Constitution for Collins Living Learning Center
Student Government
April 22, 2007

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 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 Brown, Cravens, Edmondson, Greene, 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 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 simple majority of those present.

Article III: Unit Government
3.1 Definition of ‘unit’
Collins LLC Student Government shall be composed of residents of the six halls: Brown, Cravens, Edmondson, Greene, Hillcrest, and Smith. Each of these halls shall be further divided into units. The units consist of Brown; Cravens 1; Cravens 2; Cravens 3; Cravens 4; Edmondson 2; Edmondson 3; Edmondson 4; Greene 1 & 2; Greene 3; Hillcrest; Smith Ground & 1; Smith 2; and Smith 3. There is a total of 14 units.

3.2 Voting in the Board of Governors
3.2.1 Every unit shall have one vote, except for Brown and Hillcrest which shall have 2 votes each. There is total of possible votes of 16.
3.2.2 A unit may not exercise more votes than there are representatives present from that unit.
3.2.3 The quorum required to conduct business shall consist of representatives able to exercise 2/3 the possible votes (11/16 votes).
3.2.4 A supermajority of BOG required to impeach officers, amend the Constitution or bylaws shall consist of 2/3 of the possible votes (11/16) in favor of the measure.

3.3 Composition of Unit Government
The government of each unit shall be the unit council that is composed of the Governor(s) and the Programmers(s). 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:
1. Consult regularly throughout the academic year.
2. Communicate with the unit and represent the interests of unit to Student Government and vice versa.
3. 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.  
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 President shall vote to decide the outcome of a tied vote.  
4.3.5 The governors or their representatives, 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:  
1. Represent and convey the needs and interests of the residents of Collins LLC, specifically the needs expressed by their individual units  
2. By vote, act on all proposals presented to the board  
3. Rule on all appointments made by the President.  
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. He / she 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 VP BOG or presiding member, in writing, within 3 days of the exercise of this power.  
4.6.4 The BOG may override any vetoed legislation by passing said legislation with supermajority, within seven days of notification of the veto.

**Article V: Executive**

5.1 Executive Power Vested in Executive Board  
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 the President, Board of Governors Vice-President, Board of Programmers Vice-President, Financial Director, Environmental Director, Communications Director, Judicial Board Chair, Community Involvement Director, Sports & Recreation Director, Historian, RHA General Assembly Delegates, Board of Educational Programming Chair, Arts Council Chair, IUSA Senator, and the Community Council Chair.
5.2 Election and Appointment of Executive Directors
5.2.1 President, BOG VP, and BOP VP 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 Financial Director, Environmental Director, Judicial Board Chair, Community Involvement Director, Sports & Recreation Director, Historian, and Community Council Chair shall be appointed by an Executive Appointments Committee subject to approval by BOG. One resident may hold multiple Executive positions, but must undergo a separate interview and application process for each position. The actual decision concerning whom to appoint shall rest with the incoming 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.
5.2.3 The Executive Appointments Advisory Committee shall be composed of:
   a. Outgoing member(s) of Executive Board
   b. The incoming President and Vice-Presidents
   c. The Residence Manager or Student Government Advisor
5.2.4 In case of a vacancy in office during the term, the Executive Appointments Committee shall be composed of:
   a. The current Executive Board, and
   b. Two students at large

5.3 Meetings of the Executive Board
The Executive Board shall meet a minimum of twice a month throughout the year, 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:
   1. Coordinate the efforts of the various boards and members of the Collins LLC Student Government towards attaining their established goals.
   2. Represent the residents, develop and implement the programs, and enforce the policies of the organizations.
   3. Allocate a maximum of one hundred dollars for any special expense in the case of any emergency or when quorum is not present to vote on such matters at BOG meetings.
   4. Provide information to the members of the organization and residents concerning the operation of the organization and relevant operations of the university.
   5. 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 Judicial Board
The judicial power of this organization shall be vested in the Collins LLC Judicial Board.

6.2 Composition of the Judicial Board
The Judicial 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 J-Board, subject to approval by BOG. The members of J-Board are to be selected by the J-Board Appointment Committee, which is composed of:
   1. Collins LLC President
2. Division of Residential Programs and Services representative
3. Incoming J-Board Chair
The chair shall appoint an assistant chair from the selected members. The members of the J-Board shall serve for the academic year in which they are appointed unless they are removed or resign from office.

6.3 Meetings of the Judicial Board
The J-Board shall meet as needed throughout the year as determined by the J-Board chair under advisement from the J-Board members. The chair shall preside at all J-Board meetings. The assistant chair shall preside at any meetings the chair cannot attend. All members of the J-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 the Judicial board
The Judicial Board shall:
1. Hear cases of election disagreements and interpret the Constitution, including certifying results and reasons for impeachment of Collins Student Government officers.
2. Hear cases of persons failing to comply with the center, RHA, and/or University regulations.
   a. The board shall determine the responsibility of the said persons.
   b. In cases where individuals are found responsible, the board will also recommend an appropriate sanction to the Dean of Students.
3. Guarantee every person appearing before the J-Board the fairest possible hearing and protect their rights and privacy.
4. Comply with the J-Board procedures set forth by the Office of Student Ethics.

Article VII: Programming
7.1 Programming Responsibility Delegated to Board of Programmers
Programming and coordination of center-wide as well as campus-wide social, educational, and recreational events within Collins LLC shall be the responsibility of the Board of Programming (BOP).

7.2 Composition of the Board of Programmers
The BOP shall be composed of at least one Programmer from each unit. They shall be elected by the residents of their respective units in accordance with the Collins LLC Elections Code.

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 and shall vote only to decide the outcome of a tied vote. The Programmer(s) or an appointed representative from the same unit shall be the only voting member of the board. All expenditures must be approved by a majority of voting members present.

Article VIII: Communications
8.1 Purpose of Communications Staff
All center-wide communications and publicity affairs of the Collins LLC Student Government shall be the responsibility of the Communications Director.

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: Collinsites Active in Philanthropy
10.1 Collaboration
At the Collins LLC, the philanthropy council Collinsites Active in Philanthropy (CAP) is a collaborative effort between the Living-Learning Center, which provides the bulk of its funding, and Student Government.

10.2 Purpose of CAP
The purpose of this board shall be the development of philanthropic and community service programs. It shall also increase general awareness of social and community issues within Collins.

10.3 Composition of CAP
The board shall be composed of all interested members of the Collins LLC. The CAP Director shall preside at all meetings. The board shall meet as determined by the Director of Community Involvement.

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 totaling seven votes:
   11.3.1.1. The student government President or proxy
   11.3.1.2. One vote per building within the Collins LLC
   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
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, and XV 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 purpose of the Board of Educational Programming (BOEP) is to promote the LLC curriculum, academic programming in Collins, IU academics, and principles of the LLC.

13.2 Composition and Operation of the Board of Educational Programming
BOEP shall be composed of all interested members of the Collins LLC to better represent the wishes of the students in the formation of the curriculum and learning environment.

13.3 Voting Rights
13.3.1 Voting rights for the selection of courses will be open to residents only and is to be dependent upon attendance in faculty interviews; the BOEP Chair(s) in conjunction with the LLC Director shall determine the exact number of interviews required. BOEP shall meet bimonthly throughout the year and as determined by the BOEP Chair(s) under advisement from its members.
13.3.2 Voting rights shall be reserved only for residents who have attended one of the previous four (4) meetings that school year. If four meetings have not yet occurred, then one of the previous meetings will suffice.

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: Elections and Appointments
16.1 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:
16.1.1 President,
16.1.2 Vice-President of the Board of Governors (VP BOG), and
16.1.3 Vice-President of the Board of Programmers (VP BOP)

16.2 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 IV of this Constitution and aid in their appointment.

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

16.4 Unit Government Elections
Officers of the representative units shall be elected no later than the second Sunday following the first week of classes.

16.5 Elections Code
Elections shall be run in accordance with the RHA Elections Code. Conduct and supervision of elections shall rest with the Collins LLC Elections Commissioner.

Article XVII: Removal from Office
17.1 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 by-laws by one of the following methods. The Collins Judicial 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
17.1.1 By supermajority of the Board of Governors
17.1.2 By presenting the Collins LLC J-Board with a petition signed by 2/3 of the residents of Collins LLC requesting impeachment. The J-Board shall be responsible for verifying signatures.

17.2 Unit Officers Subject to Impeachment
Unit officers may be impeached by one of the following methods. The Collins Judicial 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
17.2.1 By a supermajority of the officer’s board, either the BOG or Board of Programmers.
17.2.2 By presenting the Collins LLC J-Board with a petition signed by 2/3 of the residents of the officer’s unit requesting impeachment. The J-Board shall be responsible for verifying the signatures and holding a hearing.

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

Article XVIII: Vacancy of Office
18.1 Vacancy by the President
If, for any reason, the President shall be unable to execute his/her duties or term, the Board of Governors Vice-President shall assume the office of the President and the President shall appoint a new VP BOG, subject to approval of 2/3 of the BOG.

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

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

18.4 Vacancy by a Unit Official
If, for any reason, a governor shall be unable to complete his/her term, an election will be held on the unit to elect a new governor. The same holds true of all other unit officers

Article XIX: Amendments
19.1 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:
   19.1.1 Be approved by supermajority of BOG
   19.1.2 Be approved, in referendum, by 2/3 Collins LLC residents that participate in said referendum.
   19.1.3 Referendum shall be made public to residents for no fewer than seven days.

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

Article XXI: Ratification of a new Constitution
21.1. To write a new Constitution, a committee must be formed. The president shall invite council heads and others to propose a new constitution.
21.2 The Constitution shall be effective, and replace any existing Constitution, after meeting the following requirements:
To be ratified, an new Constitution must meet all of the following requirements:
   21.2.1 Be approved by supermajority of BOG
   21.2.2 Be approved, in referendum, by 2/3 Collins LLC residents that participate in said referendum.
   21.2.3 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 Throughout the term, keep self-evaluations of projects and activities to be left for the use of future Executive Board members. These evaluations should be given to the Historian.

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

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 Preside at and attend all Community Council meetings or appoint a designee to do so.

1.2.10 Coordinate a time to schedule the Executive Board meetings and the Weekly Office Hour schedule.

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 Become President if the office of President becomes vacant.
1.3.2 Preside at meetings of the Board of Governors and coordinate the efforts of the BOG towards attaining the established goals of the residents.
1.3.3 Represent the residents to persons and organizations designated by the President, Executive Board, or Board of Governors.
1.3.4 Assist the President in the execution of his/her duties.
1.3.5 Appoint a Pro Temp, and any other positions deemed necessary by the BOG Vice-President (i.e. Parliamentarian), subject to a majority approval.

1.4 Specifically the Programming Vice-President shall:
1.4.1 Preside at all meetings of the Board of Programmers.
1.4.2 Coordinate all Student Government programming activities and committees within the center.
1.4.3 Continue traditional Collins social programs such as: Collinsfest, Dickens Dinner, Halloween activities, Hillfest, and Viennese Ball.
1.4.4 Provide guidance and support to students in order to foster independent programming initiative.

1.5 Specifically the Financial Director shall:
1.5.1 Maintain and have available an accurate record of the money in the Collins LLC Student Organization Accounts.
1.5.2 Deposit all incomes of the student government in their respective accounts with Student Organization Accounts.
1.5.3 Disburse funds of the Collins LLC Student Government accounts in accordance with the directives of the governing groups.
1.5.4 Responsible to uphold the rules and regulations set up by RHA and the University for Student Organizational Accounts.
1.5.5 Prepare and present a financial report for each Board of Governors and Executive Board meeting.

1.6 Specifically the Sports and Recreation Director 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 Coordinate with residential staff and others to ensure that safety precautions are taken for Sports and Rec events.
1.6.4 Keep a strict inventory of the sports equipment of the Student Government as well as maintain its upkeep.

1.7 Specifically the E-Force (Environmental) Director 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 environmental awareness and communication, and use environmentally positive habits, cut down on waste and energy and Conduct Environmental Programs including Earth Day/Week

1.8 Specifically the Communications Director(s) shall:
1.8.1 Coordinate the publicity of Collins LLC Student Government activities.
1.8.2 Publish a weekly e-newsletter to all residents consisting solely of internal Collins event information.
1.8.3 Coordinate with other officers to ensure that Student Government information is adequately publicized, including on a Web site and hard copies in other areas of Collins.
1.8.4 Manage the student government e-mail account

1.9 Specifically the Historian shall:
1.9.1 Work to produce and maintain a comprehensive history of the center and its programs.
1.9.2 Collect all records including Collins Columns, all bills, and minutes of all Executive, BOG, and BOP meetings. Read and save all relevant material.
1.9.3 Keep minutes of the Executive Board.

1.10 Specifically the Community Involvement Director shall:
1.10.1 Coordinate a chair and group of dedicated students to help the philanthropy director.
1.10.2 Increase volunteerism and community outreach by coordinating volunteer opportunities for Collins residents outside of the Collins community.
1.10.3 Coordinating fundraisers for non-profit organizations.
1.10.4 Coordinating 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 Ensure that the Collins community is involved with major campus events such as Homecoming, IU Sing, Martin Luther King Day On, Not a Day Off
1.10.6 Plan and organize events with other campus organizations such as: Fraternities, Sororities, IU Student Foundation, Union Board, etc.
1.10.7 Keep Collins residents informed of major campus programs and encourage them to attend.
1.10.8 Maintain communication between community organizations, campus groups and Collins Student Government and residents.

1.11 Specifically the Chair of Community Council shall:
1.11.1 Preside at meetings of Community Council and coordinate the efforts of the Council towards serving the Collins Living-Learning community.
1.11.2 Represent the members of Community Council to the Executive Board.
1.11.3 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.
1.11.4 Ensure that the events calendar is kept up to date immediately after meetings

1.12 Specifically a Governor shall:
1.12.1 Communicate needs, desires, and opinions of their respective units to the Board of Governors, and President.
1.12.2 Communicate the actions of the Board of Governors to their units by having decisions posted on the floor bulletin boards.
1.12.3 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 Specifically a Programmer shall:
1.13.1 Serve on the Board of Programmers
1.13.2 Plan and develop unit social programming that reflects the community’s desires.
1.13.3 Work with their unit government in the development and operation of programs for their respective units.

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 IUSA to the Collins LLC Student Government.
1.14.3 The senator shall be an *ex officio* member of the Executive Board.

2. **Fee Committee**
2.1 The following positions shall be official voting members of the Collins Fee Committee: LLC Director or staff representative, Residence Manager, Collins President or Student Government representative, Arts Council Chair, BOEP Chair, Community Council Chair, and student Fee Committee Chair, who will serve as a tie breaker.
2.2 The following positions shall be invited to attend Collins Fee Committee meetings: two additional LLC staff members, council co-chairs, treasurers of the councils, Philanthropy Chair, E-force Chair, Vice President of Board of Programmers, and Cheshire Café Manager.
2.3 Any person or organization with a major expense proposal, such as the Little 500 teams, shall attend the Collins Fee Committee meetings in which their proposal is discussed.
2.4 Funds allocated through Fee Committee to any council or special project shall be disbursed only for projects and expenditures to which all Collins residents have reasonable access. For projects with limited attendance, Collins residents shall have priority over non-residents, and receive fair notice and equal opportunity to sign up. In this case, resident assistants and graduate supervisors shall be considered residents.
2.5 Fee Committee shall have the sole authority to allocate funds from the Collins Fee.

3. **Board of Governors Procedures**
3.1 The Collins LLC BOG shall operate under the auspices of the Collins Constitution, by-laws, and specifically the Standing Rules of the BOG.

4. **Student Government Meetings**
4.1 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.

To close a meeting, business must pertain to the following:
1. Personnel matters
2. Pending or threatening litigation
3. Contractual matters
4. Real estate matters

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

4.3 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.

4.4 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 72 hours.
prior to the meeting. Emergency meetings, as defined by the President, shall be exempt from all time constraints.

5. Elections
5.1 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.
5.2 An Elections Commissioner shall be appointed by the President and approved by BOG by the first Sunday in February.

6. Standing Rules
6.1 The standing rules of Collins LLC Student Government shall be determined by the Executive Board at the beginning of the year and approved by BOG. A sample of the previous year’s standing rules shall be kept with the Constitution and by-laws to serve as a guide.

7. Amendments
7.1 Any amendments to the by-laws must be approved by a supermajority of BOG.

8. Ratification
8.1 These by-laws shall be considered ratified upon approval from the Board of Governors.
8.2 Collins LLC Student Government reserves the authority over other areas that may not be covered in this document or the Constitution.

Revised by 2007 Collins Constitution Committee

Chairperson: Janet Hamilton, President

Committee: Emily Bloom-Carlin, Chair of Arts Council
            Tomas Feher
            Andrew Hahn, Vice President of the Board of Governors (BOG)
            Margaret Hathaway, Co-chair of Board of Educational Programming (BOEP)
            Alison Howard, Community Council Chair
            Julie Rawe, Co-chair of Board of Educational Programming (BOEP)