

# THE BYLAWS OF THE WENDELL LEWIS WILLKIE RESIDENTS ASSOCIATION

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## **Article I. Willkie Residents Association Meetings**

A. The Legislative Assembly shall meet a minimum of once every two weeks in the Willkie Residence Center. Special meetings may be called by the Center President.

B. All meetings of the Willkie Residence Association (WRA) and its subsidiary organizations and committees shall operate with an open meeting policy with the exception of Judicial Board hearings when the person appearing or the Judicial Board requests a closed hearing and the deliberations of the Judicial Board in all cases.

C. Meetings of the Legislative Assembly shall use Robert's Rules of Parliamentary Procedure as a supplement to the Constitution and Bylaws.

## **Article II. WRA Executive Branch**

### Section 1: General

#### A. Qualifications of WRA Officers

All WRA Executive and Judicial officers shall be members of the WRA at the time of their appointment and for the duration of their terms of office shall not hold other WRA offices, with the exception of executive members and committee heads (ie. The Vice President of Internal Affairs and Executive Assistant). They shall have and maintain a cumulative 2.5 GPA and be in good academic and disciplinary standing with the University. Students not meeting these requirements who wish to run for appointed office in the WRA may petition for an exception with the Legislative Assembly five working days in advance of the closing of applications for office.

#### B. Terms of Office

The terms of office for all WRA Executives, except officers of the Judicial Board, shall be for one year. The terms of office for elected and officers shall run from April 1 to March 31 of the following year. The terms of appointed officers shall run from August to May. Should there be a removal or resignation from office, the newly appointed officer shall complete his/her predecessor's term of office. 2. All WRA Executive Officers shall be elected on the first Tuesday after the first Monday of the month of March.

3. Elections of the Willkie Residence Association shall be conducted in accordance with the WRA

Elections Code and the RHA Elections Policy, which supersede these bylaws.

#### C. Executive Council Meetings

All WRA Executive Council officers must attend Executive Council meetings as called for by the Center President or by a majority of the Executive Branch. Meetings of the Executive Council should be held by-weekly. The WRA President shall preside at meetings of the Executive Council.

#### Section 2. Additional Responsibilities of Elected Officers

##### A. The WRA President shall:

1. Attend all Presidents' Council and WRA Legislative Assembly, Executive Council, and Community

Council meetings.

2. Preside at Executive Council meetings and coordinate the efforts of this group towards attaining the established goals of the Executive Council, the Legislative Assembly, and WRA as a whole.

3. Lead WRA in the formation of academic, cultural, educational, athletic, political, recreational, and social programs designed to best meet the needs, desires, and opinions of the residents of Willkie.

4. Operate the programs and enforce the policies of WRA and RHA.

5. Enforce the constitutions of the WRA and RHA.

6. Approve or disapprove legislation passed by the Legislative Assembly. If the vetoed legislation is time sensitive, then an emergency L.A. may be called in order to review the President's objections in a timely fashion.

7. Work with the WRC Residence Manager to coordinate orientation assistants in the fall. This includes training of the floor president candidates.

8. Train and assist in the orientation of the newly elected Center President.<sup>3</sup>

9. Accept additional responsibilities from the list of WRA Responsibilities as assigned and other duties that fall under the jurisdiction of Center President.

##### B. The WRA Vice President of Internal Affairs shall:

1. Convene and serve as the Chair of all Legislative Assembly meetings and coordinate the efforts of the L.A. towards attaining the established goals of the WRA.
2. Maintain an attendance record that accurately reflects the attendance records of each active student government member. An updated copy of this attendance record shall be given to the WRC Residence Manager within two (2) days following each Legislative Assembly.
3. Work with the WRA President and WRC Residence Manager to coordinate orientation assistants in the fall. This includes training of the floor president candidates.
4. Train and assist in orienting the newly elected Vice President of Internal Affairs.
5. Accept additional responsibilities from the list of WRA Responsibilities as assigned and other duties that fall under the jurisdiction of Internal Affairs.
6. Fulfill the reduced responsibilities of Floor President as determined each year by the Residence Manager, RLS, and Advisors.

### Section 3. Appointments

- A. The WRA President may appoint Directors using the criteria listed below. Directors may be appointed at the President's discretion, but are not mandatory.
- B. All Directors of the WRA shall be selected by the WRA President and Vice President of Internal Affairs, subject to the approval of the Residence Manager.
- C. Any selection deemed invalid by the WRA Judicial Board shall require the Judicial Board to determine what action, if any is necessary.

### Section 4. Responsibilities of WRA Directorships

#### A. General

1. All Directors shall be appointed in August and will serve a term in office until May of the following year.
2. All Directors shall attend Legislative Assembly meetings, Executive Council meetings, and any other meetings designated by the Executive Council.
3. All Directors will be required to present a report of any progress towards the achievement of responsibilities and established goals of the position to the Legislative Assembly.

#### B. The Executive Assistant shall:

1. Maintain and post an accurate record of the actions of the Legislative Assembly.

2. Attend all Legislative Assembly and Executive Council meetings.
3. Maintain and have available an accurate record of the Constitution and Bylaws of the WRA.
4. Maintain an accurate record of the Legislative Assembly minutes on the WRA webpage.

C. The Director of Sports and Recreation shall:

1. Coordinate recreational and athletic programs for Willkie residents.
2. Coordinate and encourage WRC participation in campus intramural activities.
3. Coordinate and encourage the involvement of Willkie residents in Little 500.
4. Oversee maintenance of WRC owned and operated equipment.
5. Educate Willkie residents about physical and mental health and fitness.
6. Attend all RHA Campus Involvement committee meetings.
7. Attend all meetings of the REC sports committee.

D. The Director of Environmental Affairs shall:

1. Educate Willkie residents about recycling and other environmental concerns.
2. Encourage the widespread use of recycling among Willkie residents through promotions and programs.
3. Coordinate the efforts of WRA Environmental Affairs committee to achieve improved living conditions.
4. Attend all RHA Board of Environmental Management meetings.

E. The Director of Communications shall:

1. Maintain and update the WRA website to ensure that residents of WRC have access to current and pertinent issues or events occurring in Willkie.

F. The Director of Philanthropy shall:

1. Serve as a liaison between WRC and the Bloomington community by organizing programs that encourage community service and philanthropy.
2. Serve as a liaison between WRC and the RHA Director of Philanthropy.
3. Attend all RHA Philanthropy committee meetings.

G. The Director of Campus Programming shall:

1. Promote all campus events and coordinate any Willkie participation.
2. Promote all Willkie participation in any campus-wide event.

3. Attend all RHA Programming committee meetings.

H. The Judicial Board Chair shall:

1. Coordinate the efforts of the WRA Judicial Board.

2. Coordinate a presidential review each semester. The review committee should consist of the WRA Advisor, two Floor Presidents, an Executive Council member, and two Center Presidents from other residence halls.

3. Assist in the selection process of Judicial Board members in the fall.

I. The IUSA Senator shall:

1. Attend all Legislative Assembly meetings and report any pertinent information in IUSA to the Floor Presidents and Executive Board Members.

2. Follow and enforce the Constitution and Bylaws of IUSA.

3. Encourage cooperation between the Center President and Senator to strengthen the WRA student government initiatives.

J. The Director of Finance shall:

1. Maintain and have all accurate numbers for the WRA SOA accounts.

2. Prepare and present a current updated financial report for each Legislative Assembly that details current and anticipated transactions.

### **Article III. WRA Legislative Branch**

#### **Section 1. General**

A. The Legislative Assembly shall elect a President Pro-Tempore to serve as the Chair in the absence of the Vice President of Internal.

B. Two thirds of active student government members must be present for quorum.

### **Article IV. Judicial**

#### **Section 1. General**

A. The judicial authority of the WRA shall be vested in the WRA Judicial Board.

#### **Section 2. Additional Responsibilities of the WRA Judicial Board**

A. Hear cases of persons charged with failure to comply with WRC or University regulations.

B. Decide upon appropriate disciplinary sanctions for people responsible for violating WRC or University regulations.

C. Guarantee every person appearing before the WRA Judicial Board complete confidentiality and the fairest possible hearing with the maximum of due process consistent with the purpose of educating violators and protecting residents.

D. Hear cases regarding interpretation of Constitutionality of all legislation passed within the WRA.

E. Hear cases regarding election disputes to ensure fairness and due process of all elections.

F. Declare null and void any legislation passed by the Legislative Assembly that unjustly interferes in the operations of WRC.

## **Article V. WRA Executive Elections Code**

### **Section 1. Elections Commissioner**

A. The WRA President shall appoint the WRA Elections Commissioner prior to February 1st, subject to the approval of the Legislative Assembly. The WRA Elections Commissioner may not be a candidate for an elected office during his/her term. The WRA Elections Commissioner shall:

1. Organize, plan, and promote all WRA elections and referendums.

2. Organize, plan, and promote a forum for WRA candidates prior to the elections.<sup>8</sup>

3. The WRA Elections Commissioner is expected to uphold and follow the rules of the RHA Elections Code as well the WRA Elections Code.

4. Hear all cases of alleged violations of this Code, and to decide the validity of such accusations.

5. Have the authority to issue advisory opinions to any individual or body requesting interpretation of this Code.

6. Report to the WRA Legislative Assembly regularly.

7. Recommend to the WRC Residence Manager to revoke candidacy from any candidate who is found in violation of this Code.

8. Perform any other duties as assigned by the Center President.

B. In the event that a special election or referendum is necessitated and a commissioner has not been appointed, a special elections commissioner may be appointed by the WRA President and approved by a majority of the legislative body.

### **Section 2. Eligibility and Application for Office**

A. For any elected WRA office, applications shall be made available twenty-one (21) days prior to the date of election and shall close fourteen (14) days prior to the date of election. Any application turned in after 5:00 PM on the due date shall not be considered valid.

B. It shall be the responsibility of the Elections Commissioner to notify each candidate of his/her candidacy status upon being informed by the RHA Elections Commissioner.

C. Each candidate for WRA office, or his/her representative, shall be required to attend an all candidates meeting held by the Elections Commissioner after 5:00 PM on the day that applications close. Any candidate who is not represented at this meeting shall be disqualified from candidacy.

D. No person shall simultaneously be a candidate for more than one office of the WRA.

E. Information required on all WRA applications shall include the following: name, student identification number, phone number, position applying for, waiver of GPA and judicial check, and all pertinent information regarding the All Candidates meeting.

### Section 3. Voters and Voting

A. All students who live in Willkie are eligible to vote in WRA elections. Rosters of eligible voters shall be secured from the WRC Residence Manager.

B. Polling place shall be established by the WRA Elections Commissioner. The polling place shall be established in a location of easily accessible and visible to the residents of WRC and shall remain in the same location for the duration of the election. The polling place shall have a ballot box, updated roster of WRC residents, election stamps, and copies of the WRA and RHA Constitution, Bylaws, and applicable election legislation.

C. The polling site shall be open to allow WRC residents to vote from 10:00am to 7pm. The polling site shall be closed at the appointed time by the WRA Elections Commissioner, who at that time shall secure the ballot box, the roster, and all unused ballots.

D. Ballots for WRA office shall be prepared by the WRA Elections Commissioner, and shall be on any colored paper other than white. No ballot shall be prepared so as to favor any candidate, office, or party name, and the placement of candidate names shall be determined by lottery.

E. The WRA Elections Commissioner shall ensure the following:

1. A minimum of two (2) poll workers shall be present at all time during which the polls are open.

2. Poll workers may not be prevented from discharging their duties in any way, nor may the operation of the polls be interfered with in any way.3. Poll workers shall ensure that all voters have privacy in casting their ballots.

a. Poll worker should stamp ballot immediately before handing it to the Voter.

- b. The voter should fold the ballot in half once and place it in the ballot box.
- 4. Poll workers shall ensure that no publicity visible campaigning or campaign materials are within fifty (50) feet of the polling place.
- 5. Poll workers shall not show favor or disfavor towards any candidate, nor shall they issue advisory opinions regarding elections or referendums.
- 6. It shall be the responsibility of each poll worker to report any suspected violations of this act or other campaign regulations to the WRA Election Commissioner.
- 7. Ballots, to be valid, must be stamped in an appropriate space with the elections stamp immediately before it is handed to the Voter. Ballots containing the names of write-in candidates or with other stray marks shall be considered invalid, and information regarding this requirement shall be conspicuously placed on the ballot.
- 8. Voters shall vote only once, shall vote within Willkie, and shall perform the following acts to verify their eligibility to vote:
  - a. Voters shall present a valid student identification card or other photo ID.
  - b. Voters shall sign or initial the voter roster at the time of casting their vote.<sup>10</sup>

## **Article VI. Floor President Elections Code**

### **Section 1. Voters and Voting**

- A. Rosters of eligible voters to be used in the Floor President elections shall be secured from the WRC Residence Manager.
- B. Depending on how many open positions there are, the residents of the WRC will vote for their top choices for building representatives (Floor Presidents).
- C. Voting for building representatives, or Floor Presidents, shall take place online Residents must have a valid IU username to cast their vote.
- D. Absentee ballots shall be available at the center desk from 10am to 10pm.
- E. The placement of candidate names on the ballot shall be determined alphabetically.

Section 2. Voting Date A. Floor President Elections shall take place during the second half of the spring semester. In the event of a tie, runoff elections shall take place as soon as possible.

- B. The newly elected Floor Presidents shall take office the first day of fall training

### **Section 3. Campaigning**



A. All campaigning for WRA election shall take place in an orderly, responsible manner and in accordance with all RHA, University, Community Council, and other applicable regulations. Any candidate found in violation of this rule will be disqualified.

B. Advertisements and signs must not exceed 8.5 x 11 in size.

C. Candidates are not permitted to deposit anything under residents' doors. They may not post anything on residents' doors without expressed permission from the resident.

D. Mailbox stuffing is not permitted.

E. Candidates are not permitted to bribe residents to vote for them. This constitutes voter fraud and will result in disqualification of that candidate. Bribing includes but is not limited to money, candy, parties, or other social gatherings. The WRA Executives shall determine what constitutes bribing in case of uncertainty.

F. Candidate must introduce themselves as the "Floor President candidate". This holds true even if a candidate is running unopposed.

G. Covering, defacing, or destroying opposing candidate's or candidates' campaign material is not permitted.

H. Candidates are not allowed to post campaign material on residents' doors without their permission.

I. Unsolicited emails to residents on a floor in an attempt to gain votes will not be permitted.

J. All candidates shall be expected to run a clean and fair campaign. It shall be the discretion of the WRA

Executives as to what constitutes an unfair or unclear election.

K. Discussion of elections and campaigning are not permitted at center desk at any time.

L. Additional campaign rules may be added at the discretion of the WRA Executives, and must be presented to the Floor President candidates prior to the first official move-in day. If a rule is added after this time, then any actions that were committed in violation prior to the notification will not result in a penalty.

Section 4. Disqualification A. It shall be the decision of the WRA Executives in agreement with the WRC Residence Manager whether a candidate will be disqualified.

B. After a complaint has been reported against a candidate the WRA Executives and WRC Residence

Manager must meet with the candidate who has received the complaint to determine the circumstances of the possible violation.

C. The Elections Commissioner must notify the candidate of the complaints for which they have been charged in writing within twenty-four (24) hours.

D. The WRA Executives and WRC Residence Manager shall determine, after reviewing the circumstances and evidence what penalty, if any, shall be assessed.

#### Section 5. Contestments

A. Contestments of decisions of the Elections Commissioner must be made in writing within forty-eight hours of the announced decision. Burden of proof in any contestment shall rest with the contestor.

B. Appeals of the Commissioner's decision of a contestment may be made to the RHA Judicial Board within forty-eight hours in writing.

C. No election shall be certified and no candidate shall take office until all duly entered protests have been disposed of in accordance with this Code.

#### Section 6. Authority

A. This Code shall be the final authority for all elections in the Willkie Residence Center and shall supersede any previously enacted WRA Elections Code.

B. No one involved in the administration of any WRA election shall work, speak, or perform for or against any candidate or referendum issue.