint General Assembly, Executive Board, or Director Staff members to serve on university committees and or university boards as needed.
- 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.
- Shall serve as a rotational advisor for RHA committees.
- Shall meet at least monthly with an RHA Advisor.

Vice President

CLASSIFICATION: EXECUTIVE

COMPENSATION LEVEL: ONE

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

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

Chief Diversity and Inclusion Officer

CLASSIFICATION: EXECUTIVE ASSISTANT

COMPENSATION LEVEL: ONE

The Chief Diversity and Inclusion Officer (CDIO) 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 and Ethnic Students, Council of Progressive Students, and neighborhood caucuses.

Duties include but not limited to:

- Shall supervise the Director of Special Events and Director of Health and Safety including but not limited to:
  - Holding bi-weekly one-on-ones
  - Following the year set supervision plan by the president and chief of staff.
- Shall attend all CORES, COPS, and neighborhood caucus meetings/events (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 be responsible for meeting with the Director of OCAT, the Gender and Sexuality Campus Center, and other departments as needed to discuss student concerns and the campus climate.
- Shall in conjunction with the Vice President be responsible for mediating conflicts between Hall Governments and Caucuses.
- Shall have a working knowledge of student support groups on campus.
- Shall meet with the ASMSU LUMA as needed.
- Should the CDIO be unable to attend a CORES, COPS, or caucus meeting due to inaccessible meeting location, the requirement to attend shall be waived.
- Shall administer or coordinate diversity/sensitivity training during the fall semester of the session, which shall be attended by all Executive Board members, General Assembly Representatives and Constituent Group Aides. Topics of this workshop may relate to, but not be limited by, current events in oppressed communities, international students, students with disabilities, campus resources, ally training, and/or methods student leaders can take to create a safe & inclusive campus.
- Shall coordinate and implement campus wide advocacy initiatives as needed, including but not limited to: programs, social media campaigns, events, and or forums.
- Shall serve as a resource to the Executive Board on issues on diversity and inclusion.
- Shall coordinate efforts on behalf of RHA on university advocacy initiatives.
- Shall report their attendance at CORES/COPS & caucus meetings and events to the General Assembly in their weekly RHA Today report.
- 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.



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- The Chief Diversity and Inclusion Officer is directly responsible to the President.

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RHA Representative

CLASSIFICATION: HALL REPRESENTATIVE

COMPENSATION LEVEL: NONE

Duties include but not limited to:

- Shall attend all RHA General Assembly meetings.
- Shall attend all assigned committee meetings.
- Shall act as a liaison between the General Assembly and the respective hall government, caucus, CORES, 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 leadership skills and organizational effectiveness.
- 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 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 respective university department and or student organization and inform each body of the other's concerns.
- Shall be appointed by the Vice President with approval by the President.
- Shall attend all RHA General Assembly meetings.
- Representatives to the Body include but not limited to Food Service Representative, All University Traffic and Transportation Committee Representative, University Activities 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 include but not limited to:

- Shall attend all RHA General Assembly meetings.
- Shall attend all menu evaluation meetings.
- Shall act as a liaison between RHA and Food Services, informing each body of the other's concerns and activities.
- Shall book all RHA Special Dinners at least two weeks in advance.
- Shall track attendance at RHA special dinners.
- Shall 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 include but not limited to:

- Shall attend all RHA General Assembly meetings.
- Shall attend all AUTTC meetings.
- Shall attend all Community Advisory Committee meetings.
- Shall act as liaison between RHA and AUTTC and DPPS, informing each body of the other's concerns and activities.
- Shall maintain contact with and periodically update the RHA President.
- Shall maintain relations with DPPS and develop a personal rapport with the Director and the officers.

**University Activities Board Representative**

CLASSIFICATION: REPRESENTATIVE TO THE BODY      COMPENSATION LEVEL: NONE

Duties include but not limited to:

- Shall attend all RHA General Assembly meetings.
- Shall attend all University Activities Board meetings.
- Shall 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 include but not limited to:

- Shall attend all RHA General Assembly meetings.
- Shall attend all Radio Board meetings.
- Shall 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 include but not limited to:

- Shall attend all RHA General Assembly meetings.
- Shall attend all National Residence Hall Honorary (NRHH) meetings.
- Shall 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 include but not limited to:

- 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.

## 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 by the procedure outlined in the RHA Business Procedures Manual. Refunds may be obtained within ten class days at the beginning of each semester during regular Business Office hours.

### Article III RHA Budget and Business Procedures Manual

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 LGBTQ+ 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 utilize funding
  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: 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 require 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 committees 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 Bylaws 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 the organization's constitution, which 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.

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1. A list of all officers' (including President, Vice President, Treasurer, Secretary, Advisor, etc.) addresses and phone numbers.
2. A list of authorized signatures for all accounts.

Section 6. Residence hall organizations must maintain the following requirements 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. All residence hall organizations funded by the RHA tax must maintain complete documentation for all disbursements and receipts of funds.
- E. 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 goods.
- F. No funding may be advanced to any individual.
- G. 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.
- H. Residence hall organization funds may not be spent on activities, items, or services that are against University policy.
- I. Receipts must be submitted to the finance staff within 90 days of the date of the transaction to be eligible for reimbursements.
- J. 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 circumstances determined by the Director of the Treasurers and Allocations.
- K. 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.
- L. 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.
- M. Any collected fees will be re-allocated into the tangible items fund of the Committee on Budget.



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- N. 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.
- O. 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 the schedule below:

- A. If not active by the fourth week of the semester, the constituent group will have 25% of their original budget transferred into the 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 the 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 the 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 circumstances 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 non-residence hall facilities use (room rental, equipment rental, etc.) will be considered official when the Activities Planning Form

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- (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.
  5. A deposit to the RHA Constituent Account may be made during RHA Business 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. Business 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).

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- 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.
  - 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 Manual.

## **Article IV Elections of the President, Vice President, and Chief Diversity and Inclusion Officer**

Section 1. The elected Executive Board positions shall be President, Vice President, and the Chief Diversity and Inclusion Officer (CDIO).

Section 2. Nominations for all elected positions shall be opened under New Business of the first General Assembly meeting of 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, decline, or defer until the next meeting of the General Assembly. Nominees may not second themselves.
- B. If a candidate so desires, they may run for multiple offices. However, once they have won an election, their name will be removed from the ballot in the following elections.
- C. If a candidate cannot find a sponsor they can be nominated by getting 200 signatures from RHA members. They must obtain the RHA members' names and on-campus addresses, 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 I Sections 1 & 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 by the stated deadline 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 two days before the primary elections. 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. If housing within an undergraduate residence hall would result in an undue financial burden and the candidate has resided within an undergraduate residence hall for at least one year, then this requirement is waived.
- D. If elected, candidates that were previously RHA General Assembly members must resign from the General Assembly, along with any chair positions, representatives to the body positions, respective organizations, and lose all voting rights and privileges within RHA at the time they are installed in their new position.

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Section 4. Primary elections will be held at the RHA General Assembly meeting following the end of the nomination period and follow the procedure below:

- A. At the meeting following the end of the nomination period, the top two candidates for each elected position will be selected to participate in the general election.
- B. Every voting member of the General Assembly may vote for up to two candidates, abstain, or vote “no confidence” for each elected position.
- C. Votes will be counted by a member of the current Executive Board who is not running in the election and the RHA Advisor.

Section 5. Candidate speeches will be held at the General Assembly meeting before the elections. 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. CANDIDATE SPEECHES
- IV. NEW BUSINESS
- V. ROLL CALL
- VI. ADJOURNMENT

- A. At the General Assembly meeting immediately preceding the primary nominations, each candidate will give a speech or presentation, up to 5 minutes, outlining their platform and qualifications.
- B. Candidates running for multiple offices will only give one speech.
- C. Other candidates will not be in the room during a candidate's speech.
- D. Order of speeches shall be determined by draw.
- E. Following the speech, General Assembly members will direct questions to the candidate. Questions must be relevant to the candidate or the position, and cannot be discriminatory or derogatory. Questioning will be limited to ten minutes. General Assembly members may extend questioning once by five minutes through a majority vote.
- F. After hearing all speeches, a candidate may be recalled for further questioning by a majority vote by the General Assembly.

Section 6. Elections will be held during the last General Assembly meeting in February. 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

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### II. ANNOUNCEMENTS

### III. ELECTIONS

### IV. NEW BUSINESS

### V. ROLL CALL

### VI. ADJOURNMENT

- A. At the beginning of elections, the presiding officer will read the RHA anti-discrimination policy.
- B. The minutes will be closed.
- C. The following procedure will be used for each of the three elections, in the order of President, Vice President, then Chief Diversity and Inclusion Officer:
  - a. Upon satisfactory completion of all speeches 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, and 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 lose voting privilege rights. The debate will follow the topics set by a pro and con list. Debate will be limited to ten minutes. General Assembly members may extend debate once by five minutes through a majority vote.
  - b. When debate ends, the first ballot will be called. There will be three options for voting; a candidate's name, an abstention, or a vote of "no confidence."
  - c. Votes will be counted by a member of the current Executive Board who is not running in the election and the advisor.
  - d. 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 cast. If a plurality of "no confidence" votes is cast, no candidate will be declared a winner. Nominations will reopen immediately, and then the new Election will be during Old Business of the following General Assembly meeting.

Section 7. Representatives that are candidates for office cannot vote.

Section 8. Votes will be counted by a member of the current Executive Board who is not running in the election and an advisor.

Section 9. The schedule of the election process may be extended or expedited at the discretion of the chair.

Section 10. Elections shall end with the declaration of a winner.

## 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 Team shall be hired by the following procedures.

- A. The procedure for the regular hiring of Executive Team members shall begin in the spring semester of the current session.
  1. The outgoing President and Chief of Staff shall coordinate the hiring of the incoming Chief of Staff, Chief Financial Officer, Chief Publicity Officer, and National Communications Coordinator which shall begin the hiring process.
  2. All non-elected Executive Team members must reapply every year.
  3. The President and Chief of Staff shall have the final discretion over the appointment of an applicant to the position. The decision between the Chief of Staff and President must be unanimous, with help from the Director of Human Resources and the RHA Advisor.

Section 3.

- A. All non-elected members of the Director Staff shall be hired by the following procedures.
  1. The outgoing Chief of Staff, outgoing Director of Human Resources and incoming Chief of Staff shall coordinate the hiring of all non-elected Director Staff members for the following session.
  2. The Director Staff positions shall be considered “Open and Vacant” for the upcoming session, except under the following conditions: A current non-elected member of the Director Staff 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 outgoing Chief of Staff and shall be approved by the outgoing Executive Board.
    - a. The outgoing Chief of Staff must officially receive any Leadership Team member who makes such a request. The outgoing Chief of Staff is under no obligation to officially grant such a request.
    - b. If granted by the Executive Board, the decision must be approved by the Committee on Internal Affairs.
    - c. If a request is not granted, the position shall be considered “Open and Vacant.” The Leadership Team member whose request was not granted may still apply under the normal hiring procedure.
  3. All “Open and Vacant” positions shall be announced in the General Assembly and posted on the RHA website. The application period shall be up to the discretion of the Chief of Staff.

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4. 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 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. An Executive Board member or Director staff member may sit on the committee for a replacement of their own position.
  5. The incoming and outgoing Chief of Staff shall have the final discretion over the appointment of all applicants to any position. The decision between the incoming and outgoing Chief of Staff must be unanimous, with help from the Director of Human Resources and the RHA Advisor.
  6. Following appointment to the position. Appointees shall be considered hired pending confirmation from the General Assembly as outlined in Section 5.
- B. In the event that a filled Leadership Team 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 Leadership Team members.
  2. Any vacant positions shall be announced to 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. Vacant positions must be filled by an open application process. With extenuating circumstances, positions may be filled through a referral process, or by a review of past applicants.
  5. 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. An Executive Board member or staff member may sit on the committee for a replacement of their own position.
  6. The Chief of Staff and Director of Human Resources shall have the final discretion over the appointment of applicants to any vacant position. The decision between the Chief of Staff and Director of Human Resources must be unanimous, with help from the RHA Advisor.
  7. Following appointment to the position, Appointees shall be considered hired pending confirmation from the General Assembly as outlined in Section 5.



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- 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 4. The Chief of Staff and the Director of Human Resources must be present at all Leadership Team interviews.

Section 5. The RHA confirmation procedure shall be initiated following the appointment of an applicant to a position which requires confirmation.

- A. A bill for the approval of appointment of all executives and directors must be presented in front of the General Assembly.
- B. As soon as the bill is presented, the chair will request that the nominee(s) leave the room. Upon conclusion of the confirmation vote, the nominee(s) will be allowed to return to the meeting.
- C. Following failure to appoint, the applicant is considered summarily dismissed.
  - 1. A new applicant shall be selected by the procedure outlined in section 3, subsection B of this article unless the 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 6. 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 7. All Executive Team 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 8. 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 notification 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 of three (3) executives, executive assistants, or program directors, and three (3) voting members of the 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 on their behalf.

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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.
- C. The task charged to the Ethics Committee 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 that is \$200 or more per single item.

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

Section 4. A deposit shall be furnished by the hall organization or individual that is checking out the equipment.

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- A. Cash or check 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 5. There shall be an additional 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 6. 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 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 7. Renters shall be responsible for the transportation and storage of the equipment that they check out.

## Article VIII Representative At Large

Section 1. Any registered student 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 in the RHA General Assembly.

- A. The registered student organization must satisfy the structural requirements outlined in Article VI, sections 1.1 and 1.2., of the constitution.
- B. The registered student organization's main mission must be to directly benefit students in specific halls or neighborhoods.
- C. No group may hold two or more seats on RHA.

Section 2. Before a registered student 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 three General Assembly meetings and three Committee meetings before applying to become a Representative At Large.
- C. 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 and Resident Advocacy, and the Committee on Programming.

- 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 a 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 someone not a member of the General Assembly 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.

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- E. Committee chairpersons will be allocated a discretionary fund of \$50.00 for the purposes of executing the duties of their respective committees.
- 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 at 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 the 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 Vice President serving as an ex-officio, non-voting member. The Chief Financial Officer shall serve as advisor to the committee and the Director of Treasures and Allocations shall serve as assistant advisor.



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- C. Minimum membership for this committee shall be seven voting members who are in good standing.
- 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 the General Assembly, vote a request down, or amend any monetary request before it is sent to the 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 the 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 then 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 in 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.

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- 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 5 may petition the Committee on Budget for funding of programs.
- 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 need for said 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 over \$500 only require expenditure of \$500 by the petitioning organization.

### Section 6. Requirements of Organizations to apply for funding:

- A. Groups 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.

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- 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.
- 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 requesting 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: 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 current semester, along with the next semester in which RHA will be in session.

### Section 7. RHA Committee on Internal Affairs

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

- A. The CIA shall consist of Representatives appointed by the Vice President, with the Vice President serving as an ex-officio, non-voting member. The Vice President shall serve as advisor to the committee and the Executive Secretary shall serve as assistant advisor.
- 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.

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- 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.

### 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 acting as an ex-officio, non-voting member. The Chief Diversity and Inclusion Officer shall serve as advisor to the committee and the Director of Health and Safety shall serve as assistant advisor.
- 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 Programming

The Committee on Programming shall work cooperatively with the Director of Media Entertainment and Director of Special Events in all internal operations of RHA programming 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 an ex-officio, non-voting member. The Chief of Staff shall serve as advisor to the committee. The Director of Media Entertainment and Director of Special Events shall serve as assistant advisors 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.

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- G. Members of this committee shall aid the Director of Media Entertainment in selecting films, recruiting volunteers to help with weekly films & related projects, creating marketing events and/or campaigns promoting Campus Center Cinemas, and aiding in film partnership applications/opportunities.
- H. Members of this committee shall aid the Director of Special Events in planning and executing RHA sponsored events at the hall and 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 a 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, outline their goals and vision for sponsorship, and provide a budget request.
- C. The status of the Sponsored Group or Sponsored Initiative is valid for the entirety of the current session.
- D. 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 Committee on Internal Affairs.

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- 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 or 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 application would go to the Committee of Internal Affairs.
  - D. Once approved, the Sponsored Group or Initiative presents their application to the Committee of Internal Affairs.
  - E. Once passed by a two-thirds (2/3) majority vote, the Committee of Internal Affairs renews their sponsorship for the following session.

### **Article XII Constituent Guidelines**

- Section 1. RHA shall recognize one hall government for every residence hall, as defined by REHS.
- Section 2. The amendment of constituent jurisdictions may be ratified by adhering to each individual constituency's constitution with approval of the RHA General Assembly.
- Section 3. Should RHA constituencies wish to consolidate or disjoin, approval may only be granted by a simple majority of the RHA General Assembly.