

By-Laws

Section 1: Responsibilities of Executive Board Members

1.1 Responsibilities of Executive Members

A. The President shall:

1. Preside over the Executive Board and all scheduled meetings.
2. Be the official liaison between the Advisors and the Executive Board.
3. Act as the official voice of tRAC.
4. Affiliate the Residents' Action Council as a registered Student Organization at Ohio University through the Campus Involvement Center.
5. Update and maintain Organization information with Event Services and the Campus Involvement Center.
6. Ensure that space is reserved for the Executive and General Body Meetings.
7. Collaborate with the Advisor(s) to oversee all agreements with outside vendors and all other services provided by the Organization.
8. Develop and maintain a close working relationship with the Department of Housing and Residence Life through regular communication.
9. Actively work with on-campus students, hall councils, and the Department of Housing and Residence Life on initiatives that enhance the living environment of the residential community.
10. Put together the agenda for General Body Meetings, have Executive approval, and make the agenda accessible to the General Body.
11. Provide and seek feedback regularly at General Body and Executive Meetings.
12. Not vote in tRAC General Body Meetings, except in the case of a tie.
13. Work with the NCC to explore other institutions' best practices, when necessary.
14. Attend all conferences: NACURH, CAACURH, and Regional Business Conference, unless excused by the rest of the Executive Board.
15. Work with Vice President of Marketing & Public Relations, or appoint a delegate, to develop and maintain a working relationship with other university organizations.
16. Form committees, as necessary, with the approval of the Executive Board.
17. Remain aware of the actions of all committees by identifying a Representative or delegate to attend committee meetings.
18. Assist all other Executive Board Members, as applicable, in fulfilling their responsibilities.
19. Assist the Vice President of Marketing & Public Relations with a General Body retention strategy.
20. Serve two office hours weekly.

B. The Vice President of Administrative Affairs shall:

1. Be responsible for the maintenance of attendance records; inquire about absences by emailing the hall representative(s) in violation, instructing them of their revoked

voting rights and how to reacquire them. In addition, the Hall Council advisor(s) shall also receive a copy of the aforementioned email.

2. Be responsible for maintaining spirit point records and email contacts.
3. Work with the Vice President of Finance to make sure that Hall Councils meet funding requirements.
4. Distribute minutes and agenda to all members within 72 hours of the General Body Meeting, via email.
5. Upload minutes for both Executive and General Body Meetings to the tRAC Microsoft Teams folder within 72 hours of said meetings.
6. Maintain historical records of tRAC.
7. Ensure that the General Body is informed of a vacancy and the election process for said Executive position, when applicable.
8. Assume, or delegate to another Executive, the President's responsibilities when the President is absent.
9. Be responsible for the coordination and evaluation of all standing committees and the recording of each committee's schedule and plans.
10. Act as Webmaster for tRAC's website, or delegate to another Executive Member, as necessary.
11. Assist Vice President of Marketing and Public Relations with maintaining tRAC communication and social media.
12. Serve two office hours weekly.

C. The Vice President of Finance shall:

1. Oversee all sources of revenue collected.
2. Ensure that all financial obligations of tRAC are fulfilled in a timely manner.
3. Be responsible for the maintenance of the treasury.
4. Work with Advisor(s) to maintain the financial integrity of tRAC.
5. Maintain communication with the Office of Student Accounts.
6. Furnish up-to-date financial records, such as bi-annual budget reports and financial reports after each major programming event, to the General Body.
7. Report on the most recent budget available at every Executive Meeting, and every General Body Meeting, as applicable.
8. Coordinate all funding requests and co-sponsorships, including communication to those requesting funding.
9. Work with the Vice President of Administrative Affairs to make sure that Hall Councils meet funding requirements.
10. Pass on Program Report Forms from past funding requests to the Vice President of Administrative Affairs to be archived in Microsoft Teams.
11. Communicate the details of completed program report forms with the Vice President of Programming.
12. Hold reimbursement funds from requesting parties until a Program Report Form is submitted.
13. Oversee any necessary fundraising activities with fellow Executives.

14. Be responsible for preparing and processing a bill for damaged or late returns of tRAC equipment in consultation with the Vice President of Student Services in a timely manner.
15. Maintain electronic copies of all financial records.
16. Be responsible for contacting Hall Councils within 72 hours of their program date to remind them to submit the Program Report Form and of the guidelines to release funds.
17. Serve two office hours weekly.

D. The Vice President of Programming shall:

1. Oversee, facilitate implementation of, and attend all programs that fall under the Vice President of Programming.
2. Assist the Vice President of Diversity Initiatives in the planning and implementation of programs.
3. Act as a resource for Hall Council activities and/or programs sponsored by tRAC, and delegate tasks as necessary for completion.
4. Collect and maintain all records of tRAC programs.
5. Assess the need for, and assist the Vice President of Marketing & Public Relations in, the development of additional resources to be distributed to all Hall Councils or General Body Members.
6. Chair the Programming Committee, as necessary.
7. Serve two office hours weekly.

E. The Vice President of Marketing and Public Relations shall:

1. Be responsible for all tRAC publicity.
2. Be responsible for all tRAC social media pages, posting at least twice a month on each platform.
3. Delegate tasks to a webmaster to update the website, social media, and other electronic media when needed.
4. Be responsible for developing a semesterly membership strategy in conjunction with the Executive Board.
5. Communicate and publicize marketing needs on behalf of the organization and its members.
6. Serve as the contact for the media concerning publicity purposes and maintain frequent communication with the University community.
7. Collaborate, as necessary, with other registered student campus organizations.
8. Serve two office hours weekly.

F. The National Communications Coordinator (NCC) shall:

1. Be responsible for maintaining contact with the National Association of College and University Residence Halls, Inc. (NACURH) and the Central Atlantic Affiliate of College and University Residence Halls (CAACURH) of NACURH. In addition, the NCC will act as a liaison to the Regional Board of Directors.

2. Attend all conferences: NACURH, CAACURH, and Regional Business Conference, unless excused by the rest of the Executive Board. If the NCC cannot attend, they will find and train a proxy.
3. Select Ohio University's Delegation to conferences, with the approval of the Advisor(s).
4. Coordinate Ohio University's Delegation to NACURH, CAACURH, Regional Business Conference, and any additional conferences.
5. Maintain records of conferences.
6. Be responsible for coordinating with the National Residence Hall Honorary (NRHH) to annually re-affiliate Ohio University with NACURH.
7. Attend online chats for regional meetings, bids, elections, and legislation.
8. Collaborate with the Vice President of Marketing and Public Relations to participate in CAACURH and NACURH social media challenges.
9. Coordinate, with the Executive Board, the writing and submission of any bids to CAACURH, NACURH, or Regional Business Conference, and keep records of bids.
10. Communicate the decisions of CAACURH and NACURH to the Executive Board.
11. Serve two office hours weekly.
12. Once an NCC-In Training (IT) has been elected, the NCC shall add the NCC-IT to any communication listservs and/or social media platforms related to the position.

G. The Vice President of Student Services shall:

1. Be responsible for the maintenance and organization of equipment and the tRAC storage room.
2. Assess the need for, research, and recommend options for additional equipment to be provided by the Organization.
3. Be responsible for maintaining a record of, and coordinating all rentals of, tRAC equipment and materials.
4. Coordinate equipment pick-up and drop-off with renters.
5. Keep rental guidelines current and available.
6. Promote equipment rentals to other Student Organizations.
7. Be responsible for communicating with the Vice President of Finance in instances where tRAC equipment is rented by non-housing affiliated Organizations or returned dirty, damaged, or late.
8. Be responsible for coordinating with the Advisor(s) to keep office and equipment supplies fully stocked at all times.
9. Serve two office hours weekly.

H. The Vice President of Diversity Initiatives shall:

1. Plan and coordinate, in collaboration with the Vice President of Programming, the implementation of events to educate others about diversity.
2. Be aware of diversity topics and attend diversity events around Ohio University.
3. Be responsible for receiving and responding to the "Advocacy" tab submissions from the tRAC website.

4. Reach out to other Student Organizations with the intent to collaborate on programs and General Body discussions.
5. Assess the need for the collection of additional resources to be distributed to all Hall Councils or General Body Members.
6. Act as a resource for individuals residing in residence halls.
7. Organize activities to take place during General Body Meetings that center around topics of diversity.
8. Facilitate diversity or social justice-themed sessions at the Hall Council Leadership Conferences.
9. Serve two office hours weekly.

Section 2: Responsibilities of an Advisor

- 2.1 The eligibility of an Advisor is defined by the Campus Involvement Center in its guidelines for Student Organizations.
- 2.2 The Advisor(s) to the Residents' Action Council shall be selected by a two-thirds vote of the Executive Board in consultation with the Director of Residence Life.
- 2.3 At least one Advisor is encouraged to be present during all scheduled meetings of tRAC.
- 2.4 The Advisor(s) and Executives shall set forth an agreement, to be made at the Executive Retreat, which will consist of their expectations. Both parties will work to the best of their abilities to fulfill these agreed expectations.
- 2.5 At least one Advisor is required to be present at each conference: NACURH, CAACURH, and the Regional Business Conference.
- 2.6 The Advisor(s) will approve delegates to conferences.
- 2.7 The Advisor(s) will work with On-Campus Marketing, Bedloft, and additional vendors for fundraising purposes.
- 2.8 The Advisor(s) will work with the Vice President of Finance to maintain the financial integrity of tRAC.
- 2.9 At the end of each academic year, the Executive Board will review the Advisor(s).
- 2.10 The advisor(s) will hold one-on-one meetings with each Executive Board Member at least once a month, with additional meetings being added as necessary.

Section 3: Committees (Optional)

- 3.1 There may be five standing committees of tRAC:
 - A. Finance Committee
 - B. Programming Committee
 - C. Marketing Committee
 - D. Diversity Committee
 - E. Bidding Committee
- 3.2 Responsibilities of Committees
 - A. The Finance Committee shall:

1. Be responsible for the allocation of funds to committees.
 2. Oversee expenditures.
 3. Present a bi-semesterly financial report.
 4. Oversee the Hall Council funding process.
- B. The Programming Committee shall:
1. Assist the Vice President of Programming in the oversight and facilitation of the implementation of all programs.
 2. Attend all tRAC programming events as necessary.
 3. Record evaluations of tRAC programming.
- C. The Marketing Committee shall:
1. Design, produce, and distribute all public notices, with the exception of election materials.
- D. The Diversity Committee shall:
1. Assist the Vice President of Diversity Initiatives in the development of diversity programs.
 2. Seek opportunities to assist other Student Organizations with diversity events.
 3. Act as a liaison with other diversity-based organizations and departments.
- E. The Bidding Committee shall:
1. Assist the NCC in creating, writing, and presenting any bid proposals.

Section 4: Attendance

- 4.1 No Executive Officer shall have more than three unexcused absences per semester.
- 4.2 In the case of an absence, an excuse must be presented to the President, at least 24 hours in advance. In addition, absent Executives are responsible for receiving the missed information.
- 4.3 The President must inform the Vice President of Administrative Affairs of their absence 24 hours in advance and delegate meeting tasks to that Executive, as per 1.1.B.8 of the By-Laws.
- 4.4 An absence from scheduled office hours that is excused and is covered by another Executive Officer, or rescheduled for a different time that same week, will not be considered an absence.
- 4.5 Any Executive Member who has more than six absences per semester will be reviewed by the Executive Board, with the possibility of removal from office, as stated in Article IV, Section 5 of the Constitution.
- 4.6 Attendance at the Executive Retreat is mandatory for all executive members, both current and newly elected, unless an excuse is submitted to, and approved by, the Advisors.
- 4.7 In the event that an Executive Member's presence at the Retreat would be deemed detrimental to the development of the group and its future, a simple majority of the Executive Members present may decide to revoke that privilege and ask that they not

attend the Retreat.

- 4.8 Executive Members must attend all tRAC related programs and events unless a valid excuse has been provided to the President within 24 hours of the event.

Section 5: Ethics

5.1 the Residents' Action Council shall operate under this Code of Ethics:

- A. Follow University policies and applicable laws
- B. Be responsible and accountable for your actions
- C. Be supportive of the Organization
- D. Respect yourself and others
- E. Avoid conflicts of interest/personal bias
- F. Be honest and transparent
- G. Abide by the NACURH Equity Statement

5.2 Violation of Ethical Standards

- A. Violation of the Code of Ethics, as stated in Section 5.1, shall be grounds for impeachment, according to the procedures stated in Article III, Section 5 of our Constitution.
- B. A member or Executive Officer may be impeached for unethical actions, behaviors, and/or speech that do not pertain to tRAC, tRAC business, or the position that they hold in tRAC.
- C. If unethical actions, behaviors, or speech are brought to the attention of the Executive Board, they must be brought to the attention of, and addressed by, the Advisor(s).

Section 6: Rules of Order

6.1 Standard Procedure

- A. tRAC Meetings shall be conducted in a round table format, with the President presiding and maintaining order.
- B. All questions that require a decision by tRAC shall be decided by a simple majority of voting Members present.
- C. It is the discretion of the Executive Board that no business that requires a decision by tRAC shall be conducted unless a quorum is present. Quorum shall be one-half of all voting entities plus one.

6.2 Hall Council Funding Request

- A. Guidelines to an acceptable funding request:
 - 1. The request must be submitted at least eight (8) days prior to the Monday Meeting at which the Hall Council plans to present it. There will be no exceptions made to this rule.
 - 2. There must be an alternate funding source. A funding source covering 40% or more of the total cost will be looked at more favorably upon by the General Body.
 - 3. The maximum amount that a Hall Council can request is \$1000.

4. To be able to present a funding request, the Hall Council must have voting rights, as outlined in Article III, Section 3 of our Constitution.
5. If the funding request is not completed or does not meet applicable standards, the Executive Board shall deny it, and it will be sent back for further revision.

B. Voting Procedure

1. The Vice President of Finance will bring a funding request to the floor. If the Vice President of Finance is absent, the President will propose the funding request.
2. Once proposed to the General Body, an individual from the requesting Hall Council will present the funding request.
3. After the presentation, there will be a Q&A session by the General Body. At the end of the Q&A session, those who are associated with the funding request must step out of the room.
4. There will be a pro-con discussion.
5. After the pro-con discussion, the Vice President of Finance will conduct a vote among the Hall Councils that have voting rights.
6. The Vice President of Finance will ask for those with voting rights to raise their placard for their vote: beginning with those for, followed by those against, and lastly those who wish to abstain.

C. Release of Funds

1. To receive funds, an itemized receipt must be turned in and a Program Report Form must be completed.
2. Receipts and the Program Report Form are due at the same time: two weeks from the program date. If they are not submitted on time, the funds will be held.

6.3 Co-Sponsorship Funding Request

A. Guidelines to an acceptable co-sponsorship request:

1. The request must be submitted at least two weeks prior to the event.
2. There must be an alternate funding source.
3. The maximum an Organization can ask for is \$500.
4. The request must come from a registered Organization.
5. A Student Organization can only be granted one co-sponsorship per semester.
6. If the co-sponsorship form is not completed, the request will be sent back for revision.
7. Co-sponsorship requests should not be submitted during Ohio University scheduled breaks.

B. Voting Procedure

1. The Vice President of Finance will bring a co-sponsorship request to the floor. If the Vice President of Finance is absent, the President will propose the funding request.
2. Once proposed to the General Body, an individual from the requesting Organization will present the funding request.
3. After the presentation, there will be a Q&A session with the General Body. At the end of the Q&A session, those who are associated with the funding request must step out of the room.
4. There will then be a pro-con discussion.
5. After the pro-con discussion, the Vice President of Finance will conduct a vote among the Hall Councils that have voting rights.

6. The Vice President of Finance will ask for those with voting rights to raise their placard for their vote: beginning with those for, followed by those against, and lastly those who wish to abstain.

7. If the co-sponsorship is approved, members of tRAC are encouraged to attend the event as support of collaboration.

C. Release of Funds

1. To receive funds, an itemized receipt must be turned in and a Program Report Form must be completed.

2. Receipts and the Program Report Form are due at the same time: two weeks from the program date. If they are not submitted, the Student Organization will not receive its funding.

6.4 Voting for Non-Funding Issues

A. In order for a non-funding issue to be presented, it must be approved by the Executive Board.

B. An Executive Officer, hall, or organization representative will prepare a brief presentation about the issue.

C. After the presentation there will be Q&A and discussion sessions by the General Body.

D. At the conclusion of the discussion session, the President will call for a vote.

E. After a tally is made of the final votes, the Vice President of Administrative Affairs will announce whether the issue is approved or denied.

F. Voting rights are granted to all present member halls for votes on non-funding issues.

6.5 Other Voting Circumstances

A. In the instance where the Members of tRAC decide that a vote needs to be taken of all residents living on campus, the following guidelines will be followed:

1. Each hall representative will have one week to take the issue back to their Hall Council for a vote of the members in attendance.

2. The resulting vote will be brought back to tRAC the following week, and each hall representative will vote according to their Hall Council's decision.

3. After a tally is made of the final votes, the Vice President of Administrative Affairs will announce whether the issue is approved or denied.

6.6 Voting by Secret Ballot.

A. A motion to have a secret ballot may be brought forward by any Executive Officer or present tRAC Member.

1. The General Body will utilize a secret ballot if a single General Body Member requests to do so.

2. Voting Members will then be asked to submit their votes via paper ballot.

3. The Advisor(s) will count secret ballots; if there is not an Advisor, then the presiding officer will count secret ballots.

4. All elections are tallied via secret ballot unless a motion to caucus is made and dissent is not present.

6.7 Motion to Caucus

- C. A motion may be made to caucus by a single General Body Member. Caucus is when there is a unanimous decision among the General Body.
 - 1. The General Body may utilize the motion to caucus when there is a unanimous decision during elections or other voting decisions.
 - 2. Caucus can be used when there are two or more candidates running for a position.
 - 3. Caucus will not be utilized if there is at least one dissent amongst the General Body.