

Constitution for Collins Residence Center Student Government

Article I: Name

The name of the organization shall be the Collins Residence Center Student Government.

Article II: Membership & General Principles

2.1 *Membership and Organization*

The membership of this organization shall be composed of all undergraduate students attending Indiana University and residing in Collins. Collins is composed of Cravens, Edmondson, and Smith Halls, the Hillcrest Apartments, Collins Clubhouse, and Annex. Officers of this organization must be members of Collins and fulfill any requirements set forth in the Residence Hall Association Constitution and By-laws.

2.2 *Voting Procedure*

Where not otherwise noted or addressed by a board or committee's operating rules, decisions voted on in boards and committees shall be decided by a 2/3 majority of those present.

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 organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members 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: Unit Government

3.1 *Definition of 'unit'*

Collins Student Government shall be composed of residents of the four halls: Cravens, Edmondson, Hillcrest, and Smith. Each of these halls shall be further divided into units. Each unit is defined by and has one Resident Assistant. The Hillcrest apartments constitute one additional unit.

3.2 *Voting in the Board of Governors*

3.2.1 Each unit shall elect one governor with one vote, unless the number of students in a unit

exceeds forty students, in which case that unit will elect two governors each with one vote.

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

3.2.2 The quorum required to conduct business shall consist of representatives able to exercise 2/3 the possible votes.

3.2.3 A 2/3 majority of BOG is required to impeach officers or amend the Constitution and its bylaws.

3.3 Composition of Unit Government

The Unit Government shall be the Board of Governors and will be composed of the floor governors of each unit. These officers shall be elected in accordance with the Collins Elections Code and the RHA Constitution and by-laws.

3.4 Responsibilities of Unit Government The unit government shall:

3.4.1 Communicate with the units and represent the interests of the units to Student Government and vice versa.

3.4.2 Coordinate the members of the unit in unified contributions toward attaining goals and maintain a unit informational site (e.g. email distribution lists, floor bulletin board, group chat) to communicate unit concerns across the unit or with the Resident Assistant.

Article IV: Legislation

4.1 Legislative Power Vested in Board of Governors

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

4.2 Election of Governors

Governors shall be elected by the residents of the unit they represent in accordance with the policies set forth by the RHA Constitution and by-laws and Collins Elections Code.

4.3 Meetings of the Board of Governors

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

4.3.2 A majority of governors or the President may call a special meeting.

4.3.3 The Vice President of Governors shall preside at all meetings

4.3.4 The Vice President of Governors shall vote to decide the outcome of a tied vote.

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

4.4 The Board of Governors' Right to Review Elections

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

4.5 Responsibilities of the Board of Governors

The Board of Governors shall:

4.5.1 Represent and convey the needs and interests of the members of Collins, specifically the needs expressed by their individual units

- 4.5.2 By vote, act on all proposals, bills, or resolutions presented to the board
- 4.5.3 Rule on all appointments made by the President.
- 4.5.4 Accept for consideration proposals for programs restricted to a floor or building, in addition to center-wide programs.

4.6 *Veto Power of the President*

- 4.6.1 The President shall have the power to veto any legislation passed by 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 BOG to become effective immediately.
- 4.6.3 The President must notify the Vice President of Governors or presiding member, in writing, within 3 days of the exercise of this power.
- 4.6.4 BOG may override any vetoed legislation by passing said legislation with a 2/3 majority vote within fourteen days of notification of the veto.

Article V: Executive

5.1 *Executive Power Vested in Executive Board*

5.1.1 The executive power of this government shall be vested in the Executive Board, headed by the President. The Executive Board shall consist of Executives, Directors, and Chairs of student government and CLLC.

5.1.1.1 Executives include the President, Vice President of Governors, Vice President of Programmers, and Vice President of Internal Affairs.

5.1.1.2 Directors include the Director of Campus Involvement, Director of Sports & Recreation, Historian, RHA General Assembly Delegate, Director of Finance, Director of Health and Wellness, and any other positions deemed appropriate by the Executive Appointments Advisory Committee.

5.1.1.3 Chairs include the Board of Educational Programming Chair(s), Arts Council Chair, Philanthropy and Action Chair(s), Marketing & Communications Chair, Community Council Chair, Fee Committee Chair, Cheshire Cafe Managers, SustainCollins Peer Mentors, E-Force Chair(s), and any other positions deemed appropriate by the Executive Appointments Advisory Committee.

5.1.1.3.1 Specifically, the chairs of the Board of Educational Programming, Arts Council, SustainCollins, ACT Humanities, Fee Committee, and the Cheshire Cafe are LLC positions appointed/elected by their own councils in consultation with LLC Staff.

5.2 *Election and Appointment of Executive Board Members*

5.2.1 The President, Vice President of Governors, Vice President of Programmers, and Vice President of Internal Affairs shall be elected by the members of the Collins Residential Center in accordance with the Collins Elections Code and the RHA Constitution and by-laws.

5.2.2 The positions of the Chair of E-Force, Philanthropy and Action Chair, Director of Campus Involvement, Director of Sports and Recreation, Marketing & Communications Chair, Director of Health and Wellness, Director of Finance, GA Delegate, Community Council Chair and Historian shall be appointed by an Executive Appointments Committee subject to approval by BOG. The final decision concerning whom to appoint shall rest with the President, subject to approval of BOG. They shall accept applications for the positions for no less than ten days and they shall make selections based on application, interview, and personal knowledge.

5.2.2.1 Appointments for an incoming administration for the following school year shall be submitted to BOG no later than the last BOG meeting of the current school year in order to

allow the outgoing BOG to vote on the appointments.

5.2.2.2 If a position is unable to be filled by the end of the current academic year, appointments may be made at the discretion of the President. These appointments may begin their duties on an interim basis and will be subject to official approval by BOG during their first meeting of the new academic year.

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

5.2.3.1 No student shall hold two positions on Executive Board.

5.2.3.1.1 With prior approval of the president in consultation with the VPs, a student may hold an LLC position on executive board and a student government position on executive board.

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

5.2.4 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 executive board members. The committee shall be composed of:

5.2.4.1 The incoming president and any VPs already elected

5.2.4.2 The outgoing president and up to two members of the outgoing executive board

5.2.4.3 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, graduate supervisor, LLC Director, LLC Associate Director, LLC Assistant Director, or LLC Student Services Assistant.

5.2.5 In case of a vacancy in office during the term, the Executive Appointments Committee may be composed of:

5.2.5.1 The President

5.2.5.2 Up to three current members of Executive Board.

5.2.5.3 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, graduate supervisor, LLC Director, LLC Associate Director, LLC Assistant Director, or LLC Student Services Assistant.

5.3 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 majority of the Executive Board or the President may call a special meeting. The Executive Board meetings shall be presided over by the President.

5.4 Responsibilities of the Executive Board

The Executive Board shall:

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

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

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

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

Article VI: Judicial

6.1 Structure

All powers regarding judicial matters will be handled per RPS and RHA Policies and coordinated with the office of Student Conduct.

Article VII: Programming

7.1 Programming Responsibility Delegated to the Board of Programmers

Programming and coordination of traditional social programs within Collins shall be the responsibility of the Board of Programmers (BOP).

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 Vice President of Programmers.

7.3 Meetings of the Board of Programmers

BOP shall meet at least bimonthly throughout the year as determined by the Vice President of Programmers under advisement from its members. 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 Constitution and by-laws, and may determine their own standing rules and request and spend their own budget.

7.6 Officer Representation

The VP shall attend Collins Executive Board.

Article VIII: Internal Affairs

8.1 Communications

All Collins Student Government internal communications including those between Directors, Councils, Center Staff, LLC Staff and RHA shall be the responsibility of the Vice President of Internal Affairs.

8.2 Representation

The Vice President of Internal Affairs shall provide elected representation to RHA General Assembly in order to communicate the needs and desires of the community.

8.3 Administration of Elections

The Vice President of Internal Affairs shall commission all student government elections, including Governor and Executive elections in accordance with the policies set forth in the RHA Constitution and bylaws. In the

event that the Vice President of Internal Affairs is an election candidate, it is their responsibility to appoint an elections commissioner with approval from the President.

8.3.1 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.

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

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

Article IX: E-Force

9.1 Collaboration

At Collins, the environmental council E-Force is a collaborative effort between the Living-Learning Center, which provides the bulk of its funding, Student Government, and the SustainCollins program.

9.2 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.

9.3 Composition of E-Force

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

9.4 Meetings of E-Force

E-Force shall meet at least bimonthly throughout the year as determined by the E-Force Chair(s) under advisement from its members. The E-Force Chair(s) shall preside at E-Force meetings.

9.5 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.

9.5.1 The definition of being a member of E-Force shall be defined by the E-Force Chair(s).

9.6 Internal Operations of E-Force

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

9.7 Officer Representation

At least one of the chairs shall attend Collins Executive Board.

Article X: Philanthropy and Action Council

10.1 Collaboration

At Collins, Philanthropy and Action Council is a collaborative effort between the Living- Learning Center, which provides the bulk of its funding, and Student Government.

10.2 Purpose of Philanthropy and Action

The purpose of this chairship shall be to develop philanthropic and community service programs.

10.3 Composition of Philanthropy Council

The Philanthropy and Action Chair(s) will form Philanthropy and Action Council. The purpose of Philanthropy and Action Council is to connect residents to philanthropy and action opportunities and provide community programs related to the assigned Collins non-profit organization. Membership will consist of all interested residents and the Philanthropy and Action Chair(s) shall preside at all meetings.

10.4 Meetings of Philanthropy and Action Council

Philanthropy and Action Council shall meet at least bimonthly throughout the year as determined by the Philanthropy Chair(s) under advisement from its members. The Philanthropy and Action Chair(s) shall preside at Philanthropy and Action meetings.

10.5 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.

10.5.1 The definition of being a member of Philanthropy and Action shall be defined by the Philanthropy and Action Chair(s).

10.6 Internal Operations of Philanthropy and Action

Philanthropy and Action council shall operate under the auspices of the Collins Constitution, by-laws, and the oversight of the president and BOG. They may determine their own standing rules.

10.7 Officer Representation

At least one Chair shall attend Collins Executive Board.

Article XI: Community Council

11.1 Collaboration of Community Council

The Collins Community Council is a collaborative effort between Collins Residence Center, Student Government, and Collins Living Learning Center, which provides the bulk of its funding.

11.2 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 residential staff.

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

11.3 Composition of Community Council

11.3.1 There must be at least seven voting representatives to approve a funding request.

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

11.3.2.1 The student government President or proxy

11.3.2.2 The community council chair (Only in special cases as deemed by the CC rules)

11.3.2.3 The Residence Manager/ Residence Life Coordinator or proxy

- 11.3.2.4 A Graduate Supervisor or proxy
- 11.3.2.4 The Food Service Manager or proxy
- 11.3.2.5 The Director of the Living-Learning Center or proxy
- 11.3.2.6 The Environmental Operations Manager or proxy
- 11.3.2.8 Any Collins Resident at large as per Community Council's rules

11.3.3 Community Council shall meet weekly while school is in session.

11.4 Voting Rights of Community Council Members

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

11.5 Attendance

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

11.6 Policies of Community Council

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

11.7 Officer Representation

The chair shall attend Collins Executive Board and Fee Committee.

Article XII: Inclusion of Non-Student Government Organizations of the Living-Learning Center

Articles XIII, XIV, XV, and XVI below, which describe councils of the Living-Learning Center that are not a part of the Collins Student Government, are included because said councils work in close collaboration with the Student Government. They are included to acknowledge the fact that the organization of the Collins Living-Learning Center is unique and that the Student Government and LLC councils share goals and resources and work together to achieve these shared goals.

Article XIII: Board of Educational Programming (BOEP)

13.1 Purpose of the Board of Educational Programming

The Board of Educational Programming (BOEP) shall select courses to be taught at Collins LLC and provide a number of educational programs for students and CLLC members to take part in. BOEP will financially support events or programs of an educational nature.

13.2 Composition and Operation of the Board of Educational Programming

BOEP shall be composed of all interested members of the Collins LLC.

13.3 Voting Rights

13.3.1 Voting rights are granted with membership upon an individual's having attended at least one BOEP meeting out of the previous three meetings.

13.3.2 The board may revoke voting rights, if an individual has not attended a BOEP meeting within the past three months.

13.4 Internal Operations of BOEP

BOEP shall operate under its own auspices and select its own leadership.

13.5 Officer Representation

The co-chairs shall attend Collins Executive Board and Fee Committee.

Article XIV: Arts Council

14.1 Purpose of Arts Council

The purpose of Arts Council is to cultivate the arts, support artists within the Collins LLC community, maintain labs and working spaces for the arts, and to represent the wishes of the students in the development and funding of the arts.

14.2 Composition of Arts Council

Arts Council is a self-governing body composed of all interested members of the Collins LLC. Arts council shall meet at least bimonthly throughout the year as determined by the Arts Council Chair under advisement from its members.

14.3 Voting Rights for Arts Council Members

Voting members will exclusively be Collins LLC residents who have attended at least one (1) Arts Council meeting in the previous two months of the academic school year. This excludes May through August.

14.4 Internal Operations of Arts Council

Arts Council shall operate under its own auspices and select its own leadership.

14.5 Officer Representation

At least one officer shall attend Collins Executive Board and Fee Committee.

Article XV: Cheshire Café

15.1 Purpose of the Cheshire Café

The purpose of the Cheshire Café is to provide a safe and accepting community gathering place for Collins LLC members within the Collins community, to offer café services at reasonable prices to residents, and to support student programming through Café-sponsored events throughout the year.

15.2 Composition of the Cheshire Café

The Cheshire Café operating staff shall be composed only of Collins LLC Members that have been interviewed and recommended by Café managers. There shall be two Café managers. Events held by the Café can be organized and run by anybody so long as the event has been approved by the Cheshire Café's managers and does not violate Indiana University policy.

15.3 Responsibilities of the Cheshire Café

The Cheshire Café staff is responsible for ensuring that the Café operates in a safe, clean and responsible manner. It is the responsibility of the Café Manager(s) to consult regularly with LLC staff on Café operations and finances.

15.4 Appointment of Managers if Manager is Present

The new managers and employees shall be appointed by the CLLC staff, in consultation with the current manager(s) and staff of the cafe.

Article XVI: SustainCollins

16.1 Purpose

SustainCollins seeks to serve as a model for sustainable living at Collins through the sustainability program. Additionally, SustainCollins represents a collaborative effort between the LLC, SustainIU, and the Integrated Program for the Environment.

16.2 Officer Representation

The officers of SustainCollins shall be the peer mentor(s) who work with the staff advisors to oversee the program. At least one officer shall attend Collins Executive Board and Fee Committee

16.3 Composition

SustainCollins shall be composed of any LLC members who participate in the SustainCollins program as determined by the co-directors of the program.

16.4 Operations of SustainCollins

SustainCollins shall operate under its own auspices and select its own leadership.

Article XVII: Action + Community + Thought (ACT) Humanities

17.1 Purpose

ACT serves to deepen students' humanities education through unique academic programming and experiential learning opportunities.

17.2 Officer Representation

Officer representation will be determined by ACT staff and faculty. At least one officer shall attend Collins Executive Board and Fee Committee.

17.3 Composition.

ACT will be composed of any LLC members who agree to participate in the ACT program with approval from the director or leadership.

17.4 Operations of ACT Humanities

ACT shall operate under its own auspices and select its own leadership.

Article XVIII: Elections and Appointments

18.1 Executive Board Elections

The Executive Board elections shall be held during the spring semester on a date specified by or determined in conjunction with RHA. Those officers to be elected are as follows:

18.1.1 President

18.1.2 Vice-President of Governors (VPBOG)

18.1.3 Vice-President of Programmers (VPBOP)

18.1.4 Vice-President of Internal Affairs (VPIA)

18.2 Formation of the Executive Appointments Advisory Committee

Upon election to office the newly elected President shall initiate the formation of the Executive Appointments Committee, which shall accept applications for the Executive Directorships and Chairships outlined in Article V of this Constitution and aid in their appointment. Appointments will be submitted to BOG before the end of the school year for approval.

18.3 Unit Government Elections

Officers of the representative units shall be elected no later than the second Sunday following the second week of classes or at or at another time determined by RHA.

18.3.1 Elections shall be administered by the VP of Internal Affairs and will fulfill the following conditions:

18.3.1.1 Candidacy shall be declared in an online location, such as a Google form, as set up by the VPIA.

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

18.4 Elections Code

Elections shall be run in accordance with the RHA Elections Code. Conduct and supervision of elections shall rest with the VP of Internal Affairs or their proxy.

Article XIX: Removal from Office

19.1 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 Constitution and by-laws and RHA Constitution and by-laws by one of the following methods.

19.1.1 By 2/3 majority of the Board of Governors.

19.1.2 With a petition signed by 2/3 of residents requesting impeachment, submitted to the president or VPIA.

19.1.2.1 The VPIA will work with the Residence Life Coordinator and/or Graduate supervisor to determine the validity of the signatures as Collins Residents. If the VPIA is being impeached, the president will fulfill these duties.

19.2 Unit Governors Subject to Impeachment

Unit Governors may be impeached by one of the following methods.

19.2.1 By a 2/3 majority of the Board of Governors.

19.2.2 With a petition signed by 2/3 of the residents of the officer's unit requesting impeachment.

19.2.2.1- The VPIA will work with the Residence Life Coordinator and/or Graduate supervisor to determine the validity of the signatures as residents of the appropriate unit.

Article XX: Vacancy of Office

20.1 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 VP of Internal Affairs, subject to approval of 2/3 of the BOG.

20.3 Vacancy by the Vice President of Internal Affairs, Vice President of Governors, or Vice President of Programmers

In the event of a vacancy of the office of Vice President of Internal Affairs, Vice President of Governors, or Vice President of Programmers, the President shall appoint a new person for the vacant position, subject to approval of $\frac{2}{3}$ of the BOG.

20.3 Vacancy by both the President and Vice-President of Internal Affairs

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

20.4 Vacancy by an Executive Officer

If, for any reason, an 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 $\frac{2}{3}$ of the BOG.

20.5 Vacancy by a Unit Official

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

Article XXI: Amendments

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

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

21.1.1 Be approved by a supermajority of BOG

21.1.2 Be approved by a supermajority of Executive Board

21.1.3 Be approved by a simple majority of Community Council attendees, though these attendees need not be voting members of Community Council.

21.2 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 XXII: Parliamentary Authority

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

Article XXIII: Ratification of a new Constitution

23.1 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.

23.2 The Constitution shall be effective, and replace any existing Constitution, after meeting the following requirements:

To be ratified, a new Constitution must meet all of the following requirements:

23.2.1 Be approved by supermajority of BOG

23.2.2 Be approved, in referendum, by $\frac{2}{3}$ Collins residents that participate in said referendum.

23.2.3 Referendum shall be made public to residents for no fewer than seven days.

The By-laws 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.

1.1.5 Familiarize themselves with their Unit Governor and the procedures those representatives should follow and enforce those procedures.

1.1.6 Read the Constitution, by-laws, and standing rules of the Collins Student Government.

1.1.7 Read the transition documents.

1.1.8 Post and hold office hours for at least one (1) hour a week unless exceptions are made by the Collins Presidents in agreement with all Vice Presidents.

1.1.9 Enhance the sustainability of Collins in order to advance the long-term viability of the community.

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 Director and Committee Chair 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.

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

1.4 Specifically the Vice President of Programmers shall:

1.4.1 Preside at all meetings of the Board of Programmers.

1.4.2 Continue traditional Collins social programs such as: Halloween Dance, Dickens Dinner, Viennese Ball, and CollinsFest.

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

1.4.4 Assist the President in the execution of their duties.

1.5 Specifically the Sports and Recreation Director(s) shall:

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

1.5.2 Keep a current calendar of all recreational sports events at Indiana University.

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

1.6 Specifically the E-Force (Environmental) Chair(s) shall:

1.6.1 Preside at E-Force meetings.

1.6.2 Ensure E-Force responsibilities are being met.

1.6.3 Preserve the Collins environment.

1.6.4 Promote awareness of environmental issues and sustainable ways of living, help the community reduce waste and conserve energy, and conduct environmental programs including Earth Day/Week and the Energy Challenge.

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

1.7 Specifically the Vice President of Internal Affairs shall:

1.7.1 Serve as a delegate at RHA General Assembly.

1.7.2 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.

1.7.3 Officiate all 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 By-laws, assure the legitimacy of election results, and announce election winners.

1.7.4 Coordinate the executive board office hours schedule and calendar found on the Collins LLC Website Student Portal (ask Student Services Assistant for Assistance) and shall be responsible for the Student Government office and student government bulletin boards if applicable.

1.7.5 Shall work to Assist the Student Services Assistant to make sure that information on the Collins website, particularly sections about student leaders and their blurbs/photos, are up-to-date. The VPIA Shall check in regularly with the Student Services Assistant to hear specifics about what needs to be updated.

1.7.6 Assist the President in the execution of their duties.

1.8 Specifically the Historian shall:

1.8.1 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.

1.8.2 Learn the history of the CLLC and Collins Residence Center by using available resources.

1.8.3 Teach fellow residents the history of the center, by which means the historian can decide.

1.8.4 Keep minutes at the Executive Board meetings.

1.9 Specifically the Philanthropy and Action Chair(s) 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 Campus Involvement Director shall:

- 1.10.1 Maintain communication between community organizations, campus groups and Collins Student Government and Collins residents.
- 1.10.2 Ensure that the Collins community is involved with major campus events such as Homecoming.
- 1.10.3 Plan and organize events with other campus organizations such as: Residence Halls, Fraternities, Sororities, IU Student Foundation, IU Student Government, and Union Board, etc.
- 1.10.4 Keep Collins residents informed of major campus programs and encourage them to attend.

1.11 Specifically the Chair of Community Council shall:

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

1.12 Specifically a Governor shall:

- 1.12.1 Communicate needs, desires, and opinions of their respective units to the Board of Governors and the President.
- 1.12.2 Communicate the actions of the Board of Governors to their constituents.
- 1.12.3 Represent residents of their units 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 units.
- 1.12.4 Coordinate at least one program pertaining to their constituents per semester.

1.13 Specifically the Marketing & Communications Chair(s) shall:

- 1.13.1 Manage all design elements and promotional materials for the Student Government

1.13.2 Be responsible for designing promotional materials, logos, t-shirts, and giveaways.

1.13.3 Establish and preside over Marketing Committee and appoint other officers as needed

1.13.3.1 The goal of Marketing Committee shall be to promote Collins Residence Center and LLC, its programming, and other assets within Collins, to the broader IU community, and, most importantly, to prospective students.

1.13.3.2 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 (Red Carpet Days, College of Arts and Sciences Informational Sessions, RPS/RHA events)

1.13.3.3 The committee shall work closely with the LLC and Residence Center staff to determine specific goals and projects

1.13.4 Develop a relationship with the IDS and other strategic partners on campus.

1.13.5 Develop and implement a social media strategy that spreads the awareness and functions of Student Government to the greater IU campus and general public.

1.13.6 Publish a weekly e-newsletter to all residents consisting mainly of internal Collins event information and opportunities.

1.13.7 Assist the Student Services Assistant with maintaining the website.

1.13.8 All other duties as assigned.

1.14 Specifically the Health and Wellness Director Shall:

1.14.1 Coordinate and plan events focusing on physical, mental, and sexual health.

1.14.2 Coordinate with the RAs and other directors to spread awareness of general health practices.

1.14.3 Keep Collins residents informed of major campus health events and encourage them to attend.

1.15 Specifically the Director of Finance shall:

1.15.1 Maintain and have available an accurate record of the money in the Collins Board of Governors Account.

1.15.2 Disburse funds of the Collins Board of Governors account in accordance with the directives of the BOG.

1.15.3 Uphold the rules and regulations set up by RHA and the University for Student Organization funds.

1.15.4 Prepare and present a financial report for each Board of Governors and Executive Board meeting.

1. 15.5 Attend all RHA Funding Board meetings as decided by the RHA Financial Director.

1.16 Specifically the General Assembly Delegate Shall:

1.16. 1 Represent Collins residents at the RHA General Assembly Meetings, and serve as proxy for the President as needed.

1.16.2 Keep residents informed on the business conducted at RHA General Assembly Meetings. This may involve sharing regular updates via the Collins Columns and/or Gnome News, providing updates to Executive Board and/or BOG, and sharing information informally via word of mouth.

1.16.3 Coordinate with the Historian on keeping records of the business of RHA and Collins legislation.

2. Board of Governors Procedures

2.1 The Collins Board of Governors shall operate under the auspices of the Collins Constitution, by-laws, and specifically the Standing Rules of the Board of Governors.

3. Student Government Meetings

3.1 All meetings of the Collins Student Government and its subsidiary organizations (defined as all organizations created and given status by the Constitution, by-laws, or other documents duly approved by the Board of Governors) shall be open to the residents of Collins.

3.2 To have a closed meeting, business must pertain to the following:

3.2.1 Personnel matters

3.2.2 Pending or threatening litigation

3.2.3 Contractual matters

3.2.4 Real estate matters

3.2.5 Voting on recognition awards, such as Gnome Awards

3.3 The President can declare a closed meeting by publishing it with the agenda which shall be made available twenty-four hours in advance of meeting.

3.4 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.

4. Elections

4.1 All elections and referendums will be held in accordance with the RHA Constitution and by-laws, the

RHA Elections Code, and the Collins Constitution and by-laws.

4.2 The Vice President of Internal Affairs may appoint a second Election Commissioner as outlined above.

Created by 2022 Collins Constitution Committee (based on the Constitution last revised by the 2019 Constitution Committee)

Levi Gettleman, 2020-2022 BOEP Co-Chair

Peyton Eaton, 2020-2022 Collins Vice President of Internal Affairs

Heather Ahmann, 2021-2022 Collins President

Callaghan Maher, 2021-2022 Philanthropy and Action Co-Chair

Ana Lim, 2021-2022 Philanthropy and Action Co-Chair

Kyle Kristoff, 2020-2022 Community Council Chair

Sarah Latona, 2020-2022 Vice President of Governors

Grace Embi, 2021-2022 Director of Marketing and Communications