

The Bylaws of the Indiana University Residence Hall Association

Approved: February 2, 1988

Amended: September 27, 1988; November 8, 1988; January 10, 1989; April 2, 1989; September 19, 1989; July 7, 1990; September 13, 1990; November 29, 1990; March 21, 1991; April 17, 1992; November 12, 1992, June 6, 1993; April 5, 1995; April 17, 1995; April 1, 1996; September 22, 1997; September 30, 1998; September 15, 1999; February 21, 2001; April 17, 2002, January 21, 2004; March 29, 2006; September 13, 2006; March 24, 2010; April 22, 2015; August 29, 2018; January 30, 2019; September 2019; January 15, 2020; April 27, 2022

Article I: RHA Meetings

Section 1. The General Assembly shall meet bi-weekly, with a minimum of one meeting every month, at a place designated by the Executive Vice President.

Section 2. Should any center president not be available for a required meeting, they shall send a representative in their place. Should the center not be represented at a meeting at which that center was supposed to be represented, the Chair of that meeting shall notify that center's advisor(s) within five (5) working days.

Section 3. Should any member of the RHA Executive Board fail to represent RHA at a meeting at which they are supposed to attend, the Chair shall notify the RHA advisor(s) and the RHA President within five (5) working days.

Section 4. Should any RHA Officer have unexcused absences for half or more of their required meetings during any two (2) month period, they shall be required to meet with advisors to discuss how to avoid future absences and enter a one (1) month probationary period. Should that RHA Officer have unexcused absences for half or more of their required meeting during the probationary period they shall be subject to impeachment

1. Required meetings for RHA Executive Board members include but are not limited to: General Assembly, Executive Board, assigned and chaired committees, required events, and required one on ones.
2. Required meetings for Center Presidents include but are not limited to: General Assembly, in-center Executive Board, in-center General Assembly, in-center advisor one on ones, in-center events, RHA required events, assigned RHA committee, and Presidents' Council.
3. Excused absences include but are not limited to class conflicts, work conflicts, and illnesses, at the discretion of the meeting chair. These absences must be communicated directly to the meeting chair at least 24 hours before the meeting start time or as soon as they are known.
 - a. Family and medical emergencies are also excused and should be communicated directly to the meeting chair as soon as possible. If the officer does not feel comfortable discussing the nature of the absence with the committee chair they may speak directly with the advisor who will inform the committee chair that the absence is excused.

Article II. RHA Officers and Departments

Section 1. RHA Official Positions

- 1) The following positions will be classified as members of the Executive Board and are bound under all requirements pertaining to “Executives”
 - a) President
 - b) Executive Vice President
 - c) Vice President of Finance
 - d) Vice President of National Communications
 - e) Vice President of Public Relations and Marketing
 - f) Vice President of Outreach and Assessment
 - g) Vice President of Student Life
 - h) Vice President of Programming
- 2) A Center President will be defined as an individual residing within one of the fifteen (15) Residence Halls that has been elected to represent their hall on behalf of its residents.

Section 2. Qualifications of RHA Officers

- 1) All RHA Officers, defined as all Executives and Center Presidents, and conduct board members shall be members of RHA, living in a residence hall and paying the student activity fee, for the duration of their terms of office. In addition, RHA officers shall not hold other RHA positions.
 - a) All RHA Officers must maintain a cumulative GPA of 3.0
 - i) A GPA check-in will be performed by the Professional Staff Advisor at the end of each semester for all members in or applying for RHA. The GPA check-in will involve the Professional Staff Advisor pulling GPAs from the registrar’s office, and these GPAs shall not be disclosed or discussed with any other party in accordance with FERPA regulations.
 - (1) If any Officer’s cumulative GPA falls below 3.0 during the Professional Staff Advisor’s GPA check-in, a probationary period will be enforced.
 - (a) The officer will have one (1) academic term immediately following the semester of the officer’s academic deficiency. During this probationary period, the officer must follow certain terms laid out by the RHA Professional Staff Advisor. The student will then be required to meet with the RHA Professional Staff Advisor once per month to prepare an action plan for the semester and attempt to meet the required GPA level.
 - (2) If an officer comes into the position without a GPA waiver, that academic term is considered the probationary term.
 - ii) If the Officer fails to meet the expectations agreed upon by the affected Officer and the Professional Staff Advisor, they shall be subject to impeachment.
 - (1) If the officer fails to meet the 3. Requirement by the semester’s end, the officer will become eligible for impeachment and the Judicial Board shall initiate the impeachment process.
 - (2) The impeachment process will be executed in accordance with Article X of the RHA constitution.
 - (3) Students who are currently on disciplinary probation or a more severe sanction are declared not to be in good standing.
 - (4) Students seeking the office of Center President must have a valid contract for the coming year within the residence hall they are running in. Potential candidates

shall speak with RHA advisor(s) prior to election day if they would like to run a center in which they do not currently have a contract.

- (5) Students seeking an Executive Board Member position must have a valid contract for the coming year within one of the fifteen (15) residence halls on campus.
 - (6) All positions provided for by the RHA Constitution and Bylaws, or Center Constitutions and Bylaws shall be members of RHA for the duration of their term in office. They shall have and maintain a 3.0 GPA and be in good academic and disciplinary standing with the University and RHA.
 - (a) If the candidate has not yet accumulated 12 graded units, the 3.0 GPA requirement shall be waived.
 - (7) The stipulations listed above may be waived if voted on by the General Assembly with a two-thirds majority vote unless the student has a cumulative GPA less than 2.5. To initiate this waiver process, the individual in question must fill out the waiver provided in the Appendix labeled RHA GPA Waiver. After filling out this waiver, the individual must email the RHA President to reserve a spot on the next Executive Board agenda. The student will then come to speak to the Executive Board on why they should receive a waiver. If the member is not able to attend the Executive Board meeting, they may write a letter to be read in their absence. The Executive Board can then determine whether or not to provide this waiver.
- 2) No elected RHA officer may hold another position within RHA at Indiana University (including the RHA President, Vice Presidents, or Center Presidents).
 - 3) If an RHA Executive Board member or Center President is placed in a bad academic or bad disciplinary standing, the Judicial Board shall initiate the impeachment process.
 - 4) If a center government member is placed in a bad academic or disciplinary standing, the Center President, with the guidance of the in-Center Advisor, may decide to refer the case to Judicial Board or have a meeting with the in-Center Leadership Team to determine the student's eligibility to remain in the position.

Section 3: Terms of Office

- a) All elected RHA Executives and all Center Presidents shall receive scholarships in the amount based upon their position in RHA. The Residence Hall Association shall have full discretion of scholarships. The scholarship will be awarded for the full school year following the March election. The Executives will receive a scholarship in the amount of \$5,000, in the form of a \$2,500 scholarship in the fall and spring semesters. Center Presidents shall receive \$4,000 in the form of a \$2,000 scholarship in the fall and spring semesters.
- b) If an officer should leave office before the end of their term for any reason, including but not limited to impeachment or resignation, they shall not receive the scholarship from that date forward.
- c) If the scholarship amount changes, this process will be reviewed.
- d) Any appeals to the scholarship process must be submitted in writing within three (3) days of notification to the Center or RHA Judicial Board, respectively.

Section 4: Responsibilities of Elected Officers

- 1) The RHA President shall:

- a) Communicate the needs, desires, and opinions of the residents to the University.
 - b) Convene and serve as the Chair of the Executive Board and act as Senior Executive.
 - c) Attend all meetings of the General Assembly and Executive Board.
 - d) Have the ability to appoint special ad hoc committees as needed.
 - e) Enforce the acts of the General Assembly and operate its programs and projects.
 - f) Serve on the Campus Housing Advisory Committee and serve as a liaison to General Assembly.
 - g) Sit on at least one (1) additional RHA committee.
 - h) Work with the RHA advisor(s) to coordinate the efforts of leadership development within RHA.
 - i) Maintain open communication and one-on-one meetings with the RHA Executive Board members at least once per month.
 - j) Submit an end-of-the-term report at the end of their term to the General Assembly and the incoming President by April 15.
 - k) Draft Executive Orders and Executive Memorandums as necessary.
 - l) Serve as RHA liaison to the Cabinet of Student Leaders
 - m) Work with the Vice President of PR and Marketing to draft public statements.
 - n) Keep the Vice President of Public Relations and Marketing up to date on any events that should be included in the RHA calendar.
 - o) Write one (1) Of the Month (OTM) every month.
 - p) Meet regularly with the RHA advisor(s).
- 2) The RHA Executive Vice President shall:
- a) Convene and serve as the Chair of all bi-weekly General Assembly and Presidents' Council meetings.
 - b) Record minutes for all Presidents' Council meetings and upload them to the designated storage location for RHA files within 48 hours.
 - c) Attend all meetings of the Executive Board.
- d) Maintain the RHA Constitution and Bylaws and ensure an up to date version is available to members of the Executive Board, Center Presidents, and RHA Advisor(s).
 - e) Serve as the official liaison between the RHA General Assembly and the RHA Judicial Board.
 - f) Train newly elected Center Presidents in all parts of their role.
 - g) Support and serve as a resource for Center Presidents.
 - h) Transfer all updated materials to the IU Archives by the end of their term.
 - i) Convene and serve as the Chair of the Internal Affairs Committee when necessary.
 - j) Maintain the posting and maintenance for General Assembly files including General Assembly agendas, minutes, resolutions, and all documents from RHA committees in accordance with current policies and expectations set by the General Assembly.
 - k) Collect and distribute placards at all General Assembly meetings to the respective representatives from Center Governments and the RHA Executive Board.
 - l) Keep the Vice President of Public Relations and Marketing up to date on any events that should be included in the RHA calendar.
 - m) Write one (1) Of the Month (OTM) every month.
 - n) Meet regularly with the RHA Advisor(s).
 - o) All other duties as assigned.
- 3) The Vice President of Finance shall:

- a) Serve as the student treasurer of all RHA financial accounts through the appropriate system.
 - b) Access all RHA accounts to review transactions and manage the RHA budget.
 - c) Work with the RHA Advisor(s) to ensure the financial sustainability of RHA.
 - d) Convene and serve as the Chair of the Funding board.
 - e) Sit on at least one (1) additional RHA committee.
 - f) Record minutes for all General Assembly and Executive Board meetings and upload them to the designated storage location for RHA files within 48 hours.
 - g) Serve as the Chair of General Assembly meetings if the Executive Vice President isn't present or able.
 - h) Meet regularly with the RHA Advisor(s).
 - i) Attend all General Assembly and Executive Board meetings.
 - j) Keep the Vice President of Public Relations and Marketing up to date on any events that should be included in the RHA calendar.
 - k) Write one (1) Of the Month (OTM) every month.
 - l) All other duties as assigned.
- 4) The Vice President of National Communications shall:
- a) File affiliation paperwork for the National Association of the College and University Residence Halls (NACURH) and Great Lake Affiliate of College and University Residence Halls (GLACURH).
 - b) Act as a liaison to the Regional and National affiliates of RHA.
 - c) Attend all conference and business meetings that RHA is affiliated with, such as GLACURH and NACURH conferences and online business meetings.
 - d) Select and manage the delegation for GLACURH and NACURH conferences including but not limited to:
 - i) Creating a budget for the conference expenses.
 - ii) Coordinating the creation of spirit articles.
 - iii) Informing the delegation of conference policies and practices such as spirit changes, evening activities, etc.
 - e) Encourage the furthering of RHA members' involvement with NACURH and GLACURH through programs such as, but not limited to, task forces, committees, NACURH L.E.A.D., and NACURH Alternative Break.
 - f) Convene and serve as the Chair for the Academic Programs Committee and the Recognition Committee.
 - g) Meet regularly with the RHA Advisor(s).
 - h) Attend all meetings of the General Assembly and Executive Board.
 - i) Record minutes for General Assembly and Executive Board meetings if the Vice President of Finance isn't present or able, and upload them to the designated storage location for RHA files within 48 hours.
 - j) Keep the Vice President of Public Relations and Marketing up to date on any events that should be included in the RHA calendar.
 - k) Write one (1) Of the Month (OTM) every month
 - l) All other duties as assigned.
- 5) The Vice President of Public Relations and Marketing shall:
- a) Create and maintain a calendar with all the events related to RHA.
 - b) Serve as the spokesperson for RHA to strategic media partners, such as the Indiana Daily Student (IDS).

- c) Maintain all RHA social media accounts, the distribution of RHA advertisements, and the RHA website.
 - d) Maintain a list of center government social media accounts and their respective log-in information.
 - e) Fulfill any photography related needs for RHA including but not limited to photographing events and professional headshots for RHA officers.
 - f) Work with the RHA President to draft public statements.
 - g) Convene and serve as the Chair for the Meal Plan Committee.
 - h) Sit on at least one (1) additional RHA committee.
 - i) Maintain a calendar of reservations in the Residential Student Leadership Office (RSLO).
 - j) Meet regularly with the RHA advisor(s).
 - k) Write one (1) Of the Month (OTM) every month.
 - l) Attend all meetings of the General Assembly and Executive Board.
 - m) All other duties as assigned.
- 6) The Vice President of Outreach and Assessment shall:
- a) Convene town hall meetings at least once per month.
 - b) Act as a liaison between RHA and other community and student organizations at IU including, but not limited to student governments, culture centers, and other student-led organizations.
 - c) Identify student needs to inform and develop RHA policy in conjunction with other student groups and university departments.
 - d) Hold focus groups and conduct surveys to determine the needs of residents.
 - e) Work with the VP of Programming to collect feedback to improve RHA programs.
 - f) Convene and serve as the Chair for the RHA Diversity, Culture, and Inclusion Committee.
 - g) Sit on at least one (1) additional RHA committee.
 - h) Meet regularly with the RHA Advisor(s).
 - i) Keep the Vice President of Public Relations and Marketing up to date on any events that should be included in the RHA calendar.
 - j) Write one (1) Of the Month (OTM) every month.
 - k) Attend all meetings of the General Assembly and Executive Board.
 - l) All other duties as assigned.
- 7) The Vice President of Student Life shall:
- a) Promote health and wellness related initiatives in the residence halls including, but not limited to sexual, emotional, physical, and environmental wellness.
 - b) Act as a liaison between RHA and campus wellness resources including, but not limited to, the IU Health Center, CAPS, SACS, and Recreational Sports.
 - c) Promote sustainability efforts in the residence halls.
 - d) Meet regularly with the RPS Associate Director of Environmental Operations to establish a strong partnership regarding sustainable practices in the residence halls.
 - e) Convene and serve as the Chair of the Student Health Committee and the Sustainability Committee.
 - f) Ensure that all central RHA events are Green Certified before money is spent.
 - g) Meet regularly with the RHA Advisor(s).
 - h) Keep the Vice President of Public Relations and Marketing up to date on any events that should be included in the RHA calendar.
 - i) Write one (1) Of the Month (OTM) every month.
 - j) Attend all meetings of the General Assembly and Executive Board.

- k) All other duties as assigned.
- 8) The Vice President of Programming shall:
 - a) Develop campus-wide events for residents that address social, education, and diversity needs.
 - b) Convene and serve as the Chair of the Programming Board.
 - c) Sit on at least one (1) additional RHA committee.
 - d) Serve as a resource for center governments and facilitate the development of multi-center programs.
 - e) Coordinate the involvement of RHA in Welcome Week events in conjunction with the RHA Advisor(s) and Executive Board.
 - f) Meet regularly with the RHA Advisor(s).
 - g) Keep the Vice President of Public Relations and Marketing up to date on any events that should be included in the RHA calendar.
 - h) Write one (1) Of the Month (OTM) every month.
 - i) Attend all meetings of the General Assembly and Executive Board.
 - j) All other duties as assigned.
- 9) The Center Presidents shall:
 - a) Live in the Residence Hall they are elected to represent.
 - b) Attend all General Assembly and Presidents' Council meetings.
 - c) Communicate the needs, desires, and opinions of residents of their centers to the RHA General Assembly and the University.
 - d) Communicate the actions of RHA to the center level legislature and work to inform their residents to the best of their ability.
 - e) Operate the programs and enforce the policies of their center legislature and the General Assembly.
 - f) Develop programs for their residence hall which address the needs of the residents, including but not limited to programs that address social and educational needs.
 - g) Sit on at least 1 RHA committee and attend all meetings as appointed.
 - h) Ensure that the in-center Executive Board will be in place before IU Leadership Retreat.
 - i) Convene and chair in-center General Assembly meetings that are open to all residents, at least once per month.
 - j) Keep the Vice President of Public Relations and Marketing up to date on any events that should be included in the RHA calendar.
 - k) Write one (1) Of the Month each semester.
 - l) All other duties as assigned.

Article III. RHA Committees

Section I: Committee Rules

- 1) The RHA General Assembly shall abide by the following system of committee rules. These rules are designed to ensure that any bill that comes before the General Assembly has been subjected to prior review by the proper committee. These rules are as follows:
 - a. Any member of the General Assembly may introduce a bill.
 - b. All bills must be submitted three (3) days prior to the meeting of the body in question in writing to the Chair of the committee.
 - c. The Executive Vice President shall assign a number to each bill based on the following formula: the last two (2) digits of the year in which the bill is submitted,

followed by a dash; followed by the number of the month in which the bill is submitted, followed by a dash; followed by the number in the order that the bill is submitted in the semester, followed by a dash; followed by the meeting abbreviation, followed by a dash; followed by the RHA President's initials (i.e. the third bill submitted in April 1988 under the administration of Sam Jones shall be numbered 88-4-3-GA-SJ).

- i) Meeting Abbreviations:
 - (1) General Assembly: GA
 - (2) Executive Board: EB
 - (3) Presidents' Council: PC
 - (4) Funding Board: FB
 - (5) Academic Programs Committee: APC
 - (6) Campus Housing Advisory Committee: CH
 - (7) Diversity, Culture, and Inclusion Committee: DCIC
 - (8) Internal Affairs Committee: IA
 - (9) Meal Plan Committee: MPC
 - (10) Programming Board: PB
 - (11) Recognition Committee: RC
 - (12) Student Health Committee: SH
 - (13) Sustainability Committee: SC
- ii) Additional abbreviations may be created for special and ad hoc committees. To present a bill at RHA General Assembly or Funding Board, a submission must include:
 - i. A bill in the "whereas" format
 - ii. A detailed budget of all expenses if asking for financial sponsorship.
 - iii. Sponsorship from any member of the General Assembly, if someone from an outside organization wants to present a bill.
- d. The Executive Vice President may then assign the bill to a committee for final consideration.
- e. If the Executive Vice President decides that an RHA committee must review a bill, they will assign it to one or more committees of the General Assembly within two (2) days of receiving the bill. They shall then transmit the bill to the Chair of the assigned committee(s).
 - i. The committee shall consider the bill, hearing testimony from its sponsor and from any other interested party. The committee shall then debate the bill, and by a majority vote, issue a report on the bill with one (1) of the following recommendations to be presented to the General Assembly at the next regular session:
 1. "Do Pass" (The committee recommends that this bill pass the GA as stands)
 2. "Do Pass as Amended" (The committee recommends that the bill pass GA with the amendments recommended by the committee and included in the committee report.)
 3. "Do Not Pass" (The committee recommends that the GA rejects the bill)
 4. "No Recommendation" (The committee is unwilling or unable to make a recommendation in its report.)

- ii. Upon receiving the bill, the committee must issue a report containing one (1) of the recommendations at their next meeting.
- iii. The Chair of the committee shall transmit the bill and the committee report on the bill to the Executive Vice President no later than twenty-four (24) hours prior to the General Assembly meeting immediately following the committee meeting at which the report was issued.
- iv. The Executive Vice President shall place the bill on the agenda for the meeting of the General Assembly, and the bill shall then be eligible for consideration by the General Assembly for final disposition.
- v. If a bill is passed, the Executive Vice President must then post it to the proper file for active legislation and send it to the advisor(s) if purchases are required

Section 2: Standing Committees

- 1) The General Assembly shall have the following Standing Committees to aid in the legislative process. The RHA Executive Board shall assign General Assembly members to these committees with the advice and consent of the Assembly. The designated Executives shall chair the Standing Committees of the General Assembly.
 - a. The RHA Funding Board, shall investigate and help formulate a budget to be approved by the General Assembly and legislation on expenditures not included in the budget, as well as audit the RHA accounts. This Board shall be composed of at least one (1) member of each center delegation, preferably the finance representative, and shall be chaired by the Vice President of Finance.
 - i. The Funding Board shall be the only body in RHA that shall allocate money to outside organizations through a line item in the RHA budget subject to the approval of the General Assembly.
 - ii. The Board shall review the allocation of floor funds per student per semester to be set aside for the explicit purpose of floor funding as set by the Student Activity Fee.
 - iii. All financial assistance bills supported by the RHA Funding Board shall submit a post-event report to the Vice President of Finance no later than one week after the event. This shall detail the attendance of the event, funds spent, and overall determined success of the event. The post-event report should be kept on file for future reference of the RHA General Assembly and presented in session to the General Assembly.
 - b. Academic Programs Committee (APC) discusses living-learning centers and thematic communities. The committee examines operations, curriculum, and how best to disburse funds to various student groups on campus. This committee consists of RHA representatives and administrators.
 - c. Diversity, Culture, and Inclusion Committee (DCIC) works alongside Residential Life and other campus partners to develop and advocate initiatives which aim to encourage a culture of inclusivity in the residence halls.
 - d. Internal Affairs Committee (IA) shall investigate and recommend legislation to improve RHA by reviewing and enhancing the bylaws and constitution when deemed necessary.
 - i. This committee shall comprise at least five (5) members of the General Assembly and shall be chaired by the Executive Vice President with no

other Executive Board member serving on the committee and must have an Advisor present to convene.

- e. Meal Plan Committee (MPC) reviews the dining facilities on campus including c-stores, kiosks, and dining halls. This committee consists of RHA representatives and RPS Administrators.
- f. Programming Board (PB) hosts campus-wide events to engage students in areas of interest, such as academics, socials, etc. This committee shall feature at least one (1) member from each center, preferably a programming representative.
- g. Recognition Committee (RC) will work to maintain the Of the Month (OTM) program for RHA and execute additional recognition initiatives.
- h. Student Health Committee examines the health needs of students with a specific focus on sexual, emotional, and physical health and then works with campus partners to address these concerns. This committee shall feature at least one (1) member from each center, preferably a Student Health representative.
- i. Sustainability Committee examines the potential areas that IU could be more sustainable, such as campus-wide challenges and events, as well as collaborative programs within the neighborhoods and individual residence halls. This committee shall feature at least one (1) member from each center, preferably a Sustainability representative.

Section 3: Special Committees

- 1) The RHA General Assembly shall establish a system of special committees that shall be chartered as appendices of these Bylaws. The RHA President shall appoint Assembly members to these committees with the advice and consent of the Assembly.
- 2) Such committees may be proposed by any member of the General Assembly.
- 3) These committees may include the committees listed below and those deemed appropriate by the Executives of RHA.
 - a. Rates and Budget Committee meets on occasion to discuss changes for costs related to housing and RPS.
 - b. Transportation Board meets on occasion to address the transportation needs of students, with a heavy focus on public bus transportation.

Article IV. Financial Affairs

Section 1: RHA Student Activity Fee

- 1) The RHA General Assembly shall review the activity fee on an annual basis and may take recommendations for change to the membership of RHA.
- 2) All money collected by the University through the Activity Fee, by the RHA General Assembly, or any subsidiary unit of RHA shall be under the general jurisdiction of the RHA General Assembly and their subsidiary, the Funding Board.
- 3) All funds pertaining to any residence hall organization by any means whatsoever must be deposited with, accounted for, and disbursed through the designated financial system. All such funds will be subjected to the regulations established by the financial office overseeing RHA.

- 4) All monies will be accounted for on a fiscal year basis starting August 1 and ending July 31.
- 5) No monies will be spent unless the General Assembly or respective legislature has passed a budget.
- 6) Centers may spend no more than half of the rollover amount from the previous budget before their legislatures pass a budget. Such expenditures shall be reviewed by the legislature at its first regular meeting.
- 7) A budget for the following fiscal year must be passed no later than the second General Assembly meeting of the fall semester.
- 8) In addition, no money will be spent that has not been included in the budget.
- 9) If the need arises for more money to be allocated to a specific item in the budget previous to the spending of the additional funds, then more money may be allocated for that expenditure by a two-thirds vote of all voting members of the General Assembly.
- 10) In the case of an emergency, and only in the case of an emergency, a person spends money not included in the budget and/or goes over the budget, the General Assembly, may, by a two-thirds vote, allocate funds to the expenditure; otherwise, the person making the expenditure will be subject to disciplinary action.
- 11) Neither RHA nor any subsidiary government of RHA shall spend money in excess of total revenues for the year without the expressed or implied approval of the General Assembly. Total revenues for allocation for the year plus any income received from projects and activities. Any unit with a negative balance following an audit shall be subject to disciplinary action.
- 12) All expenditures for contributors of co-sponsorship programs with external organizations must be requested through and approved by the RHA Funding Board prior to expenditure.
- 13) All accounts shall be subject to regular and random audits by the Vice President of Finance.
- 14) Special audits of any account within the Residence Hall Association System may be requested by any member of RHA with the consent of the RHA Funding Board. Such requests must be made in writing to either the Executive Board or specific Center Government which must provide information to support the request.
- 15) The Vice President of Finance must report the results of any audit to the Executive Board, and contingent upon the results, has authority to:
 - a. Order the account(s) frozen.
 - b. Order the account(s) to be managed externally.
 - c. Refer the findings to the appropriate judicial agency.
 - d. All of the above, or any combination thereof.
- 16) Falsification of signatures, deposits, and/or any other financial record information will be cause for disciplinary action.
- 17) Failure by any individual resident or subdivision of RHA to return borrowed student government property or cause damage to the same shall be cause for disciplinary action.
- 18) Investments of funds from any account within RHA designated financial systems may be made only through the appointment account manager.
- 19) The RHA designated financial system account will maintain a residual of \$5,000 at all times. These funds may reside in the financial account. In addition, this money must be budgeted for in the annual budget.

- 20) No reallocation of funding or restructuring in the RHA activity fee will be voted on after April 1, until the following school year's first General Assembly meeting, unless it is recommended by both the graduate student and professional staff RHA advisors.

Section 2: Financial Authority

- 1) The RHA Vice President of Finance, subject to the approval of the General Assembly and the Funding Board, shall have the authority to enforce financial regulations, including the inter-account transfers with the RHA systems of accounts to reconcile delinquent payments or pay valid bills within the system.
- 2) The RHA Vice President of Finance shall have the option, with the advice of the Funding Board, to recommend an act of recourse to the General Assembly, should they find an instance of illegal, unethical, or inappropriate RHA financial action.

Article V. Petition and Referendum

Section 1. Petitioning the General Assembly

- 1) Petitions must be initiated at a regularly scheduled, public General Assembly meeting.
- 2) Petitions must be submitted allowing the General Assembly adequate time for implementation of procedural steps.
 - a. Referendums cannot occur during finals week or during the first week of classes.
 - b. Petitions failing to meet these requirements shall not be valid unless adopted by the General Assembly.
- 3) The Assembly shall have two (2) courses of action:
 - a. Move to adopt the exact provisions of the petitions
 - b. Direct the RHA Judicial Board Chair to verify and validate the petition.
Validation will, at minimum, consist of:
 - i. Determining the exact number of residents who have paid activity fee within the petitioning center and deriving a figure that represents two-thirds of those residents.
 - ii. Verifying each petitioner's residency.
 - iii. Verifying membership in RHA.
 - c. The Assembly cannot table petitions.
- 4) If at any time during the validation process, the number of valid signatures falls below the two-thirds figure derived above, the RHA Judicial Board will declare the petitions invalid.
- 5) The validation process will not take more than five (5) days to complete, beginning with the time the petitions are turned over to the RHA Judicial Board Chair.
- 6) Interpretation of the petitions will be the responsibility and authority of the RHA Judicial Board.
- 7) Petitions that are in contradiction with the RHA Constitution, should they ultimately be enacted, must clearly state that they are seeking a change to the RHA Constitution.
- 8) If the petitions are declared valid, the General Assembly shall publicize the petitions in the RHA for one (1) week and submit the question(s) as a referendum to the residents

within one (1) month from the time that the petitioning was initiated. The referendum shall be conducted in accordance with the procedures established in the RHA Elections Policy (Appendix A).

Article VI. Endorsements

Section 1. RHA shall not publicly endorse or oppose any election candidates be they for other student organizations at Indiana University Bloomington, State elections, Government elections, or any other form of non-RHA election.

Article VII. Amendments

Section 1. The Bylaws may be amended by a member of RHA. The amendment shall be presented to the General Assembly, and upon approval by a simple majority of the Assembly present, become effective one (1) day after the time of its approval. Appendices and policies may be amended upon approval of a simple majority of the Assembly.

Article VIII. Ratification

Section 1. The Bylaws shall be presented to the General Assembly, and upon approval of two-thirds of the Assembly, the Bylaws shall become effective one (1) day after the Constitution's enactment.

Appendix A

Enacted: June 6, 1993

Amended: April 1, 1996; April 18, 2000; March 31, 2004; April 22, 2009; November 30, 2016; November 8, 2017; August 28, 2018;

Article I: Election Code

Section 1. Center President Elections

1. Election Commissioner
 - a. The RHA Executive Vice President shall serve as the main Election Commissioner for all Center President elections with an additional Building Election Commissioner serving in each center.
 - i. In the event that the Executive Vice President is running for a Center President position, the role of Election Commissioner shall fall to the next highest-ranking Vice President who is not running for a position as Center President.
 - ii. The Election Commissioner shall have the following responsibilities:
 1. Organize, plan and promote all RHA elections and referendums.
 2. Coordinate the activities of the Center Elections Commissioners and supervise their conduct.
 3. Meet regularly with Advisor(s) to facilitate the elections process. Act to enforce this Code.
 4. Hear all cases of alleged violations of this Code, and to decide the validity of such accusations.
 5. Have the authority to issue advisory opinions to any individual or body requesting interpretation of this Code.
 6. Petition the RHA Judicial Board to order a re-election in the event that one or more provisions of this Code are materially violated.
 7. Has authority to revoke candidacy from a candidate who is found in violation of the election code.
 8. Meet no more than three (3) weeks after Election Day to review and revise code if necessary.
 9. Perform such other duties as assigned by the RHA President.
 - b. The in-center advisor shall serve as the Center Commissioner.
 - i. The Center Commissioner shall have the following responsibilities:
 1. Organize, plan and promote all RHA elections and referendums.
 2. Hear all cases of alleged violations of this Code and their center's election laws and decide the validity of such alleged violations.
 3. Have the authority to issue advisory opinions regarding the contents of this Code or the relevant election laws of their

center to any individual or body requesting an interpretation of those documents.

4. Report to the center council regularly.
5. Act to enforce this Code and any section of their center's constitution, bylaws, and legislation regarding the conduct of RHA elections and referendums.
6. Perform other duties as assigned by the RHA Election Commissioner.

Section 2. Eligibility

1. To be eligible to run for the office of Center President, an applicant must meet the following qualifications:
 - a. Have a valid on-campus housing contract and be a member of RHA for the upcoming academic year.
 - b. Have already signed their housing contract for the residence hall in which they intend to run for office prior to submitting the application.
 - c. Hold a cumulative GPA of at least 3.0.
 - d. Be in good academic and judicial standing with the university.
 - e. Intend to serve in this position for the full term
 - i. If the candidate knows that they will not be able to serve for the full term, they must notify the Election Commissioner and RHA advisor(s) as soon as they are aware.
 - ii. The center must also be notified before a vote.

Section 3. Applications

1. The application shall be sent out before the end of Fall semester to all individuals currently living in a residence hall.
 - a. The current Center President and the building professional will be contacted to help advertise applications to residents.
2. Applications will be due on the first Sunday after the RHA Executive Board elections have been completed at 11:59 pm.
 - a. If a center is unable to find a candidate by this deadline, a two (2)-week extension shall be granted to both the application deadline and the date of the election.
 - i. If still no applicant is found, the current Executive Board will work with LLC Directors, Thematic Community Directors, Residential Life Staff, and the current Center President to host a spring election, taking place no later than the final Friday classes are in session.
 1. If no applicant is found in the spring semester, another application period with an election must take place no later than the third week of classes in the fall semester.
 - ii. If a resident feels that there were serious, extenuating circumstances which prevented them from submitting their application on time, they may send their application with an explanation of their circumstances

to the Center Commissioner and the RHA Executive Vice President who will determine whether the application will be accepted or not.

- b. All Center President applicants will go through a casual interview process with at least two members of the Executive Board or RHA advisor(s).
 - i. At the Executive Board meeting following the interviews, all present Executives members will vote on whether the applicant would be qualified to complete the duties of Center President if they were elected. If the vote passes, the candidate will be listed on the ballot.
 1. This vote is based only on qualification and does not entail Executives choosing which candidate they would prefer.
 - ii. If it is determined that the applicant would be unable to complete the responsibilities of Center President if elected, the applicant will be issued a report from the Executive Board outlining the reasons why the application is not sufficient, as well as suggested alternatives for involvement in RHA.
- c. The Election Commissioner shall send confirmation of candidacy to candidates who completed the full application and interview successfully within forty-eight (48) hours of the Executive Board meeting in which interviews were discussed. This confirmation shall include all relevant information such as campaigning rules and election dates.

Section 4. Campaign

- 1) The name of all applicants, their center, and any other information deemed necessary by the Executive Vice President and approved by the applicants will be posted on the RHA website.
- 2) Applicants can start campaigning after they receive a confirmation of their candidacy and are given an outline of the campaigning process and rules.
 - a. No candidate may run campaign materials which directly attack their opponent(s), with attacks judged at the discretion of the Center Commissioner.
 - b. No candidate (or other student acting on the candidate's behalf) may remove campaign materials of another candidate.
 - c. If these or other rules set in place by the election commission are broken, the following shall occur:
 - i. The first offense shall result in a warning from the Center Commissioner.
 - ii. The second offense shall result in removal from the race.
 - iii. A candidate may appeal the decision by contacting the RHA advisor(s), in which case the RHA Internal Affairs Committee shall hear the case and determine whether the decision shall be overturned or held.
 - d.
 - e. All campaign materials must be removed from the center by 11:59pm the night before the election.

Section 5. Elections

- 1) Elections shall take place on the second Sunday after the applications are due.
- 2) The Friday before the election, a reminder email containing the names of appropriate candidates shall be sent out to all residents.

- 3) On the day of elections, an email with a link to the voting system shall be sent out to each resident who meets the RHA membership requirements.
 - a. In the event that a new center will be added for the election year, but does not currently have any residents, an election for that center will be held no later than 3 weeks into the fall semester.
 - i. If the new or returning center will feature an existing LLC or other defined community, the Election Commissioner and RHA advisor(s) may decide to let that community vote for the following year's Center President
- 4) A center's ballot shall consist of all eligible candidates as well as an option for a "vote of no confidence".
- 5) The candidate who receives the simple majority shall be declared the winner of the election and will be offered 24 hours to accept their position as president-elect.
 - a. If the president-elect declines the position or becomes unfit for office at any point in the spring semester, the candidate with the second highest vote total will become the new president-elect.
 - b. In an election with more than two (2) candidates, if there is a tie between any two (2) candidates, a new election will be run with only the top two (2) candidates appearing on the ballot.
 - c. Additional ties will result in additional elections.
 - d. In an election where a "vote of no confidence" receives the simple majority, a new election will be run at the start of the fall semester.
- 6) The Executive Vice President shall inform each of the candidates of the results of the election within twenty-four (24) hours of the position's acceptance. If the winner declines the position, the position will be offered to the candidate with the next highest amount of votes.
- 7) If any error or issue occurs with the voting system, the Executive Vice President will immediately notify the affected Center and the Internal Affairs Committee.
 - a. Upon review by the Internal Affairs Committee, if the issue is determined to impact the final ballot count, the Executive Vice President will be tasked with establishing a second voting day for all affected centers within a week of the original election date.

Section 6. Transition

- 1) After the election has taken place, a transitional period will begin, with the Center President and President-Elect working alongside each other for the remainder of the Spring semester.
 - a. If the current President is removed from office before May 1st, the president-elect shall assume the role of President.
 - b. If there is no president-elect selected in the spring semester, the current President shall remain in office until the end of the school year.

Article II. RHA Executives

Section 1. Election Commissioner

- 1) The RHA President shall serve as Election Commissioner for the Executive Elections.

- a. If the RHA President is running for an Executive Office, the role of Commissioner shall be designated to the next highest-ranking member of RHA that is not seeking election to an Executive Office.
- b. The Election Commissioner shall have the following responsibilities:
 - i. Organize, plan, and promote all RHA elections and referendums, including the application.
 - ii. Hear all cases of alleged violations of this Code, and to decide the validity of such accusations.
 - iii. Have the authority to issue advisory opinions to any individual or body requesting interpretation of this Code.
 - iv. Petition the RHA Judicial Board to order a re-election in the event that one or more provisions of this Code are materially violated.
 - v. Has authority to revoke candidacy from a candidate who is found in violation of the election code.
 - vi. Perform such other duties as assigned by the RHA President,

Section 2. Eligibility

- 1) To be eligible to run for an Executive Board position, an applicant must meet the following qualifications:
 - a. Have a valid on-campus housing contract and be a member of RHA for the upcoming academic year.
 - i. Have currently signed their on-campus housing contract for a residence hall prior to submitting the application
 - ii. Hold a cumulative GPA of at least 3.00
 - iii. Be in good academic and judicial standing with the university.
 - b. Intend to serve in this position for the full term
 - i. If the candidate knows that they will not be able to serve for the full term, they must notify the Election Commissioner and RHA advisor(s) as soon as they are aware.
 - ii. The general body must also be notified before a vote.

Section 3. Applications

- 1) Applications will be sent out before the end of Fall semester to all Center Governments and published on the RHA website.
 - a. Center Governments may further distribute the application as they see fit.
 - b. Additional advertising via RHA social media platforms may be used at the discretion of the Election Commissioner.
 - c. All applications will be due at 11:59 pm on the last day of January.
 - i. If a potential applicant feels that there were serious, extenuating circumstances which prevented them from submitting their application on time, they may send their application with an explanation of the circumstances to the election commissioner who will determine whether the application will be accepted or not.
 - d. Once the application closes the Election Commissioner has forty-eight (48) hours to distribute candidate information to the General Assembly.

- e. The Election Commissioner shall send confirmation of candidacy to all candidates who completed the full application within forty-eight (48) hours of the application closing. This confirmation shall include all relevant information such as campaigning rules, and the election dates and locations.

Section 4. Campaigning

- 1) Candidates may start campaigning after they receive a confirmation of their candidacy and are given an outline of the campaigning process and rules.
- 2) Candidates will be allowed to campaign until 11:59 pm the day before the election.
 - a. No candidate may run campaign materials which directly attack their opponent(s), with attacks judged at the discretion of the election commissioner.
 - b. No candidate, or other student acting on the candidate's behalf, may remove campaign materials of another candidate.
 - c. If these rules set in place by the election commission are broken, the following shall occur:
 - i. The first offense shall result in a warning from the Election Commissioner.
 - ii. The second offense shall result in removal from the race.
 - iii. A candidate may appeal the decision by contacting the RHA advisor(s), in which case the RHA Internal Affairs Committee shall hear the case and determine whether the decision shall be overturned or held
- 3)

Section 5. Election

- 1) Elections for the RHA Executive Offices will be held at the first two (2) General Assembly meetings in February, with the first four (4) positions elected in the first GA in February, and the next four (4) positions elected at the following GA.
- 2) All non-essential technology will be prohibited from use while the elections are taking place.
- 3) The results of each position will not be announced until all elections of that GA are complete.
- 4) Election for positions will take place sequentially, following the procedure as follows:
 - a. Position elections will follow gavel order:
 - i. President
 - ii. Executive Vice President
 - iii. Vice President of Finance
 - iv. Vice President of National Communications
 - v. Vice President of PR and Marketing
 - vi. Vice President of Outreach and Assessment
 - vii. Vice President of Student Life
 - viii. Vice President of Programming
 - b. Speaking order within each position will be clearly defined by the Election Commissioner at the beginning of the meeting.

- c. Candidates will provide the Election Commissioner with any visual materials at least twenty-four (24) hours before the election.
 - i. The materials for each candidate will be up during the discussion section of each candidate.
- d. All other candidates from a certain position shall leave the room during all parts of the speeches and Q&A for other candidates of that position
- e. Each candidate will have:
 - i. Maximum of five (5) minutes to speak, non-extendable.
 - ii. Maximum of ten (10) minutes to answer questions from the General Assembly, non-extendable.
 - 1. The question and answer segment will utilize a speakers' list.
 - 2. The speakers' list may not be exhausted if time has run out.
 - 3. The candidate may use up to two (2) minutes per question.
- f. After the candidate has left the room, a mini-discussion of five (5) minutes will occur, non-extendable.
 - i. Discussion should be limited only to the candidate who has just presented.
 - ii. The mini-discussion will utilize a speakers' list.
 - 1. The speakers' list may not be exhausted if time has run out.
 - 2. No General Assembly member may speak for more than two (2) minutes in total.
- g. Once all candidates for a position have gone through the above process, the following will occur:
 - i. All voters shall have control of the floor for twenty (20) seconds. This time may be yielded, but the time is extinguished once this has been done and is not transferable to another voter.
 - ii. A vote by a secret ballot will be cast.

Section 6. Ballot Casting

- 1) Each residence center shall be allowed up to three (3) votes in a secret ballot.
 - a. A vote may either be an affirmative for a single candidate or a vote of no confidence towards all candidates.
 - b. In order for a center to cast three (3) votes, it must have three (3) representatives from that center who are eligible to vote.
 - i. The votes are designated as follows:
 - 1. The current Center President shall receive a vote unless they are ineligible or proxy their vote to another representative from their center.
 - 2. 2 center delegates shall each receive a vote.
 - ii. A representative is not eligible to vote if they are running for an Executive Office or if their voting rights have been removed by the election commissioner.
 - c. The candidate who receives the simple majority (including the option of a vote of no confidence) shall become the executive-elect for that position.
 - i. If any candidates tie for the most votes, another discussion of five (5) minutes will take place, followed by a re-vote between those candidates. If there is still a tie after the re-vote, the Election Commissioner will cast the deciding vote.

Section 7. Transition

- 1) After the election has taken place, a transitional period will begin, with the Executive and Executive-Elect for the same position working alongside each other for the remainder of the Spring semester.
 - a) If the current Executive is removed from office before May 1st, the Executive-elect shall assume that role.
 - b) If there is no Executive-elect selected in the spring semester, the current Executive shall remain in office until the end of the school year.

Section 8. Vacant Office

- 1) If no candidate meets the qualifications in Appendix A / Article 2, the office is declared vacant.
- 2) In the case of a vacant office, the Election Commissioner will open the floor to nominations of possible candidates. Nominees will have twenty-four (24) hours to contact the Election Commissioner if they accept/decline the nomination. Voting members will be informed of the new candidates and voting for the vacant office will take place at the following General Assembly. Nominees may also choose to accept the nomination on the spot and may be elected at that same General Assembly.
 - a. Self-nominations are allowed