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Article I **Duties of RHA Executives, Executive Assistants, Program Directors, and Program Assistants**

- Section 1. Candidates for positions must meet the following criteria in order to be hired:
- 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, by-laws, and structure; and a working knowledge of the University structure.
 - D. Ability to communicate with others in a written and/or oral fashion.
 - E. Knowledge of parliamentary procedure and meeting etiquette.
 - F. Ability to organize and motivate others.
 - G. All candidates must be in good academic standing as determined by the Office of the Registrar at the time that they are hired/elected.
- Section 2. A. The following shall be the hours expected of each level executive and executive assistant:
Level E= 23 Hours; Level 1 = 20 Hours; Level 2 = 15 Hours; Level 3 = 10 Hours; Level 4 = 5 Hours
1. Wages shall be determined by the following formula: (Hours worked) x (University-determined hourly wage) x (16 weeks/semester)
 2. All executives and executive assistants who act in a supervisory capacity shall be paid at University Level 2 minimum wage.
 3. All other executives and assistants shall be paid at University Level 1 minimum wage.
 4. All returning employees shall be guaranteed a 2% increase in pay after one calendar year of employment, unless a wage freeze is ordered by a 2/3 majority of the General Assembly, or by Executive Decision. The increase shall be effective at the beginning of the next semester.
 5. The Chief Of Staff must present a monthly compliance report and gross salary estimate to the General Assembly and the President monthly. The Chief Financial Officer shall assist the Chief of Staff when necessary.
 6. The Chief of Staff shall report to the General Assembly the estimated payroll budget for the following semester at the penultimate General Assembly meeting.
- B. This wage is a gross wage, and will be subject to applicable state and federal taxes through the University Payroll System.
 - C. This scale shall be checked on a semester basis to check compliance with University Minimum Wage.
 - D. Hours worked above and beyond those required shall be considered volunteer time.
 - E. RHA Payroll shall be handled by Department of Residence Life (DRL) under the classification 'Project Pay'.
 - F. Changes to this policy (Article I, Section 2) require both a 2/3 vote of the GA and documented advice from a Certified Public Accountant.
- Section 3. The following shall be considered supervisors for the purpose of pay: President, Vice President, Chief of Staff, Director of Treasurers and Allocations, Office of Programs: Director Movie Offices, Office of Programs: Director Campus Center.
- Section 4. RHA does not provide any insurance benefits to executives, executive assistants, or employees. Therefore, persons who choose to use their own vehicle to conduct RHA business do so at their own risk, and are strongly encouraged to arrange for personal insurance coverage.
- Section 5. In the case of an officer vacating an office before the end of the term of office, compensation will be prorated by the number of General Assembly meetings attended during that academic term.
- Section 6. Executives, Executive Assistants, and Program Directors must attend all General Assembly and Executive Board meetings. Executives, Executive Assistants, and Program Directors are not permitted to leave before the conclusion of new business unless with prior permission from the president.

- Section 7. Executives, Executive Assistants, Program Directors, and Program Assistants must maintain regularly scheduled and posted office hours.
- A. All Level E executives shall hold at least 6 posted office hours.
 - B. All Level 1 executives shall hold at least 5 posted office hours.
 - C. All Level 2 executives shall hold at least 4 posted office hours.
 - D. All Level 3 executives shall hold at least 3 posted office hours.
 - E. All Level 4 executives shall hold at least 2 posted office hours.
 - F. All Level None executives shall hold at least 2 posted office hours.
- Section 8. All Executives Board members shall receive compensation for summer semester.
- A. The President and Chief Financial Officer shall each be paid a stipend of \$500 for work done over the summer semester. They shall receive payment upon documentation of at least 75 hours of work.
 - B. The outgoing CC shall receive \$250 in compensation for summer semester. If the CC is returning then they shall have they shall receive the additional \$50 as well.
 - C. All other Executive Board members shall each be paid a stipend of \$50 for work done over the summer semester.
 - D. The President and Chief of Staff shall have the discretion to request normal work from an Executive Board member in one week increments over the summer semester. The requested Executive Board member may decline at no penalty. Pay for the requested period shall not exceed the Executive Board member's normal weekly pay as outline in Section 2 of this article. The President, Vice President, Chief Financial Officer, and Chief of Staff may not receive additional pay even if additional work is requested.
- Section 9. Executives, Executive Assistants, and program Directors must submit weekly reports on the occurrences within their position and/or program to the President and Vice President of RHA.
- Section 10. RHA Executives, Executive Assistants, Program Directors, and Program Assistants who are hired by the process described in Article IX of the RHA Bylaws are required to live on campus; unless the applicant can demonstrate to the General Assembly that they are fully capable of meeting expectations as stated in Article I, Section 1 of the RHA Bylaws.
- Section 11. All other employees not specifically mentioned in Article I will have their duties, responsibilities, and expectations assigned by the director for which they work. Furthermore, employees are required to live on campus unless extraneous circumstances arise, the General Assembly of RHA must then approve the employee.
- Section 12. Outgoing employees must assist in the training of their replacements.
- Section 13. 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. Furthermore, employees are required to live on campus unless extraneous circumstances arise. The General Assembly of RHA must then approve the employee.
- Section 14. All employees of RHA must adhere to the financial guidelines established by the Chief Financial Officer and General Assembly. Every Executive and Executive Assistant must meet with the Chief Financial Officer regularly to discuss expenditures.

RHA PRESIDENT

CLASSIFICATION: EXECUTIVE

COMPENSATION LEVEL: E

The RHA President provides support to the activities of the RHA General Assembly and Organization by performing the functions of the Chief Executive Officer for the Association.

DUTIES:

- Preside over all meetings of the General Assembly and the Executive Board, and supervise or delegate preparation for them.
- Represent RHA to all groups to which RHA belongs, or appoint an assistant to handle these responsibilities
- 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 by-laws
- Act on behalf of RHA in cases of serious emergency, provided the President first consults with two other executives and then reports such action to the General Assembly at the earliest possible time.
- Have signatory power on all RHA accounts
- Shall meet with the VP and Chief of Staff.
- Shall meet with Major Governing Groups, CORES and COPS groups.
- Shall meet with the President of the University
- Shall take a proactive role in leading the organization.
- Act as an official spokesperson of RHA and may defer this authority to others, on an issue-to-issue basis, when necessary.
- Meet with the Director of Residence Life, Director of Student Life and the Director of University Housing, taking into account the schedule restraints of the three directors.
- Have the responsibility for RHA relations with University administration subject to the decisions and directives of the General Assembly.
- To inform the general assembly/returning general assembly members of all non-budgeted presidential expenditures exceeding \$1000 on a single project/program two weeks before the expenditure is made in non-emergency circumstances.
- 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 VP, Chief Financial Officer, and Chief of Staff.
- Shall run every other Executive Board meeting and determine which shall be responsible for determining the schedule with the Chief of Staff.
- Shall with the current Chief of Staff, hire the Chief of Staff.
- Shall vote in the event of a tie.
- Shall oversee the daily performance of the Executive Board in conjunction with the Chief of Staff.
- Shall Supervise the Director of Public Relations and Advertising, Vice President, and Chief of Staff.

RHA VICE PRESIDENT

CLASSIFICATION: EXECUTIVE

COMPENSATION LEVEL: ONE

The Vice President aids the Assembly by overseeing and coordinating the workings of RHA within itself. Coordinating all activities between RHA and residence halls organizations

DUTIES:

- Preside over the meetings of the General Assembly in the absence of the President.
- Shall conduct one-on-ones with the representatives and with hall presidents as necessary.
- Take on the permanent role, title, and responsibilities of the President should the RHA President leave office, until the next regularly scheduled elections.
- Shall take a proactive role in leading the organization.

- Appoint ad-hoc committee chairs and temporary chairs for standing committees.
- Act as an ex-officio member of all RHA committees.
- Insure internal stability within the organization.
- Act as official parliamentarian at the RHA General Assembly meetings and shall possess a strong working knowledge of Robert's Rules of Order.
- Make changes, along with the Advisor, to the by-laws (including program by-laws) provided the changes do not alter the meaning of the document (i.e. spelling, grammar, or confusing terms)
- Update the master copy of the bylaws within one week of the passage of bills and have available a copy for any general assembly or Executive Board member upon request.
- Make judicial decisions on constitutional and bylaw issues with the approval of the other executives.
- Assist in the maintenance of a list of hall and caucus executives required by RHA Constitution
- 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
- 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.
- Ensure that all hall governments and caucuses operate and maintain guidelines within the parameters set by RHA.
- Shall be charged with the upkeep of the President's Handbook.
- Assist hall governments and caucuses, when requested, in matters of operations, parliamentary procedure, general policy and legislation.
- Conduct the All-Presidents' roundtable meetings at least once semester.
- Keep in weekly communication with all caucus and government Presidents concerning important events occurring within RHA.
- Shall act as a liaison between hall governments and RHA.
- Monitor the operations of all hall governments and caucuses and report occurrences to the President and General Assembly when deemed necessary.
- Shall attend each hall government meeting at least once per semester, and additionally as necessary.
- Shall report their attendance at hall government meetings and events to the General Assembly in their weekly RHA Today report.
- Attend ASMSU Student Assembly meetings and the appropriate committee meetings; may delegate responsibility.
- Act as liaison between RHA and ASMSU, informing each body of the other's concerns and activities.
- Represent the resident's views to the ASMSU Assembly utilizing the RHA representatives as informational assets.
- The Vice President of RHA will present the attendance schedules of the ASMSU meetings, by the second meeting of every semester.
- Shall possess a strong working knowledge of both the RHA Constitution and Bylaws
- Shall report their attendance at hall government meetings and events to the General Assembly in their weekly RHA Today report.

CHIEF OF STAFF

CLASSIFICATION: EXECUTIVE

COMPENSATION LEVEL: ONE

The Chief of Staff aids the President and Vice President, by advising them how to conduct the entire Executive Board, excepting only the President and Vice President.

DUTIES:

- Shall supervise all non-elected staff except for the Director of Public Relations and Advertising.
- Assist the President and Vice President as necessary.
- Attend all General Assembly meetings for the full duration of the meeting.

- The Chief of Staff is directly responsible to the President.
- Shall work with the Chief Financial Officer in all contractual matters.
- Shall hold monthly one on ones with all non-elected Executive Board staff.
- Submit monthly updates on the staff to the General Assembly.

- Be responsible of hiring and termination of all non-elected and non-appointed staff in conjunction with their immediate supervisor.
- Shall make reports of non-elected staff available to General Assembly members on request.
- Supervise in the training of those appointed and act as a resource in the execution of their duties.
- Release from duty, in a fair and professional manner, those persons who have not fulfilled their descriptions in conjunction with the RHA Release Procedure following consultation with the President.
- Along with the Chief Financial Officer, ensure that all non-elected Executive Board staff operates within their budget.
- Must be in constant communication with the Chief Financial Officer on all financial and expenditure matters.
- Work to ensure good relations between all personnel of RHA.
- Maintain a two-year record of applications and interviews for appointed positions and officials.
- Approve all payrolls for non-elected, non-appointed staff.
- Shall compile and maintain a list of all employees.
- Shall not be compensated for additional movie related activities.
- Present appointees for the approval of the General Assembly.
- Distribute and collect applications for all positions available within the association and schedule interviews.
- Report on relevant personnel issues to the President and General Assembly.
- Interview qualified applicants in a timely and consistent manner.
- Shall oversee the daily performance of the Executive Board.
- Shall consult with an Assistant Advisor at the Student Employment Office at MSU as needed.
- Shall be charged with running every other Executive Board meeting unless otherwise instructed by the President.
- Shall conduct an Executive Board retreat by the third week of Fall Semester.
- Shall take a proactive role in leading the Executive Board.
- Process payroll for Executives and Executive Assistants.
- Submit bi-weekly staff reports to the President
- Assume temporarily the duties of all non-elected Executive Board members as necessary. This duty may be delegated as necessary.
- Shall meet frequently with the Executive Core, which includes the President, Vice President, and Chief Financial Officer.

ADDITIONAL POSITION REQUIREMENTS:

- Shall possess a strong working knowledge of the RHA constitution and bylaws as it relates to personnel issues.
- Human Resource experiences or major is strongly recommended.

CHIEF FINANCIAL OFFICER

CLASSIFICATION: EXECUTIVE

COMPENSATION LEVEL: ONE

The RHA Chief Financial Officer aids RHA and is directly responsible for all of the Association's financial operation.

- **DUTIES:**
- Attend Committee on Budget meetings and serve as advisor
- Shall take a proactive role in leading the organization.
- Shall inform the assembly and all hall and caucus treasurers of tax refunds.

- 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, including but not limited to movie office late fines and concert ticket revenue.
- Have signatory power for RHA and may not delegate this authority
- Be responsible for signing all financial documents
- Oversee the preparation of the financial statements during the year and at the end of the financial year.

- 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.
- Report changes of Executive Board budget to the Executive Board members before being sent to the Committee on Budget
- Shall work with Executive Board members to balance the RHA budget.
- Oversee financial operations for all RHA programs.
- Have ultimate discretion over all expenditures from all RHA budgets.
- Submit copies of a report explaining the expenditures of the previous month of the RHA General Assembly at the request of the General Assembly.
- Act as negotiator in all contractual matters.
- Shall meet with Program Directors and Executives about all expenditures.
- Shall submit updated insurance info to the insurance company by December 1st. and May 1st.
- The Chief Financial Officer is directly responsible to the President.
- Shall audit all constituent accounts by April 1st of each year.
- To inform the assembly and all hall and caucus members of tax refunds.

ADDITIONAL POSITION REQUIREMENTS:

- An accounting or finance major or equivalent work experience
- Demonstrated knowledge of accounting principles and the University accounting system
- Ability to continue managing RHA financial operations during the summer semester
- A basic understanding of the tax code as it relates to tax exempt organizations and payroll.

DIRECTOR OF TREASURERS AND ALLOCATIONS

CLASSIFICATION: EXECUTIVE

COMPENSATION LEVEL: ONE

DUTIES:

- Shall take a proactive role in leading the organization.
- Inform the assembly and all hall and caucus treasurers of allocations.
- Calculate the first allocation no later than the fifth week of the term and the second allocation no later than the seventh week.
- Hold training session for hall and caucus treasurers including a program during fall workshop.
- Assist hall governments and caucuses in the financial planning of programs or budgets.
- Attend Committee on Budget meetings as the advisor in the event that the primary advisor is unavailable.
- Audit all RHA non-constituent accounts by April 1st of each year.
- Inform the RHA Chief Financial Officer when money can be allocated to a group
- Shall attend any government or caucus meeting of those who have not turned in the proper paperwork after the third week of the semester.
- Shall have signatory power on all RHA accounts for emergency cases.
- Shall have signatory power on all constituent accounts.
- Prepare finalized reports after audits have been completed.
- Meet periodically with Chief Financial Officer to insure all accounts are in good working order.
- 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.
- May withhold an allocation until a full financial review of an organization in question has been conducted.
- Transfer funds from one account to another when required to prevent the closure of an RHA account.

- Oversee day-to-day operations of the RHA Constituent Financial Staff, and report any relevant actions and decisions to the Chief of Staff.
- Approve employee hours in compliance with Student Employment Policies and submit timesheets to the Chief of Staff for approval.
- Submit updates and financial reports to the Chief of Staff and the Committee on Internal Affairs.
- The Director of Treasurers and Allocations is directly responsible to the Chief of Staff.

ADDITIONAL POSITION REQUIREMENTS:

- Demonstrate knowledge of accounting principles, specifically auditing, and the University accounting system.
- An accounting or finance major, or past experience with University Accounting is preferred.
- Past experience with RHA Accounting is preferred.

DIRECTOR OF PUBLIC RELATIONS AND ADVERTISING

CLASSIFICATION: EXECUTIVE ASSISTANT

COMPENSATION LEVEL: ONE

DUTIES:

- Report on the publicity completed or planned at each General Assembly and Executive Board meeting.
- Serve as advisor to the Committee on Diversity and Community Advocacy.
- Publicize all RHA meetings, all hall government events, and all caucus events at their request to the appropriate media.
- Ensure the accuracy of all announcements of events in the media.
- Prepare, with the approval of the President, a press release of RHA issues and events on a regular basis.
- Create a press packet for media sources with appropriate information about RHA.
- Maintain RHA scrapbook that contains all RHA news/events clippings, reviews, advertisements, flyers, pictures, and any other historically relevant information.
- Serve as contact person for all media sources, and work with RHA staff to manage RHA's public image.
- Arrange interviews with media outlets for acts participating in RHA special events.
- Write press releases by gathering pertinent information from sources
- Serve as official RHA spokesperson if appointed as such by the President.
- Shall take a proactive role in the organization.
- Design or assist in the designing of advertisements of RHA at the request of the organization or any of its programs.
- Design advertising campaigns for hall governments at their request.
- Implement changes in RHA publicity including banners, brochures, and information sheets as needed.
- Coordinate fundraising efforts as assistance is requested.
- Work with outside corporations on promotions for RHA, which benefit all on-campus students.
- Co-plan the annual RHA Farewell Banquet with incoming Director of Public Relations and Advertising.
- Represent RHA at programs that RHA sponsors, or helps to sponsor.
- The Director of Public Relations and Advertising is directly responsible to the President

DIRECTOR OF RACIAL, ETHNIC, AND PROGRESSIVE AFFAIRS

CLASSIFICATION: EXECUTIVE ASSISTANT

COMPENSATION LEVEL: ONE

The DREPA assists the Vice President in mediating conflict between governments and caucuses, meeting with the CORES and COPS groups, providing diversity training to RHA Representatives.

DUTIES:

- Shall attend all CORES and COPS meetings monthly.
- Shall conduct one-on-ones with RHA-funded Caucus Presidents.
- Shall meet with Black Student Alliance Caucus Directors as needed.

- Shall serve as advisor to the Committee on Diversity and Community Advocacy and shall act as a resource in assisting them with issues that are pertinent to diversity on campus.
- Shall be responsible for meeting with the Director of OCAT and the Director of LBGT Concerns as needed.
- Shall in conjunction with the Vice President be responsible for mediating conflicts between Hall Governments and Caucuses.
- Shall have a working knowledge of support groups on campus.
- Shall foster sustainable and mutually beneficial relationships between CORES and COPS groups and RHA.
- Shall assist in conjunction with the Vice President any group that wishes into forming a recognized caucus.
- Shall attend all Caucus meetings once a semester and maintain continual communication with caucuses.
- Shall meet with the ASMSU DREPSA 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.
- Director of Racial Ethnic and Progressive Affairs is directly responsible to the Chief of Staff.
- 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 work with any RHA Executive Board member, General Assembly Representative or Constituent Group Aide that was hired after the initial diversity/sensitivity training to provide an alternate diversity/sensitivity training session.
- Shall report their attendance at CORES/COPS & caucus meetings and events to the General Assembly in their weekly RHA Today report.

COMMUNICATIONS COORDINATOR

CLASSIFICATION: EXECUTIVE ASSISTANT

COMPENSATION LEVEL: TWO

The Communications Coordinator provides representation of Michigan States University to the National Association of College and University Residence Halls (NACURH), the Great Lakes Affiliate of NACURH, GLACURH, and the Michigan Organization of Residence Hall Association (MORHA).

DUTIES:

- Shall be responsible for facilitating all external communication on the state, regional and national levels.
- 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 vote at all MORHA/GLACURH/NACURH functions, representing the views of Michigan State University.
- Shall attend all state, regional, and national meetings/conferences.
- Shall do all training as specified by the Michigan RCC.
- Shall submit all necessary reports as required by MORHA, The Regional Board of Directors, and the National Information Center.
- Shall be responsible for collecting and submitting all state and regional OTM's.
- Shall provide transition in office for the incoming CC. This transition includes notification to the MORHA and GLACURH E-Board.
- 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 maintain monthly communication with state, regional, and national organizations.
- Shall attend all meetings of the RHA General Assembly and RHA Executive Board.
- Shall provide resources such as issue resolution and programs to all RHA members.
- Submit all MORHA bills to the General Assembly. The CC shall vote on MORHA legislation with the advice and due confidence of the General Assembly.

- Shall visit all hall governments, caucuses, CORES and COPS to encourage participation of e-board and mentors in MORHA, GLACURH, NACURH and RHA's philanthropic endeavors.
- The CC is directly responsible to the Chief of Staff.
- Establish and create regular volunteer opportunities for the General Assembly and Executive Board, in coordination with the Center for Service Learning and Civic Engagement and the Capitol Area United Way.
- Create and coordinate charitable events, such as an annual charity ball.
- Maintain contacts and represent RHA to charitable organizations at the local, state, and regional levels.
- Investigate ways to fundraise for other charities.
- Take a proactive role in the organization.
- Report on all fundraising activity to the General Assembly in "RHA Today."
- Work with the DPRA to promote all charitable efforts and fundraising events.
- Shall coordinate with the VP on General Assembly retreats involving a philanthropic component.
- Shall advise the Committee on Diversity and Community Advocacy.
- Shall coordinate with the CFO on dispersing and recording funds raised.

TERM OF OFFICE:

Due to the complex nature of this position, the new CC, who will be appointed when the new administration takes office, and the old CC, will share the duties until the end of Spring Semester. The new CC will completely take over the responsibilities of this position at the NACURH conference of that year.

OFFICE OF PROGRAMS DIRECTORS

SHARED DUTIES:

- Prepare, in conjunction with the Chief of Staff, a budget for their respective programs each semester for submission to the RHA Committee on Budget. Each program must operate within this budget.
- Maintain regular contact with the Chief of Staff and any employees hired for their respective programs
- Authorize, with prior approval from the Chief of Staff, expenditures necessary to operate respective programs.
- Shall attend RHA General Assembly meetings unless duties require otherwise.
- Shall submit weekly updates and financial reports to the Chief of Staff
- All Program Directors are directly responsible to the Chief of Staff

OFFICE OF PROGRAMS: DIRECTOR MOVIE OFFICES

CLASSIFICATION: PROGRAM DIRECTOR

COMPENSATION: LEVEL TWO

DUTIES:

- In conjunction with the RHA Chief of Staff, the Director of Movie Offices shall be responsible for hiring and releasing employees of the RHA Movie Offices.
- Represent in conjunction with the Chief of Staff, the Movie Offices to outside business agencies and corporations and intra-university departments and organizations.
- Oversee day-to-day operations of the RHA Movie Offices, supervise Movie Office Managers/staff, and report all major actions (e.g. all irregular closures, staff complaints, etc.) and decisions of any kind to the Chief of Staff weekly.
- Keep records of all movies and systems in the Movie Offices.
- Supply Movie Rental Offices with equipment and current videos; coordinate repairs of broken items when applicable.
- Shall be responsible for the creation of the work schedule and insure employees adhere to it.
- Approve employee hours in compliance with Student Employment Policies and submit timesheets to the Chief of Staff for approval.
- Advertise the RHA Movie Offices campus-wide with the assistance of the Public Relations and Advertising Director if so desired.
- Shall not be compensated for any other movie-related activities

- Shall take a proactive role in the organization.
- Shall send bi-weekly payroll reports to the Chief of Staff and the Chief Financial Officer.

OFFICE OF PROGRAMS: DIRECTOR CAMPUS CENTER

CLASSIFICATION: PROGRAM DIRECTOR

COMPENSATION LEVEL: TWO

DUTIES:

- In conjunction with the RHA Chief of Staff, be responsible for hiring and firing employees of the Campus Center Movie employees.
- Represent the Campus Center Movies to outside business agencies and corporations and interuniversity departments and organizations in conjunction with the Chief of Staff.
- Oversee day-to-day operations of the Campus Center Movies, supervise Campus Center Staff, and report all actions and decisions of any kind to the Chief of Staff immediately.
- Keep records of all movies and systems for Campus Center.
- Maintain regular contact with the Campus Center Personnel, and Chief of Staff.
- Shall be responsible for the creation of the work schedule and insure employees adhere to it.
- Approve employee hours in compliance with Student Employment Policies and submit timesheets to the Chief of Staff for approval.
- Advertise the RHA Campus Center Movies campus-wide with the assistance of the Director of Public Relations and Advertising if so desired.
- Attend Campus Center on weekends to supervise and oversee operations.
- Shall not be compensated for any other movie-related activities.

OFFICE OF PROGRAMS: DIRECTOR SPECIAL EVENTS

CLASSIFICATION: PROGRAM DIRECTOR

COMPENSATION LEVEL: TWO

DUTIES:

- Represent in conjunction with the Chief of Staff, the RHA Special Events to outside business agencies and corporations and intra-university departments and organizations.
- Prepare, in conjunction with the Chief of Staff, a budget for the RHA Special Events, each semester for submission to the RHA Committee on Budget.
- Keep records of all programs and events including cost and attendance.
- Oversee all Special Event Volunteers
- Advertise the Office of Programs and RHA campus-wide with the assistance of the Director of Public Relations and Advertising if so desired.
- Maintain regular contact with the Chief of Staff and any employees hired for special events.
- Authorize, with prior approval from the Chief Financial Officer, expenditures necessary to operate.
- Shall attend RHA General Assembly meetings unless duties require otherwise.
- Shall submit weekly updates and financial reports to the Chief of Staff
- The Director of Special Events is directly responsible to the Chief of Staff
- Establish marketing plan for all events in cooperation with the Director of Public Relations and Advertising.
- Shall involve the RHA General Assembly and Executive Board to the extent possible in choosing RHA Special Events.
- Shall work both with RHA Advisor and Department of Student Life in all contract negotiations.

OFFICE OF PROGRAMS: DIRECTOR RHA TV

CLASSIFICATION: PROGRAM DIRECTOR

COMPENSATION LEVEL: THREE

DUTIES:

- Represent RHA TV to outside business agencies and corporations and intra-university departments and organizations in conjunction with the Chief of Staff.
- Oversee day-to-day operations of RHA TV, and report all actions and decisions of any kind to the Chief of Staff immediately.
- Keep records of all movies and systems for RHA TV.
- Maintain regular contact with the Chief of Staff.
- Shall be responsible for the creation of the program schedule for RHA TV.
- Be responsible for advertising RHA TV campus-wide and to off-campus businesses with the assistance of the Director of Advertising and Public Relations if so desired.
- Be responsible for any and all advertising on RHA TV, including availability and fee structure for RHA TV advertisements.
- Be responsible for keeping records of all revenues, expenses and contracts in conjunction with the RHA Chief Financial Officer.
- Be responsible for collecting footage and producing original content for showing on RHA TV, such as campus events sponsored by RHA.
- Maintain regular contact with the Director of Campus Center, coordinate programming on RHA TV taking the Campus Center schedule into account, and act as an advisor in movie contract negotiations.
- Coordinate with the Director of Technology on all equipment purchases.
- Shall not be compensated for any other RHA TV-related activities except for special projects as designated by the General Assembly.

ADDITIONAL REQUIREMENTS:

- Previous experience with video editing and production.
- Familiarity with digital video editing software such as Adobe Premier or Final Cut Pro.

HIGHLY RECOMMENDED:

- Experience with audio/video equipment such as digital video cameras.
- Experience producing feature length films or advertisements.
- High level of competence using Windows-based PCs.

DIRECTOR OF HEALTH AND SAFETY

CLASSIFICATION: EXECUTIVE ASSISTANT

COMPENSATION LEVEL: THREE

DUTIES:

- Consult and collaborate with other campus offices with responsibilities for the residential environment, i.e. the Department of Residence Life, University Housing, Physical Plant, and the Department of Police and Public Safety.
- Shall maintain open communication with all members of DPPS Oversight Committee when needed.
- Attend the DPPS Oversight Committee meeting when needed.
- Shall coordinate all campaigns dealing with, but not limited to: sexual assault, rape awareness, hate crimes, domestic and other forms of violence, self defense, substance abuse, safe spring break, nutritional health, sexual health, and hall safety issues.
- Address issues of safety on campus.
- Shall act as a liaison between Olin Health Center and RHA
- Coordinate general education campaigns within the halls to heighten safety awareness.
- Shall act as a liaison between DPPS and RHA.
- Shall take a proactive role in the organization.
- Shall represent RHA to university committees that pertain to campus health or safety issues when requested or possible.
- Shall attend Committee on Resident Hall Issues and Committee on Diversity and Community Advocacy meetings when necessary.
- Shall meet monthly with the Director of Residence Life and Director of University Housing about hall-related issues.

DIRECTOR OF TECHNOLOGY

CLASSIFICATION: EXECUTIVE ASSISTANT

COMPENSATION LEVEL: ONE

DUTIES:

- Shall be responsible for the maintenance of all RHA related equipment, including but not limited to computers, software, and audio/visual equipment.
- Instruct individuals on the use of RHA's rented equipment.
- Instruct RHA staff on how to use RHA's equipment
- Oversee the use of RHA rented equipment as stated in the equipment policy in Article VII
- Consult with the Committee on Budget and Chief Financial Officer on the purchase of technological equipment used by RHA
- Assist the President in contacting outside organizations on issues of a technological nature
- Shall be responsible for the creation and upkeep of the RHA webpage 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 have a technological background that is current and adaptable to changing industry standards.
- Shall perform networking and system administration for RHA
- Shall maintain an inventory of all RHA equipment.

ADDITIONAL REQUIREMENTS:

- Maintain a description of currently used technologies and implementations for reference for future Directors of Technology.
- Experience with computer hardware.
- The Director of Technology is directly responsible to the Chief of Staff.

HIGHLY RECOMMENDED:

- Experience with office software
- Experience with dynamic database driven websites
- Experience with advanced scripting language.

EXECUTIVE SECRETARY

CLASSIFICATION: EXECUTIVE ASSISTANT

COMPENSATION LEVEL: THREE

DUTIES:

- Shall be responsible, in conjunction with the Director of Technology, for all equipment utilized at general assembly meetings
- Shall be the administrator and manager of the RHA main office including but not limited to such duties as setting drawer assignments, board space, supply distribution, allocation of office space, and oversee the archives.
- Make an accurate record of minutes, attendance, and Roll Call votes at all General Assembly meetings.
- Oversee the maintenance of the bill book: Insure that they are properly numbered, signed, and dated.
- Release an index of bills on semester-by-semester basis.
- Take attendance at all Executive Board and General Assembly Meetings
- 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 be responsible for the upkeep and maintenance of supplies in the office.
- Keep and maintain accurate contact information for the General Assembly and Executive Board.
- Release e-minutes and hard copy minutes on a weekly basis.
- Release bills to the General Assembly in accordance with the Standing Rules of Order in cooperation with the Director of Technology.
- Secretary is directly responsible to the Chief of Staff.

ADDITIONAL POSITION REQUIREMENTS:

- Have knowledge of proper grammar and punctuation.
- Ability to accurately transcribe meetings minutes.

- Must be familiar with desktop publishing.
- Confident in typing skills.

RHA REPRESENTATIVE

CLASSIFICATION: HALL REPRESENTATIVE

COMPENSATION LEVEL: NONE

DUTIES:

- Attend all RHA meetings.
- Attend all assigned RHA committee meetings.
- Attend all hall government meetings.
- Act as liaison between RHA General Assembly and the respective hall government and caucus.
- Obtain feedback from constituents and offer feedback in return.
- Discuss and debate bills, information, and issues related to diversity presented to RHA.

SUGGESTED ACTIVITIES BEYOND MANDATED DUTIES:

- Submit "of the Month" nomination forms to the Communications Coordinator.
- Support RHA programs.
- Participate in Ad-hoc committees.
- Support RHA conference efforts.

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

- Run all meetings.
- Take attendance and report it to the RHA Executive Secretary.
- Prepare and present bills to the General Assembly.
- Submit accurate committee information to the Director of Technology for the committee webpage.
- Delegate committee responsibilities as needed.

FOOD SERVICE REPRESENTATIVE

CLASSIFICATION: REPRESENTATIVE TO THE BODY

COMPENSATION LEVEL: NONE

DUTIES:

- Attend all RHA General Assembly meetings.
- Attend all RHA Executive Board 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 all students with physical disabilities' need at all RHA special dinners and meetings.

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.

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 bi-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.

CONFERENCE STAFF REPRESENTATIVE

CLASSIFICATION: REPRESENTATIVE TO THE BODY

COMPENSATION LEVEL: NONE

DUTIES:

- Attend all RHA General Assembly meetings.
- Attend all Conference Staff Meetings.
- Act as liaison between RHA and Conference Staff, informing each body of the other's concerns and activities.

YOU VOTE REPRESENTATIVE

CLASSIFICATION: REPRESENTATIVE TO THE BODY

COMPENSATION LEVEL: NONE

DUTIES:

- Shall attend all RHA General Assembly meetings.
- Shall attend all You Vote Committee meetings.
- Shall coordinate all activities between You Vote and RHA in a non-partisan manner.

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.

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 Holden movie office during regular movie office hours for ten class days each semester. 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 Financial Procedure

- 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 shall be allocated to the hall-governing units per person residing in that undergraduate residence hall, with the exceptions noted in Section 3.
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: RHA Movie Program, 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.
 - a. The emergency services account shall receive no more than \$3,000 annually and it shall contain no more than \$30,000
 - b. 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.
 - c. 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.
- 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.

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 each individual residence hall organization's current constitution. This constitution 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.
 - 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.

Section 7 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.
- 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.
 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 8. 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 9. 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.
 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 Residence Life 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.

Article IV Elections of the President and Vice President

Section 1. Nominations for the position of President shall be opened under New Business of the fifth meeting of Spring Semester. Nominations for the position of Vice President shall be opened under New Business of the sixth meeting of Spring Semester.

- A. Any member of RHA may nominate any other Representative or Executive. All nominees must have been a Representative or Executive for five meetings. Nominations need to be seconded, and nominee must be present to accept or decline. Nominee(s) may not second themselves.
- B. If a member of RHA would like to become a candidate, the following procedure will be used to add such a nomination to the election:
 1. Candidates for President may be nominated through the sixth meeting; candidates for Vice President may be nominated through the eighth meeting.
 2. If a candidate cannot find a sponsor they can be nominated by getting 200 signatures from RHA members. They must obtain: Name, Student Number, and On-Campus Address, and must submit this list in person to the General Assembly during the nomination period. They still must meet all other requirements.
- C. Candidates must reside in an undergraduate residence hall during the fall and spring semester of their term of office.
- D. Each candidate must submit an essay electronically to the VP (five 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 essays shall be posted online before the election. In the event that an essay cannot be submitted electronically, the candidate must submit a time stamped hard copy.

Section 2. The President shall be elected at the seventh regular meeting of Spring Semester, and the Vice President shall be elected at the ninth regular meeting of 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. ROLL CALL
- V. MEMBER'S PRIVILEGE
- 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 (10) minute statement. Other candidates will not be in the room during a candidate's statement. Order of statements shall be determined by draw.

- D. Following the opening statement, Assembly members may direct questions to the candidate. Questions must be relevant to the candidate or the position, as long as they are not discriminatory or derogatory. The Assembly may limit the questioning period by a majority vote.
- E. After hearing all statements, 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.
- G. When debate ends, first 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 cast) are cast for that candidate. If a plurality of "no confidence" votes is cast, no candidate will be declared a winner. Nominations will reopen for the following week only, and then the new Presidential Elections will be the first election during the ninth meeting.
- 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 (10) minute statement. Other candidates will not be in the room during a candidate's statement. Order of statements shall be determined by draw.
- D. Following the opening statement, Assembly members will vote to narrow it down to three candidates, unless there are four.
- E. Following the opening statement, Assembly members may direct questions to the candidate for fifteen (15) 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.
- F. After hearing all statements, a candidate may be recalled for further questioning by a majority vote.
- G. 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.
- H. 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."
- I. A candidate will be declared a winner when a simple MAJORITY of ballots (50% plus one of the votes cast) are cast for that candidate. 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 tenth (10) meeting.
- J. 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. 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 6. Election shall end with the declaration of a winner. The newly elected officers shall assume an "elect" status until the end of the twelfth 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 twelfth regular

meeting of Spring Semester. Once the "elect" officers assume office, they will begin to receive compensation according to the RHA Bylaws.

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, 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 before being sent to the General Assembly.
 - D. All Executive Board members whose requests are officially granted must still be approved by the General Assembly by the normal process as outlined in Section 6.
 - E. 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.
 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.

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.
 - A. 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.
 - B. 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.
- 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 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.

Section 9. The following procedure shall be followed in donating movies to the movie office program.

- A. Any individual or group may donate movies to the movie office program provided that the following requirements are met.
 - 1. The donation must be in DVD format.
 - 2. The donator may be required to pay all additional costs with getting the movie to be able to rent (e.g. cases). In addition the donator may be required to pay a percentage of the equipment to place a mass quantity of movies on display or in storage (e.g. display stands or storage books) that does not exceed 2% of the costs. Costs must be announced at the time of the donation and be paid upon approval of the donated movie.
 - 3. The Director of Movie Offices will review the movie and that the movie be approved or refused by both the Director of Movie Offices and the Chief of Staff. This decision may be overturned by a 2/3 vote of the Committee on Internal Affairs.
 - 4. Donated movies from a group that holds a seat on the General Assembly will have preference for space over a movie donated by a non-seat holding General Assembly entity.
 - 5. The Director of Movie Offices must announce when a donated movie is being taken off display.
- B. From the time of receiving the donated movie, the Director of Movie Offices will have two weeks to review the movie and either approve or deny the movie. The Director of Movie Offices shall receive an additional week for every five movies donated at a single time.
 - 1. After approval the Director of Movie Offices will have two weeks to make the movie available to rent.
 - 2. The Director of Movie Offices will have discretion over the placement of all donated movies keeping in mind the donator's preference.
 - 3. The Director of Movie Offices will notify the donator when the movie is available to rent.

Article VIII: Representative At Large

- Section 1. Any residence hall organization, as deemed by the RHA Committee on Internal Affairs with the assistance of the Department of Residence Life, 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.
 - B. 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 be approved of by a two-thirds (2/3) votes of the RHA General Assembly.
 - 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 semesters.
- Section 4 There shall be no more than three (3) voting seats.

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.

Article X: Standing Committees

- Section 1 The General Assembly shall have four standing committees: Committee on Budget, Committee on Internal Affairs, Committee on Residence Halls Issues, and the Committee on Diversity and Community Advocacy
- 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 complex (Brody, East, North, South, and West Circle) to ensure proper representation.

Section 2

Committee Chairpersons

- A. Each committee will elect its own 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.
- A. The chairperson may be removed by a two-thirds (2/3) vote of all members of the committee.
- B. 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.
- C. 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.
- D. Committee chairpersons will be allocated a discretionary fund of \$50.00 for the purposes of executing the duties of their respective committees

Section 3

Committee Attendance Policy

- A. Attendance at committee meetings is required. Two excused absences will be permitted with the approval of the chairperson as outlined in Rule 4 in the Standing Rules of Order.
- B. Should an RHO have absences in both General Assembly and committee meetings two weeks in a row or committee meetings three weeks in a row, they will not be counted in quorum until they attend three consecutive RHA meetings (General Assembly or committees) This comes with the exception of the Committee on Budget as per Section 5, clause B. The RHO will still be penalized in accordance with the RHA attendance policy for every missed committee meeting.

Section 4

- 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.

Operating Procedures

- A. The Committee on Budget will consist of Representatives appointed by the Vice President, with the President, Vice President, Director of Treasurers and Allocations of RHA serving as ex-officio, non-voting members. The Chief Financial Officer shall serve as advisor to the committee.

- B. Minimum membership for this committee shall be seven voting members who are in good standing
- C. 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.
- D. 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.
- E. If this committee votes down a funding request they must:
- 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.
 - 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.
 - 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.
- F. The Committee on Budget and the Executive Board of RHA shall be responsible for determining a semester budget at the beginning of each semester.
- G. The Committee on Budget will operate in one of two operational levels:
1. If the total amount of money in the Budget Committee General Fund and Budget Committee Tangible Items Fund is less than \$32,000, the committee will operate for that semester at a status of Phase 1.
 2. If the total amount of money in the Budget Committee General Fund and Budget Committee Tangible Items Fund is greater than \$32,000, the committee will operate for that semester at a status of Phase 2.
- H. The Committee on Budget shall have power to grant money from the General Assembly discretionary fund and 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 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.
- 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 either Phase 1 or Phase 2 for the entirety of a semester based on the guidelines set forth in Article X, Section 5, G and H.
- Q. 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 the Committee on Budget Discretionary Fund. Groups can apply for funding only once for the same program.

2. Up to \$500 may be allocated in funds from the Hall Tangible Items Fund for any tangible item purchase. All funds must be matching funds from the approaching group's funds.

- R. 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 Committee on Budget Discretionary Fund. Groups can apply for funding only once for the same program.
 2. Up to \$1,000 may be allocated in funds from the Hall Tangible Items 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.
- 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.

Operating procedures

- 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. This committee shall review and make recommendations on the business practices of RHA
- D. 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.
- E. The committee may approve, disapprove, or amend any motions referred to it.
- F. The committee will assist in planning and executing events at the hall and complex level at the request of the hall or complex and be involved in any programming meeting.
- G. The CIA may call upon any Executive Board member to aid and assist them.

Section 8

RHA Committee on Residence Halls Issues

The Committee on Residence Halls Issues (CRHI) shall review and make recommendations on University Housing & Food Services and the Department of Residence Life's policies and procedures. This committee shall advocate RHA's stance on issues pertaining to University Housing, Residence Life, and other departments that are directly related to the MSU residence halls community.

Operating Procedures

- A. CRHI will consist of Representatives appointed by the Vice President, with the Vice President acting as ex-officio, non-voting members. The Vice President shall serve as advisor to the committee.
- B. The chairperson of the CRHI will report all progress or lack of progress and reasons why at every GA meeting. This report must be submitted in written format.
- C. This committee will assist in providing representatives for committees arising from issues relating to resident housing at that discretion of the President.
- D. All main motions dealing with issues pertaining to RHA's stance on University Housing, Department of Residence Life and/or exclusive hall issues, shall automatically be referred to the Committee on University Housing and Residence Life 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 Diversity and Community Advocacy

The Committee on Diversity and Community Advocacy (CDCA) will be charged with advocating issues that RHA's constituency feels are pertinent as they pertain to the MSU community as a whole, the East Lansing community, and the State of Michigan.

Operating Procedures

- A. The CDCA will consist of Representatives appointed by the Vice President, with the Vice President, and Director of Public Relations and Advertising acting as ex-officio, non-voting members. The Director of Racial, Ethnic, and Progressive Affairs, the Director of Public Relations and Advertising, and the Communications Coordinator shall serve as advisors to the committee.
- B. The Chairperson is required to attend all public meetings of the MSU Board of Trustees. The Chairperson may delegate this authority in case of conflict.
- C. The Chairperson and the committee members are encouraged to attend East Lansing City Council and State of Michigan Legislature Meetings when issues that pertain to the MSU residence hall community arise.
- D. All main motions dealing with issues pertaining to RHA's stance to the MSU community, East Lansing community, or State of Michigan shall automatically be referred to the Committee on Issues and Diversity without debate on the motion unless two-thirds (2/3) of the General Assembly members present wish to take action.