Constitution for Collins Living Learning Center
Student Government
2015-2016

Article I: Name
The name of the organization shall be the Collins Living Learning Center (LLC) Student Government.

Article II: Membership & General Principles

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

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

2.3 Statement of University Compliance
This organization shall comply with all Indiana University regulations, and local, state, and federal laws.

2.4 Anti-Hazing Policy
Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person’s consent or lack of consent.

2.5 Personal Gain
This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation directly from for-profit companies if acting as a representative of a student organization.

2.6 Non-Discrimination Policy
Participation in Collins Living Learning Center Student Government shall be without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation or veteran status.

Article III: Unit Government

3.1 Definition of ‘unit’
Collins LLC Student Government shall be composed of residents of the four halls: Cravens, Edmondson, Hillcrest, and Smith. Each of these halls shall be further divided into units. Each unit is defined by and has one Resident Assistant. The Hillcrest apartments constitute one additional unit.
3.2 Voting in the Board of Governors
3.2.1 Each unit shall elect one floor governor with one vote, unless the number of residents in a unit exceeds forty residents, in which case that unit will elect two floor governors each with one vote.
    3.2.1.1 Should a unit with more than forty residents elect only one floor governor, that governor shall have two votes until a second governor can be appointed by the unit Resident Assistant with approval of the Vice President of the Board of Governors.
3.2.2 The quorum required to conduct business shall consist of representatives able to exercise 2/3 the possible votes.
3.2.3 A 2/3 majority of BOG is required to impeach officers or amend the Constitution and its bylaws.

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

3.4 Responsibilities of Unit Government
The unit government shall:
3.4.1 Communicate with the units and represent the interests of the units to Student Government and vice versa.
3.4.2 Coordinate the members of the unit in unified contributions toward attaining goals, operate programs, and maintain unit informational site (e.g. email distribution lists, floor bulletin board), to communicate floor concerns with Resident Assistant.

Article IV: Legislation
4.1 Legislative Power Vested in Board of Governors
The legislative power of this organization shall be vested in the Board of Governors (BOG).

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

4.3 Meetings of the Board of Governors
4.3.1 The BOG shall meet a minimum of twice a month throughout the academic year as determined by the Vice-President of BOG under advisement from its members, with exceptions for the months of August, December, and May.
4.3.2 A majority of governors or the President may call a special meeting.
4.3.3 The Vice-President shall preside at all meetings
4.3.4 The Vice-President shall vote to decide the outcome of a tied vote.
4.3.5 The governors or their proxy, who live in the unit that they represent, shall be the only voting members of BOG.

4.4 The Board of Governors’ Right to Review Elections
Any and all elections taken by the standing committee or boards funded by BOG are subject to review and reversal by supermajority of the BOG.

4.5 Responsibilities of the Board of Governors
The Board of Governors shall:
4.5.1 Represent and convey the needs and interests of the residents of Collins LLC, specifically the needs expressed by their individual units
4.5.2 By vote, act on all proposals, bills, or resolutions presented to the board
4.5.3 Rule on all appointments made by the President.
4.5.4 Accept for consideration proposals for funding programs restricted to a floor or building, in addition to center-wide programs.

4.6 Veto Power of the President
4.6.1 The President shall have the power to veto any legislation passed by BOG. The President shall have three days to exercise this privilege.
4.6.2 Failure to exercise this power of veto within the specified three days shall cause legislation previously passed by BOG to become effective immediately.
4.6.3 The President must notify the Vice President of BOG or presiding member, in writing, within 3 days of the exercise of this power.
4.6.4 BOG may override any vetoed legislation by passing said legislation with a 2/3 majority vote within seven days of notification of the veto.

Article V: Executive
5.1 Executive Power Vested in Executive Board
5.1.1 The executive power of this government shall be vested in the Executive Board, headed by the President of the Center. The Executive Board shall consist of Executives, Directors and Chairs, and Representatives.
5.1.1.1 Executives include the President, Vice President of the Board of Governors, Vice President of the Board of Programmers, and Vice President of Internal Affairs.
5.1.1.2 Directors and Chairs include the Director of Finance, Director(s) of E-Force, Conduct Board Chair, Director of Philanthropy, Director of Campus Involvement, Director of Athletics, Director of Outdoor Recreation, Historian, Director(s) of Weekend Events, Director of Health and Wellness, Board of Educational Programming Chair(s), Arts Council Chair, Sustainable Food Committee Chair(s), Community Council Chair, and any other positions deemed appropriate by the Executive Appointments Advisory Committee.
5.1.1.3 Representatives include IUSA Senator and RHA General Assembly Delegate.

5.2 Election and Appointment of Executive Board Members
5.2.1 President, Vice President of BOG, Vice President of BOP, and Vice President of Internal Affairs shall be elected by the residents of Collins LLC in accordance with the Collins LLC Elections Code and the RHA Constitution and by-laws.
5.2.2 The positions of the Director of Finance, Director of E-Force, Conduct Board Chair, Director of Philanthropy, Director of Campus Involvement, Director of Athletics, Director of Outdoor Recreation, Director(s) of Weekend Events, Director of Health and Wellness, Historian, General Assembly Delegate and Community Council Chair shall be appointed by an Executive Appointments Committee subject to approval by BOG. The final decision concerning whom to appoint shall rest with the President, subject to approval of BOG. They shall accept applications for the positions for no less than ten days and they shall make selections based on application, interview, and personal knowledge.
5.2.2.1 Appointments for an incoming administration for the following school year shall be submitted to BOG no later than the last BOG meeting of the current school year in order to allow the outgoing BOG to vote on the appointments.
5.2.3 Any resident may hold any Executive Board position with the following limitations:
5.2.3.1 No student shall hold two positions on Executive Board except for the representatives, who may each hold one additional position as a Director or Chair.
5.2.3.2 No Floor Governor may hold a position on Executive Board.
5.2.3.3 No Resident Assistant may hold a position on Executive Board.

5.2.4 The Executive Appointments Advisory Committee may be composed of:
5.2.4.1 The incoming President and Vice Presidents
5.2.4.2 Up to two outgoing Executive Board members
5.2.4.3 The Residence Manager, Student Government Advisor and/or the Assistant Director of Collins LLC.

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

5.2.5.1 The President
5.2.5.2 The Residence Manager, Student Government Advisor and/or the Assistant Director.
5.2.5.3 Outgoing members of Executive Board.

5.3 Meetings of the Executive Board
The Executive Board shall meet a minimum of twice a month throughout the year with the exceptions of August, December, and May, as determined by the President under advisement from its members. A majority of the Executive Board or the President may call a special meeting. The Executive Board meetings shall be presided over by the President.

5.4 Responsibilities of the Executive Board
The Executive Board shall:
5.4.1 Coordinate the efforts of the various boards and members of the Collins LLC Student Government towards attaining their established goals.
5.4.2 Represent the residents, develop and implement the programs, and enforce the policies of the organizations.
5.4.3 Provide information to the members of the organization and residents concerning the operation of the organization and relevant operations of the university.
5.4.4 Work in conjunction with the BOG to best meet the needs and desires of the members of the Collins LLC Student Government.

Article VI: Judicial
6.1 Judicial Power Vested in Conduct Board
The judicial power of this organization shall be vested in the Collins LLC Conduct Board.

6.2 Composition of Conduct Board
6.2.1 The Conduct Board shall be composed of at least seven and not more than thirteen residents. The chair shall be appointed by the President with advisement from the current residence hall manager and graduate supervisor of the C-Board, subject to approval by BOG. The members of C-Board are to be selected by the C-Board Appointment Committee, which is composed of:

6.2.1.1 The graduate supervisor of the C-Board
6.2.1.2 Division of Residential Programs and Services representative
6.2.1.3 Incoming C-Board Chair

The chair shall appoint an assistant chair from the selected members. The members of the C-Board shall serve for the academic year in which they are appointed unless they are removed or resign from office.

6.2.2 C-Board members shall not simultaneously serve as Floor Governors or as Executive Board members in order to prevent bias in other student government functions.

6.3 Meetings of Conduct Board
The C-Board shall meet as needed throughout the year as determined by the C-Board chair under advisement from the C-Board members. The chair shall preside at all C-Board meetings. The assistant chair shall preside at any meetings the chair cannot attend. All members of the C-Board shall vote with the exception of the Chair, who votes only to determine the outcome of a tied vote. A judicial quorum shall consist of five members present.
6.4 Responsibilities of Conduct board

Conduct Board shall:

6.4.1 Hear cases of election disagreements and interpret the Constitution, including certifying results and reasons for impeachment of Collins Student Government officers.

6.4.2 Hear cases of persons failing to comply with the center, RHA, and/or University regulations.

   6.4.2.1 The board shall determine the responsibility of the said persons.
   6.4.2.2 In cases where individuals are found responsible, the board will also recommend an appropriate sanction to the Dean of Students.

6.4.3 Guarantee every person appearing before the C-Board the fairest possible hearing and protect their rights and privacy.

6.4.4 Comply with the C-Board procedures set forth by the Office of Student Ethics.

Article VII: Programming

7.1 Programming Responsibility Delegated to the Board of Programmers

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

7.2 Composition of the Board of Programmers

BOP shall be composed of volunteer residents of Collins LLC who shall follow the attendance policy as determined by the Vice President of BOP.

7.3 Meetings of the Board of Programmers

BOP shall meet at least bimonthly throughout the year as determined by the Vice President of BOP under advisement from its members. The Vice President of BOP shall preside at BOP meetings.

7.4 Voting Rights

Each member of BOP shall be allowed one vote and the Vice President of BOP shall vote only to decide the outcome of a tied vote.

7.5 Internal Operations of the Board of Programmers

BOP shall operate under its own auspices.

Article VIII: Internal Affairs

8.1 Communications

All center-wide communications and publicity affairs of the Collins LLC Student Government as well as internal communications within the organization shall be the responsibility of the Vice President of Internal Affairs.

8.2 Representation

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

8.3 Administration of Elections

The Vice President of Internal Affairs shall commission all student government elections, including Floor Governor and Executive elections in accordance with the policies set forth in the RHA Constitution and bylaws. In the event that the Vice President of Internal Affairs is an elections candidate, it is their responsibility to appoint an elections commissioner with approval from the President.
Article IX: E-Force

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

9.2 Purpose of E-Force
The purpose of this board shall be the development of environmentally friendly policies and programs. It shall also increase general awareness of environmental issues within Collins.

9.3 Composition of E-Force
The board shall be composed of all interested members of the Collins LLC. The E-Force Director shall preside at all meetings. The board shall meet as determined by the director.

Article X: Philanthropy

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

10.2 Purpose of Philanthropy
The purpose of this directorship shall be to develop philanthropic and community service programs.

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

Article XI: Community Council

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

11.2 Purpose of Community Council
Collins LLC shall have a Community Council as mandated by RHA and the Division of Residential Programs and Services. The Community Council attempts to act in the best interests of Collins LLC by promoting a better academic, cultural, political, recreational, residential and social environment for residents. The Community Council shall have the responsibility to determine use of space in consultation with residential staff.

11.3 Composition of Community Council
11.3.1 Student Membership: Collins LLC residents shall be represented on the Community Council by student members totalling seven votes:
   11.3.1.1 The student government President or proxy
   11.3.1.2 Any students at large
   11.3.1.3 The chair will only vote to break ties
11.3.2 Administrative Membership: The administrative membership shall include:
11.3.2.1 The Food Service Manager or proxy
11.3.2.2 The Residence Manager or proxy
11.3.2.3 The Director of the Living-Learning Center or proxy
11.3.2.4 The Environmental Operations Manager or proxy
11.3.2.5 A representative of the RA staff

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

11.4 Voting Rights of Community Council Members
Each member shall have only one (1) vote in all business matters.

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

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

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

Article XIII: Board of Educational Programming (BOEP)
13.1 Purpose of the Board of Educational Programming
The Board of Educational Programming (BOEP) shall select courses to be taught at Collins and provide a number of educational programs for students and residents to take part in. BOEP will financially support events or programs of an educational nature.

13.2 Composition and Operation of the Board of Educational Programming
BOEP shall be composed of all interested members of the Collins LLC.

13.3 Voting Rights
13.3.1 Voting rights are granted with membership upon an individual’s having attended at least two BOEP meetings within the previous two months of the academic school year. This excludes May through August.
13.3.2 To vote in final cuts, members must have attended at least three course interviews.
13.3.3 The board may revoke voting rights, if an individual has not attended a BOEP meeting within the past three months.

13.4 Internal Operations of BOEP
BOEP shall operate under its own auspices and select its own leadership.
Article XIV: Arts Council

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

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

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

14.4 Internal Operations of Arts Council
Arts Council shall operate under its own auspices and select its own leadership.

Article XV: Cheshire Café

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

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

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

15.4 Appointment of Managers if Manager is Present
The new managers and employees shall be appointed by the LLC staff, in consultation with the current manager(s) and staff of the café.

15.5 Manager Tenure
Managers shall have a maximum tenure of two years.

Article XVI Sustainable Food Committee

16.1 Purpose
The Collins Sustainable Food Committee seeks to bring together Collinsites interested in both the pleasures of the table and the advancement of more sustainable practices in the world of food. Additionally, the Sustainable Food Committee oversees and helps to maintain the Smith Kitchen.
16.2 Officer Representation and Office Hours
At least one officer shall attend Collins Executive Board and Fee Committee. In lieu of office hours, the kitchen coordinator shall hold a weekly open hour in the Smith Kitchen.

16.3 Composition of the Sustainable Food Committee
Sustainable Food Committee shall be composed of all interested members of the Collins LLC.

16.4 Operations of Sustainable Food Committee
Sustainable Food Committee shall operate under its own auspices and select its own leadership.

**Article XVII: Elections and Appointments**

17.1 Executive Board Elections
The Executive Board elections shall be held during the spring semester on a date specified by RHA. Those officers to be elected are as follows:

17.1.1 President,
17.1.2 Vice-President of the Board of Governors (VP BOG),
17.1.3 Vice-President of the Board of Programmers (VP BOP), and
17.1.4 Vice-President of Internal Affairs

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

17.3 Conduct Board Appointments Committee
Upon commencement of the new academic year the newly appointed and confirmed Conduct Board Chair shall initiate the formation of the Conduct Board Appointments Committee, which shall accept applications for positions on the Judicial Board.

17.4 Unit Government Elections
Officers of the representative units shall be elected no later than the second Sunday following the first week of classes, or at a time determined by RHA.

17.4.1 Elections shall be administered by the VP of Internal Affairs and will fulfill the following conditions:
17.4.1.1 Candidacy shall be declared at a central location, such as the center desk or duty office
17.4.1.2 Elections shall take place via online survey, in order to give all residents the opportunity to vote

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

**Article XVIII: Removal from Office**

18.1 Executive Officers Subject to Impeachment
All Collins LLC Student Government officers, either elected or appointed, may be removed for failure to fulfill their responsibilities as outlined in the Collins LLC Constitution and by-laws, and RHA Constitution and bylaws by one of the following methods. The Collins Conduct Board may then remove the officer or official after the hearing to examine the integrity of the vote or petition, and the reasons for impeachment.
18.1.1 By 2/3 majority of the Board of Governors
18.1.2 By presenting the Collins LLC C-Board with a petition signed by 2/3 of the residents of Collins LLC requesting impeachment. The C-Board shall be responsible for verifying signatures.

18.2 Unit Officers Subject to Impeachment
Unit officers may be impeached by one of the following methods. The Collins Conduct Board may then remove the officer or official after the hearing to examine the integrity of the vote or petition, and the reasons for impeachment
18.2.1 By a 2/3 majority of the Board of Governors.
18.2.2 By presenting the Collins LLC C-Board with a petition signed by 2/3 of the residents of the officer’s unit requesting impeachment. The C-Board shall be responsible for verifying the signatures and holding a hearing.

18.3 Conduct Board Members Subject to Impeachment
Collins LLC C-Board members may be impeached by a 2/3 vote of the BOG. The RHA Conduct Board upon hearing may remove a C-Board member from office.

Article XIX: Vacancy of Office
19.1 Vacancy by the President
If, for any reason, the President shall be unable to execute their duties or term, the Vice President of Internal Affairs shall assume the office of the President and the President shall appoint a new VP of Internal Affairs, subject to approval of 2/3 of the BOG.

19.2 Vacancy by an Executive Officer
If, for any reason, an executive officer or appointed officer or appointed official shall be unable to complete their term, the President shall appoint a new executive or official, subject to approval of 2/3 of the BOG.

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

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

Article XX: Amendments
20.1 Proposed amendments to this constitution may be initiated by any member of the Collins LLC Student Government and presented to the BOG.
To be ratified, an amendment must meet all of the following requirements:
20.1.1 Be approved by supermajority of BOG
20.1.2 Be approved by supermajority of Executive Board
20.1.3 Be approved by simple majority of Community Council attendees, though these attendees need not be voting member of Community Council.

20.2 Proposed amendments must be displayed in a public area for no fewer than ten days before any voting takes place.

Article XXI: Parliamentary Authority
The Collins LLC Student Government shall follow Robert’s Rules of Order when deemed necessary.

**Article XXII: Ratification of a new Constitution**

22.1 To write a new Constitution, a committee must be formed. The Vice President of Internal Affairs shall invite the President, council heads, students at large, and others to propose a new constitution.

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

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

22.2.1 Be approved by supermajority of BOG

22.2.2 Be approved, in referendum, by 2/3 Collins LLC residents that participate in said referendum.

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

The By-laws of the Collins LLC Student Government

1. **Responsibilities of the officers**

1.1 **The following responsibilities are common to all of the Executive Board Officers of the Collins LLC Student Government.**

1.1.1 Attend all meetings of the Executive Board. Attend meetings of the Board of Governors, other groups and Committees as directed by the President.

1.1.2 Assist and support the President and Executive Board towards coordinating the efforts of the Collins LLC Student Government.

1.1.3 Actively assist in the orientation and training of newly elected and appointed officials. This includes assisting in end of the year activities.

1.1.4 Plan respective departmental budgets.

1.1.5 Familiarize themselves with their department’s floor representatives and the procedures those representatives should follow and enforce those procedures.

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

1.1.7 Read the position archives.

1.1.8 Post and hold office hours for at least one (1) hour a week in the Student Government Office.

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

**1.2 Specifically the President shall:**

1.2.1 Communicate desires and opinions of Collins residents to Residence Halls Association (RHA).

1.2.2 Communicate the attitudes and actions of external organizations to the Collins LLC Student Government.

1.2.3 Operate the programs and enforce the policies of the Board of Governors and Executive Board.

1.2.4 Preside at the Executive Board meetings and coordinate the efforts of the Executive Board.

1.2.5 Coordinate the efforts and supervise the programs of the departments and directors of the Collins LLC Student Government.

1.2.6 Approve or veto all legislation passed by the Board of Governors in accordance with the Constitution and the Standing Rules of the Board of Governors.

1.2.7 Appoint residents of Collins LLC to center offices and committees established by the Board of Governors, Executive Board, RHA, the University, or the community subject to approval of the Board of Governors.

1.2.8 Attend all RHA General Assembly meetings and associated RHA functions in accordance with RHA rules.

1.2.9 Attend all Community Council meetings or appoint a designee to do so.

1.2.10 Schedule the Executive Board meetings.

1.2.11 Create any positions necessary to further the aims and ideals of Student Government with 2/3 approval of the Board of Governors.

**1.3 Specifically the BOG Vice-President shall:**

1.3.1 Preside at meetings of the Board of Governors and coordinate the efforts of the BOG towards attaining the established goals of the residents.

1.3.2 Represent the residents to persons and organizations designated by the
President, Executive Board, or Board of Governors.

1.3.3 Assist the President in the execution of their duties.

1.3.4 Appoint a Pro Temp, and any other positions deemed necessary by the BOG Vice-President (i.e. Parliamentarian), subject to a 2/3 approval.

1.4 Specifically the Programming Vice-President shall:

1.4.1 Preside at all meetings of the Board of Programmers.

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

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

1.4.4 Assist the President in the execution of their duties.

1.4.5 Attend RHA Programming Board meetings or appoint a designee to do so.

1.5 Specifically the Financial Director shall:

1.5.1 Maintain and have available an accurate record of the money in the Collins LLC Board of Governors Student Organization Accounts.

1.5.2 Disburse funds of the Collins LLC Board of Governors accounts in accordance with the directives of the BOG.

1.5.3 Responsible to uphold the rules and regulations set up by RHA and the University for Student Organization Accounts.

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

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

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

1.6.1 Coordinate and promote center-wide athletic and recreation events and
support floor participation in center and campus events.

1.6.2 Keep a current calendar of all recreational sports events.

1.6.3 Maintain and inventory the sports and camping equipment

1.7 Specifically the E-Force (Environmental) Director(s) shall:

1.7.1 Preside at E-Force meetings.

1.7.2 Serve as Collins representative in the RHA Board of Environmental Managers.

1.7.3 Ensure E-Force responsibilities are being met.

1.7.4 Preserve the Collins environment.

1.7.5 Facilitate and maintain recycling program as necessary.

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

1.8 Specifically the Internal Affairs Vice-President shall:

1.8.1 Publish a weekly e-newsletter to all residents consisting solely of internal Collins event information.

1.8.2 Coordinate the publicity of Collins events by using a web site, hard copies, and the bulletin board outside the student government office.

1.8.3 Manage the Collins Student Government web site, and coordinate with other officers, ensuring that each page is updated to reflect the change in relevant information.

1.8.4 Shall head the Marketing and Communications Committee.

1.8.5 Serve as a delegate at RHA General Assembly.

1.8.6 Serve as Elections Commissioner for all Collins Living-Learning Center elections.

1.8.7 Create a Constitution Committee for the purposes of evaluating and reviewing the standing Constitution at the end of each year.
1.8.8 Shall coordinate one Fall semester and one Spring Semester in-house Student Government training retreat.

1.8.9 Assist the President in the execution of their duties.

**1.9 Specifically the Historian shall:**

1.9.1. Produce and maintain a comprehensive history of the center by collecting records, reading them, and organizing them in the archive room.

1.9.2. Learn the history of the center by using available resources.

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

1.9.4. Keep minutes at the Executive Board meetings.

**1.10 Specifically the Philanthropy Director shall:**

1.10.1 Preside over Philanthropy Board meetings.

1.10.2 Increase volunteerism and community outreach by coordinating volunteer opportunities for Collins residents outside of the Collins community.

1.10.3 Coordinate fundraisers for non-profit organizations, including our campus non-profit organization Middle Way House.

1.10.4 Coordinate events that bring the outside community to Collins and/or Collins out into the community to help others and teach residents about communities that are far different from our own.

1.10.5 Attend RHA Philanthropy Board meetings as determined by the RHA philanthropy director.

**1.11 Specifically the Campus Involvement Director shall:**

1.11.1 Maintain communication between community organizations, campus groups and Collins Student Government and residents.

1.11.2 Ensure that the Collins community is involved with major campus events such as Homecoming.

1.11.3 Plan and organize events with other campus organizations such as:
Residence Halls, Fraternities, Sororities, IU Student Foundation, Union Board, etc.

1.11.4 Keep Collins residents informed of major campus programs and encourage them to attend.

**1.12 Specifically the Chair of Community Council shall:**

1.12.1 Preside at meetings of Community Council and coordinate the efforts of the Council towards serving the Collins Living-Learning community.

1.12.2 Use Community Council meetings to discuss scheduling and funding of events, as well as policy issues that affect the residents of Collins Living-Learning Center.

1.12.3 Ensure that the events calendar is kept up to date immediately after meetings.

**1.13 Specifically a Governor shall:**

1.13.1 Communicate needs, desires, and opinions of their respective units to the Board of Governors and the President.

1.13.2 Communicate the actions of the Board of Governors pertaining to their constituents via mass email following the meeting.

1.13.3 Represent residents of their units to the Board of Governors in the form of supporting programs designed to best meet the needs, desires, and opinions of the residents of the units.

1.13.4 Coordinate at least one program pertaining to their constituents per semester.

**1.14 Specifically the IUSA Senator shall:**

1.14.1 Communicate desires and opinions of Collins residents to Indiana University Student Association (IUSA).

1.14.2 Communicate the attitudes and actions of IUSA to the Collins LLC Student Government.

1.14.3 Be an *ex officio* member of the Executive Board.
1.15 **Specifically the Weekend Events Director(s) shall:**

1.15.1 Organize at least one weekend event for Collins residents per month.

1.15.2 Coordinate with Executive Board and Collins staff members to create events.

1.15.3 Publicize events through floor-specific advertising and established Collins communications media.

1.16 **Specifically the General Assembly Delegate Shall:**

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

1.16.2 Keep residents informed on the business conducted at RHA General Assembly Meetings.

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

1.17 **Specifically the Health and Wellness Director Shall:**

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

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

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

2. **Board of Governors Procedures**

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

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

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

3.2.1 Personnel matters
3.2.2 Pending or threatening litigation
3.2.3 Contractual matters
3.2.4 Real estate matters

3.3 Deliberations of the Conduct Board shall be closed. All other Conduct Board hearings shall be open unless the person appearing before the board requests a closed hearing.

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

3.5 All meetings of the Collins LLC Student Government and its subsidiary organizations shall be publicized and written notice given to all members of the organization no fewer than 24 hours prior to the meeting. Emergency meetings, as defined by the President, shall be exempt from all time constraints.

4. Elections

4.1 All elections and referendums will be held in accordance with the RHA Constitution and by-laws, the RHA Elections Code, and the Collins LLC Constitution and by-laws.

4.2 Should the Internal Affairs Vice-President wish to appoint a second Election Commissioner, they must do so by the first Sunday in February.
Revised by 2015 Collins Constitution Committee

Stephon Gilder, Internal Affairs Vice-President
Hailey Gibson, Collins Historian
Pealer Bryniarski, Edmondson 2 Board of Governors Representative
Justice Eiden, Edmondson 2 Board of Governors Representative
Christopher Keske Conduct Board Member
Carrington Houser Conduct Board Member