

Association of Residence Hall Students

Constitution and Bylaws

Origin: 1970

Reestablished: 2016

Article I. Purpose

To encourage the betterment of the social and academic atmosphere within the residence hall community, to realize the opinions, needs, and desires of the individual student, and to strive for the improvement of residence hall life, we hereby establish the Association of Residence Hall Students, hereafter referred to as ARHS.

Article II. Legislative Branch

A. The legislative branch shall be composed of all the area residence hall government presidents, area residence hall government at-large executives, and ARHS representatives

B. These representative members shall be from the areas of East, Eastview-Nittany, North, Pollock, South, and West

1. At-large executives shall be defined as one (1) executive other than the President representing the area in which they live,

2. ARHS representatives shall be defined as two (2) elected or appointed representatives representing the area which they live.

C. Members of the Legislative Branch shall serve a term of one academic year from the beginning of the twelfth (12) week of the current Spring Semester to the end of the tenth (10) week of the next Spring Semester or until their successors are duly elected or appointed.

D. Legislative Authority

1. All actions of the Legislature, unless required otherwise in this Constitution shall require a simple majority of those members present and voting to become law.

2. All expenditures dealing with unrestricted funds must be approved by the Legislature unless explicitly stated in this Constitution and Bylaws.

3. Legislation passed shall be the official action or stance of ARHS.

4. Legislation may be overridden by a veto of the President.

5. The Legislature may override a Presidential veto with a two-thirds ($\frac{2}{3}$) majority of Legislature present and voting at the next scheduled meeting.

6. Any legislation not acted upon when a legislative term ends shall be considered dead.

E. Meetings of the Legislative Branch

1. The Legislative Branch shall meet weekly while classes are in session.

2. A special session of the Legislative Branch may be called with a written request signed by 1/3 minority of the Legislature and the President. All active members must have 24-hours' notice for special session.

3. Quorum to conduct business, unless otherwise provisioned in this Constitution and Bylaws, shall constitute simple majority of all non-vacant seats. Simple majority is defined as a majority in which more than half of all non-vacant seats are present. Non-vacant seats is defined as voting seats that are currently filled but not necessarily present at the time.

4. Qualifications for serving as a proxy will be satisfied if the person has been active in their respective area government. Active shall be defined as having attended at least two area meetings in the past academic year.

5. The following shall be the order of succession of the chair during meetings:

a) President

b) Vice President

c) Director of Advocacy

d) Advisor

Article III. Executive Branch

A. Elected Officers

a. There shall be the following Elected Officers

i. President

ii. Vice President

- iii. Director of Advocacy
- iv. Director of Outreach
- v. Director of Programming
- b. Duties and Powers
 - i. The President shall:
 - 1. Call and conduct all meetings of the Legislative Branch
 - 2. Approve or veto any actions of the Legislature within three days of the action. The president may veto a particular bill of legislation only once
 - 3. The only exception to Article III.B.2. will occur as it relates to budget requests. If the President wishes to veto a budget request, it must be done so by 12pm the day following the action.
 - 4. In case of vacancy, appoint Executive Board members with consent of the Legislature
 - 5. Execute this constitution, bylaws, and the Operations Code
 - 6. Establish ad-hoc committees and dissolve them with 2/3 approval of the Legislature. A two-thirds vote is defined as at least $\frac{2}{3}$ or 66.6 (repeating) percent of all present voting members. All present voting members is defined as members with voting rights currently in attendance at the meeting.
 - ii. The Vice President shall:
 - 1. Oversee all constitutional and bylaw changes
 - 2. Serve as parliamentarian for the Legislative Branch
 - 3. Oversee operation of the following chairs:
 - a. Internal Policy Chair
 - 4. Vote only in cases where no majority has been reached. This shall apply to any business that does pertain to elections, confirmations, or appointments.
 - 5. Serve as Head Elections Commissioner for Area Elections and for ARHS Elections or delegate this responsibility to a member of ARHS with the consent of the Legislature
 - iii. The Director of Advocacy shall:
 - 1. Oversee operation of the following chairs:
 - a. Housing & Food Services Chair
 - b. Campus Safety & Security Chair
 - c. Sustainability Chair
 - d. Student Wellness Chair
 - 2. Plan, execute, and oversee projects related to advocacy
 - iv. The Director of Outreach
 - 1. Oversee operations of the following Chairs:
 - a. ARHS Cinemas Chair
 - b. Public Relations Chair
 - c. THON Chair
 - d. National Communications Coordinator
 - e. Diversity Chair
 - 2. Facilitate communication with Liaisons
 - 3. Oversee and maintain relationships with various campus organizations
 - 4. Reach out to new media sources and other avenues of communication when applicable
 - v. The Director of Programming shall:
 - 1. Maintain all operations of the following chairs:
 - a. Activities Chair
 - b. Philanthropy Chair
 - c. Social Chair
 - d. Homecoming Chair
 - 2. Facilitate and oversee all programing involved with ARHS
- c. Elected Officers shall serve a term of one academic year from the beginning of the twelfth (12) week of the current spring semester to the tenth (10) week of the next spring semester or until their successors are duly installed
 - i. The remainder of the semester will provide for a transition period for the newly Elected Officers

- d. Eligibility
 - i. The President, Vice President, Director of Advocacy, Director of Outreach, and Director of Programming must be an active member in ARHS and hold no other executive office in ARHS or any area government
 - ii. All candidates for elections must have at least one semester's previous experience in any of the following:
 - 1. ARHS Legislative Branch
 - 2. ARHS Executive Office or Committee Chair
 - 3. Area Government Executive Board
 - iii. The President, Vice President, Director of Advocacy, Director of Outreach, and Director of Programming must obtain housing in the residence halls throughout their terms in office
 - iv. The President and Vice President may not be allowed to hold a Resident Assistant position at the same time of holding office in either of these positions
- e. Election of Officers
 - i. Nominations for Elected Officers will be accepted at the meeting in the tenth week of the spring semester or the first scheduled meeting after if no meeting is held during the tenth week
 - ii. Elections will be at the same meeting as the one which nominations are taken
 - iii. Quorum of two-thirds (2/3) of the non-vacant seats of the Legislature must be present in order to proceed with elections. Only non-proxy members of the Legislature may count towards quorum and vote. A two-thirds quorum is defined as at least $\frac{2}{3}$ or 66.6 (repeating) percent of all non-vacant seats. Non-vacant seats is defined as voting seats that are currently filled but not necessarily present at the time.
 - iv. The officers are then elected by a simple majority of those present and voting. Simple majority is defined as a majority in which the highest number of votes cast for any one candidate exceeds the second-highest number. If a simple majority is not reached on the first ballot, a second ballot will be taken with the person earning the lowest votes dropped. This process will continue until only two candidates remain and a simple majority is reached
 - v. Specific procedures shall be contained in the Internal Elections Code Act
- f. Succession of the Elected Officers
 - i. President Resignation or Removal
 - 1. In the event of a Presidential resignation or removal, the Vice President shall immediately assume the office of the President, after having resigned the Vice Presidency
 - 2. By the second meeting following the resignation or removal, the new President must present a new Vice President to Legislature for approval
 - ii. Vice President Resignation or Removal
 - 1. The President must present a new Vice President to Legislature for approval by the second meeting following the resignation or removal
 - iii. Director of Advocacy Resignation or Removal
 - 1. The President must present a new Director of Advocacy for approval by the second meeting following the resignation or removal
 - iv. Director of Outreach Resignation or Removal
 - 1. The President must present a new Director of Outreach to Legislature for approval by the second meeting following the resignation or removal
 - v. Director of Programming Resignation or Removal
 - 1. The President must present a new Director of Programming for approval by the second meeting following the resignation or removal
 - vi. Concurrent President/ Vice President Resignation or Removal
 - 1. The Advisor will chair the next regularly scheduled ARHS meeting
 - 2. At that time nominations will be opened for the positions of President and Vice President

3. All persons eligible for these offices shall be eligible for nominations; the elections will proceed according to the rules given in the Internal Elections Code Act

B. Appointed Officers:

- a. There shall be the following Appointed Officers:
 - i. Director of Finance
 - ii. Director of Records
- b. Duties
 - i. Director of Finance
 1. Handle all monetary affairs as well as all matters dealing with the Associated Student Activities (ASA)
 2. Facilitate communications with On Campus Marketing (OCM)
 - ii. Director of Records
 1. Prepare the agenda for each meeting
 2. Submit actions to be approved/vetoed by the President to the President no later than three (3) days after any meeting
 3. Provide the President with the meeting minutes no later than two (2) days after any meeting
 4. Maintain the office and the office supplies of the ARHS Office
 5. Oversee operation of the following chairs:
 - a. Historian Chair
 - b. Web Design Chair
 - iii. Eligibility
 1. All candidates for appointments must be an active member in ARHS for at least one full semester and hold no other executive office in ARHS or any area government
 2. All candidates for appointments will not be able to keep any Area Government or ARHS position while in their Executive Office term
- c. Succession of the Appointed Officers
 - i. Director of Finance Resignation or Removal
 1. The President must present a new Director of Finance to Legislature for approval by the second meeting following the resignation or removal
 - ii. Director of Records Resignation or Removal
 1. The President must present a new Director of Records to Legislature for approval by the second meeting following the resignation or removal

C. Removal

- a. Quorum for this meeting is non-proxy two-thirds of the Legislative Branch. A two-thirds quorum is defined as at least $\frac{2}{3}$ or 66.6 (repeating) percent of all non-vacant seats. Non-vacant seats is defined as voting seats that are currently filled but not necessarily present at the time.
- b. The Legislature may move to impeachment proceedings by a two-thirds vote at any regular meeting of the Legislative Branch. A two-thirds vote is defined as at least $\frac{2}{3}$ or 66.6 (repeating) percent of all present voting members. All present voting members is defined as members with voting rights currently in attendance at the meeting.
- c. The officer may then be removed by a two-thirds vote. A two-thirds vote is defined as at least $\frac{2}{3}$ or 66.6 (repeating) percent of all present voting members. All present voting members is defined as members with voting rights currently in attendance at the meeting.

D. Meetings of the Executive Branch

- a. Shall be held at least every week that there is a scheduled Legislative Branch meeting and shall be called out by the ARHS President
- b. Must be attended by all Officers. Attendance by committee chairs is at the discretion of the ARHS President for each meeting

- c. Shall be run by the President
- E. Ex-Officio Members
 - a. All members of the Executive Board, except for the President, will be considered ex-officio members and hold speaking rights

Article IV. Finances

- A. All finances shall be deposited and handled through the office of Associated Students Activities.
- B. Dues will not be enacted.
- C. ARHS Executive Funds
 - 1. Funds may only be used for matters necessary to the operation of internal ARHS activities concurrent with those of the Executive Branch.
 - 2. Use of the funds must be approved by the President, Vice President, and Director of Finance. One hundred dollars will be allocated to the Executive Board per week. Any excess money from this allocation will roll over into the following weeks of the semester. There is a cap of \$1,500 per semester.
 - a) This financial cap does not apply to the use of funds over the summer break between Spring semester and Fall semester, but the total use of funds may not exceed \$5000
 - 3. The Director of Finance shall inform the Legislature of any use of ARHS Executive Funds at the next meeting of the Legislative Branch.
- D. Area Funds
 - 1. Prior to the start of each semester, each Area shall receive at least \$250 ASA transfer from ARHS to support the programs and activities of that Area.
 - 2. This allocation shall in no way restrict or limit the ability of an Area to request financial co-sponsorship from ARHS for its Area programs and events.
 - a) Areas seeking financial support from ARHS must adhere to all ARHS funding request policies as they apply to all outside organizations and individuals seeking ARHS financial support.
 - b) Area funding requests shall be afforded the same level of consideration and scrutiny as all other funding requests received and reviewed by ARHS.

Article V. Anti-Hazing

- A. ARHS will not tolerate any form of hazing.
- B. Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student or that willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in our organization.

Article VI. Anti-Discrimination

- A. ARHS will not discriminate on the basis of race, religion, national origin, sex, gender, sexual orientation, handicap, or creed.

Article VII. Advisor

- A. The Advisor of ARHS shall be any full-time staff of Residence Life of The Pennsylvania State University appointed by the President with the consent of the Legislature;
- B. The President, with the consent of the Legislature, may appoint any additional advisors when deemed necessary.

Article VIII. Amendments

- A. Amendments to this constitution shall be voted on one meeting after their introduction to the Legislature.
- B. Any amendments to this constitution dealing with eligibility for any position will not be enforced on any positions filled at the time until the following term of office.
- C. Proxies may not be eligible to vote or to count towards quorum for all constitutional amendments.

D. Members amounting to $\frac{3}{4}$ of the non-vacant seats of the Legislative Branch must be present to constitute quorum. A three-fourths ($\frac{3}{4}$) quorum is defined as at least $\frac{3}{4}$ or 75 percent of all non-vacant seats. Non-vacant seats is defined as voting seats that are currently filled but not necessarily present at the time.

E. A two-thirds vote is required to pass an amendment. A two-thirds vote is defined as at least $\frac{2}{3}$ or 66.6 (repeating) percent of all present voting members. All present voting members is defined as members with voting rights currently in attendance at the meeting.

F. All amendments are subject to Student Activities for approval.

Article IX. Parliamentary Authority

A. The parliamentary authority on all cases not addressed in this Constitution and Bylaws shall be The Association of Residence Hall Students Rules of Order. In the event of a parliamentary procedure not being addressed in either the Constitution and Bylaws or The ARHS Rules of Order it is at the discretion of the Executive Board to determine how to proceed. Said proceeding can be repealed by a two-thirds vote of the present Legislature. A two-thirds vote is defined as at least $\frac{2}{3}$ or 66.6 (repeating) percent of all present voting members. All present voting members is defined as members with voting rights currently in attendance at the meeting.

Article X. Availability of Constitution and Bylaws

A. Copies of this Constitution and Bylaws will be given to anyone upon request.

Article XI. Ratification

A. Ratification shall take place by a $\frac{3}{4}$ non-proxy vote of those members of the Legislative Branch present and voting in the presence of a non-proxy quorum of $\frac{3}{4}$ of the non-vacant seats of the Legislative Branch and by approval of Student Activities. A three-fourths ($\frac{3}{4}$) vote is defined as at least $\frac{3}{4}$ or 75 percent of all present voting members. All present voting members is defined as members with voting rights currently in attendance at the meeting. A three-fourths ($\frac{3}{4}$) quorum is defined as at least $\frac{3}{4}$ or 75 percent of all non-vacant seats. Non-vacant seats is defined as voting seats that are currently filled but not necessarily present at the time.

Amended: Vote Count Clarifications- 3/13/17

Previous Amendments:

Grammatical Nature, Date-4/12/16

Diversity, Student Wellness, Public Relations Chairs, Date- 4/11/16

Parliamentary Authority- 3/21/16

Association of Residence Hall Students

Bylaws and Operational Code

ARTICLE I - AUTHORITIES AND DEFINITIONS

§1.1 These bylaws serve as a supplement to the Association of Residence Hall Students (ARHS) Constitution and ARHS Rules of Order - Newly Revised. They shall not conflict with the ARHS Constitution, but may clarify it and supersede ARHS Rules of Order, Newly Revised, on matters not defined in the Constitution.

§1.2 Definitions

§1.2.1 Area Residence Hall Governments shall be defined as the individual councils representing the six areas recognized by The Pennsylvania State University (Penn State) Department of Residence Life. These Area Residence Hall Governments will be recognized as sovereign governing bodies recognized by Student Activities and must maintain their own constitutions. The following councils are recognized as Area Residence Hall Governments:

- cl. i East Halls Residence Association (EHRA) shall govern and represent the students living in East Halls.
- cl. ii Eastview/Nittany Residence Association (ENRA) shall govern and represent the students living in Eastview Terrace and Nittany Apartments.
- cl. iii North Halls Association of Students (NHAS) shall govern and represent the students living in North Halls.
- cl. iv Pollock Halls Residents Association (PHRA) shall govern and represent the students living in Pollock Halls.
- cl. v South Hall Residence Association (SHRA) shall govern and represent the students living in South Halls.
- cl. iv West Halls Residence Association (WHRA) shall govern and represent the students living in West Halls.

§1.2.2 The ARHS voting membership shall be determined as four representatives from the Area Residence Hall Governments. These representatives shall be indicative of the popular opinion of all on campus students through virtue of their vote. Throughout the constitution and bylaws, they shall be referred to as the Legislature.

§1.2.3 A liaison shall be defined as a person who can be appointed by another organization and shall be granted speaking privileges on the council floor, but may not vote or hold membership in any committee. Liaisons may not make motions nor may they present or sign legislation. ARHS may also appoint liaisons to other organizations.

§1.2.4 The council, for purposes of legislation, shall have two sessions. The first session shall be the fall academic semester and the second shall be the spring academic semester. The last two weeks of the spring academic semester shall be reserved for the next legislative session and shall be considered part of the next council's fall session. The term Council refers to the Legislature and active chair members.

ARTICLE II - MEMBERSHIP

§2.1 General Membership shall consist of all currently registered full-time students residing in the Residence Halls at the University Park campus.

§2.1.1 Any and all new members will be given full disclosure during recruitment, including but not limited to the disclosure of:

- cl. i Organizational documents (Constitution, Bylaws, Manuals, ARHS Rules of Order, etc.).
- cl. ii Organization events and activities.
- cl. iii A list of responsibilities of members.
- cl. iv A copy of the University Hazing policy, prescribed by Policies and Rules for Student Organizations (These document will be available upon request by the Office of Student Activities).

§2.1.2 All members, including but not limited to new members and recruits, reserve the right to refrain from participating in any activities without consequence, based upon personal/religious beliefs, personal values, or moral reserve as defined by the member.

§2.1.3 Any and all interaction/activity between members and/or new members will be limited to guidelines stated by university policy, as well as local, state, and federal laws. Only full-time, officially registered undergraduate active student members shall be eligible to serve as appointed or elected officers.

§2.2 Active membership shall be all members of the Executive Branch, the Legislative Branch, and Chair Positions.

§2.2.1 Only currently registered full-time undergraduate students are eligible for active membership.

§2.2.2 At all times there shall be at least ten (10) active student members for undergraduate or graduate organizations.

§2.2.3 Each Executive Board member shall serve a minimum of two (2) office hours per week. Chair members shall serve a minimum of one (1) office hour per week.

cl. i Members serving more than one position are not required to serve a minimum of one (1) office hour per elected role. One (1) hour will suffice for as many positions a single member may hold.

§2.3 The following shall be responsibilities of active members:

§2.3.1 All active members must attend every meeting of the Legislative Branch in the academic year for which he/she is elected to serve, or send a proxy.

§2.3.2 Each active member will be permitted three unexcused absences per semester. Excused absences shall be defined as illness, outside emergency or academic commitments such as exams or study session. All excuses should be cleared with the Director of Records or committee chair prior to the meeting if possible.

cl. i Not submitting an agenda shall constitute a half unexcused absence.

cl. ii An agenda must be submitted for an absence to be considered excused.

§2.3.3 Throughout the academic year, functions, as deemed necessary by the legislature, will have a mandatory attendance policy. Active members are expected to attend all ARHS events.

ARTICLE III - OFFICERS AND DUTIES

§3.1 The following individuals shall be considered officers of the organization:

§3.1.1 The Executive Board is comprised of a President, Vice President, Director of Advocacy, Director of Outreach, Director of Programming, Director of Finance, and Director of Records.

§3.1.2 All members of the Executive Board shall have voting privileges at Executive Board Meetings.

§3.1.3 The President and Vice President shall not be a resident assistant or a President of another governance organization at The Pennsylvania State University.

§3.2 The Council shall elect a chair for each committee for which a chair is not appointed by the Executive Board.

§3.3 These chairs both appointed and elected shall be considered officers of the organization who maintain speaking privileges and may present legislation on behalf of their committee.

§3.4 The President shall:

§3.4.1 Be the recognized voice of the organization.

§3.4.2 Approve or veto any actions of the Legislature within three (3) days of the action. The president may veto a particular bill of legislation only once.

§3.4.3 Execute this Constitution, Bylaws, and Operational Code.

§3.4.4 Establish and oversee ad-hoc committees and dissolve them with two-thirds ($\frac{2}{3}$) approval of the Legislature. A two-thirds vote is defined as at least $\frac{2}{3}$ or 66.6 (repeating) percent of all present voting members. All present voting members is defined as members with voting rights currently in attendance at the meeting.

§3.4.5 Serve as the liaison between the Area Residence Hall Government's Presidents and the Association of Residence Hall Students.

§3.4.6 Oversee the attendance records maintained by the Director of Records to ensure Legislature and Officer compliance and make recommendations to the Legislature for actions against members in violation of §2.3 in conjunction with the Executive Board.

§3.4.7 Attend the following meetings or delegate them to other members of ARHS with reasonable discretion: Student Leader Roundtable, Newspaper Readership, Student Alcohol Advisory Committee, and Parking and Transportation Services.

§3.4.8 In case of vacancy, appoint Executive Board members with consent of the Legislature.

§3.4.9 Call and conduct (Chair) all meetings of the Legislative Branch.

§3.4.10 Call and conduct all meetings of the Executive Branch.

§3.5 The Vice President shall:

§3.5.1 Chair meetings of the Legislature in the absence of the President.

§3.5.2 Ensure full membership of the Legislature and the Officers.

§3.5.3 Oversee all constitutional and bylaw changes.

§3.5.4 Serve as parliamentarian for the Legislative Branch.

§3.5.5 Oversee operation of the following chairs:

- a. Internal Policy Chair

§3.5.6 Attend meetings on behalf of the President or other Officers when necessary and able.

§3.5.7 Serve as the Head Elections Commissioner for Area Elections and for the ARHS Elections or delegate such duty to a member of the ARHS with the consent of the Legislature.

§3.5.8 Vote only in cases where no majority has been reached by the Legislative Branch.

§3.6 The Director of Advocacy shall:

§3.6.1 Oversee operation of the following chairs:

- a. Housing & Food Services Chair
- b. Campus Safety & Security Chair
- c. Sustainability Chair

d. Student Wellness Chair

§3.6.2 Plan, execute, and oversee projects related to advocacy

§3.6.3 Chair meetings of the Legislature in the absence of the President and Vice President.

§3.7 The Director of Outreach Shall:

§3.7.1 Oversee operations of the following Chairs:

- a. ARHS Cinemas Chair
- b. Public Relations Chair
- c. National Communications Coordinator
- d. THON Chair
- e. Diversity Chair

§3.7.2 Oversee hiring of students for ARHS Cinemas in conjunction with the committee chair.

§3.7.3 Oversee and maintain relationships with various campus organizations.

§3.7.4 Reach out to new media sources and other avenues of communication when applicable.

§3.7.5 Oversee all Liaison(s).

§3.7.6 Appoint Liaison(s) to outside organizations where he/she deems necessary with consent of the Legislature.

§3.8 The Director of Programming Shall:

§3.8.1 Oversee operations of the following chairs:

- a. Activities Chair
- b. Philanthropy Chair
- c. Social Chair
- d. Homecoming Chair

§3.8.2 Facilitate and oversee all programming involved with ARHS.

§3.9 The Director of Finance shall:

§3.9.1 Submit weekly written reports on the budget to the Legislature.

§3.9.2 Present to the Legislature a detailed report on the current financial standing of the organization at least once a semester.

§3.9.3 Maintain a budget that is made publicly available both to the Legislature and outside parties.

§3.9.4 Handle all monetary affairs as well as all matters dealing with the Associated Student Activities (ASA).

§3.9.5 Facilitate communications with On Campus Marketing (OCM).

§3.9.6 Process any transaction as a result of a successful budget request anytime after 12pm the day following the action.

§3.10 The Director of Records shall:

§3.10.1 Compile the agenda of the organization with direction from the President.

§3.10.2 Make the completed agenda publicly available after each meeting.

§3.10.3 Inform the President and Vice President of violations of the attendance policy in pursuant to §2.3.

§3.10.4 Ensure that members of the organization are properly attending office hours in pursuant to §2.2.3 and maintain records of absences.

§3.10.5 Maintain and oversee the attendance records to ensure Legislature and Officer compliance.

§3.11 Committee Chairs shall:

§3.11.1 Be the recognized voice of their committee(s).

§3.11.2 Have regular meetings with the committee for which they oversee and with the Director who oversees them.

cl. i Present any necessary Standing Rules to be approved by their committee.

cl. ii Present agendas to members to organize committee proceedings and keep record.

cl. iii Be a fair arbitrator and follow parliamentary procedure.

§3.11.3 Record and report attendance and minutes of committee meetings to the Member of the Executive Board who oversees them.

§3.11.4 Submit written reports on the progress of the committee's work and other documents to the Member of The Executive Board who oversees them.

ARTICLE IV - COMMITTEES

§4.1 The following shall be considered standing committees of the organization: Activities, Campus Safety and Security, Cinemas, Diversity, Historian, Internal Policy, Philanthropy, Public Relations, Social, Sustainability, THON, Web Design, National Communications, Homecoming, Housing and Food Services, and Student Wellness. Each committee shall be responsible for certain tasks pertinent to the function of the organization as defined below.

§4.2 The standing committee on Activities shall:

§4.2.1 Organize, manage, and execute informational student events and programs that are beneficial to on campus students and the student body.

§4.2.2 Coordinate joint programming ventures with organizations such as the Student Programming Association and HUB LateNight.

§4.2.3 Manage, organize, and execute fundraising events that benefit the Organization.

§4.3 The standing committee on Campus Safety and Security shall:

§4.3.1 Organize, manage, and execute all events that promote safety in the Residence Halls and on campus.

§4.3.2 Coordinate with the University Police, the State College Borough, and other agencies as necessary on projects relative to the safety and security of on campus students.

§4.3.3 Research and advocate for issues relevant to campus safety and security with reasonable supervision and direction from the Director of Advocacy.

§4.4 The standing committee on Cinemas shall:

§4.4.1 Manage the Cinemas online and social media presence as well as all publicity efforts relative to Cinemas.

§4.4.2 Request UPAC funding as necessary for the operation of Cinemas.

§4.4.3 Maintain reasonable discretion to manage the Cinemas staff. Management shall be defined as:

cl. i Hiring and firing of projectionists, with consent of the Executive Board.

cl. ii Issuing disciplinary actions relative to the operation of ARHS Cinemas.

cl. iii Training of new projectionists.

cl. iv Maintaining the schedule of projectionists and ensuring that they are properly informed of their time slots.

§4.4.4 Work with the Student Programming Association and LateNight to ensure the operation of Cinemas.

§4.5 The standing committee on Diversity shall:

§4.5.1 Be responsible for attending meetings of outside parties relevant to safety and campus climate at the University.

§4.5.2 Have jurisdiction over issues of campus climate that affect, but are not limited to, the protected classes defined by the University.

§4.5.3 Be charged with outreach to and development of positive relations with diversity groups on and off campus.

§4.6 The standing committee on Historian shall:

§4.6.1 Compile a scrapbook for each legislative session to be maintained in the ARHS Office.

§4.6.2 Collect records of the Council for the development of a legislative summary to be submitted to the University Archives. A digital copy shall be maintained in perpetuity. Such records shall include, but is not limited to:

cl. i Minutes, Agendas, and Legislation for all entities of the Council.

cl. ii Motions and votes in full text as applicable.

cl. iii Attendance of the Legislature at General Council Meetings.

§4.7 The standing committee on Homecoming shall:

§4.7.1 Be responsible for and coordinate the Council's participation in Homecoming.

§4.8 The standing committee on Internal Policy (IPC) shall:

§4.8.1 Be charged with investigating all matters internal to the Council and refine all activities of the organization.

§4.8.2 Audit the Director of Finance for accuracy of records with the direction of the Vice President and consent of the Council. This audit shall occur at least once a semester.

§4.8.3 Be charged with reviewing and revising the Elections Code, Constitution, Bylaws, and other governing documents.

§4.8.4 Work in conjunction with the Director of Finance to evaluate any contract(s) proposed to the Council.

§4.9 The standing committee on Philanthropy shall:

§4.9.1 Coordinate all philanthropic efforts of the Council in conjunction with other committees as appropriate.

§4.9.2 Promote opportunities for service involvement to the legislature and appropriate members of the community at-large.

§4.10 The standing committee of Public Relations shall:

§4.10.1 Retain a chair that is the primary contact to media outlets, including The Daily Collegian, and shall be referred to as the Press Secretary.

§4.10.2 Maintain the Council's social media platforms including but not limited to Facebook and Twitter.

§4.10.3 Advertise all ARHS events through appropriate platforms both digital and print to increase the recognition of the initiative.

§4.10.4 Create and distribute all publicity materials of the Council.

§4.11 The standing committee on Social shall:

§4.11.1 Provide and coordinate opportunities for council development outside general council meetings.

§4.11.2 Plan and execute the annual transition dinner in conjunction with the Elections Commission.

§4.11.3 Organize council retreats as appropriate.

§4.11.4 Organize the end of the year ARHS Banquet.

§4.12 The standing committee on Sustainability shall:

§4.12.1 Organize, manage, and execute any events that promote sustainability in the residence halls and on campus.

§4.12.2 Coordinate sustainability efforts with other campus sustainability organizations as applicable to the mission of the organization.

§4.12.3 Serve on sustainability coalitions as appropriate to facilitate the duties stipulated in this document.

§4.12.4 Work closely with Residence Life to manage or initiate any sustainability efforts in the Residence Halls and the greater community.

§4.12.5 Ensure that the ARHS Office has the tools necessary to conduct its operation in a sustainable manner.

§4.13 The standing committee on THON shall:

§4.13.1 Be responsible for and coordinate the Council's participation in THON.

§4.13.2 Organize the Area Government THON Chairs as ex-officio, non-voting members of the committee.

§4.14 The standing committee on Web Design shall:

§4.14.1 Maintain the organization website and provide consulting services to the Area Residence Hall Governments as appropriate.

§4.15 The standing committee on National Communications shall:

§4.15.1 Serve as The Pennsylvania State University National Communications Coordinator (NCC) for one year from the beginning of the twelfth (12) week of the current Spring semester to the twelfth (12) week of the next Spring semester or until their successor is duly installed

§4.15.2 Work closely with the Association of Residence Hall Students (ARHS) President and National Residence Hall Honorary (NRHH) President to collaboratively work on efforts to bring the two organizations together

§4.15.3 Meet with the NCC Advisor at minimum once a month to discuss current events taking place in ARHS, the Central Atlantic Affiliate of NACURH Inc., as well as to discuss other pertinent information pertaining to the position

§4.15.4 Select delegates, with the advice of the ARHS President, to attend the NACURH, CAACURH, and the Regional Business Conferences to represent The Pennsylvania State University on a national and regional level

§4.15.5 Coordinate the planning, registration, and other conference duties indicated for three (3) conferences throughout the affiliation year: NACURH, CAACURH, and the Regional Business Conference.

§4.15.6 Compose and write, if the NCC deems it necessary and appropriate, at least one (1) or more of the following bids to be voted on during business at the annual CAACURH conference:

- a) Commitment to Service
- b) Program of the Year
- c) Student Award for Leadership Training
- d) Commitment to Sustainability

§4.15.7 Compose and write, if the NCC deems it necessary and appropriate, at least one (1) or more of the following bids to be voted on during business at the annual Regional Business Conference:

- a) Advisor of the Year
- b) First Year Experience
- c) NCC of the Year
- d) RHA President of the Year
- e) Student of the Year
- f) NRHH Outstanding Member of the Year
- g) NRHH President of the Year
- h) NRHH Building Block of the Year
- i) NRHH Outstanding Chapter of the Year
- j) Commitment to Diversity
- k) Outstanding Advocacy Initiative
- l) RHA Building Block of the Year
- m) School of the Year

§4.15.8 Select a NCC-In Training (NCCIT) by the third (3) week of the Spring semester, with the advice of the ARHS President, to attend the annual Regional Business Conference as part of a trial period to gain interest in the position and to assist in the writing of bids for the annual Regional Business Conference.

§4.15.9 Award one (1) or two (2) "Nittany" pride pin(s) to individual(s) who have attended at least one (1) of the three (3) conferences throughout the current NCC's supervision at the end-of-year banquet who have shown exemplary effort, enthusiasm, and great interest in the NCC position, conference details, and/or the Central Atlantic Affiliate of NACURH Inc.

§4.16 The standing committee on Housing and Food Services shall:

§4.16.1 Attend Housing and Food Service meetings.

§4.16.2 Participate and contribute in discussions involving residence hall constructions and renovations.

§4.16.3 Survey the on-campus populous in order to better understand and advocate for the needs and wants of on-campus residents.

§4.17 The standing committee on Student Wellness shall:

§4.17.1 Attend meetings pertaining to student wellness.

§4.17.2 Serve as an advocate for student wellness on behalf of the on campus student body.

§4.17.3 Report to the Director Advocacy in order to better facilitate communication between various student organizations concerning student wellness.

§4.18 Ad-hoc Committees

§4.18.1 The President shall create and dissolve ad-hoc committees with two-thirds ($\frac{2}{3}$) consent of the Legislature.

§4.18.2 The President shall submit to the Legislature the official responsibilities of the committee and timeline for production prior to making the motion to ad-hoc.

§4.18.3 The President shall oversee all ad-hoc committees that are not directly assigned to one of the Directors or Vice President in the original motion.

§4.18.4 Ad-hoc Committee chairs shall be elected in the process listed in §5.2

ARTICLE V – ELECTIONS, APPOINTMENTS, AND LIAISONS

§5.1 The following order shall be used to determine the priority of internal elections: Vacant Executive Positions, Vacant Committee Chairs, and Vacant Liaisons. Appointments by the Executive Board shall follow the election of those positions.

§5.2 Elections

§5.2.1 Elections shall be opened by a voting member of the council through a main motion made in New Business. This motion shall require a second.

§5.2.2 Chair positions may make a motion, but that motion must be seconded by a voting member. Liaisons may not make motions.

§5.2.3 Pending no objection (or a majority vote to open elections), the President or presiding officer shall call for nominations.

§5.2.4 Voting members may then nominate an eligible student for a vacant elected position from any area other than their own.

§5.2.5 Once a single nomination has been made, the President or presiding officer shall call for any other nominees for that single position.

§5.2.6 Nominees must accept their nomination and shall be allowed five (5) minutes to speak and five (5) minutes for question and answers (Q&A). This period shall not be extendable.

§5.2.7 Nominators and those who seconded the nomination shall be allowed five (5) minutes to speak on why they nominated the nominee in the order of nomination. This period shall not be extendable.

§5.2.8 After all nominees and nominators have spoken, the President or presiding officer shall ask for the floor to be open for members of the council to speak. This right shall only be extended to members with speaking rights. This period shall be restricted to five (5) minutes per nominee but may be extended by a motion by the council.

§5.2.9 After the floor is open for discussion, the President or presiding officer shall ask Pros and Cons for each nominee in the order they presented. Three unanswered pros or three unanswered cons shall end pro/con.

§5.2.10 When a motion to raise the previous question has been entertained or debate exhausted, the President or presiding officer shall call for a vote by secret ballot. The winner shall be determined by a simple majority vote. Simple majority is defined as a majority in which the highest number of votes cast for any one candidate exceeds the second-highest number. The result of the vote shall be included in the official record.

§5.3 Appointments

§5.3.1 Applications for appointed positions shall be made available on the ARHS Website and through other mediums as deemed appropriate. A deadline for applications shall be set by the Executive Board. All applications shall be sent to the President and the President shall forward the application to relevant parties as necessary.

§5.3.2 Once all applications have been accepted, the President or Vice President shall determine a schedule for interviews. Candidates will be contacted within two weeks of receipt of their application for an interview. If the period between receipt and contact exceeds two business weeks, the candidate must reapply.

§5.3.3 The President and Vice President shall have reasonable discretion to determine the most qualified applicant for the position and present the candidate before the council.

§5.3.4 Nominations shall follow the Elections process listed in 5.2 with the President and Vice President recognized as the official nominators.

§5.4 Liaisons

§5.4.1 Liaisons appointed by the Director of Outreach shall follow the process listed in 5.2 with the Director of Outreach recognized as the official nominator.

§5.4.2 The Director of Outreach shall determine the method for which he/she determines qualified liaisons and presents them before the council.

§5.4.3 The following Liaisons shall be considered standing and must be filled each year: National Residence Hall Honorary, Movin' On, and the University Park Undergraduate Association. Other Liaisons may be created or absolved at the reasonable discretion of the Director of Outreach.

§5.5 All candidates, appointed or elected, during the debate period, except when addressing the Assembly or Q&A, shall remain outside the room during the elections process.

§5.6 The President or presiding officer shall have jurisdiction to call a question, pro/con, or discussion point out of order. Any remark ruled out of order by the President or presiding officer shall not remain in the official record.

ARTICLE VI – REMOVAL

§6.1 Officers of the organization may be brought up for removal by the Executive Board or a motion of the Legislature. Removal by the Executive Board does not require a second. A two-thirds non-proxy quorum is required to open impeachment proceedings.

A two-thirds quorum is defined as at least $\frac{2}{3}$ or 66.6 (repeating) percent of all non-vacant seats. Non-vacant seats is defined as voting seats that are currently filled but not necessarily present at the time.

§6.2 Officers of the organization may be brought up for removal for violating the policies listed in these Constitution and Bylaws. This shall include violations of the attendance policy as well as failure to fulfill the requirements of office.

§6.3 The following procedures shall govern the removal of an Officer otherwise known as impeachment proceedings:

§6.3.1 A voting member of the Legislature shall make a motion to open impeachment proceedings requiring a second. A two-thirds vote is then required to open impeachment proceedings. A two-thirds vote is defined as at least $\frac{2}{3}$ or 66.6 (repeating) percent of all present voting members. All present voting members is defined as members with voting rights currently in attendance at the meeting.

§6.3.2 A voting member of the Legislature shall make a motion to remove requiring a second or the Executive Board shall bring the Officer up for removal.

§6.3.3 The voting member or Executive Board shall give a report regarding the nature of the removal not to exceed five (5) minutes.

§6.3.4 If the removal is due to a violation of the attendance policy, the Director of Records shall give a report regarding the nature of the absences.

§6.3.5 The person brought up for removal shall be entitled to make a statement not to exceed five (5) minutes. This period may be extended by an appropriate motion of the Legislature.

§6.3.6 Following the statement, the floor shall be open for Q&A for a period not to exceed ten (10) minutes.

§6.3.7 After the Q&A period, there shall be a facilitated discussion lasting ten (10) minutes. This period may be extended by an appropriate motion of the Legislature.

§6.3.8 After the discussion has ended, due to a lack of conversation or the previous question, the President or presiding officer shall call for a vote by secret ballot. A two-thirds vote shall be required to remove an officer. A two-thirds vote is defined as at least $\frac{2}{3}$ or 66.6 (repeating) percent of all present voting members. All present voting members is defined as members with voting rights currently in attendance at the meeting.

§6.4 In the case the President is being brought up for removal, the Vice President shall chair the meeting.

ARTICLE VII – AMENDMENTS

§7.1 Amendments to these Bylaws can be submitted to the Internal Policy Committee for review by those who hold speaking rights.

§7.2 The Internal Policy Committee shall submit a policy to Council at the next General Business Meeting and shall be adopted by a two-thirds (2/3) non-proxy vote. A two-thirds vote is defined as at least $\frac{2}{3}$ or 66.6 (repeating) percent of all present voting members. All present voting members is defined as members with voting rights currently in attendance at the meeting.

§7.3 The President and Parliamentarian may also make Bylaw revisions of a clerical nature with notice to the organization. Any revision by the President and/or Parliamentarian that changes the intent of these Bylaws without a proper vote of the Council shall be grounds for sanctions against the President and/or Parliamentarian and removal of this privilege by a majority vote of the Council.

ARTICLE VIII – ENACTMENT

§8.1 These Bylaws shall be put to the Legislature for enactment.

§8.2 These Bylaws shall be enacted upon introduction and passage by a two-thirds (2/3) non-proxy vote. A two-thirds vote is defined as at least 2/3 or 66.6 (repeating) percent of all present voting members. All present voting members is defined as members with voting rights currently in attendance at the meeting.

ARTICLE IX – OPERATIONAL CODE

§9.1 This portion of the Bylaws shall be referred to as the Operational Code and shall not be subject to the Amendment and Enactment listed above.

§9.2 The Operational Code may be amended by a vote of the Executive Board with proper notice to the organization at the start of the Legislative Session. Further amendment after this initial period shall be subject to §7.1 and §7.2

§9.3 It shall be a responsibility of the Executive Board to review the Operational Code at the start of each Legislative Session.

§9.4 Meeting Time and Place

§9.4.1 Meeting shall be held in 103A Redifer Commons at 6:15 PM each Monday Classes are in session.

§9.4.2 Changes to this time and place shall be sent out on the ARHS ListServ no less than forty-eight (48) hours prior to the start of the meeting. These changes shall be made by the President with approval of the Executive Board.

§9.4.3 This policy shall not govern special meetings outside of the regularly scheduled General Business Meeting.

§9.5 Appointed VS. Elected Committee Chairs

§9.5.1 The following Committee Chairs shall be appointed: IPC, Web Design, Cinemas, THON, National Communications, Housing and Food Services, Public Relations, and Student Wellness.

§9.5.2 The following Committee Chairs shall be elected: Social, Homecoming, Activities, Diversity, Sustainability, Historian, Philanthropy, and Campus Safety and Security.

§9.6 Internal VS. External Committee Chairs

§9.6.1 The following Committee Chairs shall be considered Internal committees:
Public Relations, THON, Homecoming, IPC, Web Design, Historian, and Social.

§9.6.2 The following Committee Chairs shall be considered External committees:
National Communications, Housing and Food Services, Activities, Diversity, Sustainability, Campus Safety and Security, Cinemas, Student Wellness, and Philanthropy

Enacted: March 18, 2013

Amended: Quorum and Vote Count Clarifications- 3/13/17

Previous Amendments:

Diversity, Student Wellness, Public Relations Chairs, Date- 4/11/16

Grammatical Nature, Date- 12/19/15

Student Wellness Chair, Date – 10/5/15

Grammatical Nature, Date- 4/12/16

NCC Updated Duties - 11/16/16