

Inter-Residence Hall Council By-Laws (Revisions made 01/22/2024)

Article I – Creation

Section A – The Inter-Residence Hall Council (IRHC), a residence hall association, is an executive bureau of the Florida State University Student Government Association and an affiliate of University Housing.

Section B – The IRHC and its elected officials will operate within the boundaries and rules codified within the Student Body By-Laws and Statutes (hereinafter referred to as “Statutes”) and the IRHC By-Laws.

Article II – Affiliations

Section A – The IRHC shall remain a fully-affiliated member of the following organizations:

1. National Association of College and University Residence Halls (NACURH)
2. South Atlantic Affiliate of College and University Residence Halls (SAACURH)

Section B – The National Communications Coordinator (NCC) will complete the affiliation process. If there is no qualified NCC, the Director or Director’s designee will be responsible for completing the affiliation process.

Article III – Composition of Board of Directors

Section A – Pursuant to Statutes, the Board of Directors will be comprised of the following voting members:

1. IRHC Executive Board
 - a. Director (in case of a tie)
 - b. Associate Director
 - c. National Communications Coordinator
 - d. Assistant Director of Operations
 - e. Assistant Director of Marketing and Outreach
 - f. Assistant Director of Finance
 - g. Assistant Director of Equity & Inclusion
2. Board of Directors Members
 - a. Vice-President A of Azalea-Magnolia Halls
 - b. Vice-President B of Azalea-Magnolia Halls
 - c. Vice-President A of Broward-Landis-Gilchrist Halls

- d. Vice President B of Broward-Landis-Gilchrist Halls
 - e. Vice-President of Cawthon Hall
 - f. Vice-President A of DeGraff Hall
 - g. Vice-President B of DeGraff Hall
 - h. Vice-President A of Dorman-Deviney Hall
 - i. Vice-President B of Dorman-Deviney Hall
 - j. Vice-President A of Jennie Murphree-Reynolds-Bryan Halls
 - k. Vice-President B of Jennie Murphree-Reynolds-Bryan Halls
 - l. Vice-President A of McCollum-Roger Halls
 - o. Vice-President A of S. W. Ragans-Traditions Halls
 - p. Vice-President B of S. W. Ragans-Traditions Halls
 - q. Vice-President A of Salley Hall
 - r. Vice-President B of Salley Hall
 - s. Vice-President A of Wildwood Hall
 - t. Vice-President B of Wildwood Hall
3. Board of Directors Members shall be added to III.A.2. as residence halls are constructed.
 4. Halls that are closed or inactive will not count against quorum.

Section B - Pursuant to Statutes, the Board of Directors meetings will allow speaking rights for the following non-voting members:

1. National Residence Hall Honorary (NRHH) President
2. Any elected member of Florida Housing Officers (FHO), SAACURH, or NACURH Boards from Florida State University
3. Advisor(s)
4. University Housing leadership and/or invited guests approved by the e-board and/or advisors

Section C – Hall Council composition shall be congruent with the Halls/Complexes as defined by University Housing.

Article IV – Duties and Qualifications of the IRHC Executive Board

Section A – Pursuant to Statutes, all members must:

1. Have and maintain a 2.5 or higher cumulative GPA.
2. Have lived on the Tallahassee campus for at least one semester, excluding summer sessions B and C.
3. Be a full-time registered FSU student.
4. Not be under Conduct or Disciplinary Probation at the time of election or during the term of service.
5. Have a current housing contract with University Housing and reside on-campus during the term of service.
6. Be bound to the:
 - a. Non-Hazing Statement.
 - i. No hazing or discrimination will be used as a condition of membership in this organization.
 - b. University Non-Discrimination Statement.
 - i. This organization agrees to adhere to the University Non-Discrimination Statement: no University student may be denied membership on the basis of race, creed, color, sex, religion, national origin, age, disability, veterans' or marital status, sexual orientation, gender identity, gender expression, or any other protected group status.

Section B – Duties and Qualifications of IRHC Executive Board

1. Term of service for IRHC Executive Board members begins upon elections and ends following Torch Awards at the end of the spring semester of the subsequent year.
2. Elected members will be considered “in training” following their election. These members will assume responsibility for IRHC following the Torch Awards at the end of the spring semester.
3. It is the responsibility of the current IRHC Executive Board members to properly train and mentor their incoming replacement until the Torch Awards. This includes providing a proper transition report by Torch Awards.
4. All IRHC Executive Board members must make arrangements to be on campus for the following:
 - a. Advisor led teambuilding and/or training activities

- b. Move in up to two weeks prior to residence hall opening in the Fall Semester for the purpose of IRHC training, with exception granted at the discretion of the Advisor(s)
5. It is the responsibility of the Director to ensure that all IRHC Executive Board responsibilities are fulfilled by themselves or the Executive Board over the Summer Sessions(s).
 - a. In case of financial hardship or other extenuating circumstances, an Executive Board member may have this requirement waived with the unanimous approval of the Director and Advisor(s).
6. The IRHC Executive Board members shall enforce, as well as advise the Director on, policy decisions pertaining to the management of Hall Council(s) and other matters.
7. The IRHC Executive Board members shall update and revise the codified policies at least once per semester.
8. The IRHC Executive Board members shall coordinate Hall Council candidate interest sessions starting in the first week of classes and the fall Hall Council training program no later than three weeks after elections have been completed.
9. The IRHC Executive Board members shall provide opportunities for University Housing residents to interact on a campus-wide level throughout the year, such as through programming initiatives or other educational experiences.
10. The IRHC Executive Board members shall prepare and present a fiscal year budget (July 1–June 30) for approval by the entire IRHC Board no later than 2 weeks after the first IRHC Board of Directors meeting in the Fall Semester. The IRHC Executive Board and Board of Directors, by majority vote, must approve the budget.
11. The IRHC Executive Board members shall not serve simultaneously as any of the following:
 - a. Resident Assistant
 - i. If a current RA runs for and is elected to an Executive Board position, during the traditional Spring Semester Election Period, they are permitted to complete their contracted semester of service prior to assuming their Executive Board role.
 - b. Hall Council member
 - i. If a current Hall Council member runs for and is elected to an Executive Board Position, during the traditional Spring Semester Election Period, they are permitted to complete their term of service prior to assuming their Executive Board role.
 - c. Executive Board member of National Residence Hall Honorary
 - d. SGA Senator or Executive Board Cabinet Member
 - e. Unanimous decision by the Executive Board and Advisor(s) pertaining to any potential conflicts of interest

12. The IRHC Executive Board, by a majority vote, may elect to temporarily suspend a particular requirement of an Executive Board position with the exception of GPA, judicial standing, and residency requirements.

13. All IRHC Executive Board candidates must complete the application process as specified by the current board.

14. The Director must reside in Tallahassee for a Summer session, with exceptions granted by the Advisor(s).

15. Other IRHC Executive Board members do not have to live on campus during the Summer Session. However, they must provide summer contact information for the Director in order for business to be conducted.

16. IRHC Executive Board members shall be assigned, at minimum, one Hall Buddy at the start of each semester through a joint decision by the Director and the Advisors. As a Hall Buddy, an Executive Board member must:

a. Attend meetings and events of the Hall Councils when possible.

b. Act as a primary resource to the Hall Council and Advisors in terms of questions and concerns they have.

c. Under no circumstances afford their Hall Buddy special privileges or treatment, which shall be determined by the majority of the Executive Board as anything that provides that Hall Council with a unique or unfair advantage and/or disadvantage over other Hall Councils. Doing so is grounds for impeachment.

d. In the case of an IRHC Executive Board member failing/struggling to meet their other responsibilities as outlined in the bylaws, have their duties as a Hall Buddy lessened/eliminated as determined by the Director and Advisors. In this instance, the responsibilities of a Hall Buddy will be transferred to another member of the IRHC Executive Board, determined by the Director and Advisor(s) of IRHC.

17. The IRHC Executive Board will meet weekly before Board of Director Meetings, on Mondays at 7 pm.

Section C – Specific Duties of the IRHC Executive Board

1. The Director shall:

a. Fulfill the following duties as codified in Chapter 907.5.B of the Student Body Statutes:

i. Chair the Board of Directors and preside over all IRHC general meetings.

ii. Vote only in the case of a tie or where the Director's vote would be decisive.

- iii. Make and execute decisions on policy, programs, and activities of IRHC with the advice of the IRHC Executive Board.
 - iv. Be responsible for the efficient organization of the office.
 - v. Officially represent and act on behalf of the IRHC.
 - vi. Be responsible for requests and expenditures of Student Activity and Service Fee allocations.
 - vii. Call meetings of the IRHC at least 48 hours in advance.
 - viii. Establish and coordinate ad hoc Committees.
 - ix. Act as an ex-officio member of all Committees of IRHC, unless specifically stated otherwise.
 - x. Adopt rules of procedure for IRHC meetings.
- b. Create and distribute the agenda for IRHC Executive Board Meetings.
 - c. Chair the Hall Council Presidents' Roundtable, if and when established.
 - d. Chair the Advocacy Committee, if and when established.
 - e. Appoint a temporary replacement to a vacancy in the IRHC Executive Board until an election is feasible.
 - f. Shall serve as IRHC representatives on select University committees with which IRHC chooses to be affiliated with.
 - i. In the event the Director is unable to attend a meeting, they can designate an Executive Board officer to attend.
 - g. Make decisions on behalf of the IRHC Executive Board in consultation with other Executive Board members and Advisor(s) during the summer months when the Board of Directors is not active.
 - h. Be responsible for fulfilling any and all duties necessary to the function of IRHC if vacancies exist in IRHC Executive Board positions.
 - i. Must create and pass along a transition report to the incoming replacement by Torch Awards.
 - j. Must reserve all event spaces and complete all event permit requests.

2. The Associate Director shall:

- a. Stand in the absence of the Director.

- b. Create and distribute agenda for Board of Director meetings.
- c. Run Board of Directors Meetings and create a PowerPoint if necessary.
- d. Oversee IRHC programming initiatives.
- e. Create program plans and follow through with necessary action to complete the plans.
- f. Attend SGA Senate Meetings to give an SGA Bureau Report and serve as the liaison between the organizations.
- g. Chair the Programming Committee, if and when established.
- h. Coordinate IRHC Recognition and Awards with NRHH for all affiliates of IRHC.
- i. Aid Assistant Director of Marketing and Outreach with advertising.
- j. Must create and pass along a transition report to the incoming replacement by Torch Awards.
- k. Fulfill any other duty as agreed upon in conjunction with the Director, Advisor(s), and/or the IRHC Executive Board members.

3. The National Communications Coordinator shall:

- a. Coordinate all conference planning and registration.
- b. Represent IRHC and Florida State University at all Boardroom meetings at conferences, including LEAP, SAACURH, Regional Business Conference, Regional Leadership Conference, and NACURH.
 - i. In the case of financial hardship or other extenuating circumstances, the NCC may have this requirement waived with the unanimous approval of the Director and Advisor(s).
- c. Coordinate delegation application process.
- d. Organize delegation meetings and philanthropy projects prior to the conference.
- e. Serve as a resource on fundraising for delegates who may need assistance in paying conference expenses.
- f. Coordinate the Conference Scholarship Process for delegates who may need assistance in paying conference expenses.
- g. Act as parliamentarian during Board of Director meetings.
- h. Inform the IRHC Executive Board and Board of Directors of relevant information pertaining to all conferences listed in IV.3.b

- i. Submit all pertinent information to SAACURH and NACURH to ensure affiliation is kept up to date.
- j. Lead all delegations to all conferences listed in IV.3.b.
- l. Be responsible for all bids pertaining to LEAP, SAACURH, and NACURH.
- m. Coordinate all IRHC philanthropic endeavors – including co-chairing the Philanthropy Committee if and when established.F
- n. Must create and pass along a transition report to the incoming replacement by Torch Awards.
- o. Fulfill any other duty as agreed upon in conjunction with the Director, Advisor(s), and/or the IRHC Executive Board members.

4. The Assistant Director of Operations shall:

- a. Keep accurate minutes of IRHC Executive Board and Board of Directors meetings.
- b. Keep accurate attendance records of IRHC Executive Board and Board of Directors members.
- c. Keep accurate records of IRHC By-Laws, policy book (if established), Hall Council minutes, and other pertinent information.
- d. Maintain up-to-date information on Nole Central and Canvas web pages.
- e. Keep accurate records of points awarded to the Hall Councils and their respective standings.
- f. Make minutes available to the IRHC Executive Board members and Advisor(s) after every Board of Directors meeting within 48 hours of its conclusion.
- g. Take primary responsibility for sending out updates regarding meetings and events to Hall Councils.
- h. Co-chair the Publicity/Records Committee, if and when established.
- i. Serve as the Homecoming Delegate. Attend the weekly Homecoming meetings and report information to the Executive Board.
- j. Must create and pass along a transition report to the incoming replacement by Torch Awards.
- k. Fulfill any other duty as agreed upon in conjunction with the Director, Advisor(s), and/or the IRHC Executive Board members.

5. The Assistant Director of Marketing and Outreach shall:

- a. Ensure that the IRHC websites and IRHC Social Media accounts are up to date.
- b. Maintain and publish a photographic record of IRHC events.
- c. Coordinate and distribute the IRHC newsletter if and when established.
- d. Co-chair the Publicity/Records Committee, if and when established.
- e. Create and distribute marketing and promotional materials for IRHC events and Hall Council elections.
- f. Manage the acquisition and distribution of all IRHC promotional merchandise.
- g. Develop and implement recruitment strategies for all IRHC Executive Board and Hall Council positions.
- h. Must create and pass along a transition report to the incoming replacement by Torch Awards.
- i. Fulfill any other duty as agreed upon in conjunction with the Director, Advisor(s), and/or the IRHC Executive Board members.

6. The Assistant Director of Finance shall:

- a. Maintain all financial records in conjunction with the Advisor(s).
- b. Prepare and revise, as necessary, the IRHC budget, with the advice of the IRHC Executive Board members and Advisor(s) and approval of the entire IRHC Executive Board.
- c. Prepare and revise, as necessary, the SGA budget proposal for the following year, with the advice of the IRHC Executive Board members and Advisor(s) and approval of the entire IRHC Executive Board.
- d. Serve as a resource on fundraising and be informed of any direct fundraising efforts executed by IRHC.
- e. Oversee the fundraising efforts of Hall Councils as outlined in the SGA Financial Manual.
- f. Co-Chair the Philanthropy Committee, if and when established.
- g. Maintain the organization and inventory of the IRHC closet.
- h. Establish and operate a proper equipment rental process for Hall Councils.
- i. Provide monthly budget updates to the Board of Directors.
- j. Must create and pass along a transition report to the incoming replacement by Torch Awards

- k. Fulfill any other duty as agreed upon in conjunction with the Director, Advisor(s), and/or the IRHC Executive Board members.
7. The Assistant Director of Equity and Inclusion shall:
- a. Serve as a point of contact for the Hall Council Equity and Inclusion Representatives.
 - b. Perform bi-weekly check-ins with the Hall Council Equity and Inclusion Representatives.
 - c. Develop and host one educational event, with the help of the IRHC executive board, surrounding Equity and Inclusion per semester. This program will be for all residential students.
 - d. Hold monthly roundtable meetings for the Hall Council Equity and Inclusion Representatives.
 - e. Provide once-a-month training surrounding Equity and Inclusion for the IRHC executive board.
 - f. Serve on the University Housing Equity and Inclusion Committee/Task Force.
 - g. Host training sessions with the aid of campus partners for Hall Council Equity and Inclusion Representatives.
 - h. Co-chair the Advocacy Committee, if and when established.
 - i. Must create and pass along a transition report to the incoming replacement by Torch Awards.
 - j. Fulfill any other duty as agreed upon in conjunction with the Director, Advisor(s), and/or the IRHC Executive Board members.

Section D – Specific Duties of the Board of Directors (all voting members)

1. Unless specifically stated otherwise, the quorum is defined as 50% + 1 of all voting members. This is defined as all Vice-President(s) (or their approved representative member) and the IRHC Executive Board, excluding the Director.
 - a. This excludes all vacant positions.
2. The Board shall fulfill all duties as specified by SGA Statutes and IRHC By-Laws.
3. The Board shall meet weekly, on Mondays at 8:30 pm.
 - a. If a Board member is unable to attend, they shall send a representative from their hall.

- i. A Board member must inform the Assistant Director of Operations of their potential absence at least 48 hours before the meeting.
- ii. If a Board member does not inform the Assistant Director of Operations of their absence and send a representative in the aforementioned manner, they will be marked as unexcused with the exception of extenuating circumstances.
- iii. Assigned representatives do not have voting rights unless the said representative is an elected Hall Council member who has attended at least one prior Board of Directors Meeting.

b. Pursuant to Statutes, if a Board member accumulates three unexcused absences in one semester, that member shall enter the impeachment process.

c. In the event that the Board is unable to meet in person, the meeting will be conducted through video conferencing, such as Zoom, instead. Notification for meeting medium changes will be given no later than five hours prior to the start time of the meeting.

- i. In the case the Board cannot be notified more than five hours in advance, the meeting will be canceled.

4. The Board shall be notified of unexpected IRHC expenditures over \$1000 within a 30-day period at Board of Directors meetings.

5. The Board must approve all budget and allocation requests, prior to any expenditures or requests being made. These budget and allocation requests include, but are not limited to, the following:

- a. SGA annual budget requests
- b. Sweepings requests

6. The Board may pass resolutions.

7. The Board may propose revisions to the SGA Senate including, but not limited to, Statute and By-Law revisions.

8. All Board members may serve on IRHC Committees if established. Refer to V.A.1.

9. The Board may recommend the creation of permanent and/or temporary staff positions to the Director.

10. The Board may elect IRHC Executive Officers in accordance with Statutes and the IRHC By-Laws, as appropriate.

11. The Board, by a majority vote, may remove any member of the Executive Board, with the exception of the Director. The following shall be grounds for impeachment:

- a. Gross negligence and/or ineffectiveness.

- b. Excessive absences (excused and/or unexcused).
- c. Acting in defiance to the By-Laws and Statutes of the Student Body, IRHC By-Laws, IRHC Executive policies, or Student Code of Conduct.
- d. Not completing required duties as outlined by SGA Statutes or IRHC By-Laws.
- e. The Board of Directors reserves the right to entertain the validity of grounds for impeachment not specifically codified above.

12. The Board, by a majority vote, may recommend impeachment of the Director to the SGA Senate. The following shall be grounds for impeachment:

- a. Gross negligence and/or ineffectiveness.
- b. Excessive absences (excused and/or unexcused).
- c. Acting in defiance to the By-Laws and Statutes of the Student Body, IRHC By-Laws, IRHC Executive policies, or Student Code of Conduct.
- d. Not completing required duties as outlined by SGA Statutes or IRHC By-Laws.
- e. The Board of Directors reserves the right to entertain the validity of grounds for impeachment not specifically codified above.

13. All advertisements of the organization must comply with the University Posting Policy, <http://posting.fsu.edu>.

Section E – Duties and Qualifications of the Advisors

- 1. The Advisor(s) shall advise IRHC members on University and Housing policies.
- 2. The Advisor(s) shall advise Hall Council Advisors as necessary.
- 3. One Advisor must be a currently employed full-time professional employee of University Housing.

Article V – Committees

Section A – Committees

- 1. The following Committees may be created at the discretion of the IRHC Executive Board:
 - a. Hall Council Presidents' Roundtable
 - i. The Director shall chair the Presidents' Roundtable.

ii. The President of each Hall Council will be a member of the President's Roundtable (hereafter referred to as "the Roundtable").

iii. The Roundtable shall meet at the discretion of the Director.

1. At least 48 hours notice shall be given to the scheduling of a Roundtable meeting.

iv. The purpose of the Roundtable is to engage in discussion and present information about topics pertinent to running a Hall Council.

v. The members of the Roundtable may elect a vice chair at the beginning of each semester to assist the Chair with the efficient organization of the Roundtable.

b. Advocacy Committee

i. The Director shall chair this committee, and the Assistant Director of Equity and Inclusion shall co-chair this committee.

ii. The committee shall meet at the discretion of the chair.

1. At least 48 hours notice shall be given to scheduling a committee meeting.

iii. The purpose of this committee is to give voice to residents' concerns and needs in order to enhance the on-campus living experience.

iv. Members of the committee will process residents' submissions, communicate with stakeholders, and provide guidance in the IRHC advocacy process.

v. Any student living on campus may serve on the committee.

c. Programming Committee

i. The Associate Director shall chair the Programming Committee.

ii. The Committee shall meet at the discretion of the chairs.

1. At least 48 hours notice shall be given to the scheduling of a Committee meeting.

iii. The Purpose of the Committee is to plan and coordinate programs as well as delegate program responsibilities to members of the Committee.

iv. Members of the committee may elect a vice chair at the beginning of each semester to assist the chair with the efficient organization of the Committee.

v. Any student living on campus may serve on the Committee.

d. Philanthropy Committee

- i. The National Communications Coordinator and the Assistant Director of Finance shall co-chair this Committee.
- ii. The Committee shall meet at the discretion of the chairs.
 1. At least 48 hours' notice shall be given to the scheduling of a Committee meeting.
- iii. The purpose of the Committee is to fundraise or collect goods for any Philanthropy taken on by IRHC, not limited to the Philanthropy projects for LEAP, SAACURH, and NACURH.
- iv. Any student living on campus may serve on the committee.

e. Publicity and Records Committee

- i. The Assistant Director of Operations and Assistant Director of Marketing and Outreach shall co-chair this Committee.
- ii. The Committee shall meet at the discretion of the chairs.
 1. At least 48 hours' notice shall be given to the scheduling of a Committee meeting.
- iii. The purpose of the Committee is to publicize and document all events sponsored or co-sponsored by IRHC.
- iv. Any student living on campus may serve on the Committee.

f. Equity and Inclusion Roundtable

- i. The Assistant Director of Equity and Inclusion shall chair the Equity and Inclusion Roundtable.
- ii. The Equity and Inclusion Representative of each Hall Council will be a member of the Equity and Inclusion Roundtable (hereafter referred to as "the EI Roundtable").
- iii. The EI Roundtable shall meet at the discretion of the Assistant Director of Equity and Inclusion.
 1. At least 48 hours' notice shall be given to the scheduling of an EI Roundtable meeting.
- iv. The purpose of the EI Roundtable is to engage in discussion and present information about topics pertinent to equity and inclusion.

- v. The members of the EI Roundtable may elect a vice chair at the beginning of each semester to assist the Chair with the efficient organization of the EI Roundtable.

Section B – Temporary/Ad-Hoc Committees

1. Pursuant to Statutes, the Director may create ad hoc Committees.
2. The Director shall appoint a chair for the Committee, with the advice of the IRHC Executive Board and approval of the Advisor(s).

Article VI – Elections

Section A – Hall Council Elections

1. The general election of Hall Council Officers shall begin no later than the third week of the Fall Semester.
2. All candidates for Hall Council positions must submit an application.
3. All candidates for Hall Council positions must meet and maintain the following eligibility requirements, as set by IRHC and SGA Statute:
 - a. Have a 2.5 or higher GPA (no GPA necessary if holding position in their first Semester at FSU, but must have a 2.5 or higher after the first Semester).
 - ii. GPAs will be re-checked after the conclusion of the Fall semester to ensure members are maintaining their grades while serving in their role.
 1. If their GPA for the Fall semester is lower than 2.5 the Hall Council member will enter a period of academic probation. They will be required to set up a plan for their academics with their advisor and show proof by midterms. If they fail to set a plan and show proof of improving grades, they will be removed from Hall Council. If they are holding any extra positions within IRHC (i.e. committee member, chair, etc.) they must relinquish their duties immediately.
 2. This will take effect starting in the Fall 2024 semester.
 - b. Be a full-time registered FSU student.
 - c. Be in good judicial standing. Good judicial standing is defined as not under Conduct or Disciplinary probation at the time of election or while in office.
 - d. Live in the on-campus residence hall they are elected to represent during their term of office.

4. The eligibility requirements set forth in VI.A.3 may not be waived or amended by individual Hall Councils at any time.
5. If any of the eligibility requirements set forth in VI.A.3 are not met at any time during the academic year, the Advisor of the individual Hall Council and/or IRHC will enforce the removal of the Officer that no longer meets eligibility without advice or vote of the individual Hall Council.
6. The IRHC Executive Board shall reserve the right to establish rules and specifications not codified in the IRHC By-Laws concerning the elections of Hall Council Officers.
7. Once elected, Hall Council Officers must attend the training program in the Fall Semester with the exception of an excused absence, as approved by the Assistant Director of Operations.

Section B – IRHC Executive Board Elections

1. Executive Board positions shall be advertised via SGA a minimum of 2 weeks' notice prior to the election.
 - a. Executive Board qualifications are stated in IV.A.1-4.
 - b. Elections for the National Communications Coordinator shall take place prior to attendance at the Regional Business Conference. The NCC In-Training shall assume full NCC responsibilities once sworn in at the Torch Awards accordingly stated in VI.B.4.
2. Applications for Executive Board positions shall be due at least one week prior to elections.
3. Executive Board elections shall take place no later than two weeks prior to Torch Awards (unless that position remains vacant).
4. The newly elected Executive Board members shall be sworn into office at Torch Awards at the end of the Spring semester.
5. The format of the election process shall proceed at the discretion of the Director as specified in the IRHC By-Laws, and other relevant rules of procedure.
 - a. A candidate for an office will have two minutes to speak about themselves, which may be extended by two minutes by a majority vote of the Board for a total of four minutes.
 - b. Each Board member will have one vote with the exception of the Director who will vote only in the case of a tie.
 - c. Board members will have the option of voting for the candidate for a particular office or a vote of "no confidence" or abstain.
 - d. The candidate who receives a plurality of the votes cast shall be the elected Officer to that position.
 - e. In the event an executive position is not filled during the general election, applications shall remain open for that position each week. An election shall occur exactly

one week after a nomination is made for a vacant executive Board position that was not filled during the general election.

Section C – Vacancies

1. Pursuant to Statutes, if the position of Director becomes vacant, the Associate Director shall immediately assume that position.
 - a. If the Associate Director is unable to permanently assume the position of the Director, the vacancy can be held, subject to the provisions in VI.B.2-3.
2. If any IRHC Executive Board position besides the Director becomes vacant, there will be a special election to fill the vacancy.
3. Special elections shall be subject to the provisions in VI.B.2-3.
4. Pursuant to Statutes, the Director may appoint a temporary replacement to any position in the IRHC Executive Board.
5. Pursuant to Statutes, if less than 4 weeks remain before the installment of members, the Director may appoint any qualified University Housing resident to a vacant position on the IRHC Executive Board with Advisor(s) approval.
6. Pursuant to Statutes, if two weeks after an office, is supposed to be installed and said office has not been filled, the IRHC Executive Board may appoint any qualified University Housing resident to the position as a temporary IRHC Executive Board member until an election is able to be held, with the approval of the Advisor(s).
 - a. With the exception of the Director and Associate Director
7. In the event that a member of the IRHC Executive Board is impeached or removed involuntarily, they are not permitted to run in a general election for any open position on the IRHC Executive Board.
8. In the event that a member from the IRHC Executive Board vacates their position under extenuating circumstances, they will be permitted to run in a general election for any open position(s) on the IRHC Executive Board the following academic semester.
 - a. Extenuating circumstances are at the discretion of the Advisor(s).

Article VII – Impeachment and Removal

Section A – Pursuant to Statutes and the IRHC By-Laws, the Executive Board may remove any member of the Executive Board, except the Director, by a majority vote.

Section B – Pursuant to Statutes and the IRHC By-Laws, the Executive Board may recommend the impeachment of the Director to the SGA Senate by a majority vote.

Section C – The following shall be grounds for impeachment:

1. Gross negligence and/or ineffectiveness.
2. Excessive absences (excused and/or unexcused).
3. Acting in defiance of the By-Laws and Statutes of the Student Body, IRHC By-Laws, IRHC Executive policies, or Student Code of Conduct.
4. Not completing required duties as outlined by SGA Statutes or IRHC By-Laws.
5. Showing excessive and/or intentional bias towards or against any Hall/Complex or Hall Council.
6. The Board of Directors reserves the right to entertain the validity of grounds for impeachment not specifically codified above.

Section D – The impeacher(s) must submit a written statement of the grounds for impeachment to the IRHC Executive Board and Advisor(s) at an executive meeting before an impeachment may begin.

1. Impeachment proceedings shall automatically be recognized as the last item of business.
2. Emergency meetings may be called for impeachment proceedings.

Section E – Any Board member directly involved with impeachment proceedings may not act as chair for said proceedings.

1. The Director may temporarily appoint a non-Executive Officer to act as chair for impeachment proceedings if necessary.

Section F – Advisor Removal of Executive Member

1. In the chance that an executive member of the Inter-Residence Hall Council is not completing their constitutional duties, and/or not upholding the values of Florida State University, the advisor can remove them pending the below protocol is followed:

a. Verbal Warning

- i. Verbal Warning notice must be documented via email and a signed letter to be stored in the student's file.

b. Written Warning

- i. Written Warning notice must be documented via email and a signed letter to be stored in the student's file.
- ii. The advisor and executive member will create an action plan to be followed.

- c. Probationary Period
 - i. 1-month probationary period to improve actions to align with constitutional duties and/or Florida State University values
 - ii. Probationary period notice must be documented via email and a signed letter to be stored in the student's file.
 - iii. The advisor and executive member will revisit the action plan to be followed that was created in the written warning phase of removal.
 - iv. The probationary period must be approved by the Associate Director for Residences Education.

- d. Removal of Executive Member
 - i. Pending items A-C are completed, and there is no improvement, the next step is the removal of the executive member.
 - ii. Removal of Executive Member notice must be documented via email and a signed letter to be stored in the student's file.
 - iii. The advisor must obtain permission from the Director of Residential Student Experience as well as the Executive Director of University Housing prior to the removal of the executive member.
 - iv. If the executive member is removed, they must reimburse University Housing for the housing discount for that semester. Pending they are removed in the Fall semester, they will also forfeit the housing discount and Dining Dollars for the following Spring semester.

Article VIII – Hall Councils

Section A – Membership

- 1. The membership of each Hall Council shall be composed of the residents in the respective Hall/Complex.

Section B – Elected Council Members

- 1. Elected Council Members of each Hall Council shall consist of the following:
 - a. President

- b. Vice-President(s)
- c. Secretary
- d. Treasurer
- e. Historian
- f. Equity and Inclusion Rep

2. Vice-Presidents shall be determined by the maximum occupancy of the Hall/Complex in which they reside.

- a. A Vice-President shall be elected for every 500 residents in a Hall/Complex.
- b. If a residence Hall/Complex exceeds 500 residents, an additional Vice-President shall be elected.

Section C – Qualifications and Responsibilities

1. The qualifications of Elected Hall Council Members shall be as follows:

- a. Have a 2.5 or higher GPA.
 - i. Any Hall Council Member living in a living learning community must follow the GPA requirements outlined by that community.
- b. Be a registered full-time FSU student.
- c. Be in good judicial standing. Good judicial standing is defined as not under Conduct or Disciplinary probation at the time of election or while in office.
- d. Must live in the hall/complex that they represent.

2. Responsibilities of Hall Council members shall be as follows:

- a. President shall:
 - i. Preside over Hall Council and all hall meetings.
 - ii. Determine and prepare an agenda for all meetings of the Hall Council.
 - iii. Call meetings of the Hall Council at least 48 hours in advance.
 - iv. Meet with the Hall Council Advisor on a regular basis.

- v. Be held responsible for the End of the Month reports to be submitted.
- vi. Vote only in case of a tie.
- vii. Appoint floor representatives to Committees in conjunction with the Hall Council and Advisor(s).
- viii. Officially act for and represent their Hall Council.
- ix. Attend Presidents' Roundtable meetings if and when established.
- x. Attend Board of Director meetings at least once a month

b. Vice President shall:

- i. Assume the duties of the President in their absence.
- ii. Represent their Hall Council in IRHC Board of Directors meetings.
- iii. Serve as a liaison between the IRHC Executive Board and their respective Hall Councils.
- iv. Be responsible for the collection of residential data via various platforms, including advocacy requests.
- v. Serve as a voting member of the Hall Council.
- vi. Oversee the retention and duties of the floor representatives.
- vii. Fulfill other duties as specified by the President.

c. Secretary shall:

- i. Take minutes of all official meetings of the Hall Council and distribute them to Officers within 48 hours.
- ii. Keep an accurate attendance record of all Hall council functions.
- iii. Publicize Hall Council events, in conjunction with the Hall Council.
- iv. Serve as a voting member of the Hall Council.

- v. Act as the liaison between their Hall Council and Homecoming.

- vi. Fulfill other duties as specified by the President.

d. Treasurer shall:

- i. Present the Hall Council with a monthly report of the budget.

- ii. Be responsible for all funds, receipts, and reimbursements as dictated by policies set forth by University Housing.

- iii. Prepare an annual budget in conjunction with the Hall Council. This should be completed within a month of taking office.

- iv. Be responsible for creating and maintaining inventory for equipment available in the residence hall(s) to check out.

- v. Meet with the Hall Council Advisor on a regular basis.

- vi. Serve as a voting member of the Hall Council.

- vii. Fulfill other duties as specified by the President.

e. Historian shall:

- i. Keep a photographic record of all events put on by the Hall Council.

- ii. Create a scrapbook, in accordance with IRHC policy, for each semester.

- iii. Publicize Hall Council events in conjunction with the Hall Council in accordance with University Housing guidelines.

- iv. Serve as a voting member of the Hall Council.

- v. Fulfill other duties as specified by the President.

f. Equity and Inclusion Representatives shall:

- i. Coordinate equity and inclusion education projects and programs with their Hall Council.

- ii. Work with other Hall Council members to ensure social justice in Hall events.
- iii. Chair the Hall Council's Advocacy/Social Justice Committee, if and when established.
- iv. Ensure the hall council is aligned with the Respect learning goal of the Residential Curriculum.
- v. Attend the EI Roundtables, if and when established.
- vi. Serve as a voting member of the Hall Council.
- vii. Fulfill other duties as specified by the President.

g. RA Liaison(s) shall:

- i. Serve as a liaison between RA staff and Hall Council.

h. Advisor shall:

- i. Advise Hall Council on policies of IRHC, Housing, and Florida State University.
- ii. Meet with the president and treasurer on a regular basis.
- iii. Regularly attend Hall Council meetings and events.

Section D – Impeachment, Succession, and Resignation

1. Hall Councils may enter the impeachment process with a majority vote of the Hall Council and Advisor approval.
2. Grounds for impeachment shall be as follows:
 - a. Gross negligence and/or ineffectiveness.
 - b. Excessive absences (excused and/or unexcused).
 - c. Acting in defiance of IRHC By-Laws and/or policies set forth by University Housing, Florida State University, or the Student Government Association.
 - d. Hall Council reserves the right to entertain grounds for impeachment that are not specifically codified above.
3. The three-step impeachment process is as follows:
 - a. With the entire Hall Council and Advisor present, formally state the grounds for impeachment and, by a majority vote, advance to mediation.
 - b. Hold mediation with necessary parties and Advisor present.

- c. If circumstances have not improved, after a minimum of two weeks, a vote to remove the said officer from the Hall Council may be held, with the full Hall Council and Advisor present.
 - i. In order to remove an officer from the Hall Council, a majority vote is required with Advisor approval.
 - d. Under extenuating circumstances, the Advisor may immediately remove a Hall Council member from office.
4. All steps of the process must be recorded, and their results reported to the IRHC Executive Board and the IRHC Advisor(s) at the conclusion of the process in a timely manner.
 5. The President will Chair impeachment trials.
 - a. Any Hall Council member directly involved with the impeachment proceedings may not act as chair.
 - b. If the President is directly involved in the impeachment process, the Hall Council shall appoint another member to serve as chair for the proceedings.
 - c. In the event that any Hall Council Member is no longer in office, a replacement process shall be decided upon by the Hall Council and approved by the Advisor. Ideally, an application shall be sent out to the residents of a Hall/Complex and all applications will be reviewed and voted on by the Hall Council to determine a replacement.

Section E – Floor Representatives

1. Appointment of Floor Representatives shall be decided by the Hall Council and Advisor(s).
2. The responsibilities of the floor representatives shall be as follows:
 - a. Inform their floor of the activities within the Hall Council.
 - b. Assist in the responsibilities of the Hall Council members on a volunteer basis.
3. As long as all Hall Council Presidents or Advisors contact the IRHC Executive Board at least three weeks before any official IRHC function, the IRHC Executive Board will adjust the event to accommodate the additional members in terms of food and supplies.

Section F – Hall Council Meetings

1. The Vice-President(s), Secretary, Treasurer, Historian, and Equity & Inclusion Representative shall each have a vote in Hall Council meetings.
2. The Hall Council shall meet weekly at the discretion of the majority of the Hall Council.
3. Meetings of the Hall Council must be called at least 48 hours in advance.

Section G– All Hall Councils must comply with IRHC policy and mandates

1. All elected Hall Council Officers must attend the Hall Council training program provided in the fall and/or spring semesters. The IRHC Executive Board must approve exceptions to attendance, within 48 hours of training.
2. The respective Advisor for each Hall Council must approve all publications, shirts, fliers, advertisements, etc. prior to duplication and distribution.
3. Hall Councils will remain unaffiliated with SGA Political Parties.
 - a. All communications with SGA Political Parties must go through the IRHC Executive Board and Advisors.
4. All Hall Council fundraising efforts must be directed to the Assistant Director of Finance.
5. Failure to comply with IRHC regulations and/or policies may result in punitive action.
6. The IRHC Executive Board shall determine the means of enforcing IRHC regulations and/or policies.

Article IX – Publications

Section A – Compliance

1. All advertisements of the organization must comply with the University Posting Policy (<http://posting.fsu.edu/>).

Article X – Amendments

Section A – Pursuant to Statutes, the IRHC Executive Board may revise these IRHC By-Laws by a majority vote of the Board of Directors.

Section B – The IRHC Executive Board may propose Statute revisions to the SGA Senate by a majority vote.

Section C – Amendments to the IRHC By-Laws become effective on the date of ratification.

Read on August 15th, 2023, at 10:42. The following are electronic signatures by the IRHC Executive Board and an Advisor(s):

Director - Samantha Strickland

Associate Director – Genevieve Reynolds

National Communications Coordinator - Esa Petersen

Assistant Director of Operations – Emily Fisher

Assistant Director of Marketing and Outreach – Hannah Liu

Assistant Director of Finance – Gabe Ferraz

Primary Advisor – Katelyn Bittinger

Graduate Student Advisor – Kaila Fisher