

# Constitution and Bylaws for Collins Student Government

## **Article I: Name**

The name of the organization shall be the Collins Student Government. This organization will be referred to as CSG, hereafter.

## **Article II: Membership & General Principles**

### *2.1 Membership and Organization*

This organization's membership shall be composed of all undergraduate Indiana University students residing in Collins. Collins is composed of Cravens, Edmondson, and Smith Halls, and the Hillcrest Apartments. Officers of this organization must be residents of Collins and fulfill any requirements set forth in the Residence Hall Association Constitution and Bylaws.

### *2.2 Voting Procedure*

Where not otherwise noted or addressed by a board or committee's operating rules, decisions voted on in any aspect of CSG shall be decided by a simple majority vote (50%+1). To perform a vote, quorum must be reached. Quorum will be established of 2/3 of the active, voting student government members.

### *2.3 Statement of University Compliance*

This organization shall comply with all Indiana University regulations, and local, state, and federal laws.

### *2.4 Anti-Hazing Policy*

Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

### *2.5 Personal Gain*

This student government, if creating a partnership, shall ethically raise and distribute funds or resources from outside organizations to either the student government or to members who provide a service that directly benefits the student government. Multiple student organizations can work together to provide enough funding for a single event. Individual members of Collins student government may not receive compensation directly from for-profit companies if acting as a representative of a student organization.

## *2.6 Non-Discrimination Policy*

Participation in Collins Student Government shall be without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation or veteran status.

## **Article III: Government Composition**

### *3.1 The Executive Board*

The executive power of this government shall be vested in the Executive Board, headed by the President of the Center. The Executive Board shall consist of the President, Vice Presidents, and all other Executive officers.

3.1.1 Vice Presidents include the Vice President of Internal Affairs (VPIA) and Vice President of Programmers (VPBOP).

3.1.2 Executive officers include but are not limited to:

3.1.2.1 Director of Finance

3.1.2.2 Director of Marketing

3.1.2.3 Director of Health and Wellness

3.1.2.4 Chair(s) of E-Force

3.1.2.5 Chair(s) of the Philanthropy and Acton Council

3.1.2.6 Director of Nutrition

3.1.2.7 Director of Sports and Recreation

3.1.2.8 Director of Campus Involvement

3.1.2.9 Historian

3.1.2.10 Chair of Community Council

### *3.2 The Board of Governors*

The Board of Governors shall consist of a representative (“Floor Governor”) from each unit of Collins, headed by the Vice President of Internal Affairs.

3.2.1 A “unit” is defined as a group of residents sharing a Resident Assistant. The units of Collins are each floor of Cravens, Edmondson, and Smith. Hillcrest comprises one unit.

3.2.2 Each unit shall elect one Floor Governor who has one vote, unless the number of students in a unit exceeds forty students, in which case that unit will elect two Floor Governors, each given one vote.

3.2.1.1 Should a unit with more than forty students elect only one Floor Governor, that governor shall have two votes until a second governor can be appointed by the unit Resident Assistant with approval of the VPIA.

### *3.3 Committee Delegates*

Committee Delegates are non-elected and non-appointed individuals who contribute to the BOG and/or individual committee meetings without voting privileges. Example: An RA would like to attend BOG meetings to share information but does not have the power to vote.

## **Article IV: The Executive Branch**

### *4.1 Executive Power Vested in Executive Board*

The executive power of this government shall be vested in the Executive Board, headed by the President. The Executive Board shall consist of the President, Vice Presidents, and Executive Officers.

### *4.2 Elected Positions*

4.2.1 Elected Executive positions are the President, the Vice President of Internal Affairs (VPIA), and the Vice President of Programmers (VPBOP).

4.2.1.1 The Presidential Election shall be held during the spring semester on a date specified by RHA.

4.2.1.2 The VP elections shall be held concurrent to or directly after the Presidential election.

### *4.3 Appointed Positions*

4.3.1 All Executive Officers shall be appointed in the Fall by the Center President and an Executive Appointments Committee through an open application process throughout the entire Center.

### *4.4 Meetings of the Executive Board*

The Executive Board shall meet a minimum of twice a month throughout the academic year with the exceptions of August, December, and May, as determined by the President under advisement from its members. A 2/3 majority of the Executive Board, or the President, may call a special meeting. The Executive Board meetings shall be presided over by the President.

### *4.5 Responsibilities of the Executive Board*

The Executive Board shall:

4.5.1 Coordinate the efforts of the various committees, boards and members of the Collins Student Government towards attaining their established goals.

4.5.2 Represent the Collins Residents, develop and implement the programs, and enforce the policies of the organizations.

4.5.3 Provide information to the members of the organization and residents concerning the operation of the organization and relevant operations of the university.

4.5.4 Work with the BOG to best meet the needs and desires of the members of the Collins Student Government.

### *4.6 Veto Power of the President*

4.6.1 The President shall have the power to veto any legislation passed by the BOG. The President shall have three days to exercise this privilege.

4.6.2 Failure to exercise this power of veto within the specified three days shall cause legislation previously passed by the BOG to become effective immediately.

4.6.3 The President must notify the Vice President of Internal Affairs or presiding member, in writing, within 3 days of the exercise of this power.

4.6.4 The BOG may override any vetoed legislation by passing said legislation with a 2/3 majority vote within seven days of notification of the veto.

## **Article V: The Legislative Branch**

### *5.1 Legislative Power Vested in Board of Governors*

The legislative power of this organization shall be vested in the Board of Governors (BOG).

### *5.2 Election of Floor Governors*

Floor Governors shall be elected by the residents of the unit they represent in a fair and open election, in accordance with the policies set forth by the RHA Constitution and Bylaws and Collins Elections Code. This election time will be determined by the Center President.

### *5.3 Floor Governor Commitments*

5.3.1 Each Floor Governor shall attend every meeting of the BOG. If unable to attend, Floor Governors shall send a proxy from their residential floor and notify the Vice President of Internal Affairs.

5.3.2 Each Floor Governor is advised to attend the meetings of a designated committee. If unable to attend, Floor Governors may send a proxy from their residential floor and notify the head of their committee.

### *5.4 Responsibilities of the Board of Governors*

The BOG shall:

5.4.1 Represent and convey the needs and interests of the residents of Collins, specifically the needs expressed by their individual units.

5.4.2 By vote, act on all proposals, bills, or resolutions presented to the BOG

5.4.3 Accept for consideration proposals for funding programs restricted to a floor or building, in addition to center-wide programs.

5.4.4 Communicate with the residents of their floor, and subsequently represent their needs to Student Government and vice-versa.

5.4.5 Coordinate the residents of the represented floor in unified contributions toward attaining goals, operate programs, and maintain unit informational site (e.g. email distribution lists, floor bulletin board, group chat), to communicate floor concerns with Resident Assistant.

5.4.6 Rule on all appointments made by the President.

### *5.5 Meetings of the Board of Governors*

5.5.1 The BOG shall meet a minimum of twice a month throughout the academic year as determined by the Vice President of Internal Affairs under advisement from its members, with exceptions for the months of August, December, and May.

5.5.2 A majority of Floor Governors or the President may call a special meeting.

5.5.3 The VPIA shall preside at all meetings.

5.5.4 The VPIA shall vote to decide the outcome of a tied vote.

5.5.5 The Floor Governors or their proxy, who live in the unit that they represent, shall be the only voting members of the BOG.

### *5.6 The Board of Governors' Right to Review Elections*

Any and all elections taken by boards funded by the BOG are subject to review and reversal by the supermajority of the BOG.

## **Article VI: Internal Affairs**

### *6.1 Communications*

All internal communications shall be presided over by the Vice President of Internal Affairs (VPIA). This shall consist of:

6.1.1 Recording minutes during Board of Governors meetings, appointing a Secretary to do so, or appointing a Governor to act as Secretary.

6.1.2 Updating and organizing Collins Student Government documents and files (Stored in Teams)

6.1.3 Composing a weekly email in collaboration with the President and Director of Finance to all central government updating members of each committee's activity

### *6.2 The Board of Governors*

The VPIA shall chair the Board of Governors and preside at all meetings.

### *6.3 Representation*

The VPIA shall serve as elected representation to RHA General Assembly in order to communicate the needs and desires of the community. If unavailable, the VPIA will provide a proxy.

6.3.1 If the VPIA wishes, they may appoint a GA Delegate to go in their place, in the same method as other executive appointments.

### *6.4 Administration of Elections*

The VPIA shall act as elections commissioner in the elections for Center President and all VP positions during Spring semester. If the VPIA is running for any of these positions, then the next highest reigning official shall oversee the process.

6.4.1 An elections commissioner has the responsibility of ensuring equal access to a vote for all Collins Residents. This includes access to the elections, ample time to cast a ballot, and knowledge of the candidates.

6.4.2 An elections commissioner has the responsibility of communicating the winner of an election to the candidates and the Collins Center.

6.4.3 An elections commissioner must be impartial, not a candidate in the election nor have any conflict of interests in the elections.

6.4.3.1 If the VPIA is running for a VP position (including VPIA), they may still act as Elections Commissioner for the Presidential election only.

## **Article VII: Board of Programmers**

### *7.1 Programming Responsibility Delegated to the Vice President of Programmers and the Board of Programmers*

Programming and coordination of the four major social programs within Collins (Halloween Dance, Dickens Dinner, Viennese Ball, Collinsfest) shall be the main responsibility of the Vice President of Programmers and executed by members of the Board of Programmers (BOP). The VPBOP shall preside over or advise on all major Collins Student Government events.

### *7.2 Composition of the Board of Programmers*

BOP shall be composed of volunteer residents of Collins who shall follow the attendance policy as determined by the VPBOP.

### *7.3 Meetings of the Board of Programmers*

BOP shall meet at least twice a month throughout the academic year as determined by the VPBOP under advisement from its members, with the exceptions of August, December, and May. The Vice President of Programmers shall preside at BOP meetings.

### *7.4 Voting Rights*

Each member of BOP shall be allowed one vote and the Vice President of Programmers shall vote only to decide the outcome of a tied vote.

7.4.1 The definition of being a member of BOP shall be defined by the Vice President of Programmers.

### *7.5 Internal Operations of the Board of Programmers*

The Collins Board of Programmers shall operate under the auspices of the Collins Student Government Constitution and Bylaws, and may determine their own standing rules. They are required to request their event budgets jointly from the BOG and from CLLC Fee Committee.

### *7.6 Officer Representation*

The VP shall attend Collins Executive Board.

### *7.7 Funding*

The Collins Board of Programmers should request their event budgets jointly from BOG and from CLLC Fee Committee. The VPBOP will create the budget, submit budget requests, and delegate members to spend and track the board's budget.

## **Article VIII: Finance**

### *8.1 Financial Responsibility*

The Director of Finance shall preside over the spending, budgeting, and management of CSG funds.

### *8.2 Initial Center Budget*

The Director of Finance shall work in collaboration with the President and the Residence Life Coordinator of Student Development or other advisor to create a preliminary budget for the academic year. Funds should be allocated to each Director to plan programs, as well as to the government as a whole for expenses including large-scale programming, marketing, and other miscellaneous expenses.

### *8.3 Maintaining the Ledger*

The Director of Finance shall keep an updated ledger of all CSG spending activity. In doing so, the Director of Finance shall meet regularly with the ResLife CSG advisor to ensure the accuracy of the ledger.

### *8.4 Voting on Financial Matters*

All voting on financial matters will take place during the BOG. Before any voting commences, the Director of Finance will provide a statement on the current financial status of CSG as well as their educated opinion on allocating the requested funds. During voting, each Floor Governor, Executive Officer, and Vice President will have a single vote.

### *8.5 Attendance*

The Director of Finance shall attend BOG meetings, Executive Board meetings, and when needed, Board of Programming (BOP) meetings, as well as campus-wide RHA Funding Board meetings.

## **Article IX: Community Council**

### *9.1 Purpose of Community Council*

Collins shall have a Community Council to act in the best interests of the center by promoting a better academic, cultural, political, recreational, residential, and social environment for residents. The Community Council shall have the responsibility to determine use of space in consultation with staff.

9.1.1 The Collins Center Community Council shall have space reserving responsibilities over designated spaces in the Collins Annex, Courtyard, Cravens Hall, Edmondson Hall, Smith Hall, and Hillcrest Clubhouse.

### *9.2 Composition of Community Council*

9.2.1 Community Council will determine its own rules for voting and membership. In addition to anyone else deemed appropriate by Community Council, the following individuals shall have one vote each:

- 9.3.2.1 The student government President or proxy
  - 9.3.2.2 The Community Council Chair (Only in special cases as deemed by the CC rules)
  - 9.3.2.3 The Residence Manager and/or Residence Life Coordinator of Student Development or proxy
  - 9.3.2.4 The Assistant Residence Life Coordinator or proxy
  - 9.3.2.4 The IU Dining Manager or proxy
  - 9.3.2.5 The Director of the Living-Learning Center or proxy
  - 9.3.2.6 The Environmental Operations Manager or proxy
  - 9.3.2.7 Any Collins Resident at large in accordance with Community Council's attendance voting rules
- 9.2.2 The Community Council Chair may appoint a Secretary to take minutes and distribute information.

### *9.3 Meetings of Community Council*

Community Council shall meet weekly while school is in session.

### *9.4 Voting Rights of Community Council Members*

Each member shall have only one (1) vote in all business matters.

### *9.5 Attendance*

The Community Council shall establish an attendance policy at the beginning of each school year to encourage attendance.

### *9.6 Policies of Community Council*

The Community Council shall establish its policies for use of space by majority vote.

### *9.7 Officer Representation*

The chair shall attend Collins Executive Board.

## **Article X: Executive Officers**

### *10.1 Director of Marketing*

The Director of Marketing shall manage the marketing and image of Collins. Duties for this role shall be divided into two categories: advertising CSG events to the residents of Collins, and increasing the recognition and branding of Collins to the non-resident populace. In doing so, the Director of Marketing will collaborate with RAs and Student Staff in the use of social media. In addition, the Director of Marketing shall head the Marketing Committee.



### *10.2 Director of Health and Wellness*

The Director of Health and Wellness shall overlook all residential health and wellness concerns, as well as connect residents to information from Sports and Recreation. In doing so, the Director of Health and Wellness should lead the planning of at least one program per semester. In addition, the Director of Health and Wellness shall head the in-center Student Health Committee and attend larger RHA Student Health Committee meetings.

### *10.3 Chair(s) of E-Force*

The E-Force Chair(s) shall ensure Collins is operating in an environmentally friendly manner. They shall ensure that CSG is following sustainability policies set by RHA. With the help of the President, the E-Force Chair(s) will be in charge of ensuring every Student Government program put on in Collins is registered and approved as a Green Event. In addition, the E-Force Chairs(s) shall plan one event/initiative per semester to educate residents on their role in maintaining a sustainable lifestyle. They will attend the larger RHA Sustainability Committee meetings.

### *10.4 Chair(s) of the Philanthropy and Action Council*

The PAC Chair(s) shall overlook all philanthropic opportunities offered to Collins residents. In doing so, the PAC Chair(s) shall plan at least one event per semester. In addition, the PAC Chair(s) shall provide updated resources regarding volunteer work to residents on a regular basis.

### *10.5 Director of Nutrition*

The Director of Nutrition shall oversee the Collins Eatery. This includes any issues with student accessibility to food that fits their dietary needs/preferences. This role shall deal with both residential and non-residential concerns about the Eatery. The Director of Nutrition shall be in contact with the Eatery Staff regarding any concerns. In addition, they shall attend RHA Meal Plan Committee Meetings.

### *10.6 Director of Sports and Recreation*

The Director of Sports and Recreation shall coordinate and promote Center-wide athletic and recreation events and support participation in campus events. They shall also share information about IU rec sports and sporting events with residents and maintain and inventory the Collins sports and camping equipment and establish checkout procedures in consultation with Residence Center staff.

### *10.7 Director of Campus Involvement*

The Director of Campus Involvement shall ensure that the Collins community is involved with major campus events such as Homecoming. The Director of Campus Involvement shall plan and organize events with other campus organizations such as: Residence Halls, Fraternities, Sororities, IU Student Foundation, IU Student Government, and Union Board, etc... The Director of Campus Involvement shall keep Collins residents informed of major campus programs and encourage them to attend.

## 10.8 *Historian*

The Historian shall produce and maintain a comprehensive history of the Collins Residence Center by collecting records, reading them, and organizing them in a designated space. They shall learn the history of the CLLC and Collins Residence Center by using available resources. The Historian shall teach fellow residents the history of the center, by which means the Historian can decide. The Historian shall keep minutes at the Executive Board meetings.

## 10.9 *Community Council Chair*

The Community Council Chair shall preside at meetings of Community Council and coordinate the efforts of the Council towards serving the Collins community. They shall use Community Council meetings to discuss scheduling of events as well as policy issues that affect the residents of Collins Residence Hall. The Community Council Chair shall ensure that the events calendar is kept up to date immediately after the conclusion of Community Council.

## **Article XI: Committees**

### 11.1 *Committees, Councils, and Boards*

There shall be at least two committees, councils, or boards.

- 11.1.1 Marketing Committee
- 11.1.2 Philanthropy and Action Council
- 11.1.3 Board of Programmers
- 11.1.4 E-Force

### 11.2 *Committee Structure*

- 11.2.1 Each committee shall be run by a designated leader. This includes the following:
  - 11.2.1.1 The Marketing Committee shall be headed by the Director of Marketing.
  - 11.2.1.2 The Philanthropy and Action Council (PAC) shall be headed by the PAC Chair(s).
  - 11.2.1.3 The Board of Programmers (BOP) shall be headed by the VPBOP.
  - 11.2.1.4 E-Force shall be headed by the E-Force Chair(s).
- 11.2.2 Floor Governors shall have the choice of which committee to join. Each committee will have an equal number of Floor Governors. If more than two Floor Governors choose the same committee, the President will decide based on scheduling availability.
- 11.2.3 The remaining structure of each committee will be the following:
  - 11.2.3.1 The Marketing Committee shall feature the VPIA.
  - 11.2.3.2 BOP may feature an E-Force Chair and, during meetings where budget planning occurs, the Director of Finance.
  - 11.2.3.3 The President shall alternate between committees on a meeting to meeting basis, depending on where the most support is needed.
- 11.2.4 All committees shall welcome the involvement of residents, Committee Delegates, RAs, or CUEs.

### 11.3 *Committee Roles*

11.3.1 Committee meetings shall be held a minimum of twice a month throughout the academic year as determined by the Committee Heads under advisement from their members, with exceptions for the months of August, December, and May.

11.3.2 The Committee Head is responsible for creating an agenda and taking attendance.

11.3.3 All Floor Governors and Executives have voting privileges. However, no voting on how to spend CSG funds shall be conducted outside of BOG meetings.

11.3.3.1 If absolutely necessary due to last minute planning, financial voting can be conducted in BOP as long as an online vote is conducted and recorded in the official group chat, and the in-center advisor is informed.

11.3.4 If any member of a committee is unable to attend a meeting, they shall inform the head of their committee. If said member is a Floor Governor, they shall designate a proxy from their floor.

### 11.4 *Committee Delegate Roles*

Committee Delegates are non-voting members of a committee in attendance on a voluntary basis. Committee Delegates do not have voting privileges, but their voices and concerns shall be valued as any other member. If a Floor Governor is unable to fulfill their duties, a Committee Delegate from their committee will be first consulted about taking on the role.

## **Article XII: E-Force**

### 12.1 *Position of E-Force within Collins*

At Collins, the environmental council E-Force was born from the Living-Learning Center and predates RHA Sustainability Councils. Its chair(s) serve(s) in place of a VP of Sustainability and E-Force may collaborate with the LLC's sustainability program, SustainCollins, for events and other programming.

### 12.2 *Purpose of E-Force*

The purpose of this board shall be the development of environmentally friendly policies and programs. It shall also increase general awareness of environmental issues within Collins.

### 12.3 *Composition of E-Force*

The board shall be composed of all interested Collins residents. The E-Force Chair(s) shall preside at all meetings. The board shall meet as determined by the E-Force Chair(s).

### 12.4 *Meetings of E-Force*

E-Force shall meet a minimum of twice a month throughout the academic year as determined by the E-Force Chair(s) under advisement from its members, with exceptions for the months of August, December, and May. The E-Force Chair(s) shall preside at E-Force meetings.

### *12.5 Voting Rights*

Each member of E-Force shall be allowed one vote and the E-Force Chair(s) shall vote only to decide the outcome of a tied vote.

### *12.6 Funding of E-Force*

E-Force shall receive an annual budget allotted by the President and the Director of Finance, to be used at the discretion of the E-Force Chair(s).

### *12.7 Internal Operations of E-Force*

E-Force shall operate under the auspices of the Collins Student Government Constitution, Bylaws, and the oversight of the president and BOG. They may determine their own standing rules.

### *12.8 Officer Representation*

At least one Chair shall attend Collins Executive Board.

## **Article XIII: Philanthropy and Action Council**

### *13.1 Position of PAC within Collins*

Within CSG, the Philanthropy and Action Council (PAC) chair(s) serve(s) the purpose of a VP of Philanthropy. PAC itself is an organization born of the Living-Learning Center, which has a historic and ongoing relationship with the non-profit Middle Way House.

### *13.2 Purpose of Philanthropy and Action Council*

The purpose of this council shall be to develop philanthropic and community service programs, to connect residents to philanthropy and action opportunities, and to provide community programs related to Middle Way House, Collins' partnered non-profit organization.

### *13.3 Composition of Philanthropy and Action Council*

The PAC Chair(s) will form Philanthropy and Action Council. Membership will consist of all interested residents and the PAC Chair(s) shall preside at all meetings.

### *13.4 Meetings of Philanthropy and Action Council*

PAC shall meet a minimum of twice a month throughout the academic year as determined by the PAC Chair(s) under advisement from its members, with exceptions for the months of August, December, and May. The PAC Chair(s) shall preside at PAC meetings.

### *13.5 Voting Rights*

Each member of Philanthropy and Action Council shall be allowed one vote and the Philanthropy and Action Chair(s) shall vote only to decide the outcome of a tied vote.

### *13.6 Internal Operations of Philanthropy and Action*

Philanthropy and Action council shall operate under the auspices of the Collins Student Government Constitution, Bylaws, and the oversight of the President and BOG. They may determine their own standing rules.

### *13.7 Officer Representation*

At least one Chair shall attend Collins Executive Board.

### *13.8 Funding*

PAC shall receive an annual budget allotted by the President and the Director of Finance, to be used at the discretion of the PAC Chair(s).

## **Article XIV: Elections and Appointments**

### *14.1 Executive Elections*

14.1.1 The President shall be elected by the residents of Collins in accordance with the Collins Center Elections Code and the RHA Constitution and Bylaws.

14.1.1.1 The Presidential Election shall be held during the spring semester on a date specified by RHA.

14.1.1.2 In the event of multiple candidates for President, a debate shall be conducted with questions provided by residents unaffiliated with CSG.

14.1.1.3 The Vice President of Internal Affairs shall oversee the debate and election of a new President. If the VPIA is running for President, they shall appoint an impartial Elections Commissioner in their place.

14.1.2 The Vice Presidents shall be elected by the Residents of Collins in accordance with the Collins Center Elections Code.

14.1.2.1 The Vice Presidential Elections shall be held during the spring semester concurrent to or directly following the Presidential Election.

14.1.2.2 The Vice President of Internal Affairs shall oversee the elections of the new Vice Presidents. If the VPIA is running for any Vice Presidential position, they shall appoint an impartial Elections Commissioner.

14.1.2.3 If any positions remain open after the elections or become vacant over the following Summer, the President shall fill them by appointment in the Fall in the same manner as the Executive Officer appointments (section 14.3).

14.1.3 The executive appointments advisory committee is designed to assure the successful transition of power from year to year. The committee shall meet no later than the final week of the Spring semester (after the election of a new President) and should work to provide necessary training and shadowing opportunities for the new President and Vice Presidents. The committee shall be composed of:

14.1.3.1 The incoming president and any VPs already elected.

14.1.3.2 The outgoing President, VPs, and up to two members of the outgoing executive board.

14.1.3.3 At least one staff member as is most appropriate for each position needing to be filled and selected by the outgoing President including (but not limited to) the Residence Life Coordinator of Student Development and Assistant Residence Life Coordinator.

## 14.2 *Legislative Elections*

14.2.1 Floor Governors shall be elected as soon as possible and no later than the Sunday following the second week of classes or at or at another time determined by RHA.

14.2.2 Elections shall be administered by the VPIA, or the President if no VPIA was elected in the Spring, and will fulfill the following conditions:

14.2.2.1 Candidacy shall be declared in an online location, such as a Google or Microsoft form, as set up by the VPIA. The form must remain open until after the last official move-in date for students.

14.2.2.2 Elections shall take place via online survey, in order to give all residents the opportunity to vote.

## 14.3 *Executive Appointments*

14.3.1 All Executive Officers shall be appointed in the Fall by the Center President and an Executive Appointments Committee through an open application process throughout the entire Center.

14.3.2 Any resident may hold any Executive Board position with the following limitations:

14.3.2.1 No student shall hold two positions on Executive Board.

14.3.2.2 No Floor Governor may hold a position on Executive Board.

14.3.2.3 No Resident Assistant may hold a position on Executive Board or as a Floor Governor.

14.3.3 The Executive Appointments Committee shall consist of the President, any sitting VPs, the Residence Life Coordinator of Student Development, the Assistant Residence Life Coordinator, and any willing outgoing Executive Board members who are still residents but not running for new positions.

14.3.4 The appointment process shall begin at the beginning of the Fall semester.

14.3.4.1 The application must be widely advertised and accessible to all residents. It must remain open for a minimum of 10 days. The President is responsible for creating the application and organizing the interviews.

14.3.4.2 Applicants shall be interviewed by the President with at least one other member of the Executive Appointments Committee present.

14.3.4.2.1 Appointments are subject to approval by the BOG.

14.3.4.2.1.1 If the BOG has not yet met by the time Executive Board is formed, they may retroactively revoke Executive Board Members' positions by a supermajority vote during their first meeting.

## **Article XV: Removal from Office**

### *15.1 Executive Officers Subject to Impeachment*

All Collins Student Government officers, either elected or appointed, may be removed for failure to fulfill their responsibilities as outlined in the Collins Student Government Constitution and Bylaws and RHA Constitution and Bylaws by one of the following methods.

15.1.1 By 2/3 majority of the BOG.

15.1.3 Immediate impeachment if found in violation of university policies.

### *15.2 Floor Governors Subject to Impeachment*

All Collins Floor Governors may be removed for failure to fulfill their responsibilities as outlined in the Collins Student Government Constitution and Bylaws and RHA Constitution and Bylaws by a 2/3 majority vote of the BOG.

## **Article XVI: Vacancy of Office**

### *16.1 Vacancy by the President*

If, for any reason, the President shall be unable to execute their duties or term, the Vice President of Internal Affairs shall assume the office of the President and the President shall appoint a new VPIA, subject to approval of 2/3 of the BOG.

### *16.2 Vacancy by a Vice President or Executive Officer*

If, for any reason, a VP or executive officer or appointed officer or appointed official shall be unable to complete their term, the President shall appoint a new executive or official, subject to approval of 2/3 of the BOG.

### *16.3 Vacancy by both the President and Vice-President of Internal Affairs*

In the event of a vacancy in both the office of President and VPIA, the VPBOP shall temporarily assume the duties of the President and initiate an election to elect a new President and VPIA within fifteen days.

### *16.4 Vacancy by a Floor Governor*

If, for any reason, a Floor Governor shall be unable to complete their term, the Resident Assistant of that unit shall appoint a new Floor Governor, subject to approval by the VPIA.

## **Article XVII: Amendments**

Proposed amendments to this constitution may be initiated by any member of the Collins Residence Center and presented to the BOG.

17.1 To be ratified, an amendment must meet all of the following requirements:

17.1.1 Be shared for review, discussion, and feedback at Community Council before approval.

17.1.2 Be approved by a supermajority of Executive Board

17.1.3 Be approved by a supermajority (2/3) of the BOG

17.2 Proposed amendments must be distributed to all Collins residents virtually and displayed in a public area for no fewer than ten days before any voting takes place.

### **Article XVIII: Parliamentary Authority**

The Collins Student Government shall follow Robert's Rules of Order when deemed necessary.

### **Article XIX: Ratification of a new Constitution**

19.1 To write a new Constitution, a committee must be formed. The Vice President of Internal Affairs shall invite the President, council heads, students at large, and others to propose a new constitution.

19.2 The Constitution shall be ratified, and replace any existing Constitution, after meeting the following requirements:

19.2.1 Be approved by supermajority of the BOG

19.2.2 Be approved, in referendum, by 2/3 Collins residents that participate in said referendum.

19.2.2.1 Referendum shall be made public to residents for no fewer than ten days.



# Bylaws of the Collins Student Government

## 1. Responsibilities of the Officers

### 1.1. The following responsibilities are common to all of the Executive Board Officers of the Collins Student Government.

- 1.1.1. Attend all meetings of the Executive Board. Attend meetings of the Board of Governors, other groups and Committees as directed by the President.
- 1.1.2. Assist and support the President and Executive Board towards coordinating the efforts of the Collins Student Government.
- 1.1.3. Actively assist in the orientation and training of newly elected and appointed officials. This includes assisting in end of the year activities and writing transition documents when needed.
- 1.1.4. Plan respective departmental budgets, sometimes in conjunction with the Director of Finance.
- 1.1.5. Read the Constitution, Bylaws, and standing rules of the Collins Student Government.
- 1.1.6. Read any available transition documents.
- 1.1.7. Post and hold office hours for at least one (1) hour a week unless exceptions are made by the Collins President in agreement with all Vice Presidents.

### 1.2. Specifically the President shall:

- 1.2.1. Communicate the attitudes and actions of external organizations to the Collins Student Government and the attitudes and actions of Collins Student Government to external organizations.
- 1.2.2. Operate the programs and enforce the policies of the Board of Governors and Executive Board.
- 1.2.3. Preside at the Executive Board meetings and coordinate the efforts of the Executive Board.
- 1.2.4. Coordinate the efforts and supervise the programs of the departments and directors of the Collins Student Government.
- 1.2.5. Approve or veto all legislation passed by the Board of Governors in accordance with the Constitution and the Standing Rules of the Board of Governors.
- 1.2.6. Appoint residents of Collins to Executive Officer positions, and to committees established by the Board of Governors, Executive Board, RHA, the University, or the community subject to approval of the Board of Governors.
- 1.2.7. Attend all Community Council meetings or appoint a designee to do so.
- 1.2.8. Schedule the Executive Board meetings.
- 1.2.9. Attend all RHA General Assembly meetings and associated RHA functions in accordance with RHA rules.
- 1.2.10. Create any positions necessary to further the aims and ideals of Student Government with 2/3 approval of the Board of Governors.

1.2.11. Work with advisors and the Director of Finance to create a budget at the beginning of the year allowing for discretionary funds for certain directors and committees.

1.2.12. Appoint a President Pro Tempore, and any other positions deemed necessary by the Vice President of Internal Affairs (i.e. Parliamentarian), subject to a 2/3 approval.

**1.3. Specifically the Vice President of Internal Affairs (VPIA) shall:**

1.3.1. Preside at meetings of the Board of Governors and coordinate the efforts of the BOG towards attaining the established goals of the residents.

1.3.2. Represent the residents to persons and organizations designated by the President, Executive Board, or Board of Governors.

1.3.3. Assist the President in the execution of their duties.

1.3.4. Work with the President and the Director of Finance to compose a weekly email to all central government updating members of each group and official's activity.

1.3.5. Serve as a delegate at RHA General Assembly.

1.3.6. Create a Constitution Committee, containing at least the President, themselves, and one other executive board member for the purposes of evaluating and reviewing the standing Constitution at the end of each year.

1.3.7. Provided they have no conflict of interest, commission all Presidential and VP elections by establishing a place for people to declare candidacy, assuring all candidates meet necessary qualifications, distributing virtual or physical ballots in accordance with the constitution and RHA Bylaws, assure the legitimacy of election results, and announce election winners.

1.3.8. Coordinate the Executive Board office hours schedule and ensure hours are posted on the Student Calendar

1.3.9. Is responsible for the Student Government office and student government bulletin boards if applicable.

1.3.10. Review and revise any materials or locations where student government leaders are represented on websites or social media to ensure they are up-to-date and accurate.

**1.4. Specifically the Vice President of Programmers (VPBOP) shall:**

1.4.1. Preside at all meetings of the Board of Programmers.

1.4.2. Create and present funding requests for major events to the BOG and Fee Committee.

1.4.3. Continue Collins social traditions such as: Halloween Dance, Dickens Dinner, Viennese Ball, and CollinsFest. BOP is responsible for the planning, budgeting, purchasing of supplies, set-up, and take-down for these events.

1.4.4. Along with BOP, and in consultation with E-Force when necessary, make environmentally sustainable choices when planning events.

1.4.5. Provide guidance and support to students in order to foster independent programming initiatives.

1.4.6. Assist the President in the execution of their duties.

**1.5. Specifically the Director of Finance shall:**

- 1.5.1. Maintain and have available an accurate record of the money in the Collins Board of Governors Account.
- 1.5.2. Work with the President and a staff advisor to create a budget at the beginning of the year.
- 1.5.3. Meet regularly with the Student Government Advisor to keep an accurate account of expenditures.
- 1.5.4. Uphold the rules and regulations set up by RHA and the University for Student Organization funds.
- 1.5.5. Prepare and present a financial report for each Board of Governors and Executive Board meeting.
- 1.5.6. Attend all RHA Funding Board meetings as decided by the RHA Financial Director.

**1.6. Specifically the Director of Marketing shall:**

- 1.6.1. Manage all design elements and promotional materials for the Student Government
- 1.6.2. Be responsible for designing promotional materials, logos, t-shirts, and giveaways.
- 1.6.3. Establish and preside over Marketing Committee and appoint other officers as needed.
- 1.6.4. The goal of Marketing Committee shall be to promote Collins Student Government, Collins Residence Center, and the LLC, including programming by these groups and other assets within Collins, to the broader IU community, and, most importantly, to current and prospective residents.
- 1.6.5. The committee's responsibilities include but are not limited to: managing Collins social media accounts and content, helping to design promotional materials (brochures, postcards, etc) and web content, creating initiatives to promote Collins, and representing Collins at promotional events.
- 1.6.6. Develop a relationship with the IDS and other strategic partners on campus.
- 1.6.7. Develop and implement a social media strategy that spreads the awareness and functions of Student Government to the greater IU campus and general public.
- 1.6.8. Publish the Gnome News, a weekly e-newsletter to all residents consisting mainly of internal Collins event information and opportunities.
- 1.6.9. All other duties as assigned.

**1.7. Specifically the Director of Health and Wellness shall:**

- 1.7.1. Organize and head an in-center Student Health Committee to assist in their duties.
- 1.7.2. Coordinate and plan at least one event or program per semester focusing on physical, mental, and/or sexual health.
- 1.7.3. Coordinate with the RAs and other officers, such as the Director of Sports and Recreation, to spread awareness of general health practices.
- 1.7.4. Keep Collins residents informed of major campus health events and encourage them to attend.
- 1.7.5. Make information about campus health resources accessible to residents.

1.7.6. Attend all RHA Student Health Committee meetings.

**1.8. Specifically the Chair(s) of E-Force shall:**

1.8.1. Preside at E-Force meetings.

1.8.2. Ensure E-Force responsibilities are being met.

1.8.3. Preserve the Collins environment and ensure all major CSG programs and activities are following sustainability policies set by RHA.

1.8.4. Promote awareness of environmental issues and sustainable ways of living, help the community reduce waste and conserve energy, and conduct at least one environmental program per semester.

1.8.5. Maintain communication with SustainCollins by attending at least one SustainCollins meeting a month.

1.8.6. Attend or send a delegate to attend all RHA Sustainability Committee meetings.

**1.9. Specifically the Chair(s) of the Philanthropy and Action Council (PAC) shall:**

1.9.1. Preside over Philanthropy and Action Council meetings.

1.9.2. Increase volunteerism and community outreach by coordinating volunteer opportunities for Collins residents outside of the Collins community.

1.9.3. Coordinate fundraisers for non-profit organizations, including our campus non-profit organization Middle Way House. This includes Trick-or-Treat for the RISE! and the Soup Bowl Benefit.

1.9.4. Coordinate events that bring the outside community to Collins and/or Collins out into the community to help others and teach residents about communities that are far different from our own.

**1.10. Specifically the Director of Nutrition shall:**

1.10.1. Listen to residential and non-residential concerns about the Collins Eatery and communicate those concerns to Eatery staff.

1.10.2. Attend all Community Council meetings in order to remain in contact with dining staff and hear the concerns of the community.

1.10.3. Advocate for food options that accommodate diverse dietary needs.

1.10.4. Attend all RHA Meal Plan Committee Meetings.

1.10.5. If they desire, work with the Collins Student Health Committee to organize nutrition-related events.

**1.11. Specifically the Director of Sports and Recreation shall:**

1.11.1. Coordinate and promote Center-wide athletic and recreation events and support participation in campus events.

1.11.2. Make information about intramural/recreational sports opportunities and major sporting events available to residents.

1.11.3. Maintain and inventory the Collins sports and camping equipment and establish checkout procedures in consultation with Residence Center and staff.

**1.12. Specifically the Director of Campus Involvement shall:**

1.12.1. Maintain communication between community organizations, campus groups and Collins Student Government and Collins residents.

1.12.2. Ensure that the Collins community is involved with major campus events such as Homecoming.

- 1.12.3. Work with the President to plan and organize events with other campus organizations such as: Residence Halls, Fraternities, Sororities, IU Student Foundation, IU Student Government, and Union Board, etc.
- 1.12.4. Keep Collins residents informed of major campus programs and encourage them to attend.

**1.13. Specifically the Historian shall:**

- 1.13.1. Produce and maintain a comprehensive history of the CLLC and Collins Residence Center by collecting records, reading them, and organizing them in a designated space.
- 1.13.2. Learn the history of the CLLC and Collins Residence Center by using available resources.
- 1.13.3. Teach fellow residents the history of the center, by which means the historian can decide.
- 1.13.4. Keep minutes at the Executive Board meetings.

**1.14. Specifically the Chair of Community Council shall:**

- 1.14.1. Preside at meetings of Community Council and coordinate the efforts of the Council towards serving the Collins community.
- 1.14.2. Use Community Council meetings to discuss scheduling and of events, as well as policy issues that affect the residents of Collins Residence Hall.
- 1.14.3. Ensure that the events calendar is kept up to date immediately after the adjournment of Community Council.

**1.15. Specifically a Floor Governor shall:**

- 1.15.1. Communicate needs, desires, and opinions of their respective unit to the Board of Governors and the President.
- 1.15.2. Communicate the actions of the Board of Governors to their constituents.
- 1.15.3. Represent residents of their unit to the Board of Governors in the form of supporting programs or legislation designed to best meet the needs, desires, and opinions of the residents of the unit.
- 1.15.4. Coordinate at least one program pertaining to their constituents per semester.
- 1.15.5. Attend every BOG meeting, or send a proxy from their unit.
- 1.15.6. Attend the meetings of at least one CSG student group.

**2. Student Government Meetings**

- 2.1. All meetings of the Collins Student Government and its subsidiary organizations (defined as all organizations created and given status by the Constitution, Bylaws, or other documents duly approved by the Board of Governors) shall be open to the residents of Collins.
- 2.2. To have a closed meeting, business must pertain to the following:
  - 2.2.1. Personnel matters
  - 2.2.2. Pending or threatening litigation
  - 2.2.3. Contractual matters
  - 2.2.4. Real estate matters
  - 2.2.5. Voting on recognition awards, such as Gnome Awards
- 2.3. The President can declare a closed meeting by publishing it with the agenda which shall be made available twenty-four hours in advance of the meeting.

- 2.4. All meetings of the Collins Student Government and its subsidiary organizations shall be publicized and written notice given to all members of the organization no fewer than 24 hours prior to the meeting. Emergency meetings, as defined by the President, shall be exempt from all time constraints.