

Bylaws of Illinois State University's Association of Residence Halls

The purpose of the Association of Residence Halls' Bylaws is to define, explain, and clarify points of the Association of Residence Halls Constitution and to establish standard operating procedures not outlined therein.

Article I: Definitions

- A. ALAS – Association of Latinx-American Students
- B. ARH – Association of Residence Halls
- C. APAC – Asian-Pacific American Coalition
- D. BBC – Bowling and Billiards Center
- E. BSC – Bone Student Center
- F. BSU – Black Student Union
- G. EMDH –Event Management, Dining, and Hospitality
- H. SCCR – Student Conduct and Community Responsibilities
- I. DSAC – Dining Services Advisory Council
- J. GLACURH – Great Lakes Affiliate of College and University Residence Halls
- K. ISRAA – Illinois State Resident Assistant Association
- L. NACURH – National Association of College and University Residence Halls
- M. NCC – National Communications Coordinator
- N. OTM – Of the Month awards based on programs, people, and organizations that are submitted to the NCC from any ISU representative.
- O. RA – Resident Assistant
- P. RAC - Renovations Advisory Council
- Q. RSO - Registered Student Organization
- R. SGA - Student Government Association
- S. Sustainability – Development that meets the needs of the present without compromising the ability of future generations to meet their own needs, in terms of energy consumption and conservation in the residence halls.
- T. UHS - University Housing Services
- U. “ARH event” refers to the following: Move-In, all conferences, the ARH executive board retreat, Government & Diversity Coalition Retreat, Passing of the Gavel, Homecoming, Charity Ball, Suicide Prevention and Awareness Week, and Relay for Life.
- V. "ARH programming” refers to any event hosted by ARH, but not mentioned above.
- W. “ARH sponsored event” refers to any event not hosted by ARH, but supported by ARH with funding, person-power, or other forms of support.

Article II: Executive Board Duties

Section 1: President

- A. Shall be required to serve a minimum of six (6) office hours per week.
 - 1. Three (3) of the six (6) shall be served in the ARH office.
- B. Reasonable Constituent Contact

1. Shall maintain reasonable contact with the presidents of each Leadership Association and the Diversity Coalition.
2. The President should begin to contact these executive officers after the first two (2) General Assembly meetings of the fall semester.

C. Student Government Association

1. In the event that the ARH Representative or the president cannot attend, the President requests that another executive board member attend.

D. Room and Board Fee Review

1. Shall be required to attend all Room and Board Fee Review meetings.
2. Shall report to the ARH Executive Board the proceedings of the UHS and EMDH Room and Board Fee Review meetings.
3. Shall ensure that each Leadership Association and Diversity Coalition sends one representative to sit on the committee.

E. Summer Duties

1. Shall serve as the Assistant Director of Move-In Volunteer Coordination.
2. Shall serve as the Summer Director of Administrative Affairs.
3. Shall attend the Student Government Association's summer business meeting.
4. Shall attend meetings with housing leadership and coordinate meetings with people and organizations in the best interests of ARH when necessary.
5. Shall attend NACURH.

F. Committees

1. Shall work in conjunction with the Vice-President to implement all committees, Ad Hoc or Mandatory.

Section 2: Vice-President

- A. Shall be required to serve a minimum of six (6) office hours per week.

1. Three (3) of the six (6) shall be served in the ARH office.

- B. Shall review the policies and Constitutions of the Leadership Associations and the Diversity Coalition to ensure that their duties are in accordance with the Constitution of ARH.

- C. Shall be responsible for planning Passing of the Gavel in the spring semester.

D. Shall maintain equipment during meetings.

1. Can delegate equipment use to other members and meeting attendees as appropriate.

G. Shall attend NACURH.

H. Shall work in conjunction with the NCC for ARH recognition.

I. Shall work in conjunction with the President to implement all committees, Ad Hoc or Mandatory.

Section 3: Director of Administrative Affairs

A. Shall be required to serve a minimum of four (4) office hours per week.

1. Two (2) of the four (4) shall be served in the ARH office.

B. Shall facilitate communication within the executive board and the General Assembly.

C. Shall be responsible for keeping an updated contact list for the Leadership Associations, the Diversity Coalition, and the ARH Executive Board.

D. Shall take accurate minutes of ARH General Assembly and Executive Board meetings.

E. Shall distribute the minutes of the General Assembly meetings within forty-eight (48) hours of that meeting.

F. Shall be responsible for organizing, posting, and updating the office hours of the executive board.

G. Shall keep track of the office hours served and report any absences or changes to the President and Vice-President, who will discuss it with the responsible board member.

H. Shall maintain equipment in the ARH office.

I. Shall be responsible for digitizing records and archiving an electronic historical account of files.

J. Shall be responsible for maintaining and monitoring the ARH website, ensuring that information is up to date.

K. Shall oversee the Care Package and Linens revenue generating program.

L. Shall present and investigate funding requests at necessary ARH meetings.

M. Shall attend the Room and Board Fee Review meetings as the fiscal representative from ARH.

N. Shall be responsible for the upkeep and ordering of office supplies and equipment for the ARH office.

- O. Shall recommend the amount of funds necessary for supporting future fundraising efforts, which shall be reserved, to the Executive Board.
- P. Shall present a balanced budget at least once a semester.

Section 4: Director of Community Engagement

- A. Shall be required to serve a minimum of four (4) office hours per week.
 - 1. Two (2) of the four (4) shall be served in the ARH office.
- B. Shall work with the Director of Administrative Affairs to ensure that they follow the programming budget.
- C. Shall act as the liaison between ARH and on-campus multicultural and sustainability organizations.
- D. Shall be responsible for hosting annual philanthropic and service programs.
- E. Shall be responsible for forming a Programming Committee consisting of one Programming Coordinator from each area of campus. Will meet every 2 weeks to brainstorm, plan, and correlate programs throughout campus.
- F. Shall be responsible for submitting an Of the Month for each program they put on.
- G. Shall be responsible for conducting post program improvement discussions at the next available Executive Board Meeting and writing a post program synopsis to be held for record.

Section 5: Director of Marketing

- A. Shall be required to serve a minimum of four (4) office hours per week.
 - 1. Two (2) of the four (4) shall be served in the ARH office.
- B. Shall work with the Director of Administrative Affairs to ensure that they follow the marketing budget.
- C. Shall be responsible for creating and designing t-shirts for ARH needs.
- D. Shall be responsible for creating all fliers and advertisements for ARH events.
- E. Shall be responsible for changing the ARH office bulletin boards in front of the office monthly.
- F. Shall supervise ARH's involvement with online social media, including but not limited to publicizing ARH events and programs, maintaining ARH's Redbird Life profile, and any other online profiles created in ARH's name.

Section 6: National Communications Coordinator

- A. Shall be required to serve a minimum of four (4) office hours per week.
 - 1. Two (2) of the four (4) shall be served in the ARH office.
- B. Shall be responsible for attending all national and regional business meetings and conferences.
- C. Shall be responsible for submitting material as assigned by the NACURH and GLACURH constitutions and policy books.
- D. Shall be responsible for maintaining contact with NACURH and GLACURH organization members over their listservs.
- E. Shall be responsible for submitting OTM's to the regional organization each month.
- F. Shall be responsible for the distribution and collection of conference program evaluation forms from all conference participants.
- G. Shall be responsible for compiling a wrap-up report regarding any conference or business meeting attended that is affiliated with NACURH or GLACURH. This report shall be included in their transition materials.
- H. Shall be responsible for leading delegations at NACURH and GLACURH.
- I. Shall be responsible for establishing an application process for those interested in attending the regional and national conferences.
- J. Shall be responsible, in conjunction with the advisor(s), for selecting the delegation for the national and regional conferences.
- K. Shall be responsible for coordinating fundraising efforts for each conference's philanthropy.
- L. Shall serve as the Parliamentarian during ARH meetings.
 - 1. The Parliamentarian shall serve as sergeant-at-arms for ARH.
 - 2. The Parliamentarian shall assist the President with facilitating and maintaining order in the Executive Board and General Assembly meetings as outlined in Robert's Rules of Order if so, chooses the Parliamentarian.
 - 3. The Parliamentarian shall interpret the constitution and provide advice to the ARH Executive Board.
 - 4. The Parliamentarian shall protect the rights of all members of the Executive Board and General Assembly.
 - 5. The Parliamentarian shall protect the rights of all students residing in on-campus housing.

6. The Parliamentarian shall inform the President and Vice-President of any infractions of the ARH Constitution and Bylaws.

7. The Parliamentarian shall serve as a non-voting member of ARH.

8. The Parliamentarian shall serve as a non-voting member of all committees formed by ARH.

M. Shall be responsible for transitioning the new NCC at the NACURH conference, as stated in Article VII Section 1 of the Bylaws.

N. Shall be responsible for ARH recognition in conjunction with the Vice President.

Section 7: Resident Assistant (RA) Liaison

A. Shall be required to serve a minimum of four (4) office hours per week.

1. Two (2) of the four (4) shall be served in the ARH office.

B. Shall be an RA in the fall of the administrative year and continue through the rest of the year.

C. Shall facilitate communication with all RA liaisons on campus.

D. Shall attend the RA Think Tank.

E. Shall seek student feedback concerning ARH, the residence halls, and dining centers using surveys, polls, forums, or any other channel of communication seen fit to do so.

F. Must be an RA while serving in this role.

Article III. Committees

Section 1: Mandatory Committees

A. Constitutional Review Committee

1. The Constitutional Review Committee shall consist of 50% or more of the executive board with non-voting invitations extended to all members of ARH.

2. Shall be responsible for revising and recommending changes to this Constitution and its Bylaws.

3. Shall convene no less than fourteen (14) days before the seating of newly elected officers for the next administrative year.

4. Shall be adjourned immediately after the ratification of the new Constitution and Bylaws.

B. Room and Board Fee Review Committee

1. Shall consist of the President, Director of Administrative Affairs, and a representative

from each of the Leadership Associations, an ARH advisor, and, including, but not limited to, the director of Housing and the director of EMDH.

2. All committee members shall attend all meetings regarding Fee and Board Review. Any absences shall be noted, and the offending party shall be removed from the committee.

Section 2: Ad Hoc Committees

A. Dining Services Advisory Council

1. Shall be established by EMDH.
2. May consist of a representative from each Leadership Association, the Diversity Coalition, and the ARH Executive Board.
3. Shall promote other EMDH-related programs.
4. Shall assess and recommend improvements of the dining centers.

B. Renovations Advisory Council

1. Shall be established by UHS and EMDH. Shall consist of a representative from each Leadership Association as well as the Diversity Coalition.
2. Shall assess and recommend improvements in regard to UHS and EMDH renovation projects.

C. Sustainability Committee

1. Shall consist of one member from each Leadership Association as well as the Diversity Coalition.
2. Shall be responsible for maintaining contact with EMDH, UHS, and the Office of Sustainability.
3. Shall be responsible for assessing and recommending improvements to create a more sustainable environment within UHS and EMDH.
4. Shall be responsible for educating and promoting awareness within the residence halls and apartments on the issues of sustainability.
5. In order to use funds from the ARH sustainability bond account, the committee must approve the spending by a simple majority. If the funding request is over \$500, it must be submitted to the ARH General Assembly for voting.
 - a. All funding requests for the sustainability fund must first be submitted to ARH and follow ARH funding procedures.
 - b. In the event that a committee does not exist or has less than three (3) members, all funding requests under \$500 must be submitted to the ARH Executive Board for voting.

E. Program Committee

1. Shall consist of one representative from each Leadership Association and be chaired by the Director of Community Engagement.
2. Shall be responsible for educating and promoting awareness within the residence halls and

apartments about upcoming events and programs.

3. Shall be responsible for sharing ideas for future programs and report past programs.

F. Resident Assistant Liaison Committee

1. Shall consist of RA Liaisons from each Leadership Associations and the Diversity Coalition and be chaired by the ARH RA Liaison.
2. This committee shall serve as the point of communication between the RA Liaisons to ARH.
3. Shall work with the Programming Committee to assist with planning and promoting philanthropic events.

Article IV. General Assembly

Section 1: Membership

A. Voting members shall consist of one (1) liaison, or representative, from each Leadership Association and the Diversity Coalition.

1. All other residents in attendance may observe, but shall not participate in discussion or voting, except where closed.

B. SGA On-Campus Senators

1. Senators shall serve as an ex-officio of ARH, meaning they will reserve the right to speak during discussion, but will hold no voting rights.

Section 2: Duties

A. Shall represent the best interests of their respective areas of campus.

B. Shall be responsible for attending all ARH General Assembly meetings.

C. Should attend at least one ARH program each semester.

Article V: Quorum

A. Quorum shall consist of half of the total number of Leadership Associations plus the Diversity Coalition and the add one (1).

C. In the event that a quorum is not met, the Executive Board reserves the right to vote on funding requests and the election of new Executive Board members.

Section 1: Procedures

A. A plurality of votes cast for an office shall be necessary for election to that office.

B. The candidates for President and Vice-President of ARH are required to run as a slate during the

general student body elections, as well as adhere to the guidelines as stated in the Student Elections Code.

C. The Executive Board members of ARH shall not actively campaign for a candidate for ARH other than themselves and their ticket.

Section 2: Qualifications

A. President

1. Must have served at least one semester on an executive board of a Leadership Association, the Diversity Coalition, or ARH.
2. Must have been an active participant within ARH, as defined by the following requirements:
 - a. Must have attended at least six (6) ARH meetings throughout the year.
 - b. Must have attended at least three (3) Leadership Association, the Diversity Coalition, or ARH programs throughout the year.
 - c. Must have actively served on at least one of ARH's standing committees.
3. Must have a minimum 2.40 GPA.
4. Must have completed at least one semester of residence hall living and must currently be living in the residence halls.
5. Must be in good standing with the University.

A. Vice-President

1. Must have completed at least one semester of residence hall living and must currently be living in the residence halls.
2. Must have been an active participant within ARH, as defined by the following requirements:
 - a. Must have attended at least six (6) ARH meetings throughout the year.
 - b. Must have attended at least three (3) Leadership Association, Diversity Coalition, or ARH programs throughout the year.
 - c. Must have actively served on at least one ARH's standing committees.
3. Must have a minimum 2.40 GPA.
4. Must be in good standing with the University.

Section 3: Special Election Procedures

- A. In the occasion that the President and/or Vice-President positions are vacant, a special election will be held.
1. Until special elections can be held, the vacant positions will be occupied by the highest-ranking executive board member per constitutional order.
 2. The positions that are vacated in the process of filling the President or Vice-President positions shall be filled by the remaining executive board members.
 3. Application(s) will be sent out immediately following the vacancy(ies) to the ARH general assembly listserv.
 4. At the time of application, candidates must meet the qualifications stated below.
 - a. Must currently be an executive board member in ARH, a Leadership Association, or the Diversity Coalition.
 - b. Must have attended at least one ARH General Assembly meeting since the previous Passing of the Gavel ceremony.
 - c. Must have attended at least one Leadership Association, Diversity Coalition, or ARH program since the previous Passing of the Gavel ceremony.
 - d. Must have a minimum 2.40 GPA and be in good standing with the University.
 5. Elections will be held at the next following general assembly meeting, given that there has been at least one week to complete the application.
 6. The newly elected President or Vice-President will take office immediately upon a simple majority vote by the general assembly.

B. Presidential Appointment

1. If there is a vacancy on the executive board, the President is able to appoint someone to that role. The General Assembly will need to approve with a 2/3 vote.

Article VII: Executive Board Transitioning

Section 1: Transitioning

- A. The President and Vice-President shall transition starting from the announcement of student election results until the conclusion of the current academic school year.
- B. The rest of the Executive Board shall transition starting from Passing of the Gavel until the conclusion of the current academic school year or until the old officer and new officer are in agreement that the transition is complete.

C. NCC Transition

1. The NCC shall remain in office until the completion of the annual NACURH conference and

conference wrap-up report.

Article VIII. Funding Procedures

Section 1: Requirements for Funding

- A. Program must be open to all on-campus residents.
- B. Advertisements must clearly state that the program is sponsored by ARH.
- C. The program must be held in a residence hall or directly outside a residence hall. “Co-programming” programs may also be held in the Bone Student Center, the Bowling and Billiards Center, or any location on campus that the ARH Executive Board and General Assembly sees fit.
- D. A funding request form must be completed and submitted to the ARH Director of Administrative Affairs.
- E. Funding requests for programs must be submitted no later than a week prior to the General Assembly meeting before the program takes place.
- F. Funding requests will not be approved for programs that have already taken place at the time of submission.
- G. Once all purchases for the program are made, receipts (or copies of receipts) must be submitted to an ARH Advisor in a timely manner. Receipts turned in after the semester in which the program was held will not be reimbursed. This may be altered in special cases at the advisor’s discretion.
- H. ARH will not reimburse tax under any circumstances. Individuals in need of a tax-exempt form may request one from the advisor.

Section 2: Funding Procedures

- A. The Director of Administrative Affairs shall acquaint themselves with the funding request received and determine which budget line the funds will be used from.
- B. Requests for \$999.00 or less
 - 1. Requests must be approved by a majority vote of the ARH Executive Board.
 - 2. A representative for the program may be present at the executive board meeting during which the funding request is deliberated.
 - 3. The Director of Administrative Affairs will report to the General Assembly the status of all funding requests deliberated by the Executive Board.
- C. Requests for \$999.00 or more
 - 1. Requests must be approved by a majority vote of the General Assembly.

2. A representative for the program can be present at the General Assembly meeting during which the funding request is deliberated.
3. Request for greater than \$1999.99 must be endorsed by the majority of the ARH Executive Board before going to the General Assembly for voting.

D. If ARH approves a funding request, the Director of Administrative Affairs will give a written statement of the organization's decision. The statement will include the following: 1) name of program, 2) amount approved, 3) a reminder to include "sponsored by ARH" on advertisements, 4) a reminder to submit receipts for reimbursement, and 5) a reminder that ARH will not reimburse tax.

E. ARH will only grant funds as approved by the Executive Board or General Assembly.

F. In the event that an ARH sponsored event generates a profit, ARH is entitled to a portion of the profits. The portion of the profit generated shall be equal to the percentage of sponsorship given by ARH compared to the total sponsorships that program obtained.

$$1. \text{ ARH funding} \div \text{total funding} = \% \text{ ARH funding}$$

$$2. \% \text{ ARH funding} \times \text{profit} = \% \text{ of profit due to ARH}$$

G. No more than 50% of each line of programming funds shall be paid out to any single area of campus.

Section 3: ARH Event Procedures

- A. Any ARH event must have a budget filled out by the executive board member in charge of the program and turned into the Director of Administrative Affairs prior to the actual event.
- B. The Director of Administrative Affairs shall report on all expenditures related to ARH events to the General Assembly.
- C. Any ARH event/program whose budget will total over \$999.00 must be voted on by the ARH General Assembly.

Section 4: Operating Expenses

- A. All operating expenses shall not require a specific budget for operating expenses.
- B. The Director of Administrative Affairs shall report on all operating expenses to the General Assembly.

Article XIV. Awards Criteria

Section 1: Eligibility

- A. ARH Executive Board members are not eligible for any of the awards listed below except for the Jeremy Schenk award. The ARH RA Liaison is not eligible for the Jeremy Schenk Award, but is eligible for RA of the Year award.

Section 2: Awards

A. First Year Involvement Award

1. Must be a first-year resident, freshman, or transfer student at ISU.
2. Must have demonstrated commitment to residential life on campus.
3. Must have involved themselves with ARH and a Leadership Association or the Diversity Coalition.
4. Must have attended meetings and programs on a regular basis.
5. Must have lent a helping hand to their respective executive boards.

B. Student of the Year Award

1. Must be a residential student.
2. Must have shown outstanding leadership qualities within University Housing Services.
3. Must strive to promote tolerance, social awareness, and community service among on campus residents.

C. Resident Assistant of the Year Award

1. Must have been an ISU Resident Assistant during the current academic year.
2. Must exemplify characteristics above and beyond the job description while contributing to ARH, a Leadership Association, or the Diversity Coalition.
3. The ARH RA Liaison is eligible for this award.
4. Award must be delegated from ARH advisors, including LA and DC advisors.

D. Delegate of the Year Award

1. Must have attended at least one conference since the previous Passing of the Gavel ceremony.
2. Must have shown enthusiasm and a willingness to meet new people at the conference(s) that were attended.
3. Must have made an effort to share what they have learned at the conference(s) that was/were attended back to the ISU campus and residence halls.

E. Advisor of the Year Award

1. Must have shown commitment to working with and developing their organization.
2. Must have shown an advising style which is dedicated to both UHS and ARH's mission statements.
3. The ARH advisor(s) are eligible to win this award.

F. Program of the Year Award

1. Must have surpassed the expectations of the residents, executive board, and ARH members that attended or were affected by the program.
2. Must have been well received by the residents in attendance.
3. Should show a commitment to ARH's mission of excellence, diversity, leadership, integrity, education, and community.

G. Sustainability Initiative Award

1. Must have been a sustainable initiative or program that was aimed towards residence hall students.
2. The initiative or program must have shown a commitment to the principles of sustainability, as defined in Article I.
3. The initiative or program must focus to promote and educate sustainability in economic, environmental, and/or social settings.

H. Leadership Association of the Year Award

1. The number and quality of programs that were put on by the Leadership Association should be taken into consideration.
2. This Executive Board should have been able to work well together and with their advisors, as well as work closely with ARH.
3. Should have been involved with ARH programs, including having members of their area serve on ARH committees.
4. The Leadership Association's attendance at ARH General Assembly meetings should be taken into consideration.

I. Dave Nolan Award

1. Must be an ISU residence hall student, excluding Leadership Association and Diversity Coalition Presidents.
2. Must have exemplified "behind the scenes" dedication and service in the residence hall environment as well as on campus.

3. Must have shown characteristics of being caring and giving, as well as overall helpfulness without hesitation.

J. Jeremy Schenk Award

1. Only ARH Executive Board members, except the RA liaison, are eligible for this award.
2. Must have exceeded the expectations of their position.
3. Must have been there to help members of the ARH Executive Board, Leadership Associations, and the Diversity Coalition when needed.
4. Must have been able to help represent ARH and UHS and their goals to the best of their ability.
5. Should be someone that everyone can look up to when needed.

Ratified April 4, 2024