



Procedural Document

Rose-Hulman Institute of Technology

Residence Hall Association

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Purpose

The procedural document for the Residence Hall Association (RHA) is a governing document written by the executive board. The contents of the procedural document need not be presented to or voted on by active members of the General Assembly. The procedural document will be available for all to view on the RHA website and upon request. The purpose of the procedural document is to set certain rules of operation for RHA at the discretion of the executive board. The rules may be changed year to year based on the desire of the governing executive board.

Procedures

I. General Assembly Meeting Structure

1. Meetings will be held Wednesdays at 6:15 in the GM Room, unless otherwise noted in the weekly RHA email.
2. Each meeting will consist of:
 - a. A reading of the current financial report by the Vice President
 - b. Committee meetings run by the committee chairs
 - i. Committee meetings may be cancelled at the discretion of the executive board.
 - c. General assembly forums will be held as determined by executive board
 - d. Presentation of proposals to General Assembly
 - i. A proposal must be presented by its proposer or a representative of the proposer.
 - ii. Proposals will be voted on by the General Assembly as described in Section III.
 - e. Updates on upcoming RHA events
 - f. Announcement of the prize winners as determined in Section XI

II. Sign-in Procedure for General Assembly Meetings

1. Attendance will be taken at each General Assembly by scanning each member's school identification at the end of each meeting.
2. Signing in allows for floor money to be distributed accurately and for members to achieve active status.
3. Each member present must sign in according to the following rules:
 - a. No member may sign in another member at any time

- b. Members must be present for majority of the meeting to be considered in attendance for said meeting
- 4. A member's attendance for a given meeting may be revoked if they are believed to be in violation of the rules listed in Section II.3.
- 5. All members must actively participate in the General Assembly meeting in order for their attendance to count, which includes actively participating in committees and discussions.

III. Voting Process for Proposals

- 1. Voting will take place after the proposal is presented, all questions are answered, and all amendments are finalized.
- 2. Voting takes the following three steps:
 - a. Votes in favor of passing the proposal are cast
 - b. Votes against passing the proposal are cast
 - c. Those who wish to officially abstain from voting are asked to identify themselves
 - i. Abstaining votes will favor the majority
 - ii. Members are asked to respectfully abstain from voting for proposals that involve their floor/hall, their own proposal, or benefitting their organization directly
- 3. A proposal is considered passed if it achieves a simple majority of votes cast.
 - a. Voters need not be active members, but must be at least general members

IV. Emendation of Proposals

- 1. Amendments can be made to any proposal.
- 2. All amendments must be proposed by a member of the General Assembly.
 - a. Amendments must be seconded by another member of the General Assembly
 - b. Amendments must be approved by the person(s) presenting the proposal

V. Election Format

- 1. Elections will take place at a time established by the Constitution.
- 2. Candidates must be nominated by a member of General Assembly.
 - a. Members may nominate themselves for a position
- 3. All nominations must receive a second from another member of the General Assembly.
- 4. Each candidate may give a short statement (30 seconds maximum per person) as to why they wish to be elected to the position for which they are nominated and may include things they wish to change or do if elected.
 - a. A statement by the candidate is not required, but is highly suggested

- b. A candidate may send a representative to give their statement for them if they are unable to attend
- 5. Upon completion of statements, members of the General Assembly may ask the candidates questions. The question section can last up to 3 minutes. This includes all questions and answers. Not all questions have to be answered by all candidates.
- 6. Candidates will leave the room in order for General Assembly to discuss the candidates and for voting to take place. Discussion can last up to but not longer than 7 minutes total before voting occurs.
 - a. Only active members may vote
 - b. The process of blind voting will be used
 - i. All members will close their eyes and active members will raise their name placard to cast their vote
 - c. Rules for majority are found in the constitution
- 7. In the case of a tie, candidates will return and speak to the general assembly again for up to 2 minutes per candidate. Candidates will return and the results of the election are announced.
- 8. If not elected for their nominated positions, candidates may “trickle down” up to a total of two times.
 - a. “Trickle down” means to seek office in a position that is further down the voting list than the position they were nominated for
 - b. If a candidate is nominated for another Executive Board position, that nomination shall count as a “trickle down.” Only one nomination will count as such.
- 9. New executive board members will take office the first week of spring quarter.
 - a. Outgoing executive members **must** have a transition meeting with elect members to discuss responsibilities and hand over files and/or binders and other materials before quarter break begins

VI. Proposal Submission and Reimbursement Process

- 1. Proposals must be submitted to rhitrha@gmail.com by no later than 6:15 PM on Monday for the General Assembly meeting on Wednesday.
 - a. No proposals will be accepted after 6:15 PM, no exceptions
 - b. Revisions and pre-meeting amendments will be accepted after the Tuesday deadline
 - i. Final submission of a proposal is to be by 2:00 PM on Wednesday
- 2. Submissions must be made in the form of a single, easy to read PowerPoint slide containing:
 - a. Who the money will be used for
 - b. What activity/event is being proposed
 - c. When the event will occur
 - i. Money approved must be spent within three weeks of being approved
 - 1. Exceptions may be made with the approval of the Executive Board and must be present on the proposal slide
 - d. The total cost of the event including:

- i. If applicable:
 - 1. The number of participants,
 - 2. The amount being paid by said participants out of pocket
 - 3. Usage of floor money
 - ii. Indication of the use of pre-allocated funds, i-money, is required if applicable
- 3. All reimbursement forms must be submitted within two weeks of the occurrence of the event.
 - a. If the Vice President has a deadline set for the end of the quarter that occurs before the aforementioned two week deadline, the Vice President's deadline takes precedence and becomes the final deadline.

VII. T-shirt Process

- 1. T-shirts are presented to members who achieve active status.
 - a. Active status is as defined in the constitution
- 2. There is a strict limit of one shirt per active member per year.
- 3. Designing and ordering of t-shirts falls under the duties of the Publicity Chair.

VIII. Member Incentives

- 1. Incentives may be given to those who are active members including, but not limited to:
 - a. Early sign-ups for RHA sponsored events,
 - b. Discounted prices for some RHA sponsored events.

IX. Event Sign-Up Process

- 1. Event sign-ups will go live on the Rose-Hulman RHA website (www.rosehulmanrha.com) at 6:15 pm on Thursday evenings, 24 hours after the opening of the weekly General Assembly meeting.
 - a. This time may be changed by the proposing party and by the executive board, should both deem it necessary
- 2. Persons may only sign up if they have paid the quarterly fee and therefore are at least general members of RHA.
- 3. If a member who has signed up for an event is no longer able to attend an event, they must take themselves off the sign-up list, which is available on the website, before it closes.
 - a. If the member fails to remove themselves from the sign up before it closes, they are still responsible for the paying the cost of attendance
 - b. Another member may take the place of the original member, but if the replacement does not show, the original member is responsible as above

4. If a member has failed to attend one event for which they have signed up and not removed themselves, the Executive Board reserves the right to revoke that member's sign up privileges for 2 academic weeks.
 - a. A member who has had their sign up privileges revoked may appeal to the executive board for the reinstatement of said privileges

X. Equipment Borrowing

1. Equipment owned by RHA (cornhole, laser tag, Kan Jam, etc.) may be borrowed from RHA at the discretion of the executive board.
 - a. To rent the equipment, a person must email the Secretary and establish the following details:
 - i. What equipment is to be borrowed
 - ii. When the equipment is to be borrowed
 - iii. When the equipment is to be returned
 - iv. What the equipment is to be used for
 - b. There is no rental fee for using the equipment.
 - i. Damages and losses will be billed to the person(s)/organization who rented the equipment.

XI. Trivia

1. A trivia question will be included in the General Assembly reminder email sent by the Publicity Chair.
2. All members who submit a correct answer will be included in a drawing, and the winners will be randomly chosen.
 - a. Members of the Executive Board and Advisor(s) are not eligible to win.
3. The winner(s) will be announced at the end of the General Assembly meeting.
 - a. The winner(s) must be present to receive a prize. Another person will be chosen to receive the prize in the case of a winner's absence.